

# **HOLLANDER'S**

## ***Casing-In Text Blocks***

### ***Bookbinding Instructions***



by Tom and Cindy Hollander



**For use with ready to case-in text blocks:**

- **blank journals**
- **lined journals**
- **guest books**
- **address books**
- **photo albums**
- **and others**

An easy to follow, step by step, instruction booklet for making a hard case to cover a book. Select text block, decorative paper, and book cloth. Tools and supplies required are minimal.

*Approximate Time to Complete Kit: 3 – 4 hours*

**HOLLANDER'S — 410 N Fourth Ave — Ann Arbor, MI — 48104**  
**734-741-7531 — Website: [www.hollanders.com](http://www.hollanders.com)**

# Hollander's Casing-In (Bookbinding) Instructions

The instruction booklet is intended to be used with Hollander's text block kits, but it can also be used as a stand alone instruction manual. **It is recommended that you read through the instructions completely before beginning. Be sure to also review the tips on the last page of the booklet.** Text blocks and supplies are available through Hollander's.

## Supplies & Materials Included:

- Binder's Board
- Text Block
- Spine
- 1/4" Guide Stick
- Headbands

## Supplies & Materials Needed:

- Decorative Papers
- Bookcloth
- PVA Glue
- Scissors
- Bone Folder
- Glue Brush
- Metal Ruler with 1/16 marks
- Cutting Mat
- X-acto Knife

## Other Items Needed:

- Wax Paper
- Sharp Pencil
- Scrap Paper
- Damp Wash Cloth
- Paper Towels
- Heavy Book or Weight

## Part I. Measuring and Cutting

The type of binding in this booklet is called a quarter binding because one quarter of the cover or case is bookcloth. The calculations below will work for any size textblock. You can devise your own formulas depending on whether you want to have more or less bookcloth showing on the cover.



**Step 1.** Using a ruler, measure the width and height of the text block, rounding to the nearest 1/16". Fill in the dimensions in Step 3 below.

**Step 2.** Measure the spine thickness of the text block, using the following method: *Use a thin strip of scrap paper and wrap tightly over the width of the spine, creasing the paper sharply at the two spine edges. Mark these creases with a pencil and measure the distance between them with a ruler. This method is preferred because it increases accuracy and also is helpful for measuring slightly rounded spines, such as those on the photo album blocks.* Fill in spine thickness dimensions in Step 3 below.

**Step 3.** Fill in Text Block Dimensions \_\_\_\_\_ (width) x \_\_\_\_\_ (height) x \_\_\_\_\_ (spine thickness)  
example      4 3/4"                      6 1/2"                      5/8"

**If using a kit with pre-cut board and spine pieces, skip to step 8. If cutting your own board continue with Steps 4—7.**

**Step 4.** For the book board cut two pieces with grain running long. To determine measurements:  
Width = same width as text block. Height = same height as text block **plus** 1/4".

**Step 5.** Fill in Book Board Dimensions \_\_\_\_\_ (width) x \_\_\_\_\_ (height)  
example      4 3/4"                      6 3/4"

**Step 6.** For the spine, use a stiff paper (*a paper heavier than a text weight; i.e. manila folder*). Cut the spine so that grain is running long. Measurement should be the width as determined in Step 2 and the height of the book board as determined in Step 4.



**Step 7.** Fill in Spine Dimensions \_\_\_\_\_ (width) x \_\_\_\_\_ (height)  
example  $5/8''$   $6\ 3/4''$

**Step 8.** For the decorative papers, cut two pieces. To determine the measurements, follow these steps: (*It will help to use a calculator.*)

- For width, first convert the width of the board to the nearest .25 (round up). ex. convert  $4\ 3/4''$  to  $4.75''$ .
- Divide this number by 4; and then multiply it by 3. ex.  $4.75'' \div 4 = 1.18''$ ;  $1.18'' \times 3 = 3.56''$
- Round this number to the nearest  $1/4''$ . ex.  $3.56'' = 3\ 1/2''$
- Add  $3/4''$  ex. Width =  $3\ 1/2'' + 3/4''$  or  $4\ 1/4''$
- For height, add  $1\ 1/2''$  to the height of the board. ex. Height =  $6\ 3/4'' + 1\ 1/2''$  or  $8\ 1/4''$

