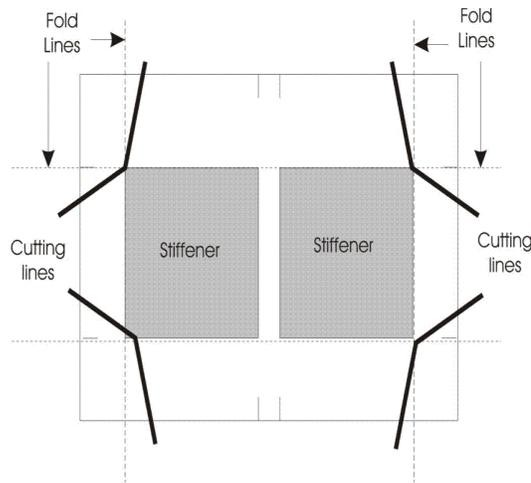# Instructions - Hard Cover Books

Note: Staples sells a block of memo paper that is about 3" square. The block is glued along one side. See photo.

1. Cut out the cover, removing all signs of a white edging. The covers have guides on the edges showing where the folds occur.

2. Make the top and bottom folds first. Then, open up the top and bottom folds, and fold over the ends. Open up again, and make the two folds which form the spine of the book. Open up all of the folds, and measure the size of the rectangle (marked stiffener in the graphic below) made by all the folds. Write this down, you will need the size again later. Cut two rectangles the same size from cover stock. These are your stiffeners.

3. On your folded cover, cut out each corner to reduce bulk, as shown in the diagram.



4. Using a glue stick, glue all folds in place over the stiffeners. Let dry for a moment then fold the cover against the inner edges of the stiffeners, making a spine for the book.

5. Measure the width of the spine on your finished book cover. Separate a wedge of paper from the large Staples memo block that is the width of this spine.

6. Reduce the original measurements for the stiffeners by 1/16" in each direction, and mark this rectangle on the paper block, lining it up against the glued edge of the block.

7. Using a steel ruler (preferably a cork backed ruler) and a sharp X-Acto knife or utility knife, cut out the marked block of paper. Do not hurry, and do not press hard. It is more accurate to make many light cuts, than to try to cut through the entire stack at once. Aim for one page of paper per cut. Cut the top of the block first, then the bottom, lastly the side.

8. Using a glue stick, coat the front, back and spine of the cut block, and place in your folded cover, centering the block on the spine. Enjoy your book!

# Harry Potter Book Covers