

## MAFCUK GUIDE TO GRADE BOOKS.

If you require Club Grade or Licence Books, but have been afraid to do it yourself, worry no more. MAFCUK will allow you to take a leaf out of our book and discover just how easy it is to get your own made up for you, just how *you* want!

TIP: Include all boxes and sections that you are going to need by doing a rough layout on a sheet of lined A4 paper (this should be your Default paper size) before you begin on the computer version!



Fire up the PC and OpenOffice, unless you are one of the few who still use Word! Create a new A4 page layout (Start on Right Page, with a slightly larger Right hand border, select from Layout options 'Mirror Pages'), and save in .doc (Word) format. Into this 1<sup>st</sup> page you will place your 'Interior Front Cover' design: usually this is the space where you would have the Club Member's name, address, etc. Design this as you want by inserting a Table – think about how many columns and rows (boxes) you need in this, e.g.:

Name:	Mr.	Harry	Palmer
Address:	18	Old School Road	Upper Holloway

The next or 1<sup>st</sup> page (Inside Right) might contain your Club Rules or brief agreement and space for a signature, club stamp and perhaps a small photo (consider security!).

The page after that will be a 'inside left' page. This might contain grade boxes, with end box for small stamp and/or Instructor's Signature. You can carry on, allowing as much space as possible for extra grade entries. Next you may want a section for Junior Grades, then Insurance and Membership Renewal dates. Carry on until you have enough pages to meet all your requirements. On the last two pages (back page and Inside Back Cover) you might like to consider having entry points for Master Grades, Grades issued to the member in other skills or disciplines, or what have you?

*TIP:* You will need the total amount of pages dividable by 8 for the main book, plus two more for inside front and back covers (these will be glued to the inside of your hard cover).

The Cover. You need to design two pages extra in your layout. One, a Right Side Page (larger "gutter" to left to allow for Spine), will be the cover, the other, a Left Side Page, will be the Back Cover. If you are having your books Gold Blocked (like the examples in the picture above) then keep it simple. You can use curved text, logo, etcetera, but it will be in one colour. You need to consult with your chosen Printer on this. Colour Cover printed and Laminated on Card, may also be an option. Discuss what you want but remember price!

### PRINTERS:

Mr. M. Woolacott, 73 Lower Denmark street, Diss, Norfolk IP22 4BE. 01379-652887

Club Print, 28-30 Hartshill Road, Stoke-on-Trent, Staffordshire, ST4 7QU

Tel: 01782 414805 » <http://www.clubprint.org.uk>

The Bindery, Unit 1. 27 Medway Enterprise Centre, Enterprise Close, Rochester, Kent ME2 4SY. Tel: 01634-293049 >> [www.digitarebooks.co.uk](http://www.digitarebooks.co.uk)