

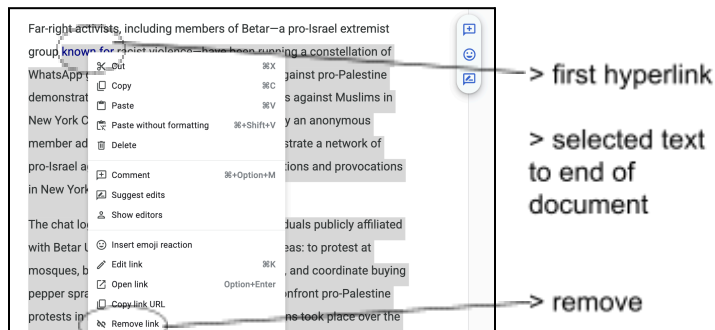
Make your article into a zine with Google Docs

Your article is fantastic and we are proud of the work you did to produce it, but there is a good chance it only exists online and not in print. Just like print media are vulnerable to water and fire, online files and articles can disappear. Just ask the journalists who used to work for DNAinfo. We recommend to archive your work on a local drive, to make a print copy, and, if it is published, to archive it using the Internet Archive's wayback machine.

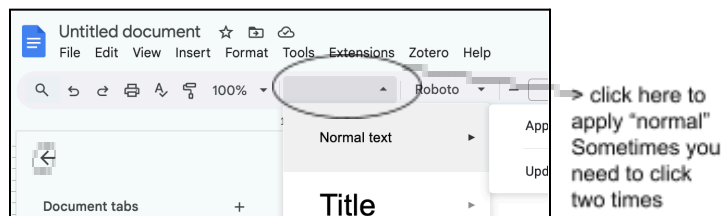
And while you are making that print copy, why not make it a cool palm-sized 8-page zine that you could carry with you and hand out to people you meet, or even mail to your aunt in Idaho.

Follow these steps to make an internet story into a real thing that can catch on fire, literally and figuratively. These steps should work for stories up to 2,000-words-ish, depending on if there are images.

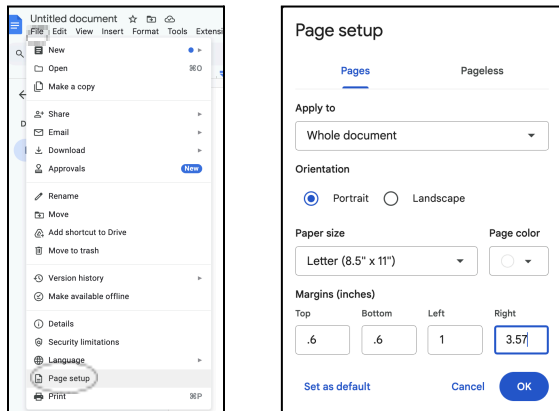
- 1) Copy your article into a google document. Delete any extra stuff that you don't want to go into the print zine, like ads.
- 2) Remove hyperlinks. Select most of the text in the document, starting with the first hyperlink, and going all the way down to the end. Then scroll back up to the first hyperlink, right click on it, and select "Remove hyperlink." This will remove all of the hyperlinks.



- 3) Apply the “Normal text” style to the whole document. Sometimes you need to apply the style twice for it to remove all of the extra formatting.



4) Change the margins of your document to Top/Bottom: 0.6 inches and Left/Right: 1 and 3.57 inches.



5) The goal is to make your story fit onto four pages with these margins. You can remove space between paragraphs, change the font size, crop or rotate or resize the images, and even replace a few key words with abbreviations. Be creative. Remember that many people are far-sighted.

6) Open *another* google document. The first document was to get the story to the right size. The second document is for layout. Here is how to lay it out:

- Margins: 0.2 inches
- Insert 3 x 6 table
- View > Show non-printing characters
- Make the empty paragraphs above the table and in rows two and five (seven total empty paragraphs) 1pt font.

Table options

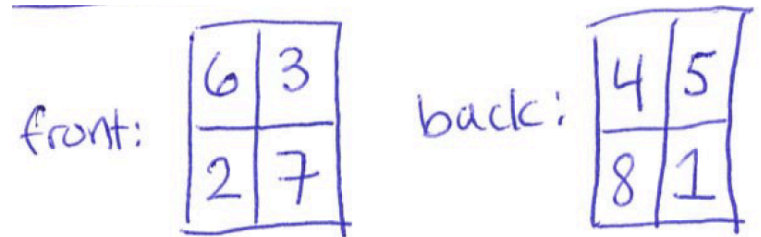
- Columns one and three should be 3.95 inches wide
- Rows one, three, four, and six should have no cell padding and be 5.15 inches high.
- Rows two and five should have 0.1 padding

You can also copy our [premade template](#).

7) Back in your first google document, add line numbers (in the Tools menu). This will help you to split up the writing on each page into two parts. So if you have 60 lines on the first page, the first 30 lines will be page 1 of your zine and lines 31-60 will be page 2 of your zine.

8) Copy and paste

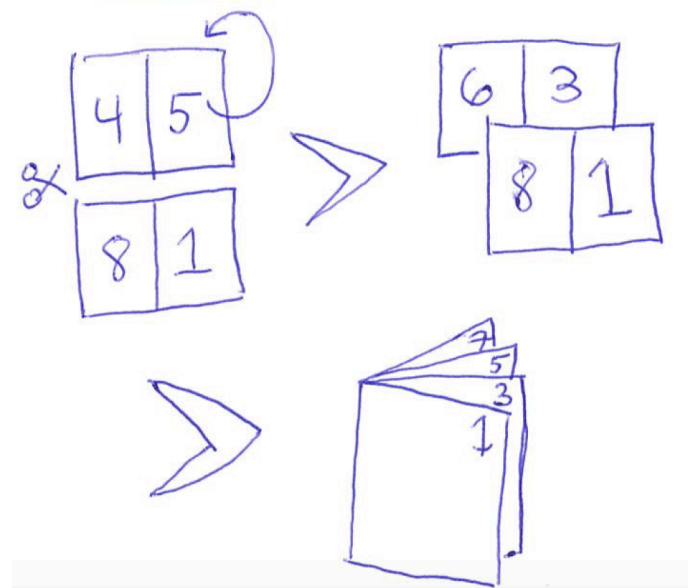
- Zine page 1 > doc page 2, bottom right
- Zine page 2 > doc page 1, bottom left
- Zine page 3 > doc page 1, top right
- Zine page 4 > doc page 2, top left
- Zine page 5 > doc page 2, top right
- Zine page 6 > doc page 1, top left
- Zine page 7 > doc page 1, bottom right
- Zine page 8 > doc page 2, bottom left



9) Print. Pages: Custom: 1-2, Margins: None, Two-sided printing: Flip on long edge. We have found that images print more sharply from Chrome compared with Firefox.

10) Cut and fold your zine.

- Orient the printed page so that the side with zine pages 4, 5, 8, and 1 are facing you.
- Cut the page in half crosswise so that one half has zine pages 4 and 5, and the other half has zine pages 8 and 1.
- Flip over the half with pages 4 and 5 to show pages 6 and 3.
- Place the leaf with pages 8 and 1 on top of the leaf with pages 6 and 3.
- Fold into a booklet, and staple. (You will have to bend the pages to use a regular-size stapler.)



[Print this guide as a zine.](#)

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