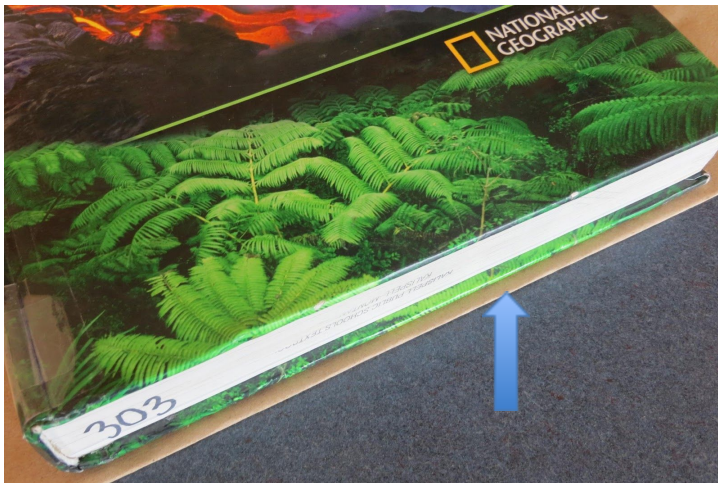
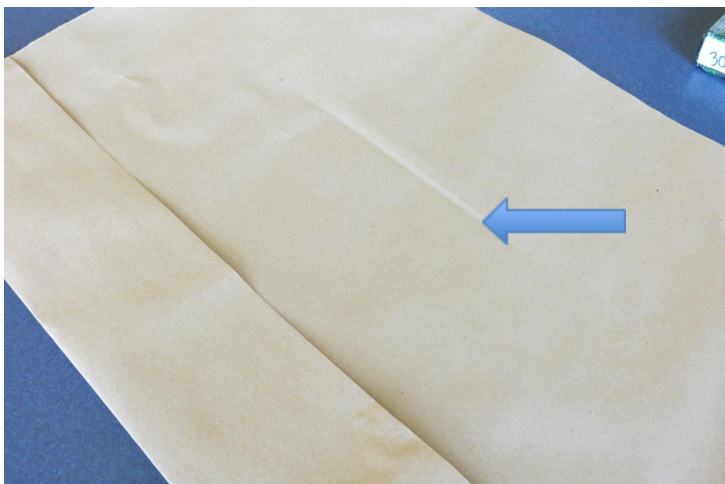


Book Covering Instructions: GHS Library

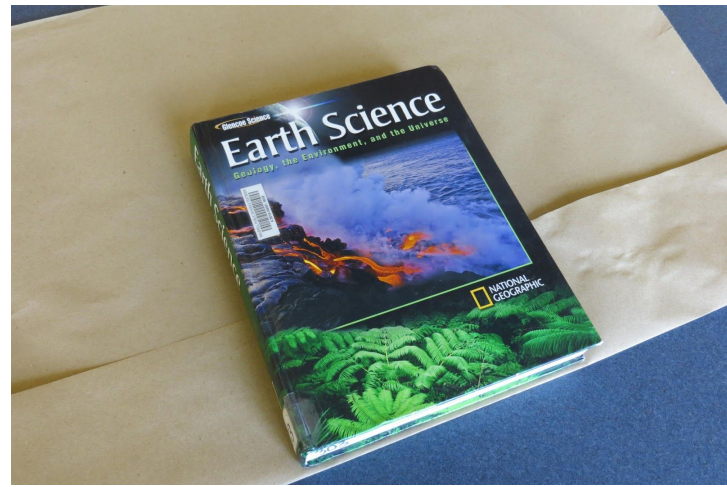
Step 1: Lay paper lengthwise and fold the bottom portion up a few inches. No measuring necessary!



Step 3: Leave a little bit of an edge at the bottom. Approximately 1/8". This is important, or your cover will rip when you tuck in the covers.



