

# A Simple Book Repair Manual: Four Flap Wrapper



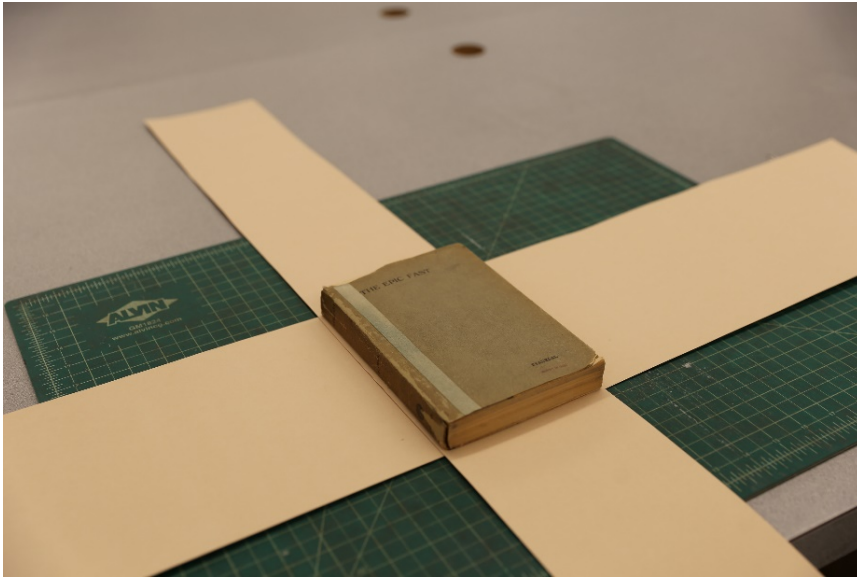
## Suggested Equipment & Supplies

- Scalpel
- Bone folder
- Scissors
- Straight edge
- 10 pt. map folder stock
- Press board
- 3M #415 double sided tape
- Paper cutter
- Triangle

## Procedure:

**\*Note:** A wrapper is made of two long strips of map folder stock, folded with the grain (see *Parts of a Book*) to enclose the book, and adhered where they overlap to form a box.

1. Measure the height and width of the book. Cut two strips of map folder stock, one the height of the book (horizontal strip) and the other the width of the book (vertical strip). Each strip should be at least three times longer for each measurement.



2. Begin with the vertical strip measured to the width of the book. Place it flat on a table and lay the book on top against the edge. Mark the top edge of the book on the strip with a pencil.



3. Place the triangle along the pencil mark and score the line with the bone folder. Crease the board to make a fold.



4. Place the book upright against the newly formed right angle. Mark the edge of the book on the strip with a pencil.





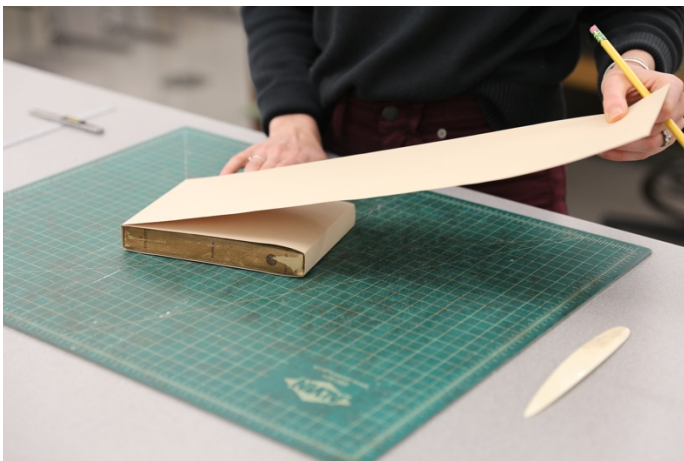
5. Place the triangle along the pencil mark and score the line with the bone folder. Crease the board to make a fold. The bottom of the wrapper is beginning to take shape.



