

The Book Cover Co presents...

How it's done

A guide to covering and protecting your books

Unifold Profold

This instruction guide shows you how to cover your books using a dust jacket sleeving, such as Unifold or Profold. This method fully encloses the dust jacket, and locks it onto the book.

Covering books with dust jackets using Unifold or Profold

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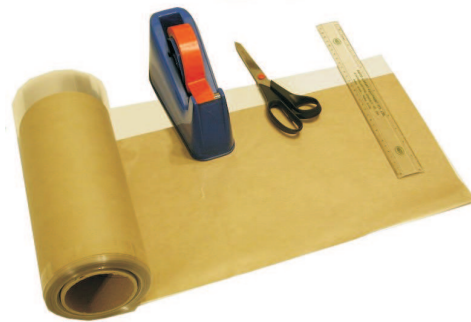
This instruction sheet will guide you through using Unifold or Profold dust jacket sleeving. Unifold is shown, however Profold has the same technique, and the brown paper used on Unifold is the same as the shorter side of Profold.

This technique for covering is widely used in libraries and schools, as well as by book collectors as it gives excellent protection to the book. As no adhesive or tape touches the book itself, the entire process is reversible, leaving no damage to the book.

In this instruction sheet, we are using red tape for clarity. You should use a

You will require

- Dust jacket sleeving
- Tape
- Scissors
- A ruler (optional)



STEP 1

Roll out the required amount of covering, and insert the book jacket.



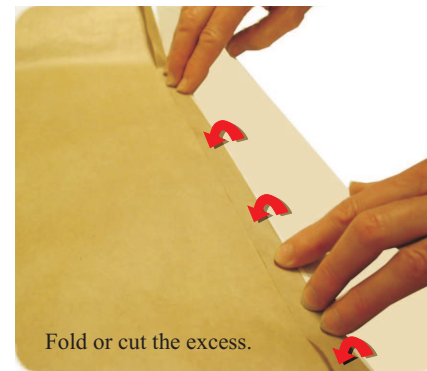
Slide the book cover into the folded edge of the covering.



STEP 2

Cut the covering to length. Ideally this should be the same or slightly longer than the cover itself.

Make sure that the cover is flat when cutting, as it will have a tendency to lift up and appear shorter than it is.



STEP 3

Ideally, the height of the cover should match or be slightly greater than the height of the back of the cover. Fold or cut the excess material so that a little of the book cover is exposed.

Cutting is preferable as it reduces the thickness, but take care not to damage the book cover.

Tape center section.



STEP 4

Fold the overhanging 'tail' of plastic. As you do this, make sure that the book cover is correctly in the fold at the bottom.

Tape the folded section to the middle parts of the back sheet as shown.

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Profold+

Unifold Pro

Covering with Unifold Pro or Profold Plus

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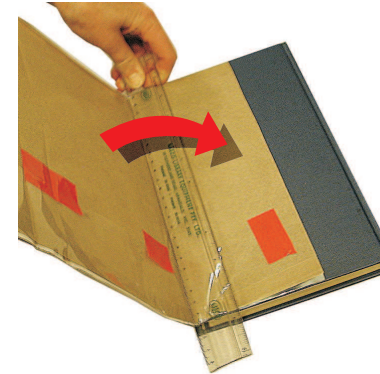


STEP 5

Fold the covering along the lines of the original folds in the dust jacket.

This makes it easier to cover, and gives a nice sharp line to the finished cover.

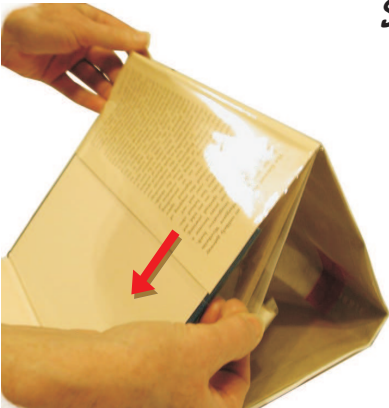
Take care with older or delicate books not to cause damage by folding.



STEP 8

Fold the combined covering and dust jacket over. You may wish to use a ruler to ensure a straight edge.

The fold where the dust jacket wrapped around the cover should be in its original location.

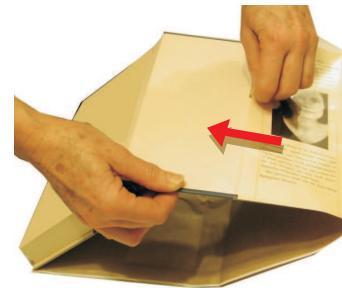


STEP 6

The tube formed by the sleeving can now be slipped over one of the book's cover.

The cover should be between the back of the covering material and behind the dust jacket, as shown.

Also, make sure that your cover is on the right way up! It is very easy to finish covering and realise it's upside down!



STEP 9

Open the book wide and repeat steps 6 and 7. Before taping, close the book to make sure the cover is a nice fit. If the covering is too tight the book will not close properly, and if it is too loose the cover will look slack.

When you are satisfied, tape the last loose section.



STEP 7

Turn the book over and pull down on the loose plastic.

This will tighten the tube formed by the sleeving, and ensure a nice tight finish.

Tape the layers together.

Congratulations, you've just covered a book with Unifold or Profold! While it may seem fiddly at first, you should soon find this covering method to be an effective way of giving excellent protection to your books. If you have any questions or problems with this process, please don't hesitate to contact us.



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