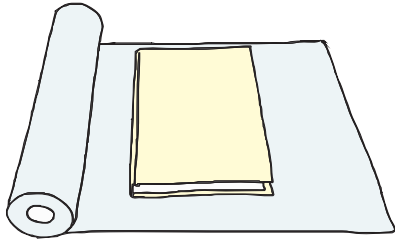


How to cover your paperbacks or hardbacks - 'Universal' method

This method will cover almost any kind of book. It will even hold the dust jacket securely onto a hardcover book. The covering can be removed, and will not damage the book.

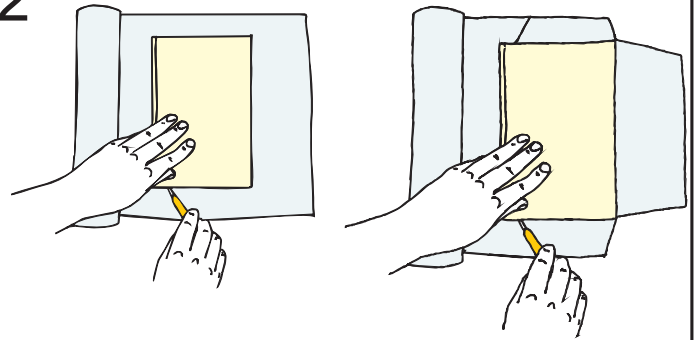
1



Roll out some plastic and lay the book on it, spine facing towards the roll.

You should have around 5cm extra on the top and bottom, and a length of around $\frac{2}{3}$ the books width at the side.

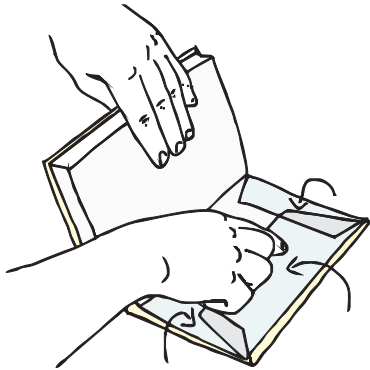
2



Using a knife or scissors, cut the plastic. A knife works best, as you don't cut towards the book and risk damaging it.

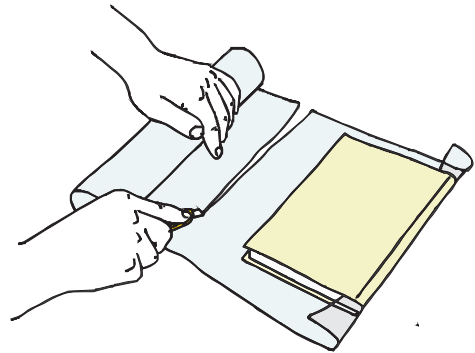
Start about 1cm in from the spine of the book. Cut flaps for the top, bottom and sides as shown. Angle slightly in towards the center.

3



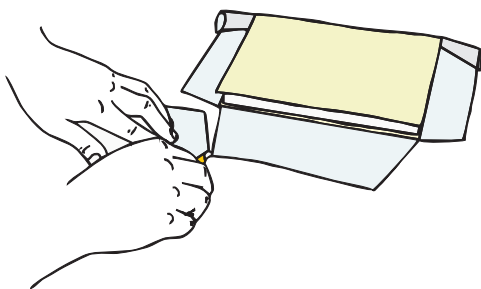
Holding the book open, fold the side flap first, then the top and bottom flaps. Use clear tape to stick the plastic flaps to one another. It's recommended not to stick the plastic to the book. Check for a snug fit.

4



Flip the book over, then cut the remaining side's plastic. As before, the side flap should be around $\frac{2}{3}$ the width of the book.

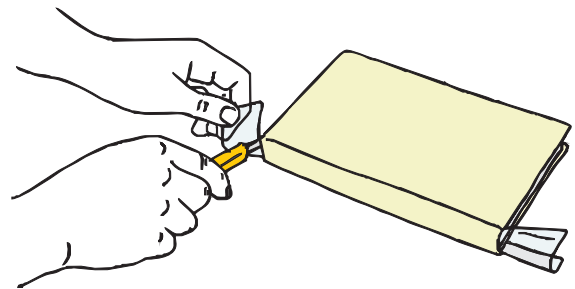
5



Cut the flaps as in step 2.

Repeat step 3 to cover the book. Take care not to pull the cover too tight as you open the book. Too much tension can cause wrinkling of the plastic and possible bending of the cover.

6



The final step. Either trim the remaining flaps off, or cut them down and fold them into the spine of the book. Your book is now protected!

Remember, practice makes perfect. As you cover more books your technique will improve, and you will find your own technique to get a great result!