Title: Screen reader text for foldable: Launch Little Book of Locks (UH6089)

Overview:

The Book of Locks celebrates the launch of the field of letterlocking. This document has been designed to be printed on tabloid-sized paper and folded into a booklet with five internal pockets for storing locked letters. The Book of Locks measures 11 inches x 17 inches (297mm x 420mm) when unfolded, and 5 x 7 inches (127mm x 178mm) when folded. Side A shows the Letterlocking Categories and Formats Chart, and becomes the inside of the packet. Side B makes up the outside of the packet, or the "cover" of the Book of Locks.

The Unlocking History team is developing a system to make the folding process description accessible. Please check back for updates to this file.

This document contains three parts. Part 1 is descriptive text written to accompany the Little Book of Locks Printout. Part 2 is a list of instructions for how to fold the Little Book of Locks Printout. Part 3 is a list of instructions for how to create a Tiny Book of locks from a blank sheet of paper.

Document Description:

Side A:

- Side A contains two diagrams and a key, together explaining the system of Categories, Formats, and Security Scores used in letterlocking. This is an overview description. A detailed description can be found in a separate file: Letterlocking Categories and Formats Chart [https://doi.org/10.7910/DVN/LZLIG4].
- **Categories** are represented in a grid and numbered 1-64. Some numbers are in bold, which means this category is known to exist. Some numbers are in outline, which means this category is hypothetical only.
- **Formats** are represented as a series of images of folded letterpackets and are numbered 1-12. Numbers correspond to the number of edges on each letterpacket.
- The **key** contains a list of manipulations and the acronyms used on the chart to designate manipulations.
    - The manipulation labels for the 8 columns are lock types: from left to right NO = No Lock; LO = Lock-Other; LSU = Lock-Substrate Unattached; LSA = Lock-Substrate Attached.
    - The manipulation labels for the 8 rows from top to bottom are combinations of fold, tuck, slit/hole, and adhere. F = Fold or Roll; T = Tuck; S = Slit; H = Hole; A = Adhere.

- A Security Score system explains the five types of security scores a category may receive.

Side B:

- Side B contains a series of criss-crossing lines, denoting the final crease pattern once the object has been folded. These lines are colored magenta and blue to signify whether creases are mountain (magenta) or valley (blue).
- The document bears a decoration of a large padlock, with its lock opened, designed to emerge on the back and front covers.
- The document bears a decoration of celebratory balloons of various colors, one twisted into the shape of a dog. This decoration is designed to emerge on the inside covers of the booklet when it is opened up.
- Title text reads: “Unlocking History’s Little Book of Locks.”
- Subtitle text reads: “Join the Unlocking History Research Group as we celebrate the launch of letterlocking!”
- Acknowledgment text reads: “We gratefully acknowledge support from: Our families, friends, colleagues, and custodians of letter collections around the world. MIT Libraries. The Seaver Institute. Sound and Vision The Hague. MIT Computer Science and Artificial Intelligence Laboratory. Adobe Research. National Aeronautics and Space Administration. Bodleian Libraries, University of Oxford. Cultures of Knowledge and Early Modern Letters Online, University of Oxford. The British Academy. The Gladys Krieble Delmas Foundation. King's College London English Department, International Collaboration Fund, and King's Undergraduate Research Fund. The John Fell Fund at Oxford University Press. MIT Department of Materials Science and Engineering. MIT Undergraduate Research Opportunity Program. MIT Office of Foundation Relations. Nederlandse Organisatie voor, Wetenschappelijk Onderzoek. The Zilkha Fund at Lincoln College, University of Oxford. MIT Center for Bits and Atoms. Pagu. Cultural Heritage Imaging.”
- Further text provides the inventory number designated by the Unlocking History Research Team for this item, UH6089, and the group’s website, “Letterlocking.org.”
- Further text attributes the document to “Dambrogio, Smith, & the Unlocking History Research Group 2020–2021.”
- Other textual information includes the social media handle “@letterlocking,” a CC symbol signifying a Creative Commons license, and symbols that communicate rules to reuse this content: attribution required, and reuse can be non-commercial only.
- A QR code takes the viewer to the Unlocking History Research Group’s Dataverse page https://dataverse.harvard.edu/dataverse/uh.

How to Fold the Book of Locks Print out

1. Print out this file.

This file has been designed to be printed at home. The measurements are based on standard US printer paper, size 11 inches x 17 inches (297mm x 420mm), when unfolded.

2. Create bottom edge flap

- Place the printed Book of Locks foldable on the table so that its orientation is landscape.
- Fold the left short edge in 0.6 inches (15mm). Keep the crease folded.
- Fold the paper short edge to short edge, creasing it down the center.
- Unfold the paper. Take the bottom left corner and fold it up approximately 30 degrees to make a diagonal crease. The diagonal crease runs from the left short edge to the center fold at the bottom edge. Keep the crease folded.
- Repeat the same action, beginning from the bottom right corner. Keep the crease folded. The bottom edge of the paper now forms an arrow shape. Make sure the arrow is pointing at you.
- Fold this arrow-shaped panel toward the top edge of the paper. The short sides of the newly formed bottom panel measures 1.77 inches (45mm) at either side and 3.7 inches (95mm) high at the arrow point. The horizontal crease runs from one short edge to the other to create the bottom edge flap. Keep the crease folded.

