

## Instructions for Packaging Maps in a Tube



1. Choose a tube that is 4 inches longer than the shortest side of the largest map. The tube should be 3 or 4" in diameter, and must be strong enough so it cannot be bent or dented during shipment. We use tubes that are 1/8" thick.



2. Cut a piece of wrapping paper the same size as the tube and about 8" longer than the largest map's length. If the tube has plastic end caps that insert into the tube, be sure the paper is cut to a size that takes that into account (typically 1" shorter than the length of the tube), so that the paper takes up the entire length of the interior of the tube without getting wrinkled at the ends or shifting inside the tube.



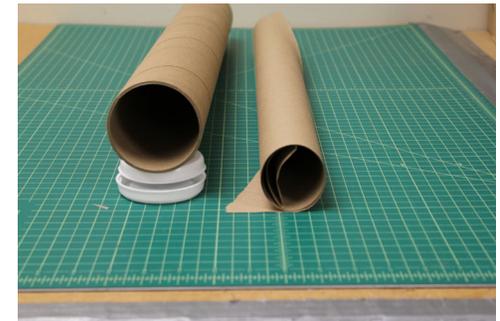
3. Fold the bottom 3-4 inches of the paper to create a lip. Starting with the largest map, lay the first map in the middle of the paper and tuck it under the lip. There should be 2 inches of wrapping paper on each side of the map and about 4" top and bottom.



4. Lay the other maps on top of each other alternating from side to side so that you don't have all the maps on one side.



5. Generally maps can be laid directly on top of one another. However, if there is tape, glue or a rough backstrap on the verso of a map, it is best to put either a piece of wrapping paper or tissue between the maps. Always lay the maps so that any fold in the map will run with the length of the tube and not be stressed by rolling.

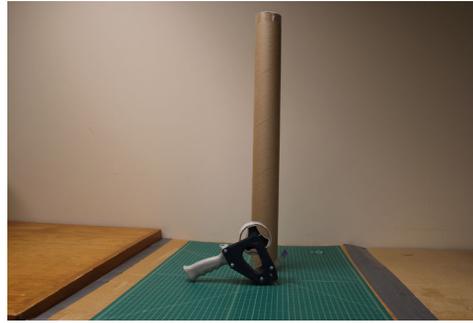


6. Carefully roll the maps slightly tighter than the diameter of the tube. Do not apply any tape to hold the roll closed. Place one end cap on the tube and slide the roll into the tube.

## Instructions Continued



7. Shake the tube gently to release the rolled maps. The paper and the maps will expand against the sides of the tube and this will protect them during shipment. Do not put any extra packaging materials at the end of the tube - these will crush the edges of the maps and can cause creasing or tears.



8. Tape the end caps securely to the tube.