

### THE TUXEDO BOX

The following are directions for making a protective wrapper for a pamphlet or book from two pieces of map folder stock adhered together with double-sided tape. It is self closing by means of a tab which is cut into the stock. Read the directions carefully before proceeding.

#### MATERIALS:

Lignin-free map folder stock (board): The size of the item to be enclosed will determine the weight of the stock. A small pamphlet will require a light-weight (6 mil) stock and books will require a heavy-weight (10+ mil) stock.

Pencil or divider  
Board shear or scissors  
Triangle or straight-edge  
Double sided tape (either 1/4 or 1/2 inch)  
Bone folder  
Utility knife or scalpel



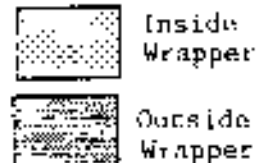
Figure 1.

#### TIPS FOR MARKING AND MAKING FOLDS:

The folds should be made along the grain of the board (shown with arrows on the diagrams). Determine the grain by gently bending the board vertically and horizontally. The direction which offers the least resistance is the grain direction. Heavy boards can be tested by folding in both directions. The board will fold crisply and comparatively easily along the grain; against the grain the board will pucker and resist folding. Mark the spot for the fold with the hook in place using a pencil, divider or the point of the bone folder. Remove the hook and fold gently by hand at that point. Sharpen the crease by running the bone folder over the edge.

#### MEASURING, CUTTING AND FOLDING THE TWO PIECES OF BOARD:

Measuring and cutting for the inside wrapper (see figure 2):



With the fore-edge and lower edge of the book lined up with the lower left corner of the map folder stock, make a mark for the height of the book. Cut a length of board that will wrap around the book's width about one and a half times. This length can be estimated by carefully rotating the book over the board.



Figure 2.

Folding the inside wrapper (figure 3):

With the foreedge of the book lined up with the left edge of the cut stock, make a fold at the spine. Continue folding the board around the book, being careful to keep the book in the same orientation--the spine of the book should be at the first fold in the board.

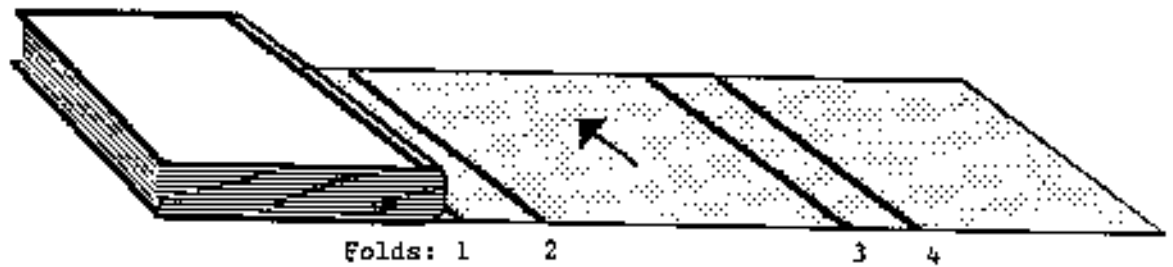


Figure 3.

Stop folding after the fourth fold and cut the board where it meets the first fold (at the spine of the book). See figure 4.

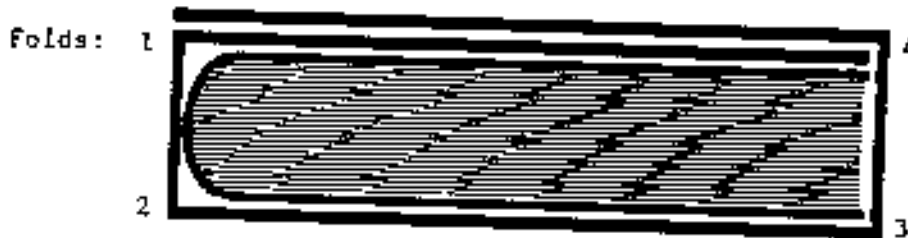


Figure 4.

Measuring and cutting for the outside wrapper (figure 5):

With the book wrapped in the inside flap (spine facing to the left) line up the top edge of the book with the bottom edge of the stock and mark the board for the width of the book. Cut a length of board that will wrap around the book's height about one and a half times.

