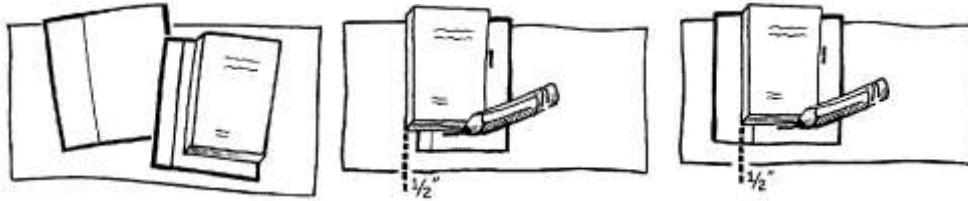


# APPLICATION INSTRUCTIONS

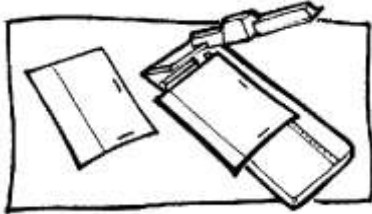
## *Easy Cover® II*



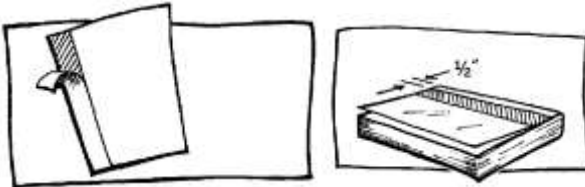
**STEP 1** - Use two sheets to protect one book--one with a flexible flap and the other without. Both sheets are rigid; however, only the front sheet has a flexible flap--the back sheet has a narrow liner strip (seen paper side up). Place the back sheet on a flat surface, paper side up, with the narrow liner strip to the left.

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

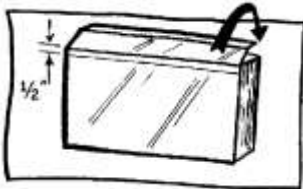
**STEP 3** - Place the front sheet on a flat surface, paper side up, with the flap to the left. Slide the book to the left so that the spine's edge is  $\frac{1}{2}$ " past the edge of the Easy Cover II spine. Mark the book's bottom and right edge on the paper side of the Easy Cover II sheet.



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



**STEP 5** - Peel the narrow 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.