

Enclosure for Galley Proofs

Galley proofs are challenging to house due to their long, narrow shape and shallow depth. Corrugated boxes - clamshell or two-piece - don't work well with such shallow walls, and traditional tuxedo boxes would have awkwardly long flaps and not enough board stiffness to support the contents. This housing combines e-flute and 20-point boards in a slim, simple, and quick-to-make structure that is closed with cloth ties on the fore-edge and is easily stackable on the shelf.

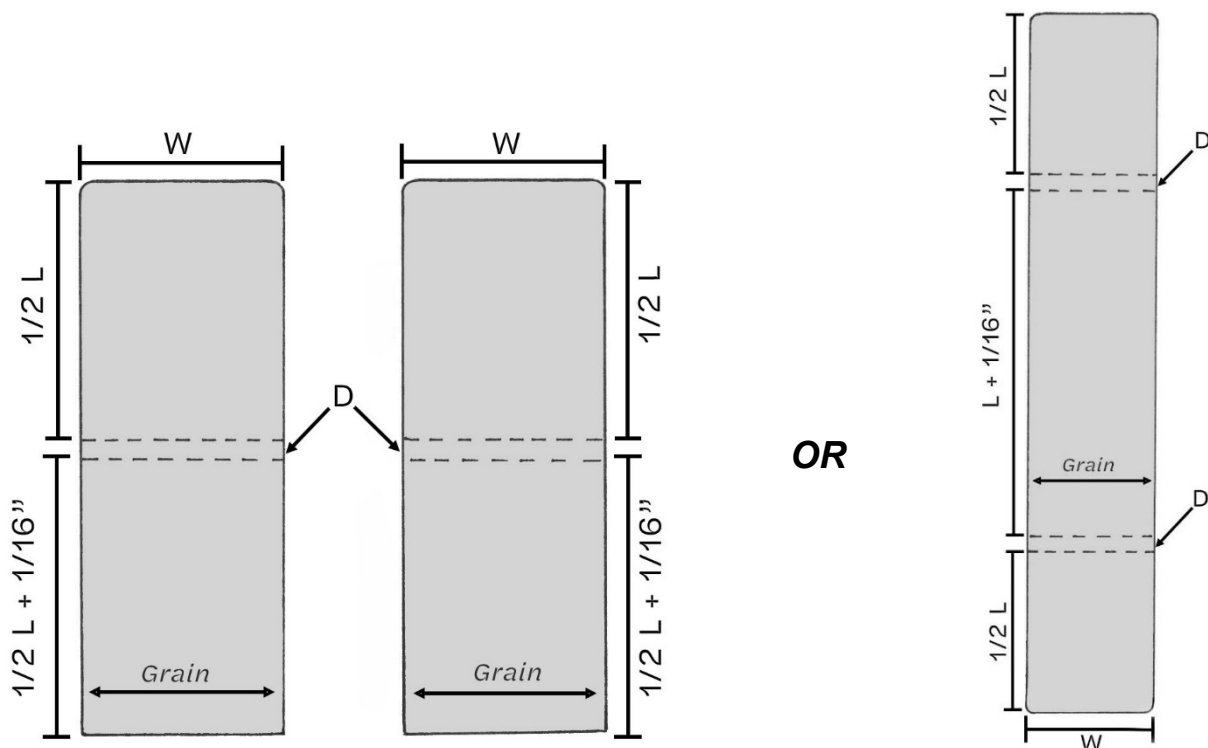
Tools and materials used

Archival corrugated E-flute board	¾" Scotch 924 double-sided tape	Pencil
Archival 20-point board	Scotch ATG 700 tape gun	Bone or Teflon folder
Ruled straightedge	Scalpel or Olfa knife	Corner rounder (optional)
Cutting mat	Linen book tape, ½" width	Board shear

