

# APPLICATION INSTRUCTIONS

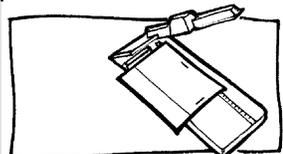
## Easy Cover®



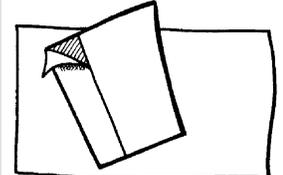
**STEP 1** - Use two identical sheets to protect one book. Both sheets are rigid with a flexible flap. Place one sheet on a flat surface, paper side up, with the flap to the left.



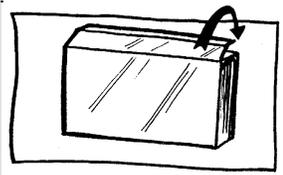
**STEP 2** - Position the book (with its front facing you) so that the spine edge is  $\frac{1}{2}$ " past the edge of the rigid material, the flap wraps around the spine to at least  $\frac{1}{2}$ " on the book's front cover and the top of the book lines up with the top of the sheet. Mark the book's bottom and right edge on the paper side of the Easy Cover sheet.



**STEP 3** - Place the second sheet on a flat surface, paper side up, with the flap to the right. Slide the book (face down) to the right so that the spine's edge is  $\frac{1}{2}$ " past the edge of the rigid material, the flap wraps around the spine to at least  $\frac{1}{2}$ " on the book's back cover and the top of the book lines up with the top of the sheet. Mark the book's bottom and right edge on the paper side of the Easy Cover sheet.



**STEP 4** - Using an Easy Trim™ Trimmer, cut both sheets to the marks you have made.



**STEP 5** - Peel the strip from the back sheet and place the sheet on the book's back cover, making sure the strip comes no closer than  $\frac{1}{2}$ " from the spine. Press to adhere the exposed adhesive. Remove the remaining liner and squeegee the back sheet to adhere to the back of the book, smoothing out any air bubbles and wrinkles.



**STEP 6** - Peel the liner off of the front sheet's flap. Lay the sheet on the front cover wrapping the flap around the spine so that the flap overlaps the rigid material on the back of the cover by at least  $\frac{1}{2}$ ". Remove the remaining liner from the front sheet and squeegee to the front of the book.



**STEP 7** - Reinforce the book's hinges with Easy Bind® repair and reinforcement tape.

**STEP 8** - Wait 24 hours before circulating covered books.