3. Create top edge flap

- Fold the top left corner approximately 30 degrees to make a diagonal crease. The diagonal crease runs from the left edge to the center crease. Keep the crease folded.
- Repeat the same action from the top right corner. Keep the crease folded. The top edge of the paper now resembles an arrow, pointing away from the bottom edge. This instruction works best if you do not change the orientation of the paper.
- The distance between the bottom edge and top edge should be approximately 7 inches (178mm).
- Fold the top arrow-shaped panel towards the bottom edge and make a horizontal crease, while maintaining the 7 inches (178mm) between the top edge and the bottom edge. The horizontal crease runs from one short edge to the other to create the top edge flap of the book. Keep the crease folded.

4. Create the book

Now we'll create a series of accordion folds to make the book.

- Fold the right edge 3 inches (75mm) wide onto itself. This action creates a valley fold to make the first panel of the accordion. Keep this crease folded.
- There should now be a short flap resting on a longer flap. Make the second crease in the longer flap 3.15 inches (80mm). Fold that crease in the opposite direction, from left to right, to form a

mountain fold. There are now two shorter flaps behind the longer one, making a zig zag pattern. Keep this crease folded.

- Fold the accordion panels 3.15 inches (80mm) from the last fold, right to left, back onto itself. The accordion panels stacked four high are about the same width. Keep this crease folded.
- To close the book, take the left short edge and align it with the right short edges of the stacked accordion folds and create a crease.
- Expand the accordion folds of the book to reveal the five pockets created to hold the letterpackets.
- To lock the book, tuck the right short edge into the top and bottom flaps of the left short edge. Slide the right panel all the way into the left front cover.

How to Fold a Tiny Book of Locks with 8.5 x 11 inches and A 4 Sheets of paper

The Tiny Book of Locks is made from a blank sheet of paper, and uses a pencil as a measuring aid.

1. Beginning steps

- Place the sheet of paper in front of you so that the long edges are top and bottom, and the short edges orient left and right.
- Fold the sheet of paper in half vertically with the short edges aligned. Make a crease and unfold.
- Fold the sheet of paper in half horizontally with the long edges aligned. Make a crease and unfold.
- Fold the left short edge onto the letter sheet ¼ inch and keep folded (a little bit wider than the width of a pencil).
- Fold the top long edge down to the horizontal center crease and keep folded. This creates the top flap. Do not let the top edge cross the horizontal center crease.

2. Create the bottom edge flap

- Create the bottom flap by tucking the bottom long edge up in between the areas where the top flap and center panel meets. Make a crease and unfold.

At this point, the center and bottom horizontal panels should be about the same height and the short top flap is about half the height of the other two panels.

- Make a diagonal crease beginning at the center vertical crease by taking the bottom right corner and aligning it with the horizontal crease used to make the edge of the bottom flap. Keep the crease folded.

- Repeat the same steps with the bottom left corner. Keep the crease folded.
- When finished, the bottom flap has an arrow-shaped panel pointing away from the letter sheet. Keep this crease folded.
- Fold the bottom flap up (now arrow shaped) onto the center panel. Keep this crease folded.

3. Create the top edge flap

- Unfold the top flap and make a diagonal crease beginning at the center vertical crease by taking the top right corner and aligning it with the horizontal crease used to make the top flap. Keep the crease folded.
- Repeat the same steps with the top left corner to create an arrow-shaped panel pointing away from the letter sheet. Keep the crease folded.
- Fold the bottom flap up (now arrow shaped) onto the center panel. Keep this crease folded.

4. Create the book

Now we'll create a c-fold and a zig zag fold to make the book.

- Lay the folded letter on the table. Place a pencil to the left of the first vertical crease you made in the center of the letter sheet.
- Fold the left short edge from left to right, to align with the pencil. Keep the crease folded.
- There should now be a short flap resting on a longer flap.
- Make the second crease in the longer flap so it wraps tight over the short flap. Fold that crease in the opposite direction, from left to right, to form a mountain fold. There are now two shorter flaps behind the longer one, making a c-fold. Keep this crease folded. Now we will create the zig zag pattern.
- Make a crease in the longer panel, right to left, back onto itself so that the crease you just made is the same width as the panels below it. The accordion panels stacked three high are about the same width. Keep this crease folded.
- Take the left short edge and align it with the right short edges of the stacked accordion folds and create a crease.
- Expand the accordion folds of the book to reveal the five pockets created to hold the letterpackets.
- To lock the book, tuck the right short edge into the top and bottom flaps of the left short edge. Slide the right panel all the way into the left front cover.