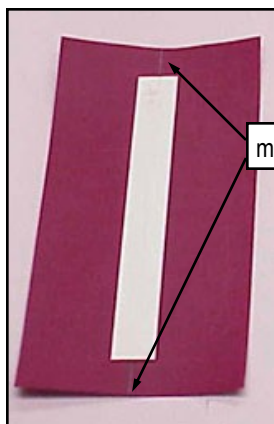
**Step 9.** Fill in Decorative Paper Dimensions \_\_\_\_\_ (width) x \_\_\_\_\_ (height)  
example  $4\ 1/4''$   $8\ 1/4''$

**Step 10.** For the bookcloth, cut one piece. Cut the spine so that grain is running long. To determine the measurements follow these steps:

- For width, divide the width of the book board by two. ex.  $4.75'' \div 2 = 2.375''$
- Round up to the nearest  $1/4''$ . ex.  $2.375'' = 2\ 1/2''$
- Add this measurement ( $2\ 1/2''$ ) to the width of the spine plus  $1''$  ex.  $2\ 1/2'' + 5/8'' + 1'' = 4\ 1/8''$
- For height, add  $1\ 1/2''$  to the height of the board. ex.  $6\ 3/4'' + 1\ 1/2'' = 8\ 1/4''$  (same measurement as height of the decorative paper)

**Step 11.** Fill in Bookcloth Dimensions \_\_\_\_\_ (width) x \_\_\_\_\_ (height)  
example  $4\ 1/8''$   $8\ 1/4''$

## Part II. Gluing the Case

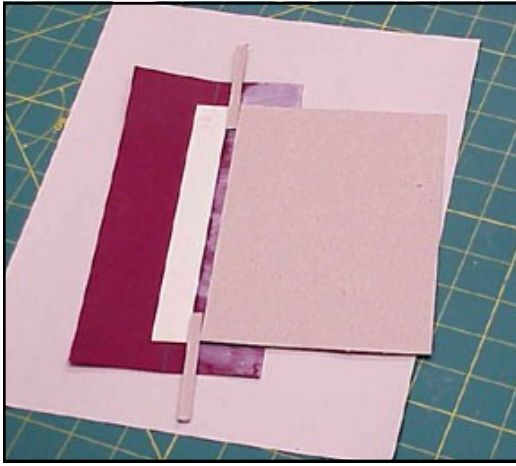


**Step 1.** Using a ruler, on the back of the bookcloth (the side to be glued), find the midpoint along the width. Draw a line in pencil down the center.

*The mid-point in the example would be  $2\ 1/16''$ .*

**Step 2.** Apply glue to the spine and set on the bookcloth so that it is centered, visually on the drawn line, both top and bottom and side to side.

**Step 3.** Cut the  $1/4''$  Guide Stick (included with the kit) into two pieces and use for the next step. The Guide Stick will assure the gap between the spine and the book board is correct. If you do not have a guide stick, use a ruler to accurately measure the  $1/4''$  gap between the spine and the board and mark the gap on the bookcloth with your pencil.

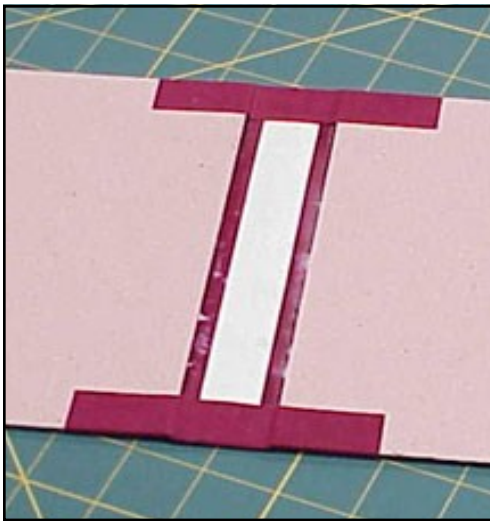
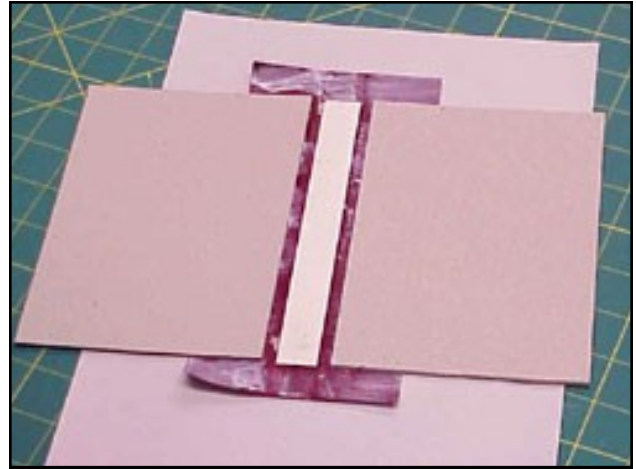


**Step 4.** Glue half the length of the book cloth, up to the spine. Place the Guide Sticks so that it is against the spine. Place the book board next to the spine allowing for a gap of  $\frac{1}{4}$ " between the two.

