

# Portfolio with Soft Flaps

This portfolio is based on the simple flat-backed case and uses a paper/cloth laminate for the flaps.

## Cutting the boards:

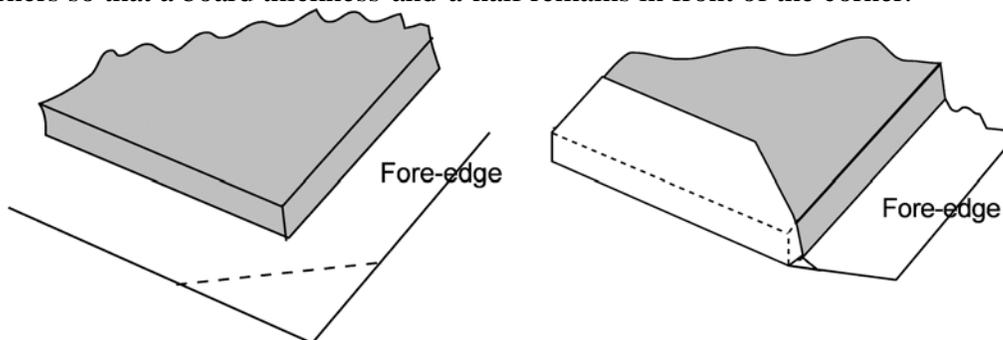
1. To measure the height of object, lay on larger squared board with grain parallel to spine and add 3 board thicknesses to the height. Mark on board and cut complete strip off. Width of board should generously allow for 2 times the width plus the thickness. Cutting to height now will ensure that all pieces are of the same height and reduce total number of cuts
2. Next cut the 2 boards to the correct width by marking the width of the object plus 2 board thicknesses.
3. Lay both boards on the object, and finding the thickest point, mark off on remaining piece of board. Cut strip to that width to make spine piece.
4. All pieces for case have now been cut.

## Cutting covering material:

1. Select cloth (grain runs parallel to the selvage/edge of roll)
2. Lay all three pieces on covering material so that height is lined up parallel with the selvage of the roll and add no more than 2 inches to the height and width. Cut
3. Cut strip of cloth width of spine plus 2 inches and the height of your object. This strip will cover the spine on the inside of the case.

## Covering the case:

1. Glue out the first board and lay down on the cloth so that there is a border of about 1 inch on three sides.
2. Next glue out the spine, and ensuring that the top edge is aligned (a scrap of board or ruler work well as guides) position the spine piece so that it is a 2 board thicknesses from the first cover board. Finally, glue out the final board and position with the same spacing at the spine. Note, the gap may need to be increased (or decreased) based on thickness of covering material.
3. Cut corners so that a board thickness-and-a-half remains in front of the corner.



4. Turn-in long edges (head and tail) first and pinch per the diagram.
5. Turn-in short edges.

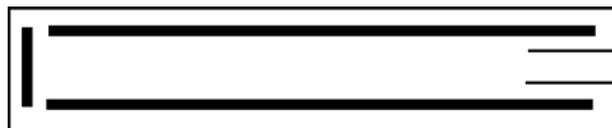
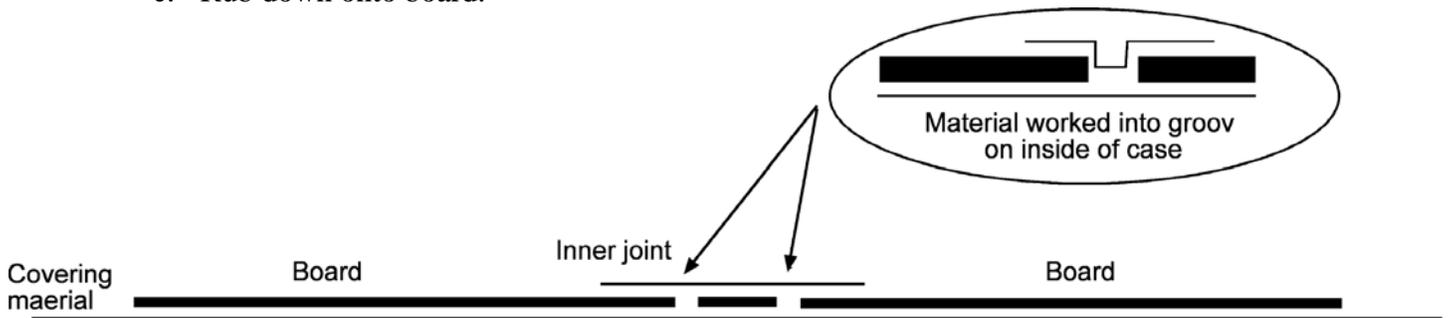


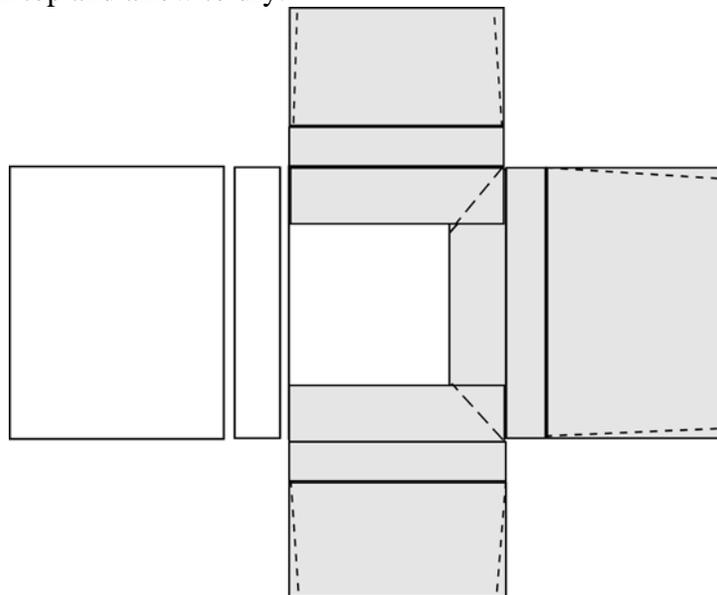
Diagram shows position of spine piece to the outside of boards when case is closed

6. Glue out cloth for inside and lightly center on spine
  - a. Rub down center firmly.
  - b. Work cloth into the groove per diagram
    - i. If cloth is not worked spine, case will not close properly
  - c. Rub down onto board.



### Making and attaching flaps:

1. Select cloth and paper.
2. Measure so that you have sufficient material to have 1 inch on the board plus thickness of object plus width (or ½ height for top and bottom flaps).
3. Grain of all materials should run parallel to the folds.
4. Glue out material with greatest expansion (usually paper) and let expand.
5. Align edge (parallel to grain) with edge of cloth and carefully smooth on.
  - a. Lay clean wastepaper on top and rub down firmly with bonefolder
  - b. Let dry under weight with blotter or absorbent board on either side.
6. Measure for folds, pre-crease with bonefolder, and fold.
7. Trim all edges along dotted line per diagram.
8. Make template by cutting scrap of board to height and width of object. This will be used to position flaps on cover
9. Lay template on inside of cover so that it lines up at the spine and is centered between top and bottom. Beginning with the fore-edge flap, carefully apply glue to cloth side of 1 inch tab and put in position so that the first crease (measured from tab) sits just outside of template. Then repeat with top and bottom flaps. Place board on top and allow to dry.



### Finishing:

1. "Trim-out" both boards so that turn-in is even.
2. Select materials for paste-downs. This can be the same as the insides of the flaps or a contrasting color and made of cloth or paper.
3. Cut paste-downs to same size of object
4. Glue out and position
5. Let dry under light weight

### Notes: