## Sewing Your Workbook ... to keep the back pages from falling out... Tutorial Script

The spiral bound class workbook or lab manual produced by the UPS Store comes at an excellent rate, and a good binding, but has one flaw: the back pages of the workbook fall out with lots of use opening and closing the book.

The following tutorial will demonstrate how to quickly and cheaply fix that flaw and protect your workbook or lab manual, so you don't lose anything.

Necessary supplies? Your workbook or manual, a pair of scissors, some string or yarn cut to about 1.5 or 2 feet, and a paperclip.

The first step is to open the workbook to the back page and lay it flat.

Rotate the spiral ring outward to expose the junction where the rings meet.

We will be using the paperclip as a needle, so thread the yarn onto the paperclip. Slip it between the two wire bits that put pressure on each other, and then tie a knot.

Starting at the top of the spiral ring, slip the paperclip through the two loops on either side of the gap. Pull the thread all the way through to the end and tie it off. I recommend a double knot at least.

Use the paperclip needle to thread between the loops, closing the gap, all along the spiral.

When you get to the end, tighten it up (not too much, but remove the slack).

Pull some thread around the last loop and retaining some on both sides, one side is double string, the other single, tie it off just like you did at the beginning with a double knot.

Cut the extra yarn (not too much, in case it comes loose and you need to tie your knot again).

Rotate the binding back into the pages, so the yarn is flush with the pages.

Voilá! You've successfully protected your workbook for the semester.

[end credits]

Sewing Your Workbook...to keep the back page from falling out... Produced by Katryn Wiese City College of San Francisco

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