Layout Tips + Tricks

1. **Will your zine be made with your hands or with a computer?** You can lay things out cut + paste style, or digitally using PPT, Google Slides, or InDesign. We can help with either!

2. **Make a mock-up copy of your zine** just to figure out how many pages you will need and how they will fit together for copying. For example, if you want a zine with a cover, back cover, and 6 pages in between, printed on 8.5 x 11 paper, you will need two full sheets.

3. **Numbering your pages** will help you remember how to lay out your content.

4. **Think about how it will copy!** Lines must be dark enough to be picked up by the photocopier. Sharpie and typed text copy well. Bic pen might be slightly sketchier but should still translate. Light colored pens and pencils might be very light or illegible if used for text.

5. **Mind the margins!** You’ll want to leave a quarter inch all the way around the edge of sheet where the photocopier won’t be able to copy. Stuff in that area can get lost - so it’s fine to have background images go straight the edge (in fact, this might create a nice clean line) but be careful you don’t stick anything super important there.

6. **Have a rad time making your zine!!!**
   
   And if you need help, just ask. :)

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[Image of zine-making tools and photocopier settings]

[Diagram showing page numbers and layout options]

[Photocopier with paper being inserted and margin settings highlighted]

[Template for half-size zine using 2 pieces of paper]

[Image of Copier Jam with pen and paper]