

# CoLibri Binding Instructions

2/6/2019 (M. Weber)

1. Choose a CoLibri cover that fits the book.
  - a. There are 3 cover sizes: Mini, Standard and Big
  - b. Use the guide on the machine.
    - i. Put the book on the machine
      1. spine perpendicular to the heating element
      2. Edge of the book up against the heating element
    - ii. Categories
      1. Smaller than the first star is Mini
      2. Smaller than the second star is Standard
      3. Larger than the second star is Big
2. Cutting and welding the top
  - a. Place the back flap of book into CoLibri cover and push the book snugly to the bottom of cover.
  - b. Make sure the cover is straight along the bottom. Use the ledger lines on the Colibri machine.
  - c. The excess top cover is under heating element.
  - d. Press down on the bars to cut and weld the top of the cover so that it just fits the book's height. Hold down until the indicator reads "Finished"
3. Put the front flap of the book into the CoLibri cover. To get it in, you may have to pull the back flap partially out of the cover and/or you may have to bend the front book flap if it is a paperback.
4. Center the spine of the book in the CoLibri cover so that the uncovered space between the text block and the inside CoLibri cover is the same on both the back and front of the book.
5. Close the book.
6. Open the front of the book, and cut and weld excess binding on back cover.
7. Close the front of the book and push the back flap of the book snugly into the back cover.
8. Cut and weld excess binding on front cover.