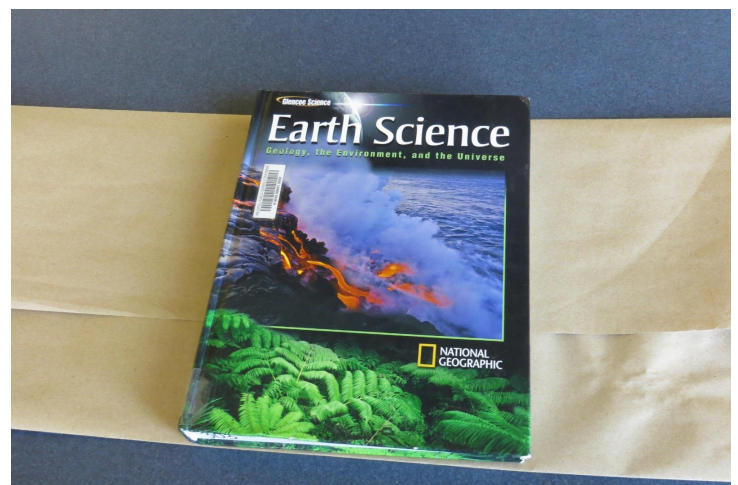
Step 5: See the line you just made? Fold it ...
EVENLY!



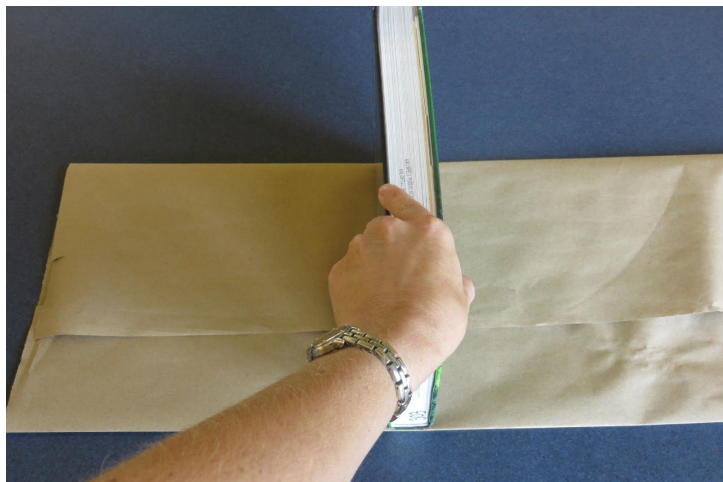
Step 2: Place your textbook on the bottom edge.



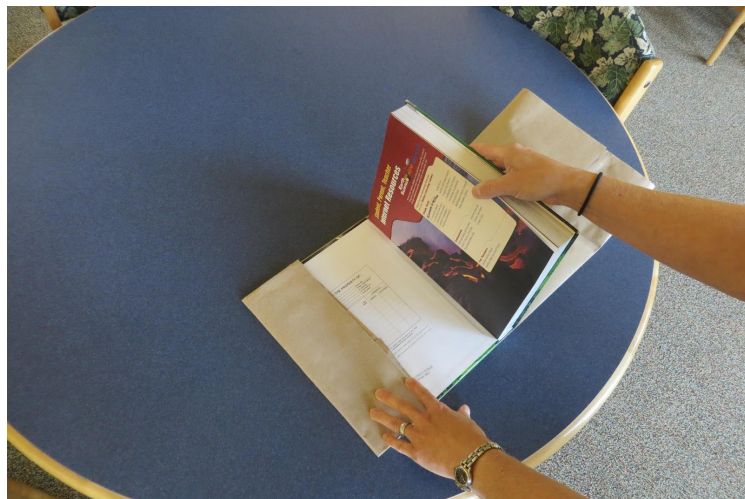
Step 4: Fold up the top edge and run your fingers back and forth along the edge of the bottom cover to make a fold-mark.



Step 6: Now the cover is approximately the same size of your book. You only want that little bit of excess, from Step 3, to make room for "tucking."



