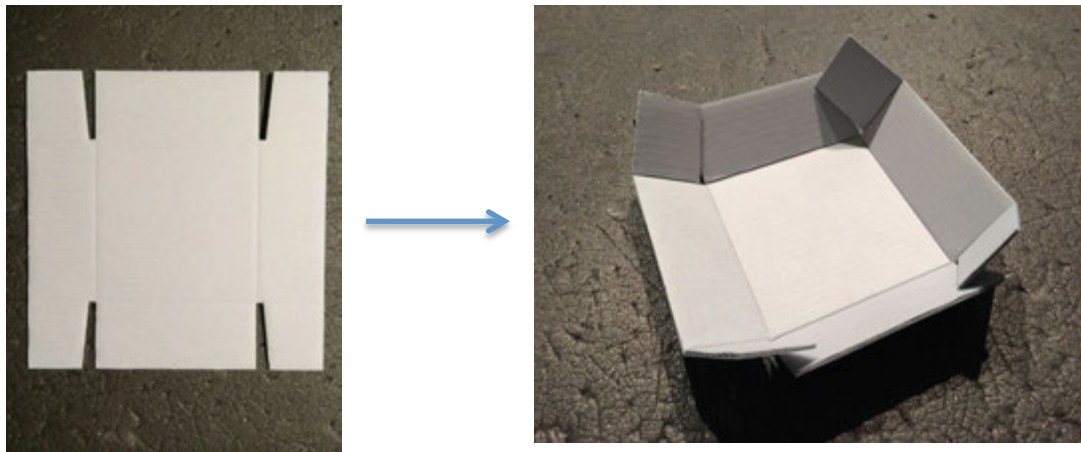


Box-Making Guide

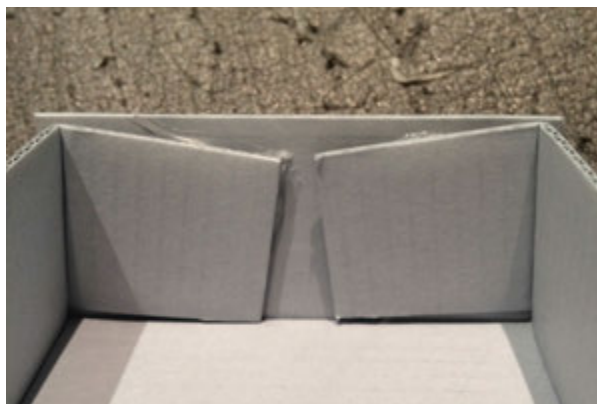
The following procedures provide a quick guide for making a standardized (pre-made) box. More detailed instructions for making customized boxes can be found in the **General Rehousing Procedures for Three-Dimensional Objects** document.

1. Determine the appropriate box size for the object.
 - Generally, there should be one inch of space around the object to ensure that the object does not touch the walls of the box.
2. Place the box flat on a table with the scores facing up and fold all four sides along the scores.

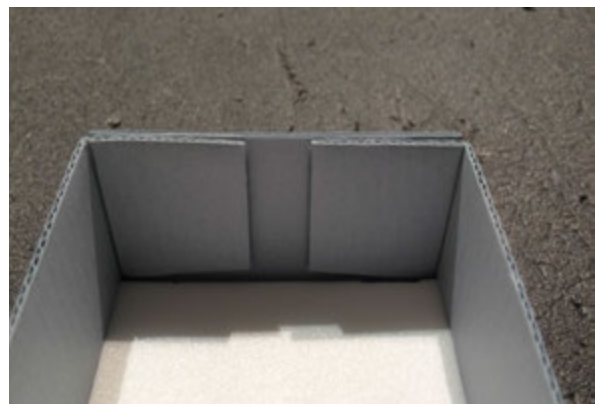


The box is folded along the scores.

3. Glue the flaps on the **inside** of the box. Make sure the top of the flaps align with the top of the box wall.

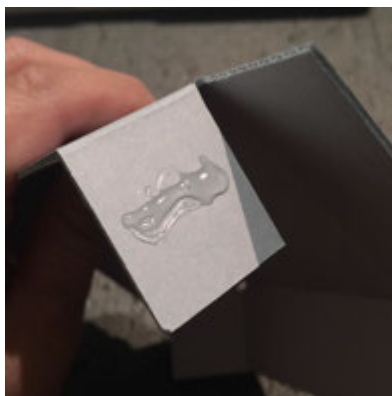


Flaps are not aligned with the top of the box and there is too much glue.



Flaps are flushed with the top of the box.

- Do not use too little or too much glue, and remove all excess glue and glue strings.



Too little glue – the flaps won't adhere correctly

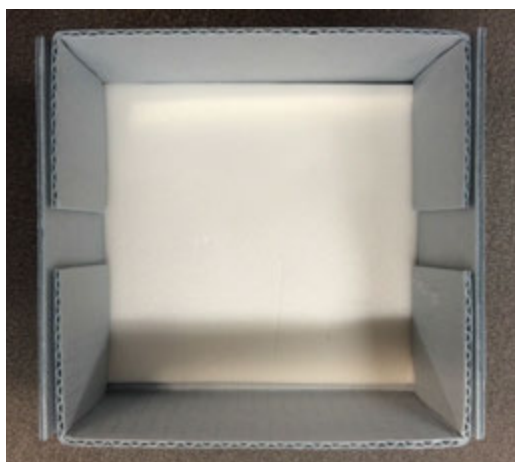


Too much glue – the excess glue may ooze out



The right amount of glue – the glue is spread out evenly

4. Line the bottom of the box with thin white volara. The volara must be flushed with the sides of the box.
 - While cutting the volara, make sure there are no jagged edges.



The volara is not flushed with the wall of the box (bottom).



The volara is cut smoothly and is flushed with the wall on all sides.