6. Place the book flat on a table with it snug against the fold. Mark the edge of the book on the strip with a pencil.



7. Place the triangle along the pencil mark and score the line with the bone folder. Crease the board to make a fold.
8. Continue until the book is wrapped by the folder stock. Trim the excess.



*Trimming the excess.*

9. With the vertical wrapper still around the book follow the same procedure with the horizontal strip making creases with the grain. You should finish with two scored pieces of map folder stock. Trim the excess.



*Marking the horizontal strip.*



*Marking the thickness.*



*Trimming the excess.*



10. Tape the inside center panel of the horizontal strip with double sided 3M #415 tape. Assemble the two strips as shown.



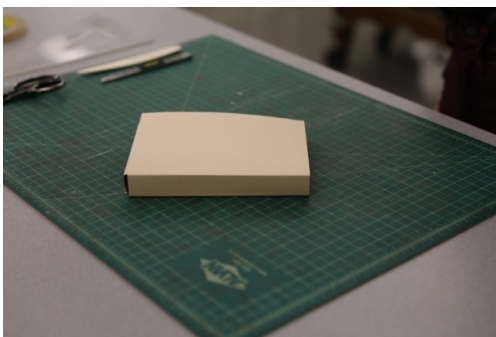
*Applying the tape.*



*Removing the tape backing.*



*Placing the wrapped book onto the horizontal strip.*



*The two strips of map folder stock attached.*

11. Secure the wrapper by creating a tab out of the horizontal flap. To do this start by measuring the midpoint of the fore-edge of the outer horizontal flap. From the midpoint measure one inch up and one inch down. Mark these points with a pencil.

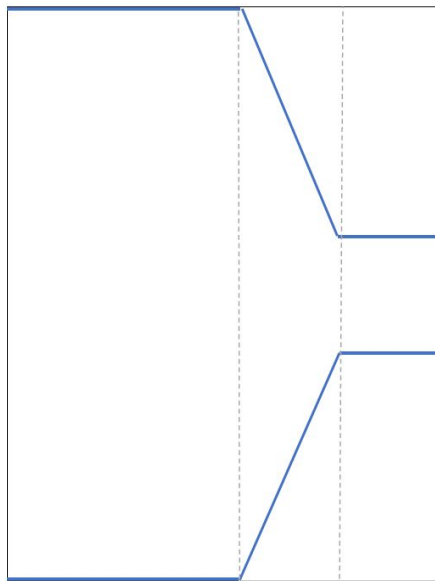


12. On the tail and head of the flap measure two inches and three inches from the fore-edge. (For smaller books use 1 1/2" and 2 1/2"). Draw 2 parallel lines from the top and bottom fore-edge marks, to the first (2") set of marks.





13. Draw angled line from head (3" mark) to top parallel line from fore-edge. Repeat from tail 3" mark.



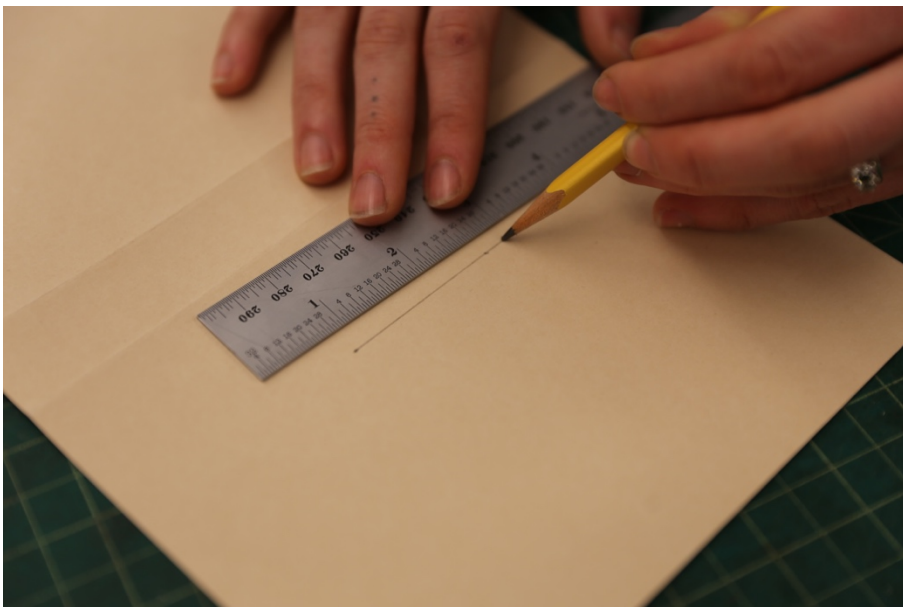
14. With scalpel and straight-edge, cut along these lines.



