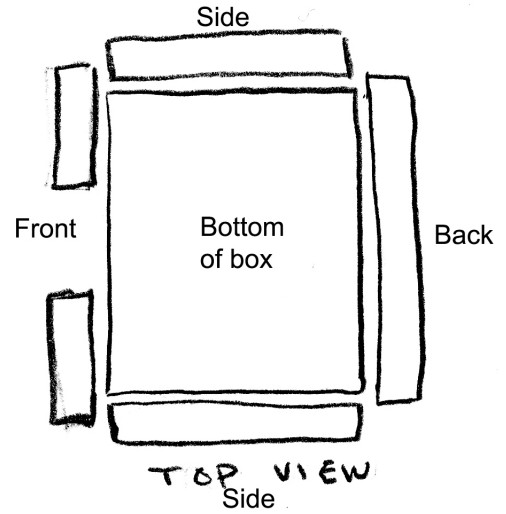
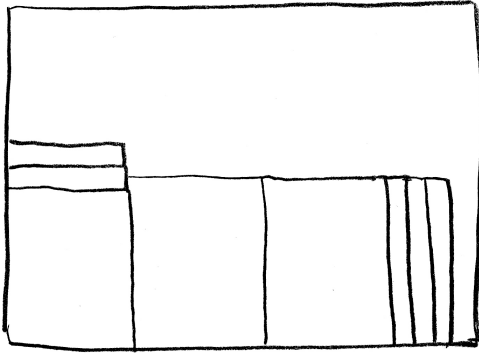


HARDCOVER PORTFOLIO BOX
 Professor James Bailey

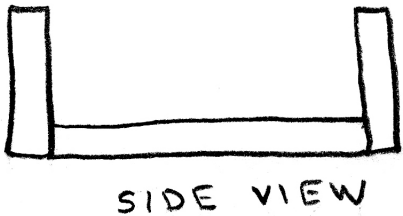
Measure out your box.



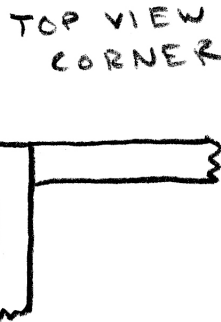
Cover width = Box width + 1/2"-1"
 Cover height = Box height = 1/2"-1"
 Spine width = Side of box height
 Spine height = Cover height

Lay the pieces out for assembly.

Length of Sidepieces = width of box + two board thicknesses.