After gluing the board down, quickly remove the Guide Sticks.

**Note:** Make sure to remove the scrap paper after gluing and before placing boards on bookcloth.

Repeat this step to attach the other board to the bookcloth.



**Step 5.** Apply glue to the top and bottom of the bookcloth. Turn in the bookcloth over the top and bottom edges and press down onto the inside of the cover board and across the spine.

Be sure to keep the bookcloth snug along the edge as you turn-in.

Use your fingers and/or bone folder to press the bookcloth down into the grooves to assure there is good contact on both sides of the board.

**Step 6.** On the front of the case, measure from the fore-edge of the board, towards the bookcloth, so that it overlap the bookcloth by about  $\frac{1}{4}$ ".

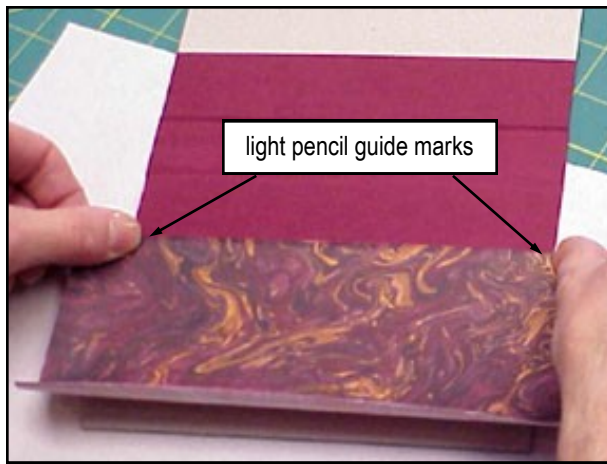
Note the distance to the fore-edge of the board. Place a light pencil mark at the top and bottom of the bookcloth at this mark and on both sides of the case.

Use this measurement to keep the distance consistent and as guide marks for placing the decorative paper in position on both sides of the cover.

In the example, and shown in the picture, the measurement is  $3\frac{1}{2}$ " from the fore-edges.



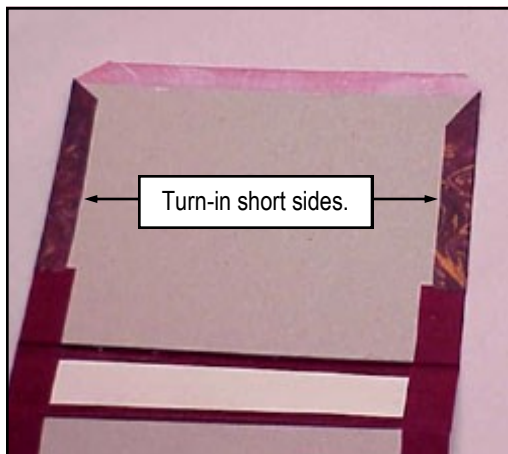
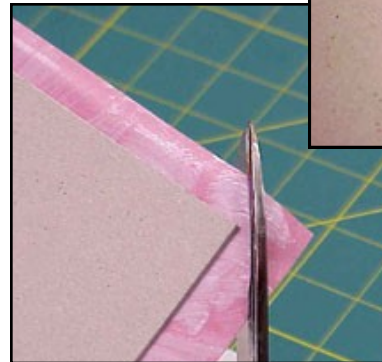
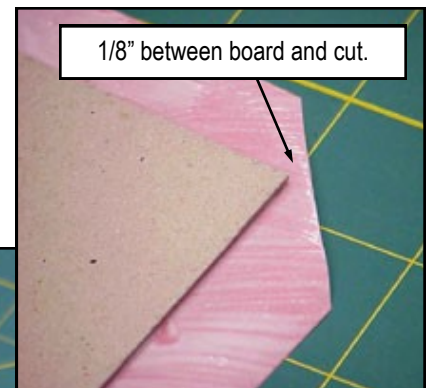




**Step 7.** Glue one of the decorative papers onto the cover. Position so that it is just overlapping the two guide marks on the book cloth. Smooth the paper out on the board.

