

How to photocopy materials, bind, and make notebooks!

It is an art not a science. These instructions are guidelines for starting a project and can be changed based on your creative thoughts... (of course, with an approval of Mr. Ben Rogers!)

Magazines

Please follow these steps in order.

1. List all the magazines we receive
2. Follow this format for listing - for example:

LOC	Title	Title of Cover Article/Subject/Publisher	Date
MAG	The New Federalist	Why The British Kill American Presidents	Dec. 1994

3. Sort out the list in chronological order
4. After listing all the magazines check for duplicates whether we already received magazine with the same title or not.
5. List out the magazines which we need to photocopy.
6. Steps of Photocopying
 - If original is in color, photocopy Title page and contents (Index) in color
 - Photocopy articles related to JFK, CIA, FBI, National Security, UFO in black and white unless you are instructed to photocopy colored pictures in color.
8. Important Step: Put red dot on magazine after you finish photocopying. You do not need to photocopy duplicates but DON'T forget to put red dot on them anyway with a capital D on the red dot.
7. Make a notebook
 - Insert colored photocopy of title page and contents (Index) in top loaders in opposite directions
 - Insert the articles photocopied in right order following the contents (Index) page
 - Use tabs for time period. Instructions are given on the tab about printing.
 - Create a spine label. Use the format we already have.
8. Make cover page and Contents (Index) for the notebook. Follow the format we already have stored in computer.

Assassination Newsletters

Please follow these steps in order.

1. List all the newsletters we receive
2. Follow this format for listing - for example:

LOC	Title	Vol.	No.	Publisher	Date
Newsletters	Grassy Knoll Gazette	10	1	Cutler Designs P O Box 1465 Manchester, MA 01944	Feb. 1986

3. Sort out the list in chronological order
4. After listing all the newsletters check for duplicates whether we already received same issues with same title.
5. List out the newsletters we need to photocopy
6. Steps of Photocopying
 - Photocopy entire newsletter in black and white. Do it double sided copying.
 - How to do two side:
 - select "Add Feature" on photocopy machine screen
 - select "2 Sided Copy"
 - select "1 → 2"
 - select "save"
 - If title page is in color, we can photocopy in color to make it look nice.
7. Put red dot of the original copy once you finish photocopying. Put red dot on duplicates with D on the red dot.
8. Make a notebook
 - If we have significant numbers of newsletters from one publications, make a separate notebook for each publication.

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- Make a cover page and Contents (Index) for notebook. Follow the format we already have stored in computer
- If we have only just one or two copies of newsletters from one publication then insert them into the notebook labeled “JFK Assassination Newsletters” and update the Contents (Index).
- Create a spine label. Use the format we already have.
- Create the cover page if it is a new notebook using the standardized format we used for other notebooks.

Jack White Publications (Neither Magazines Nor Newsletters)

Please follow these steps in order.

1. List all the materials we receive
2. Follow this format for listing - for example:

LOC	Title	Publisher/Author	Date
	Publications		
CAT	Summary of Relevant Evidence On the Record Demonstrating The Innocence of Lyndon Larouche And Co-Defendants	Committee to Reverse The Accelerating Global Economic and Strategic Crisis: A Larouche Exploratory Committee Leesburg VA 22075	Dec. 1994

3. If they are dated, sort them in chronological order.
4. Take off binding if possible . Do it gently.
5. Copy two sided
 - select “Add Feature” on photocopy machine screen
 - select “2 Sided Copy”
 - select “1 → 2”
 - select “save”
6. Photocopies can be done manually or through automatic feeder.
 - Manually: Put the paper on the surface and machine will ask you to put the another copy before finishing photocopying.
 - Automatic: Make sure there is no paper clip or staples attached to papers. Feed no more than 45-50 papers in feeder and press start. Sit back on the chair or do other assigned task till photocopies are done.
7. Photocopy the original title page on thick paper
8. Important Step: Put red dot on original notebook after you finish photocopying
9. Put the original papers together and rebind them using binding machine
 - Punch holes using the binding machine
 - Select appropriate size binders
 - Punch holes in two transparent sheet
 - Put the original title page and one transparent sheet in front and one in back of the stack of papers and bind them using a machine
 - If the original title page is worn out, photocopy it on thick paper and use that to bind the original papers.
10. Binding photocopied material
 - Punch holes using the binding machine
 - Select appropriate size binders
 - Punch holes in two transparent sheet and one colored thick paper
 - Put photocopied title page and a transparent sheet in front of the stack and put colored and a transparent sheet at the back.
 - Bind the entire stack using binding machine

Prepared by Mac Macwan, November 2007