***Note:** Drawings are not to scale.

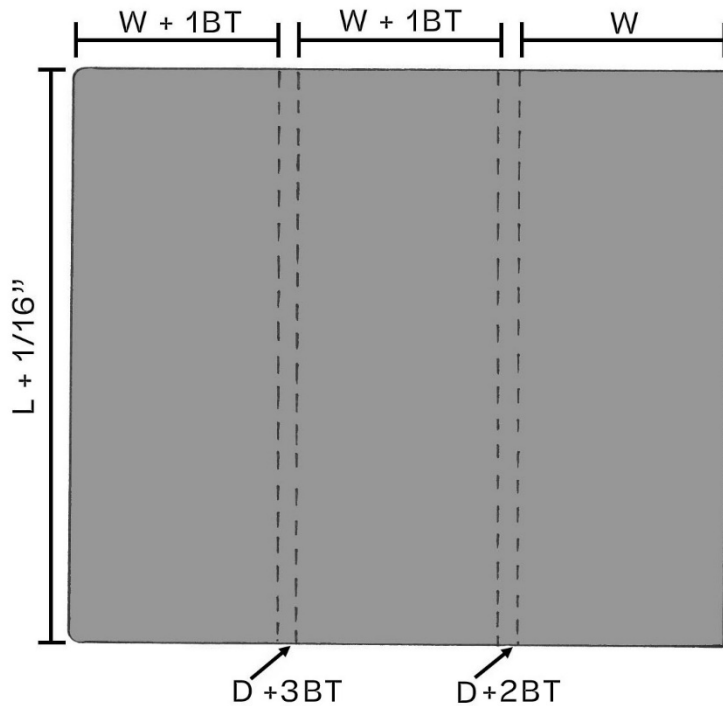
Step 1: Make inner wrapper

- Measure the length (L), width (W), and depth (D) of the galleys.
- Cut 2 pieces of 20-point board to the width of the item.* *The grain of the board pieces should be short.*
 - * To avoid waste, if one strip of 20-point is enough wrap around the back of the item and fold over the head and tail to *mostly* cover the front, you may decide that one strip is enough. If it is important that the head and tail flaps meet in the middle to completely cover the front of the item, then two strips will probably be necessary.
- Mark, trim, score, and crease each piece as shown, and round corners if desired:



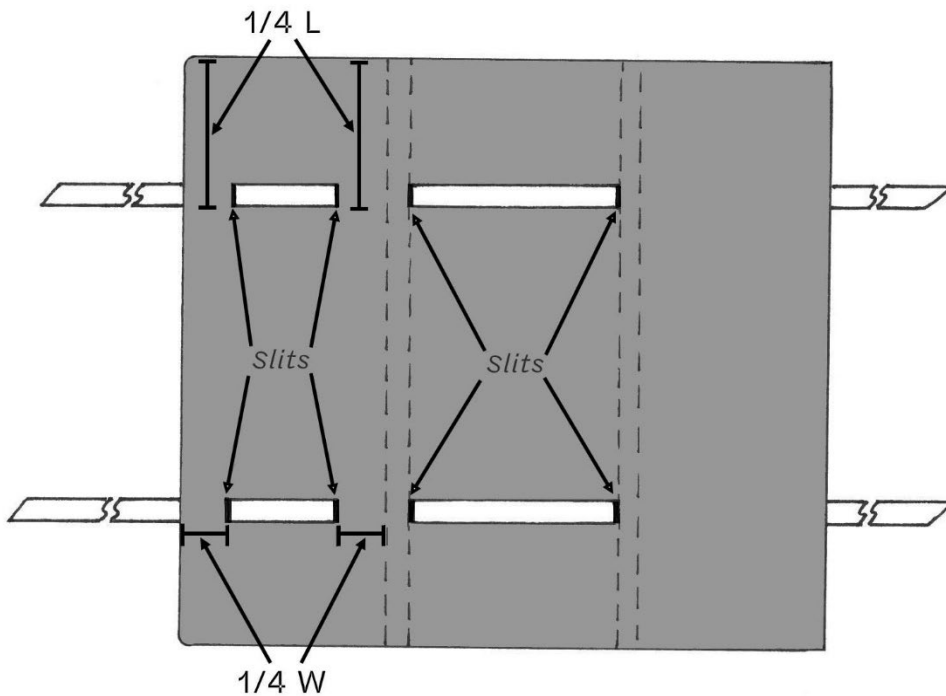
Step 2: Make outer wrapper

- Cut a piece of E-flute board to $(L + 1/16")$ and mark, trim, score and crease as shown, rounding corners of left-hand side if desired:



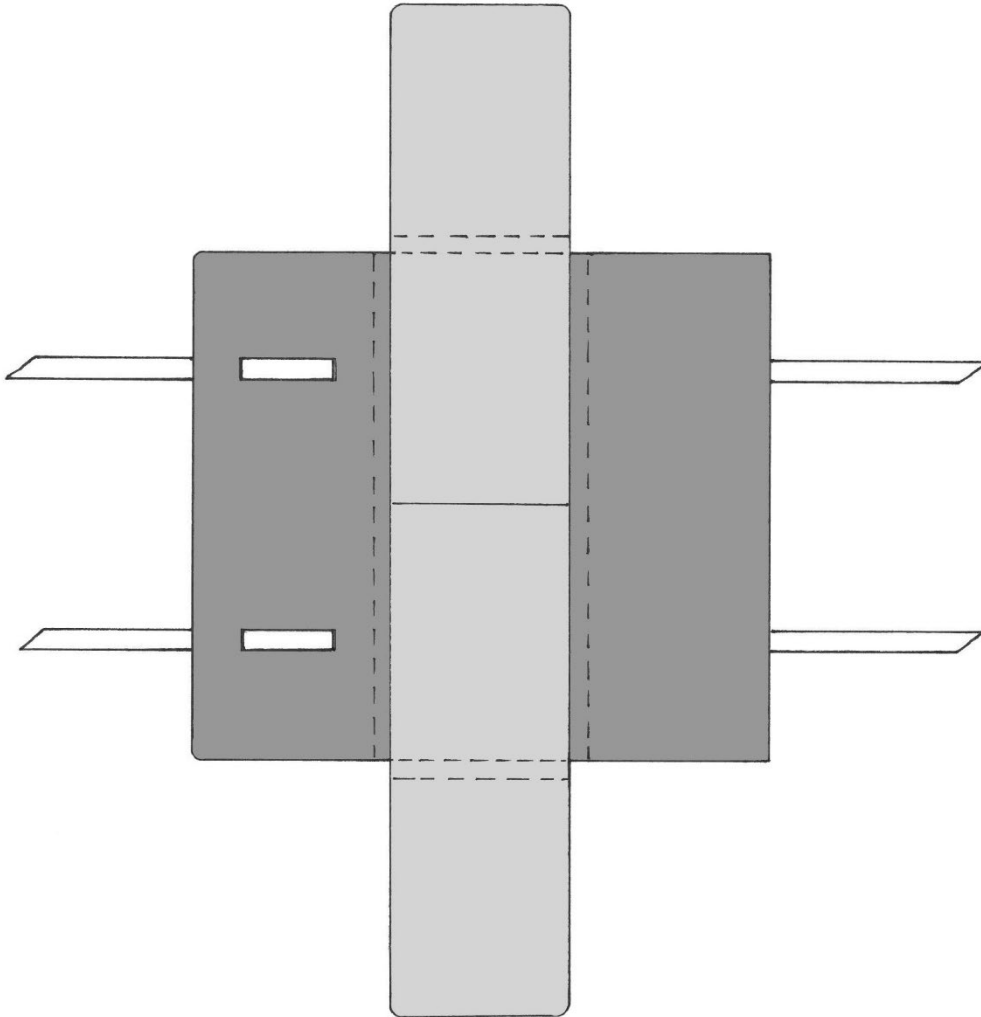
Step 3: Lace ties through outer wrapper

- Mark out and cut eight (8) vertical, $1/2"$ -long slits at the positions shown.
- Cut two lengths of linen tape to approximately $4W$. Weave the tapes through the slits as shown.



Step 4: Join the inner and outer wrappers

- Apply double-sided tape to the back of the slightly longer ($L + 1/16''$) flaps of the inner wrapper pieces (or to the back of the center panel of the single inner wrapper) and affix the pieces to the center portion of the outer wrapper as shown:



- To close, fold the inner flaps over the galleys, then close the right flap of the outer wrapper, then the left flap, and tie closed with the tapes.