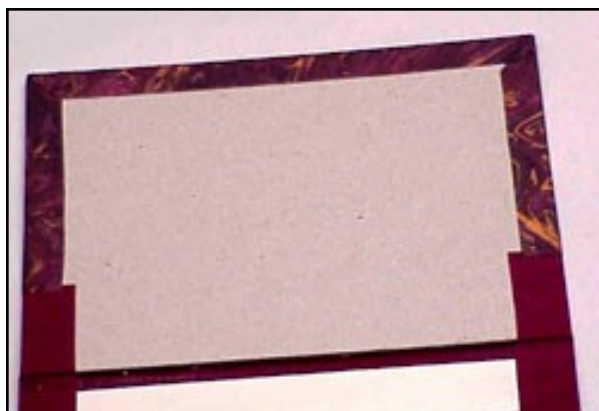
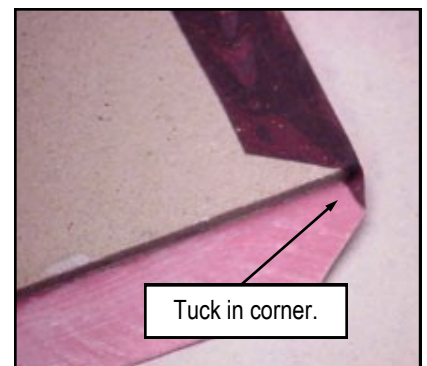
When placed in position, there will be approximately 3/4" over hang on the fore-edge and two side edges of the book board.

**Step 8.** Turn the book over and miter (cut) the two corners using a scissors. Cut the corners at a 45 degree° leaving a slight gap between the corner of the board and the cut line. This distance should be approximately 1/8".



**Step 9.** Turn in the two short sides of the decorative paper by bringing them up and over the edge of the board and press down on the inside of the book board.

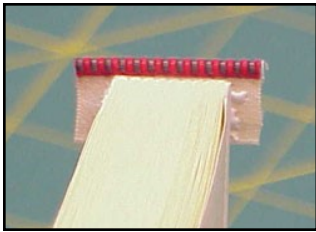
**Step 10.** At the two mitered corners, tuck the paper down and slightly inward before bringing the long piece up and over the fore-edge of the cover.



**Step 11.** Repeat steps 6 – 10 with your other decorative paper.

**Note:** If you are using a paper with a specific direction or pattern, make sure you review how you are going to place the papers on the book board so that one is not flipped upside down when the book is closed.

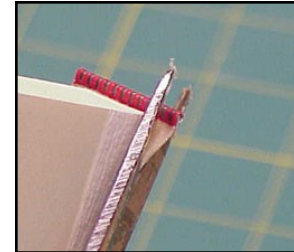
## Attaching Headbands: Optional *(A variety of headband colors are available from Hollander's.)*



If you decide to attach headbands, attach them to the spine of the text block at this point, before it is cased in. (The photo albums have headbands already attached.)

**Step 1.** Cut two headbands, both each about 1/2" wider than the thickness of the spine of the text block.

**Step 2.** With the bead or cap facing towards the front edge of the book, glue to the back of the spine so that only the top of the headband is showing over the top edge of the text block. It should over-hang along the side edges by about 1/4". Glue to both the head and tail (top and bottom of the spine) of the text block.



**Step 3.** Let dry for a few minutes and then trim with a sharp scissors so that both sides are flush with the edge of the text block.

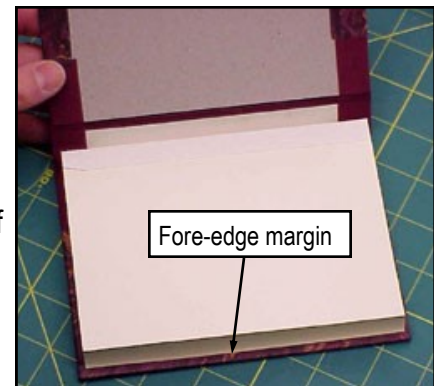
**Step 4.** Check that they are even or parallel to the top of the text block before proceeding.

## Part III. Casing in the Text Block

If using a photo album as your text block, it is recommended that you follow the steps for making a Hollow Back Tube. These are found on pages 8 and 9. At this point, turn to those instructions before you return to this page.

**Step 1.** Set the text block inside the case, centered between the covers as if the book was completed. The text block should be recessed evenly from the 3 edges of the case by about 1/8".