15. Trim 1" off tab. (If small book trim 1/2" to 3/4").

16. Place book in wrapper.

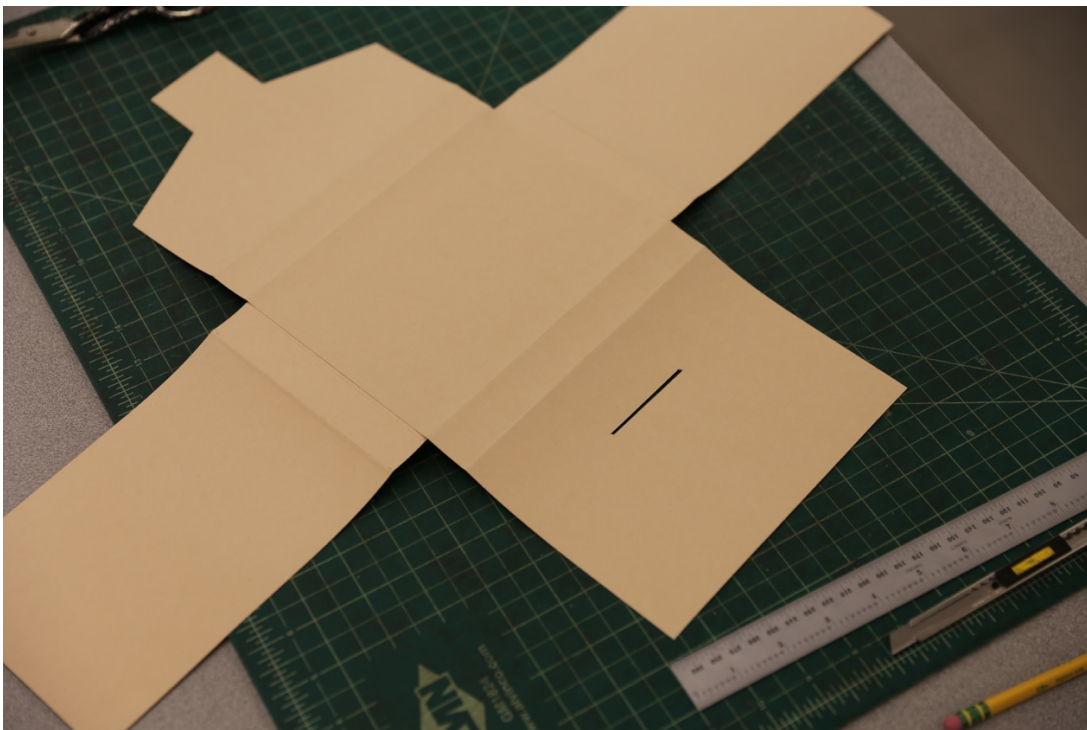
17. Mark top and bottom angled corners of the tab and draw a line between the two.



18. Remove the book.

19. Mark a parallel line 1/8" (toward fore-edge) from the one you just drew.

20. Cut out the sliver of map folder stock to create slot for tab.



21. Replace book and fold shut.



**Finished:**