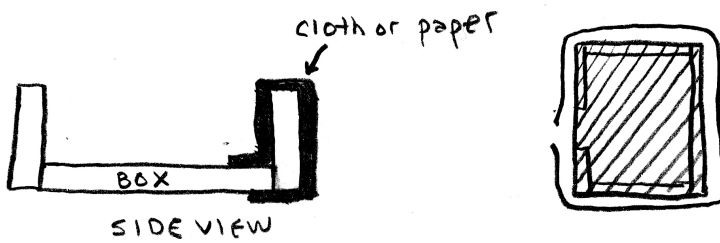


SIDE VIEW

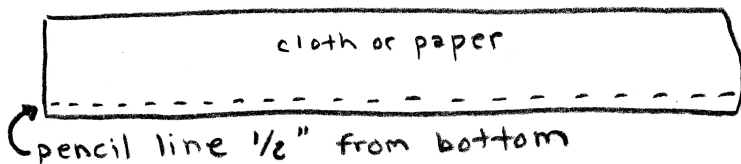


TOP VIEW CORNER

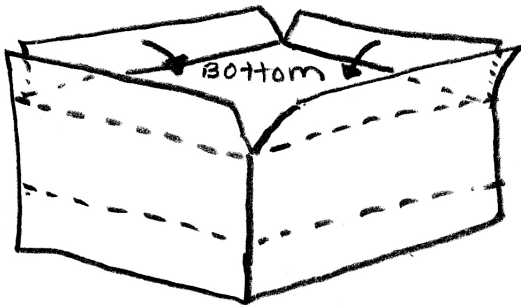
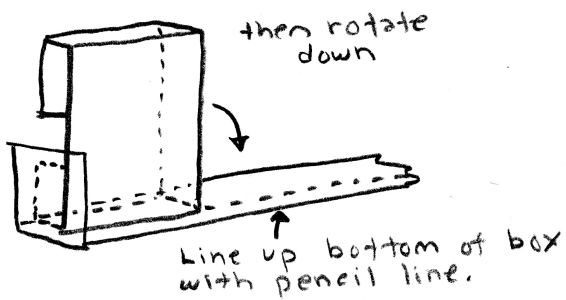
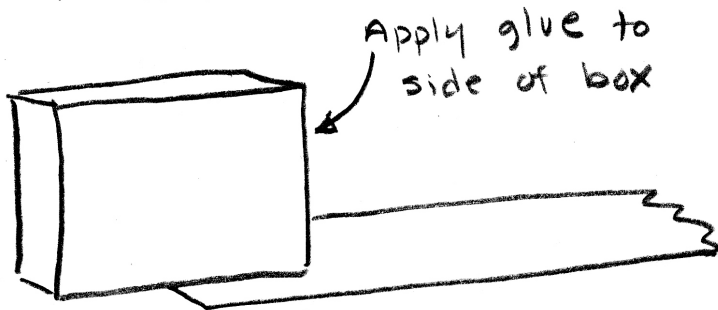
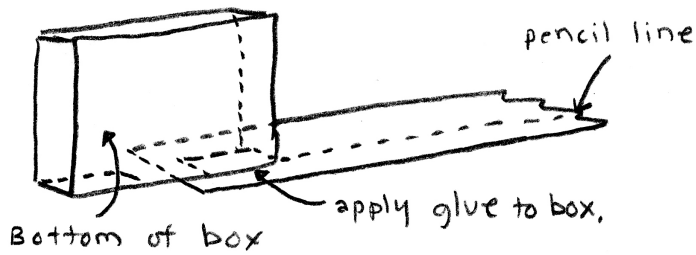
Apply glue to side of bottom and on corners of all sides.



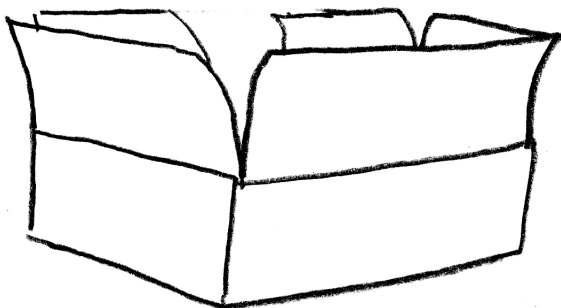
SIDE VIEW



Wrapping Material (cloth or paper);
 Width = 2x the height of the sides + 1"
 Ex.: if the side of the box is 2" high, then the width of the wrapping material would be 5"
 Length = Distance all the way around the box, plus 2".



Flip the box upside down. Using a scissors, make a vertical cut down to the corner of the box on all four sides.



Flip right side up, and repeat this on the top of the box.

Draw a pencil line $\frac{1}{2}$ " up from the bottom on the inside (side you will be gluing), that runs the length of the wrapping material.

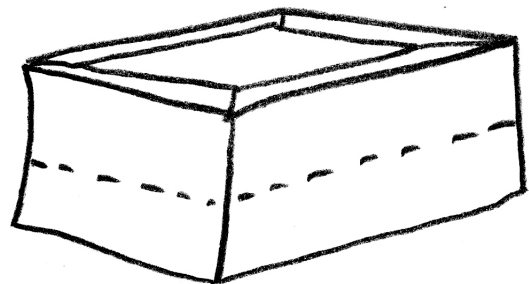
Starting at the window, apply a thin layer of PVA glue to the side of the box.

Leaving about 1" of material overhanging the window, Line the bottom edge of the box with the pencil line and press down to glue.

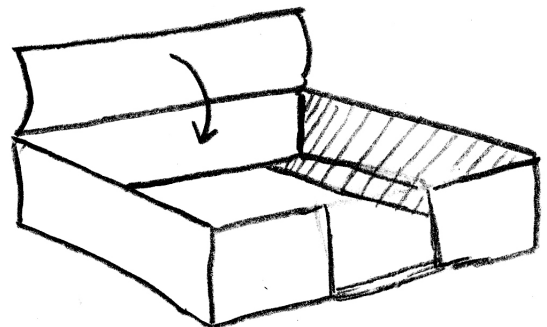
Now apply a thin layer of glue to the next side of the box. (Apply it to the box, not the wrapping material).

While the wrapping material rests on the table, rotate the box, being careful to line up the pencil line with the bottom edge of the box.