**Note:** With the covers closed, the text block should fit tightly against the spine so that there is no space between the spine of the case and the spine of the text block. **Mentally visualize and note the fore-edge margin in relation to the fore-edge of the book board. This margin should be matched when casing-in Step 3.**



**Step 2.** Open the cover and insert a piece of scrap paper between the first page (called an end sheet) and the second page of the text block. Apply glue to the entire end sheet, including over the reinforcement tape. Carefully remove the scrap paper.

**Note for the Photo Album Blocks Only:** A mesh reinforcement material called "super" has already been applied to the spine. When gluing in this step, apply glue first under the "super", then press the super onto the end sheet. Continue gluing the rest of the end sheet.

Being neat while gluing is important. Be sure to cover the entire end sheet with glue, but be careful not to apply too much glue. You want to avoid glue oozing along the edges when end sheet is attached to the inside cover.



**Step 3.** Pick up the two front corners of the glued end sheet and attach to the inside cover of the book board using the fore-edge margin as was evident in Part III, Step 1. You will need to bring the cover towards you to meet the end sheet.

**Step 4.** Once lined up, press the paper in place along the top half of the end sheet only.

**Step 5.** At this point, turn the book around so that the cover with the glued end sheet is now lying flat on the table. While holding up the text block with one hand, press down the end sheet with the other, working your fingers toward the folded edge against the spine.

**Step 6.** Keep the book in the same position as you finished Step 5, and repeat Steps 2 - 5 with the other end sheet. When attaching the second end sheet to the inside cover, the angle of the cover will need to be slightly lower because one side has already been attached.



**Step 7.** Insert wax paper cut slightly larger than the end sheet between the covers and the first page of the text block.

**Note:** The wax paper between the end sheet and the first page of the text block serves two purposes. It prevents moisture from coming through the cover and being absorbed by the first few pages of the text block and it also prevents the second page from sticking to the cover if glue oozes out after the book is closed and pressed.

**Step 8.** With the covers now closed, using the bone folder, apply pressure by pressing along the edge of the board along the length of the spine. At the same time, with the bone folder, apply pressure downward on the 1/4" gap to help. It helps to stand up to increase the amount of pressure applied.

**Note:** Avoid rubbing the bone folder back and forth, marring the cloth; instead move it in short increments, slowly, while applying pressure along the edge of the board and spine.



Do this several times, turning on both sides of the book cover.

**Step 9.** Place a heavy book or a weight on your completed book. Keep the wax paper in place during the drying period. Heavy weights and a complete drying period help prevent the covers from bowing and assure that the book is securely cased-in. Let dry overnight.

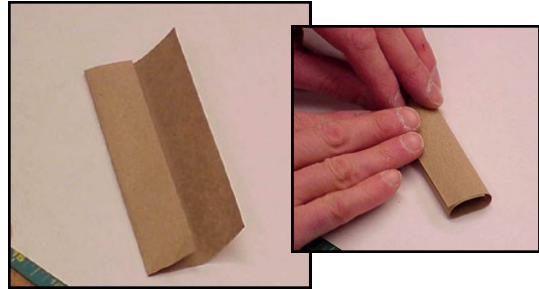


## Instructions for Making a Hollow Back Tube (This style is recommended with a thicker, or rounded spine such as our Italian Photo Albums text blocks.)

**Step 1.** Use measurement of the spine as you found in Part 1 Step 2. Keep the same height measurement but multiply the width measurement by 3. **Note: If measuring a text block with headbands, do not include the portion that sits above the textblock.**

**Step 2.** Cut a piece of thin kraft paper (a thin text paper will suffice) the height of the spine of the text block by the 3 times the width as measured in Step 1. The grain of the paper should run the length of the spine. Note: Kraft paper can come from a paper bag.

**Step 3.** Fold the kraft paper length wise into three equal parts, creating a tri fold.



**Step 4.** Turn over so that you can glue the back center third and attach it to the spine. It should be lined up between the caps of the headbands and centered on the spine.



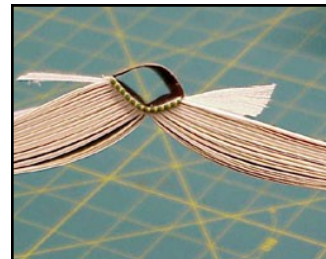
**Step 5.** Open up and smooth out along the spine, with your fingers first, then using the bone folder to remove any wrinkles.



