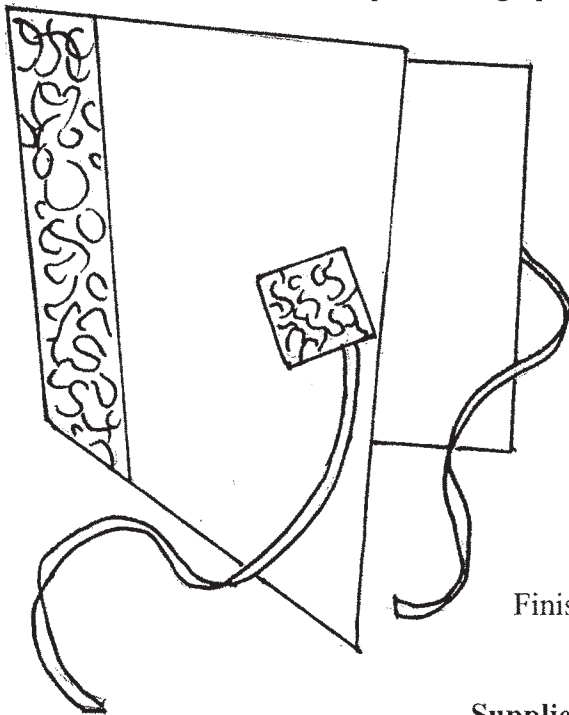


Make YOUR OWN PORTFOLIO

Presentation at Capital Calligraphers meeting October 4, 2007



Finished portfolio for this project will be 12" x 19 1/2"

Supplies

Book board:	2 @ 9 1/2" x 12"	
Decorative cover paper - outer:	2 @ 8 1/2" x 12 3/4"	} Usually the same paper
Liner papers - inner:	2 @ 7 5/8" x 12"	
Decorative element:	2 @ 3" x 3"	
Cover book cloth (paper) - spine:	1 @ 4 3/4 x 13 1/4"	} Usually the same
Liner book cloth (paper) - spine:	1 @ 4 1/2" x 12"	
Tyvek tape hinge piece:	1 @ 1" x 12"	
Ribbon:	2 @ 10" - 14"	
Optional book cloth (hinges):	2 @ 1" x 2 1/2"	

- Step 1:** Proof the boards to be sure they are the same size and identify each of the elements in your kit.
- Step 2:** Draw a line lengthwise down the middle of the cover book cloth (4/34 x 13 1/4). Measure 1/4" on each side of the middle and draw a line. This creates the width of the hinge. Measure 3/4" on the top and bottom.
- Step 3:** Glue up the book cloth on a scrap paper, immediately throw away the scrap paper to avoid getting glue on the book cloth, and lay down one side of the board, centering it top and bottom along the guidelines you have just drawn. Turn it over and press firmly, moving from the middle outwards to firmly adhere the cloth to the boards. Work out any air or glue bubbles. Repeat this for the other side. Lay a piece of scrap paper over it when you are using a bone folder, as the book cloth (or paper) will burnish leaving it shiny.
- Step 4:** Center the strip of Tyvek tape, laying it over the gutter created by the space between the boards. Carefully press the Tyvek into the crease. This is the spine piece of the portfolio. This tape will serve to reinforce the hinge to give the portfolio longevity with frequent opening.
- Step 5:** Turn the board over and with the bone folder, score and fold the cloth (paper) over at the top and bottom of the boards. Pre-creasing it in this manner will make it easier to fold it over the boards. Use the bone folder to press the cloth firmly onto the boards. If you squeeze out extra glue, wipe it away, clean your folder of excess glue as well as your fingers to avoid getting glue on the covers. Set these aside and press under weight, (covered bricks, book weights, book press).
- Step 6:** Find the two pieces of cover paper measuring 8 1/2" x 13 1/4". Measure a seam of 1/4" along one long side of each paper. This will be the allowance that will be glued over the book cloth (paper in our project) to cover the seam and check any fraying of the cloth along that seam. Measure an equal allowance on the top and bottom of the paper so it will be centered onto the boards.

Two methods for working with corners

It is always a good idea to do a practice run on a scrap board with the same cover materials to see which method works best for judging the width of the miter. Before gluing the cover papers down, each piece should be carefully measured to be sure all the edges meet making the borders and corners even. Save scraps of the fabric or paper you used so that if you inadvertently cut off too much you can patch the corner so the boards don't show.

Method 1: Wrapping *This method is recommended for fabric and thinner papers.*

Place glue on the corner of the book board. Carefully, since thinner papers can tear easily, wrap the paper at a 45' angle over the corner of the board. Apply firm pressure until the paper or fabric is settled in place. Put a bit of glue on the outside edge of the wrap, and then apply glue to the remaining length of the fabric or paper that needs to be glued down. Pull or roll the cover material over the boards. Repeat on the other side. This method guarantees that there will be no gap leaving exposed boards at the corners. It can be bulky and unwieldy if the cover material is too thick. Once it is glued down, press it firmly into place and flatten the corner with a bone folder.

Method 2: Mitering

A. Using a mitering tool *This method is recommended for thicker papers used on book covers.*

A mitering tool is made from two pieces of the book board, 1" x 3". Glue these two pieces together and set them aside to dry under weight.

At each corner, place the mitering tool straight up at a 45' angle to the corner. Keeping the tool and the blade of the knife completely vertical, cut off the excess paper or cloth on the outside (right) of the tool. Set the scrap aside just in case you need it as a patch. Once the cut is done, put glue along the edge of the cover material and pull or roll it over the boards, holding it firmly in place until it is adherent to the boards. Repeat for each corner.

B. Using a fold-over method

With some papers the mitering tool is too thick, creating bulky corners. Instead of using a mitering tool, fold over the edge of the fabric or paper at a 45' angle to the corner of the board and create a crisp fold. Unfold the corner and with scissors, cut on the OUTSIDE of the creased line to create a 45' angle to be folded over and glued onto the boards. Glue down as described above.

- Step 7:** Lay down a piece of scrap paper and glue up one piece of decorative paper. Be careful to get good coverage over the entire piece of paper so there will be no bubbles where the paper does not stick to the boards. Discard the scrap paper. Take the decorative paper and lay it onto the spine piece, overlapping the seam of the book cloth along the line on the paper. Be sure it is lined up top and bottom as well. Turn it over and firmly press the papers onto the boards with your hands or a bone folder. Repeat this on the other side.
- Step 8:** Glue up the center liner piece measuring 12" x 4 ½" and lay it over the center of the interior of the portfolio leaving a small margin top and bottom. With your knuckle, finger, or bone folder press the cloth firmly into the seam of the fold making sure it is glued well to the top and bottom of the Tyvek so it will not buckle when the portfolio is opened and closed.
- Step 9:** Turn the covered boards over and make a mark on the board 6" from the top and ¾" from the edge. This will be where you will place the ribbon for the closure. CAREFULLY begin to cut a slit in the board SLIGHTLY larger than your ribbon. Book board can be tough to cut through. Make numerous small slicing strokes to cut through the board. Too much pressure will make the edges rough and can result in the blade slipping and cutting a jagged edge, OR YOUR FINGERS! Once the cut is all the way through, insert the knife blade back into the slit and gently wiggle it back and forth to widen the slit to allow the ribbon to be passed through it. Push the ribbon through with the tip of the blade or use tweezers to pull it through. If it has wrinkled or folded while pulling it through, straighten it out. Pull it to the outside of the portfolio leaving ¼" on the inside. Glue this small tail to the inside of the portfolio and repeat for the other side.

Instructions for adding hinges: *Our project will not have hinges.*

Step 10: If you're adding hinges on the sides, you need to decide how long to make them. These will prevent the papers within the portfolio from falling out of the sides, but they are difficult to work around when placing the inside cover pages. Make one or two portfolios before making one with hinges. Once the length is determined, you need to decide where to position them along each side of the portfolio. They should be fairly high along the side to avoid paper jamming up on the hinges, possibly 2-3 inches from the top. Scraps of book cloth are preferred for making hinges because they will be stiffer and easier to work with. Fold the strip of book cloth (2 ½" x 1") in thirds the long way and glue it together. Glue ½" of the hinge on one side of the board. Repeat for the other side. Glue down the inner cover paper, covering the tail of

the hinge into place. The second board will be a little trickier. Glue the hinges down, effectively semi-closing the portfolio. Glue up the liner paper and place it into the portfolio, finishing the inside. (Because these book cloth hinges are thick, cut a small gutter in the book board for the cloth to fit in to avoid a bulge under the interior cover papers.

Step 11: If you decide not to use hinges, glue up the last liner papers and position them onto the right and left sides of the interior of the portfolio. Smooth them down to be sure the paper is firmly glued to the boards.

Step 12: The two 3" x 3" squares are glued and placed over the spot where the ribbons are placed on the exterior, interior or both sides of the finished portfolio. They are both decorative and hide the place where the ribbons are attached to the boards.