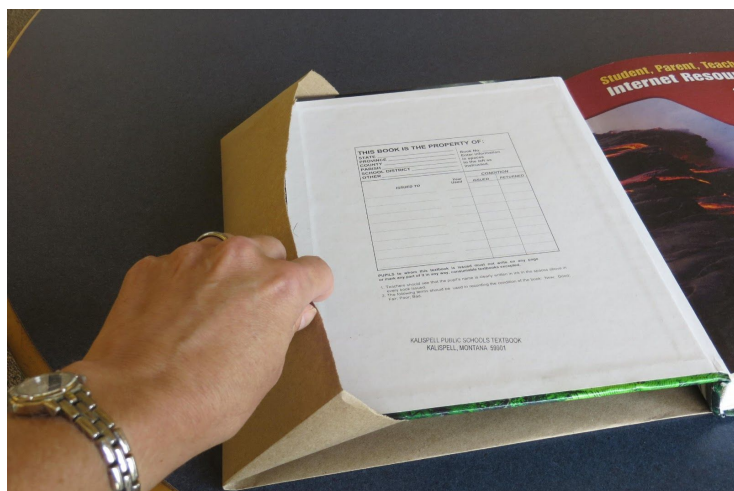
Step 7: Stand your book on the spine in the center of the folded cover.



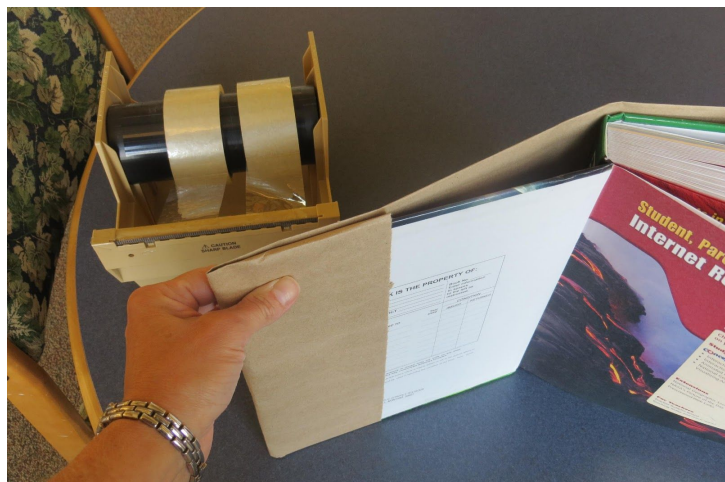
Step 8: Keep the book upright and fold down the front cover. Fold the "flap" over the cover.



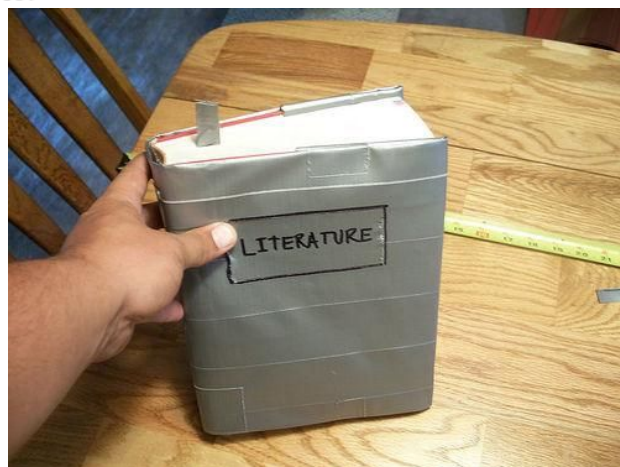
Step 9: Fold the front cover up, and fold the back cover down. Repeat the process of folding the back "flap."



Step 10: Now lay the book flat on the table and open the front cover tucking gently into the "flap." (If the flap is too wide, trim off some of the excess with scissors.) Repeat for the back cover.



Step 11: Sometimes it's easier to tape the edges when the book is standing up and the cover is "open." ONLY tape to the cover – NOT the book itself.



The best way to make this cover last is to cover it with reinforcing tape!!