**Step 6.** Close one flap and insert a piece of scrap paper under the flap. Carefully glue the top flap, remove the scrap paper, and place the second flap on top of the glued flap, thus creating a hollow tube.



Press down to assure good contact. Make sure no glue oozes into the tube causing it to stick together. If it does, use an x-acto knife to carefully open it back up.



With pages open, hollow back should pop-up as shown here



## To case in a text block with a hollow back, follow these steps:

1. Set the text block between the covers so that the spine of the text block is sitting tight against the spine of the case — as if the book was completed.

The text block should be recessed evenly from the three edges of the covers by about 1/8" (along the head, tail and fore edges).



**Step 2.** Before gluing the spine onto the case, open the case and place the spine of the text block on the spine of the case.

Carefully center the text block spine on the case spine, making sure you can visually see an even space on both sides and at the head and tail.

You should also see the 1/4" gap between the spine and the book board on both sides of the text block.

This is an important step to be accurate, so it is good to test the placement before actually gluing.



**Step 3.** Pick up the text block and apply glue to the hollow back tube on the spine. Be careful not to apply too heavy, especially around the opening at each end.

Now repeat **Step 2**, this time placing enough pressure to make contact with the spine.

**Step 4.** Close the covers around the text block, then pick it up in your hands. With your fingers, apply pressure along the spine while at the same time push in on the fore edge with your thumb. See the image in Step 1. image Imagine you are giving the book the shape it will eventually have when completed.

**Step 5.** Lay the book on the table and use the bone folder along the edge of the board and the spine gap to define and help tighten that line.

**Step 6.** Continue the Casing in steps from Part III, beginning with Step 2 on page 6.



## HOLLANDER'S HELPFUL TIPS

1. Plan out your work in advance. Have your tools and supplies handy and keep your work area clean. Always have a damp cloth and paper towels handy to keep fingers clean.
2. When cutting, always measure carefully. A good motto to remember is "measure twice, cut once; measure once, cut twice".
3. When gluing, always brush the glue from the center out towards the edges. Glue on scrap paper, such as old copy paper or telephone directory pages. Hold the piece down firmly to prevent shifting and getting glue on the "good" side of the paper. Remember to remove scrap paper after gluing.
4. Machine made papers will curl when glued. Use a damp cloth on the back to wet the paper before applying glue to help "relax" it. If you don't, be prepared to hold down the paper for a few seconds until the paper "relaxes".
5. Most papers should be glued first, before adhering them to boards. This allows the glue to "stretch" the paper, eliminating wrinkles. Board may be glued first, but only when applying it to the bookcloth, not to paper.
6. Some bookcloths have a tendency to curl after they are glued, but unlike paper, do not "relax". Be prepared to work quickly, especially with larger pieces of cloth. Clothespins or a similar small weights may be used to prevent the bookcloth from curling. Bookcloth without a paper backing, should be glued on the shiny or darker side.
7. When using our PVA glue you may dilute it slightly (5% or less) with water. This allows you to spread it a little easier. With some heavier papers you might want to use undiluted glue.
8. Be sure to re-glue areas of paper or bookcloth that dry or appear to be close to drying. If it gets too dry, the paper will not adhere to the board very well. Be careful not to over glue when adding a little more.
9. An x-acto knife can be used as a tool for touching up small unglued areas. Place a small amount of glue on the blade and slide it under the unglued area. Usually this works well in areas where the corners have been mitered or in other hard places to reach with a brush.
10. Work with a good quality scissors. We recommend one with a sharp point and one that will cut through glued paper and bookcloth easily. Keep your scissors clean!
11. Most corners should be mitered at a 45 degree angle. Most cuts should be cut a distance of about 1/8" from the board or a distance of 1 1/2 times the thickness of the board. If the cut is too close to the corner, the board will not be covered completely. If it is cut too far away, the corner will be bulky.
12. After mitering the corners, pinch the paper or bookcloth down and slightly inward before folding the edges over. If forgotten, a small piece may stick out from the corner.
13. Round or tap the corners with the bone folder. This will help reduce the sharpness. Also, you can use your finger (or the bone folder) to press down mitered cuts, into corners and along the edges. Avoid rubbing the bone folder over papers to smooth out wrinkles, as this will usually mar the paper.
14. Put a weight on all flat pieces and allow to dry for several hours or overnight. Heavy books work well. If a piece is slightly bowed after drying, gently bow it back the other way a few times.