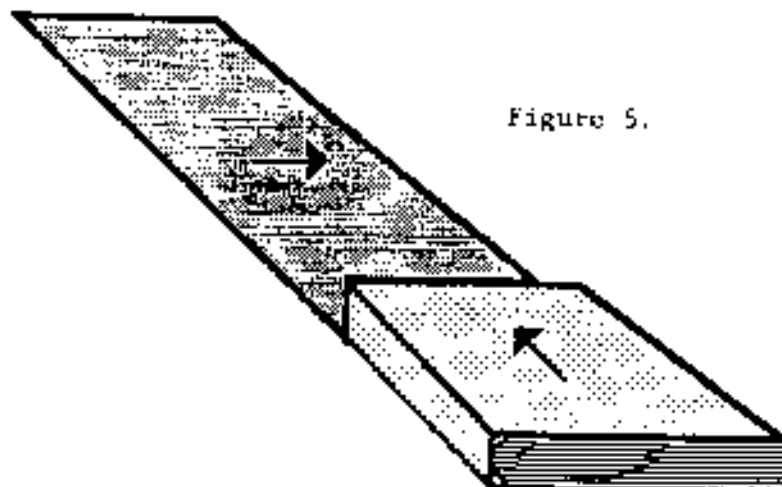
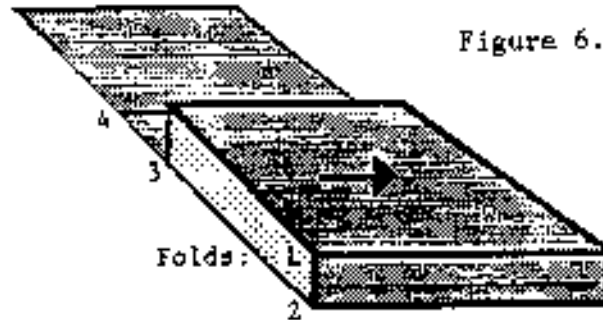


Figure 5.

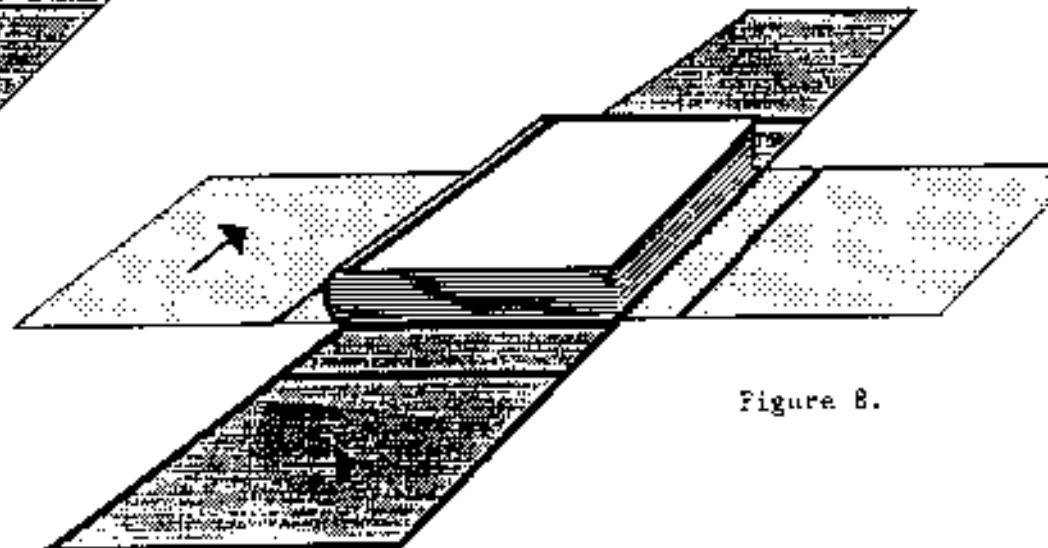
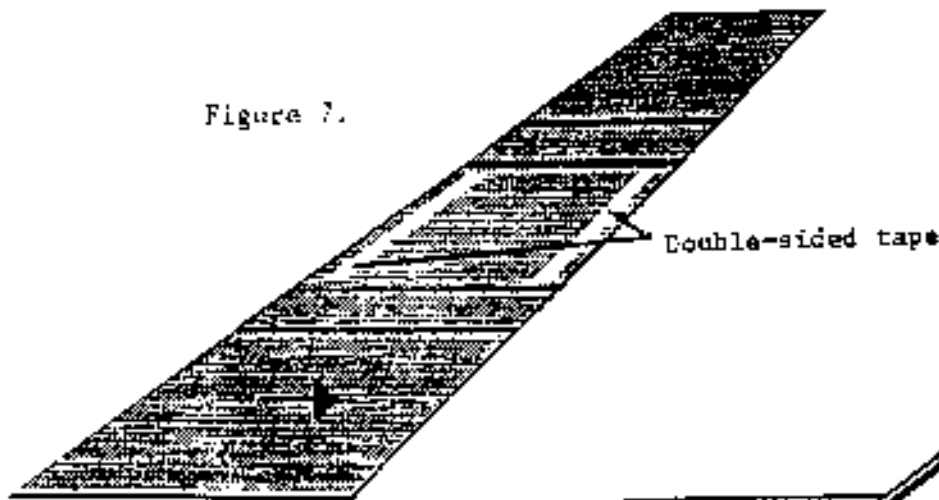
Folding the outside wrapper (figure 6):

