

How to Staple Papers

Correct

The staple is in the *upper left-hand corner*, slightly in from the edges, and at about a 45° angle from both edges.

Incorrect

The staple is not fully on the page, so the pages are difficult to turn and rip off easily.

Incorrect

The papers are not stapled which makes them hard to keep track off. You are no longer in high school; learn to staple your own papers.

Incorrect (Both Examples)

The staple is parallel to an edge making it difficult to turn the page.

Incorrect

The staple is several inches away from the edges, so the corners of the subsequent pages are not visible and consequently not gradable.

Incorrect

The papers are not stapled in order in spite of the page numbers in the corner thus putting the problems out of order. If the grader cannot find a problem, it will not be graded.

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