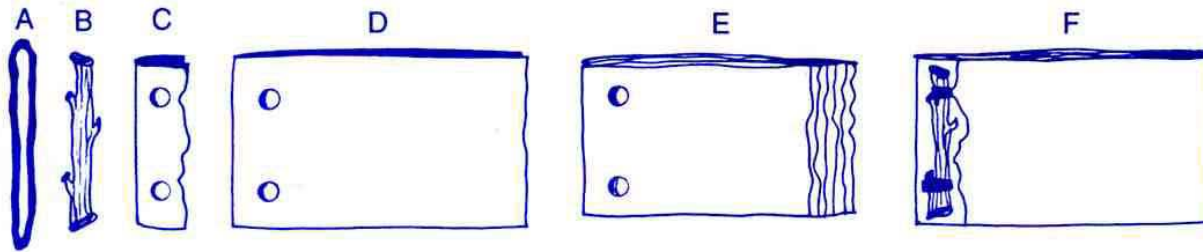


# "Twig" Booklet

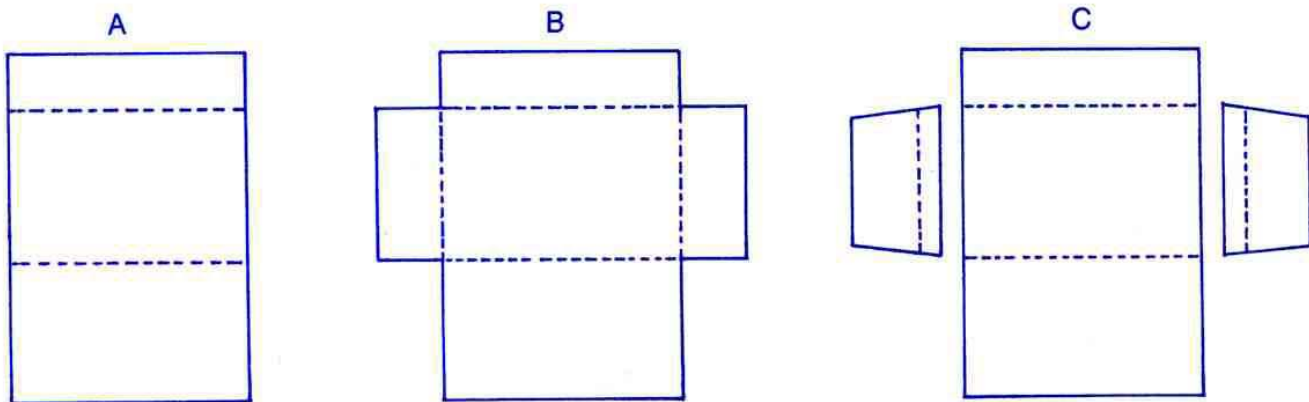


The "twig" booklet is a generic name used to describe any booklet made from used paper and bound in a similar way. Plastic tubing, lengths of twine, pieces of wire, a tightly rolled piece of paper, cardboard strips, etc. can take the place of the twig. This type of booklet can be made in any size, and can be bound at the side or top. String, yarn, etc., can be substituted for the rubber band.

**Components:** A. rubber band, B. twig, pencil, etc., C. end piece, D. cover, E. pages, F. assembled booklet.

**ASSEMBLY:** Punch corresponding holes in C, D, and E. Insert pages (E) into cover (D) and slide end piece (C) over left end of cover. Insert ends of rubber band through holes from bottom of cover. Slide twig into loops at each end of rubber band. If rubber band is too long, it can be twisted a few times on the bottom of the booklet to take up slack.

# Self-mailing Sleeve



The self-mailing sleeve is a quick and simple way to create a substitute for the common envelope and reuse paper, and can be made in any size or shape. Sleeves can be open-ended (A), contain side flaps as an integral part of the sleeve (B), or side flaps can be added to an open-ended sleeve (C). A letter or note can be written on the inside of any of these sleeves or booklets. Accordion-fold stationery, loose pages, photographs, etc., can be placed inside.

**CONSTRUCTION:** Sleeves A, B, and C are rectangular pieces of used paper, approximately 8 1/2" x 11". The bottom is folded up to within an inch or so of the top, and the top section is folded down to become a glue flap. The side flaps on sleeves B and C are folded inward to hold loose items securely inside.