With the top edge of the book lined up with the bottom edge of the cut map folder stock, make a fold at the lower edge of the wrapped book. Continue folding the board around the wrapped book, being careful to keep the book in the same orientation--the spine of the book should face left. Finish after the fourth fold and cut the board two thirds the length of the book from the fourth fold.



TAPING THE TWO BOARDS TOGETHER (figure 7):

Remove the outside wrapper and place a strip of double-sided tape along each of the two edges between the second and third folds of the outside wrapper. Place the inside flap on the outside flap, line up and tape down (figure 8).



CUTTING THE TAB (figure 9):

Cut a tab in the top flap of the outer wrapper as shown in figure 9 using the pattern provided below.

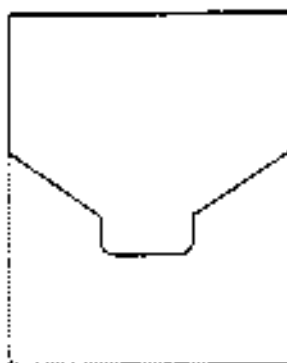


Figure 9.

CUTTING THE SLOT (figure 10):

With the wrapper held firmly closed, lightly trace the outline of the tab onto the board underneath with a pencil. With a cutting board under the flap, cut a line slightly beyond the right and left edges of the traced lines with the utility knife. Insert the tab in the slot and pull out by lifting from either edge of the flap. There is a natural horizontal line which will ease the removal of the tab from the slot (figure 11). Make a gentle crease along this horizontal line (do not reinforce it with the bone folder).

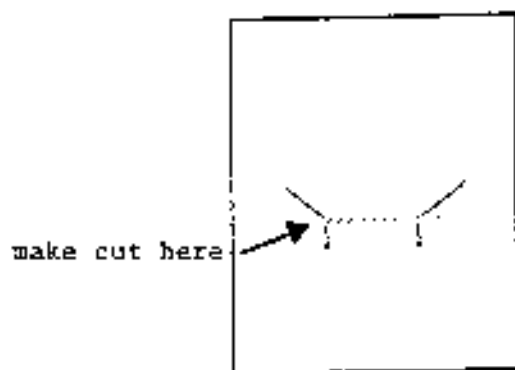


Figure 10.

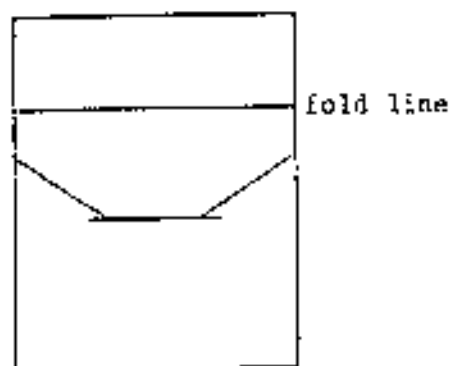


Figure 11.



Pattern for cutting the tab.