Make a Lined Booklet: Binding Margin and Fold Guide

Original tasks 1, 2, 3 / complete keys

Task 1

A sheet is 200 mm wide. You want a center fold guide. Where do you mark it, and what distance should you measure from each outer edge to check it?

Answer: Mark the fold guide at 100 mm from either outer edge. Check by measuring 100 mm from the left edge and 100 mm from the right edge; both should meet at the same line.

Reason: The midpoint of 200 mm is 200 divided by 2, which equals 100 mm. Measuring from both edges catches a misplaced guide.

Check: Measure both distances with the same ruler and confirm they match within your measuring accuracy.

Task 2

You plan 8 writing lines with 9 mm spacing. What is the distance from the first line to the last line? Show the gap count.

Answer: There are 7 gaps between 8 lines. The span is 7 times 9 mm, which equals 63 mm.

Reason: The number of gaps is one less than the number of lines. Multiply gaps by spacing to get the span.

Check: Measure the first-to-last distance on the page and compare with 63 mm; also measure two adjacent gaps to confirm 9 mm.

Task 3

A page half is 140 mm tall. Top clearance is 20 mm and bottom clearance is 20 mm. You want 12 lines with 8 mm spacing. Does the line span fit? Use 11 gaps.

Answer: Available height is 140 minus 20 minus 20, which equals 100 mm. Line span is 11 times 8 mm, which equals 88 mm. Since 88 mm is less than 100 mm, the lines fit with 12 mm to spare.

Reason: Subtract clearances from page half height, then compare with the line span calculated from gaps times spacing.

Check: Re-measure the available height and the first-to-last line distance; confirm the span is smaller than the available height.

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Original tasks 4 / complete keys

Task 4

On a folded booklet, the left page shows its binding margin on the right side and the right page shows its binding margin on the left side. A learner draws both margins on the outer edges. Describe the correction and one check to confirm it.

Answer: Move the left page margin to its right inner edge and the right page margin to its left inner edge. Check by opening the booklet: both binding margins should face the fold and be equidistant from it.

Reason: The binding margin belongs at the fold, which is the inner edge after folding. Mirroring the margin on each half-page keeps it there.

Check: Measure from each binding margin boundary to the fold guide; the two distances should match within your measuring accuracy.

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Source rubric / reflection

- [ ] Center fold guide is within 2 mm of the measured midpoint on each sheet.
- [ ] Binding margin appears on the inner edge of every page and matches the written width.
- [ ] Writing line count matches the convention and spacing gaps are equal within 1 mm.
- [ ] Writing lines stop at the binding margin boundary and do not cross it.
- [ ] Letters sit on the baseline and x-height is consistent within the page; style may vary.
- [ ] Fold is clean, edges align, and multiple sheets stack with fold guides aligned.

Reflection: What did you check, what did you change, and what will you try next?