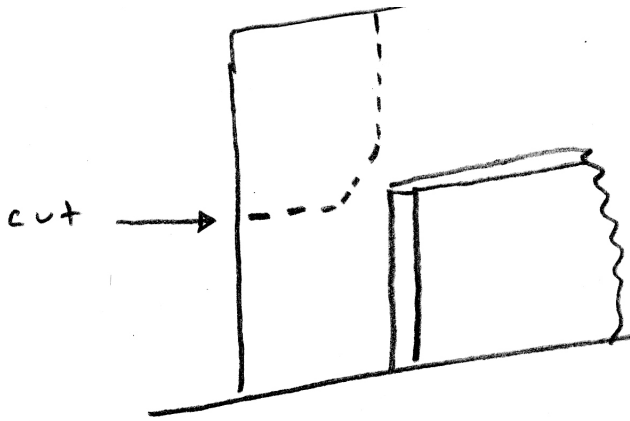
Continue this until you have glued all four sides.



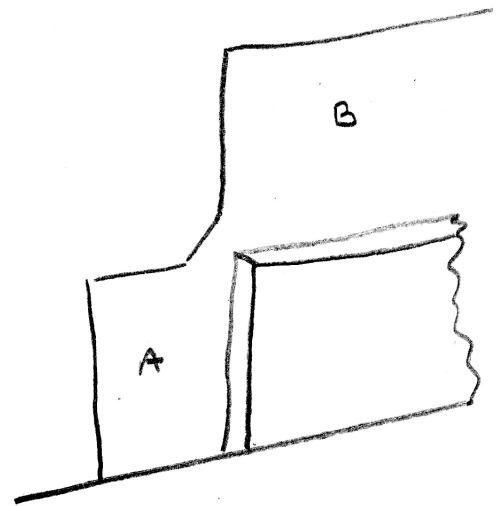
Apply a thin layer of glue to the bottom of the box and glue down.



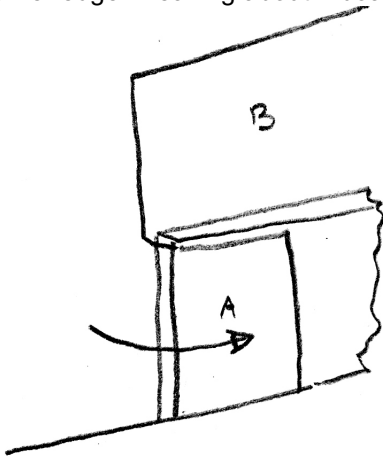
Apply a thin layer of glue onto the inside side of the box and about a $\frac{1}{2}$ " onto the bottom. Carefully, fold the paper down the inside side, and onto the bottom.



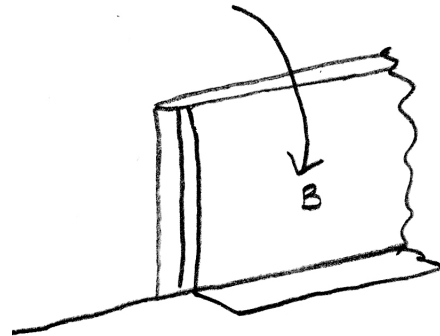
As you get to the window, make two cuts down to the top corner edge. Leaving about 2 board thicknesses.



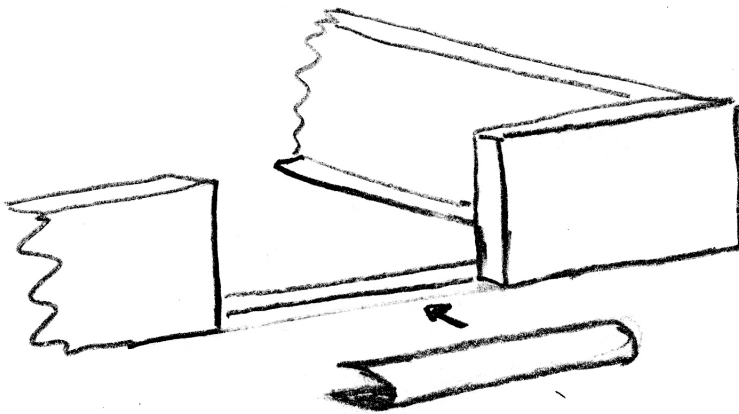
Remove this section.



