

MARKING TIME: A DAILY PRACTICE with SHERRIE LOVLER PREP WORK FOR CLASS

Before class, watch video and...

1. If you don't have a paper cutter, cut 5 templates out of mat board, one each:
4 x 13" 4 x 9-1/16" 4 x 6" 3-15/16 x 2-15/16" and 4 x 1"
2. Mark your full sheets of paper in each corner with an "F" for the side facing you and an arrow to mark the direction of the grain.
3. If using Arches Text Wove paper, tear into quarters that are $20 \times 13\frac{1}{2}$ ". If using Hahnemühle Ingres tear paper in half, into 2 sheets that are $18\frac{3}{4} \times 12-3/8$ ". If using a pad of paper, just tear out a few sheets.
4. Cut 16 pieces of paper 4 x 6" *
5. Number them with light pencil on the lower right hand corner.
6. Starting with page 3, make 4 piles of paper 3 pages each (Do not include pages 1 and 2 and 15 and 16 in these piles).
7. Fold each pile in half to make 4 groups (signatures) with 3 folded pages (folios) each. The folded signatures will be 4 inches tall and 3 inches wide. The page numbers should be on the outside of the folds, visible in the lower right corner of each signature (3, 6, 9 & 12).
8. Cut 2 pieces of paper 4 x 9-1/16". Write FC (Front Cover) on the lower left side of one and BC (Back Cover) on the lower right side of the other. These pages will be folded into thirds. Wait until class to fold these pages.
9. Cut 2 pieces of 140 lb. watercolor paper 3-15/16 x 2-15/16" (This paper will be inserted into the cover fold to make the cover thicker. Can be other weight paper.)
10. Fold the 4x1" strip of paper in half lengthwise. Along the inside of the centerfold make a dot $\frac{1}{2}$ inch down from the top, another one $\frac{3}{4}$ " down from that mark, $\frac{1}{2}$ inch up from the bottom, $\frac{3}{4}$ " up from that mark. This will be our template for punching holes in the signatures.

I'LL SEND A LINK TO A VIDEO OF HOW TO PREPARE FOR THE CLASS.

** The cut pages will be folded in half and the fold should be with the grain of the paper. To find the direction of the grain, the paper listing might say long grain (along the longer side of the paper) or short grain (along the shorter side of the paper). The direction of the grain may also be underlined in the measurement. You can tell which way the grain is by trying to lightly fold the paper with your whole hand. The direction with the least resistance is the direction of the grain.*