**How to Do a Book Project with Your Class**

If you want to do a book project with your class, it will take a little planning. Here are some guidelines to help you complete a class book project successfully.

* **Come to a book project workshop** in the Student Publication Center where you will learn some basics of designing, formatting, and binding books with your classes.
* **Experiment with InDesign,** the layout program in Adobe Creative Suite. Training materials are offered in the Library section of our website, slccpublicationcenter.wordpress.com.
* **Schedule time in the Student Publication Center** for your students to do the following:
  + **Learn the basics of InDesign.** *Time needed:* 2 sessions of about an hour. *When to schedule:* 4-5 weeks before you want to cut and bind the books.
  + **Layout the books.** *Time needed:* 4-5 hours. *When to schedule:* about 3 weeks before you want to cut and bind the books.
  + **Cut and bind the books*.*** *Time needed:* 2-3 hours. *When to schedule:* whenever you need the books to be done. A week before the last day of class, for example.
* **Check with Print Services about available dates for printing the books.** It’s a good idea to contact Print Services several weeks ahead of time. Tell them what you will need printed and when you will need it finished. Expect the printing process to take a few days, even up to a week.
* **Download the chapbook and cover templates** from the Library section of our website, slccpublicationcenter.wordpress.com. You’ll want to post the book and cover templates on Google Docs or a similar site so students can download the templates to their computers in the Student Publication Center for layout.
* **If you need help** using InDesign or operating the cutter and binder, please contact Lisa Bickmore. Members of the Student Publication Center committee are available to answer your questions and demonstrate how to use all of the book project software and equipment.