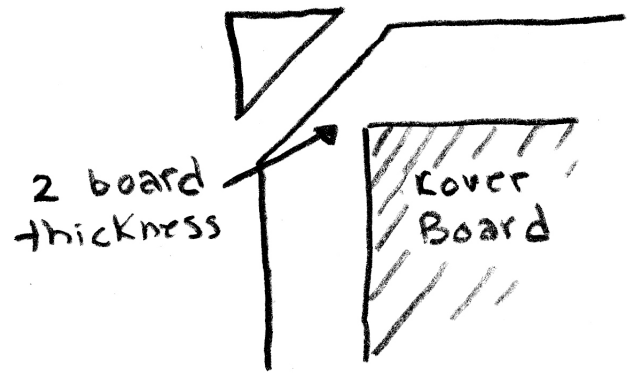
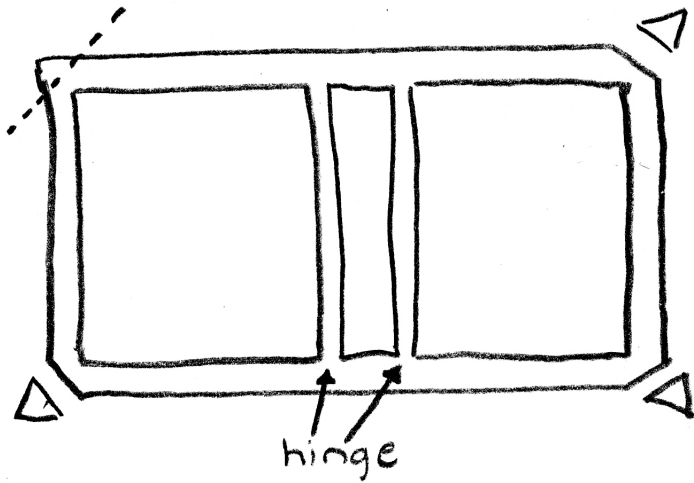
Apply glue to the inside edge of the box and fold in part A.



Apply more glue, and fold down part B.

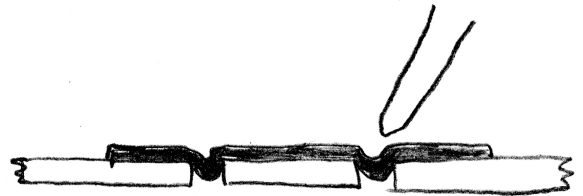
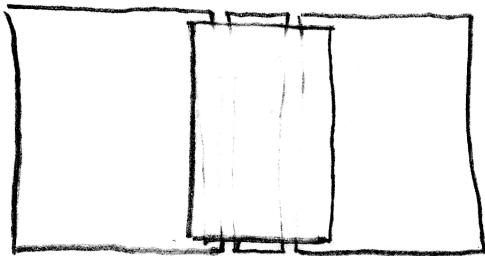


Cut a small piece of wrapping material and wrap the front edge of the window.



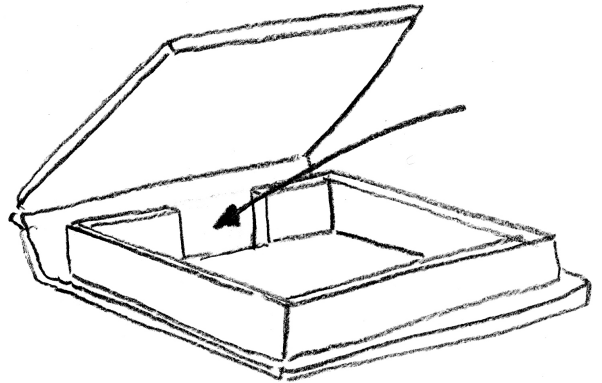
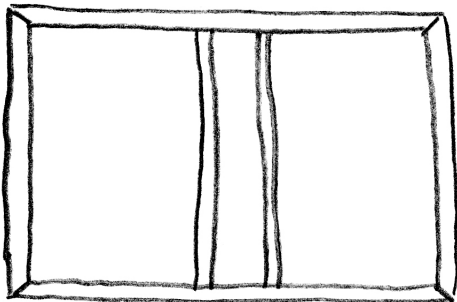
Lay the cover boards and spine down onto the wrapping material, allowing for 1" around all sides and 2 board thicknesses in the middle for the hinges.

Miter the corners at a 45-degree cut, allowing 2 board thicknesses beyond the corner.



Cut a piece of wrapping material, that is $\frac{1}{2}$ " shorter than the height of the spine, and is 2" wider than the spine.

Starting in the middle, apply glue to the spine and center the spine material. Next apply glue on one cover, and glue down one side of the wrapping material, careful to work the hinges in with a folding bone. Open and close the cover to check the hinge. Then repeat for the other side.



Glue and wrap the outer edges. Work the hinges with a folding bone.

Apply glue to the center of the back cover, and on the underside edges of the bottom of the box.

Align the window so it FACES THE SPINE, and is flush with the spine when it is closed. Then press down.

Close the box, place a small weight on top and let it dry overnight.

TA DA!!!!!!!!!!!!