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verbs

Have you ever wanted to _____Verb a book of your own? Maybe you wonder

how your favorite book _____Verb made.

Books start with an idea. The author _____Verb the person writing the book. The

author _____Verb out his or her idea. Some writers like to _____Verb with a pen or

pencil on paper, while others _____Verb to _____Verb their idea into the computer as

they think.

Writing a book _____Verb more than just thinking. Thoughts must be organized

and research done so that information _____Verb correct. After that, many drafts of

the manuscript _____Verb done before it is finished.

When

the manuscript of the book is complete, it must be proofread.

During proofreading, errors _____Verb_____searched for and corrected.

After this, the author looks for a publisher. Sometimes an author will

already have a publisher if he or she _____Verb_____already published other books.

Most authors _____Verb_____not published by the first publisher they contact.

When a publisher is found, an editor is assigned to work with the author. Another proofreader _____Verb_____go
through the

manuscript. An illustrator will _____Verb_____chosen if one _____Verb_____needed, and the cover of the book is
designed. Before the book _____Verb_____

sent to the printer, a copy is sent to the author for him or her to read and make any final changes.

When all of the _____Verb_____have been made to the manuscript, the illustrations and words _____Verb_____put
together.

The actual

book is put together at the printer. The kind of paper for the book, the typeface (how the letters look), and the

binding of the pages _____^{Verb}_____already decided. The printing paper comes in huge rolls. Sheets of paper

_____^{Verb}_____cut, printed,

folded, and put in the right order by huge computer-controlled machines.

If the book is a hardcover, the process is longer. The pages are printed in groups of four large sheets of paper.

They _____^{Verb}_____folded in half or quartered so they make what is called a signature. A signature is usually a

group of

sixteen pages. All of these bundles of paper _____^{Verb}_____sewn together, and the pages are trimmed. After that,

the cover is

attached to the book.

Instead

of _____Verb ending in ing_____ the pages of a paperback book, the pages are trimmed so they _____Verb_____ even. Glue is applied to the

spine or back of the book to hold the pages together. This is called perfect binding. After the glue is applied, the

cover (made of heavier paper), is attached. The glue is flexible when it _____Verb_____ dried so the book won't fall apart when

it _____Verb_____ read.

Most books are now _____Past tense verb_____ and put together by large machines. They speed up the process of printing and help to

keep costs low, especially for paperback books. Some special books are still bound by hand. Once books are

printed, they _____Verb_____ boxed and stored in warehouses until they are ordered.

Now some publishers are changing that. They wait for a book to be ordered before they print it on a

computer-controlled

printing press. This way, they _____^{Verb}_____waste money printing a book that may never be sold. It

also helps save ink and paper.

The next time you _____^{Verb}_____a book, take a moment to think about the work that went into producing it.