For the cover use 1 sheet of heavier paper/card, equal to the height and 4 times as wide as a section. Paper should be short grain.

01. Measure the thickness of your bookblock at the spine with dividers or by placing it flat on a table and using a ruler.
02. Transfer this measurement to the head and tail of each end of your cover paper.
03. Fold one end of the cover paper so that the edge is aligned to the marks from step 3, and crease well with a bone folder.
04. Repeat this with the other edge of the cover paper to form the spine in the centre of the cover paper.
05. Slide the bookblock into the cover so its spine fits snugly against the spine of the cover.
06. Lift the cover, and with a bone folder mark where the fore-edge lies on the cover at the head and tail.
07. Move the bookblock aside. Use a metal ruler and bone folder, score a line between the two marks.
08. Make a fold against the edge of the ruler and trim 5mm from the flap so that the inner end flap sits short of the spine by 5mm.
09. Repeat steps 6-8 on the other end of the cover paper and place the bookblock into the cover placing the first and last page into the inner end flaps.