MAKING YOUR OWN LP INNER SLEEVES

You will require the following:

Precut, high-grade, 80 gram rectangular paper see below for size.

A tube of adhesive that dries colourless.

A template made of stiff plastic for minor additional cutting and folding see below for size.

ADDITIONAL TOOLS: You will need a sharp Stanley type knife for cutting and a box of plasters (only joking, I haven't cut myself yet).

INSTRUCTIONS:

1. The template is 310 X 300 mm. in size,

2. The paper, when laid flat is 350 X 610 mm. When folded it is 350 X 305mm.,

3. Fold the paper in half lengthwise,
4. Insert the template into the folded paper so that its 'bottom' is tight in the fold of the paper and that the end, of the template, marked 'TOP' sticks out of the paper at its unfolded end,

5. Center the template in the paper so that the overlap of the paper, over the sides of the template, is about equal both sides,

6. Fold open the top of the sheet of paper exposing the template and leaving it undisturbed lying on the bottom of the sheet of paper.

7. Secure the template, so that it does not move, by holding it tight with your free hand. Using a sharp knife trim the excess paper from the bottom of the sheet of paper. To do this run the knife along both sides of the template.
8. Now you will need to remove the strips trimmed off on either side of the template. To do this it will be necessary to make a horizontal cut at the bottom fold of the paper from the bottom of corner of the template to the edge of the top sheet of the paper. In order to prevent a small flap of excess paper from appearing at the bottom corners of the cover after glueing, make the cut, referred to above, angle upwards towards the top flap thereby cutting out a wedge shape. If this sounds complicated, make a cover and you will see what I mean.

9. The top of the sleeve will now be wider than the bottom which is now under the template.

10. Remove the template from the bottom of the cover (sleeve) and place it over the top

of the sleeve. There will be a flap of excess paper on either side of the template because the top is wider than the bottom and wider than the template. Center the template so that both flaps are about the same width and so that the bottom of the template fits into the fold of the sleeve.

11. Fold the bottom of the sleeve (the narrower side of the sleeve), which is now on top, over the template so that the template separates the top and bottom of the sleeve.

12. Run a bead of glue along the OUTSIDE of each side flap. Fold the side flaps over the sides of the template and the top of the sleeve sticking the top and bottom of the sleeve together. As you fold it over, pull the flap tight so that there is no slack. You now have a finished sleeve.

13. CAUTION: If you run the bead of glue on the inside of the flap instead of the outside you will glue the template to the sleeve and not be able to get it out.

14. When you have had some practice, you can cut four sleeves simultaneously although a little bit of accuracy is sacrificed. You should be able to make a sleeve in less than a minute.