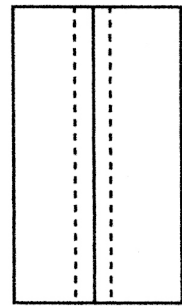


SOFT SPINE PAMPHLETS

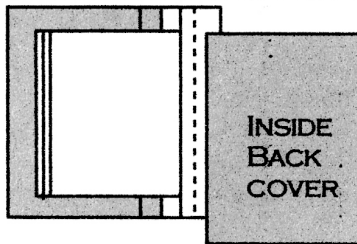
1. FOLD ALL PAGES IN THE CORRECT ORDER AND COLLATE YOUR SIGNATURE
2. CUT ON THE FOLDED EDGES TO RELEASE INNER PAGES IF NECESSARY
3. MEASURE YOUR SIGNATURE HEIGHT _____ X WIDTH _____
4. CUT A SPINE PIECE FROM CARD STOCK OR MANILA ENVELOPE MATERIAL
THE MATERIAL FOR SPINE SHOULD BE STIFF ENOUGH TO HOLD ITS SHAPE BUT NOT SO STIFF THAT IT WON'T FLEX EASILY USE THE HEIGHT MEASUREMENT FROM ABOVE PLUS 1/4 INCH (1/8 OVERHANG AT HEAD AND TAIL IS TYPICAL -LARGER FOR BIG BOOKS SMALLER FOR MINIATURES)



SPINE

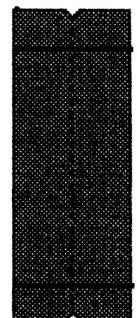
WIDTH OF THE SPINE PIECE IS 2 1/2 TO THREE INCHES

5. FIND THE CENTER POINT OF THE SPINE PIECE AND DRAW A LINE HEAD TO TAIL (LENGTHWISE) ON EITHER SIDE OF THIS LINE DRAW ANOTHER LINE 1/4 INCH AWAY FROM IT THESE ARE GLUEING LINES.
6. CUT TWO PIECES OF BOOK BOARD (DAVEY BOARD OR ARCHIVAL MAT BOARD) THE SAME HEIGHT AS THE SPINE PIECE AND USE THE WIDTH MEASUREMENT OF YOUR SIGNATURE AND ADD 1/4 INCH . FOR THIN BOOKS YOU MAY NEED TO TRIM THIS BACK BUT FOR THICK BOOKS YOU MAY NEED ALL OF THE EXTRA. MAKE SURE THE GRAIN OF THE BOARD RUNS HEAD TO TAIL ON ALL MATERIALS!
7. SEW THE SIGNATURE TO THE SPINE PIECE USING A THREE OR FIVE HOLE INSIDE TIE PAMPHLET STITCH (SEE REVERSE SIDE OF THIS HANDOUT)
8. GLUE THE BOOK BOARDS TO THE INSIDE OF THE SPINE PIECE ALIGNING THE EDGES OF THE BOARD WITH THE DOTTED LINES. BE CAREFUL NOT TO GET GLUE ON THE PAGES.



CHECK THE OVER HANG WITH THE BOOK CLOSED AND OPEN BEFORE TRIMMING THE BOARD

THE OVERHANG ON ALL THREE SIDES OF THE PAMPHLET SHOULD BE EVEN, IF NOT, TRIM THE FORE EDGE OF THE BOARD AFTER GLUEING



BOOK CLOTH

9. CUT A PIECE OF BOOK CLOTH FOR SPINE 3 1/2 INCHES WIDE AND 1 1/2 INCHES LONGER THAN YOUR SPINE PIECE FIND THE CENTER POINT AND NOTCH IT ON TOP AND BOTTOM DRAW A LINE 3/4 OF AN INCH FROM THE SHORT END
10. LINE UP THE BOOK BOARD ASSEMBLY WITH THESE LINES ON THE INNER SURFACE OF THE BOOK CLOTH FOR THE SPINE. GLUE DOWN CAREFULLY, RUBBING THE CLOTH INTO RECESSES OF THE BOARD AND CARDBOARD SPINE. FOLD UP THE EXTRA MATERIAL AT HEAD AND TAIL AND TUCK UNDER THE PAMPHLET. SMOOTH OUT THE CLOTH ON THE EDGES.
11. CUT TWO PIECES OF DECORATIVE PAPER OR BOOK CLOTH 1 1/2 INCHES LARGER THAN THE HEIGHT OF THE BOOK BOARD AND THE SAME WIDTH OR A BIT LARGER FOR TRIMMING ON THE BOOK CLOTH SPINE MAKE A THUMBNAIL MARK AT THE HEAD AND TAIL 1/8 OF AN INCH FROM THE EDGE OF THE CLOTH. GLUE UP THE COVER PAPERS AND LINE THE EDGE UP WITH THESE MARKS. YOU SHOULD HAVE AT LEAST A 3/4 INCH OVERHANG OF FABRIC ON ALL THREE SIDES OF THE BOARD. TRIM TRIM THE CORNERS 2BBTs DIAGONALLY . FOLD UP HEAD AND TAIL FLAPS FIRST. NICK IN THE EXTRA AT THE CORNER AND FOLD UP THE FORE EDGE FLAP
12. GLUE IN DECORATIVE ENDPAPERS OR TAKE THE FIRST AND LAST PAGES AND GLUE TO THE COVER