

Instructions on how to staple a booklet

1. **Print the Booklet:** Ensure all pages are printed in the correct order.
2. **Prepare the Surface:** Place some cardboard or a few books on a flat surface to protect it from the stapler.
3. **Open the Stapler:** Open your stapler so it can be used in a flat position.
4. **Align the Pages:** Arrange the pages of your booklet neatly and place them on the prepared surface.
5. **Staple the Booklet:** Position the stapler along the spine of the booklet and press down firmly to staple through all the pages.
6. **Secure the Staples:** Push the ends of the staples flat against the inside of the booklet to ensure they are secure.

And voilà, your booklet is ready! 📖



For full visual instructions on how to create the booklet, please visit <https://www.wikihow.com/Staple-a-Booklet>