



### Mark and Trim to the right size

#### **STEP 1** - Use two sheets to protect one book

One with a flexible flap (for front cover) and the other without flap (for back Cover).

Both sheets are rigid; however, only the front cover has a flexible flap--the back cover has a narrow liner strip (seen paper side up).

Place the back cover on a flat surface, paper side up, with the narrow liner strip to the left.

**STEP 2** - Position the book (with its front facing you) so that the spine edge is approx. 1/2" (1cm) past the edge of the back cover and the top of the book lines up with the top of the back cover. Mark the book's top edge and right edge on the paper side of the Easy Cover II sheet.

**STEP 3** - Place the front cover on a flat surface, paper side up, with the flap to the left. Slide the book to the left so that the spine's edge is approx. 1/2" (1cm) past the edge of the Easy Cover II spine. Mark the book's top and right edge on the paper side of the Easy Cover II sheet.

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

### Apply to Back cover First

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

The back cover is done!

### Apply to Front cover

**STEP 6** - Peel the liner off of the front cover'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 1/2". Remove the remaining liner from the front cover and squeegee to the front of the book.

**Now You Had Completed the Protection of the Book cover!**

**To Extend the book life cycle, it is recommend to:**  
**Reinforce the Book Hinges.**

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

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