3.5 in x 3.5 Card Folder Tutorial

Supplies Needed:
- 2-3 Sheets of 8.5 x 11 Cardstock
- 1-2 Sheets 12 x 12 Designer Series Paper
- 20 Inch Strip of Ribbon
- Stampin' Trimmer
- Envelope Punch Board
- Simply Scored Board and Stylus
- Stamps and Embellishments
- Fast Fuse Adhesive
- Stampin’ Dimensionals
Step 1:
To create the folder:
With the Stampin’ Trimmer, cut a piece of cardstock to 10.5 in x 5 in
With the Simply Score Board or Stampin’ Trimmer, score at 5 in and again at 5.5 in.
(Save the unused piece of cardstock as it can be used for a 3.5 x 3.5 card base)

Step 2:
To create the inside pockets:
Cut 2 Pieces of cardstock to 3 in x 4.75 in.
With the Simply Score Board or Stampin’ Trimmer, score at 1/4 in and again at 1/2 in.
Rotate the cardstock and repeat the score lines at 1/4 in and 1/2 in. Do this one more time until 3 sides are scored.
Step 3: 
Cut Tabs from the Inside Pockets as shown by the arrows on photo to right. Leave small tab to glue to the side to help reinforce the folder.

Step 4: 
Burnish and fold all score lines, folding them all inward. Put adhesive (Fast Fuse or Tear Tape are my go-to) on the outside end-folds. This will adhere to the folder, shown in the next step. 

(The tab gets glued to the inside of the pocket)

Step 5: 
Measure 1/2 inch up from the side and bottom to get the placement to adhere the pocket. Take a Bone Folder to the inside of the pockets to push down the sides with adhesive.
Step 6:
Create the Outside Decor Pieces
Cut two pieces of Cardstock to a
4 7/8 in x 4 7/8 in Squares

Step 7:
Cut two pieces of DSP to 4 1/2 in x 4 1/2 in squares, adhere to cardstock squares with Fast Fuse Adhesive.

Step 8:
Cut a strip of DSP to 7/8 in x 4 7/8 in.
Adhere this piece to the folder binding (shown below)
Step 9:
Add a glue dot to the DSP in the middle of the folder binding. Secure the middle of the 20 inch strip of ribbon to the glue dot.

Step 10:
Add Several Stampin’ Dimensionals to the back of the large decor squares and adhere them to the folder as shown in photo. Make sure you keep the ribbon strip free of adhesive and in the middle.

Decorate to your preference.

This is the completion of the folder.

Step 11:
Create your 3.5 in x 3.5 in card bases.

Cut 4 pieces of cardstock to 7 in x 3.5 in and use the Simply Score or Stampin’ Trimmer to score at 3.5 in. Fold at score line and you have your card bases. Decorate to Preference.

Be sure to utilize the extra cardstock from the folder cut in Step 1.
Step 12:
Create your envelopes for your cards.

Use the Envelope Punch Board Guide to determine the size of DSP needed to create the proper envelope. The chart tells us we need 6 in x 6 in pieces of DSP with the first score line at the 3 in mark.

Step 13:
Cut 4 pieces of DSP to 6 in x 6 in.

Line up the edge of the DSP to the 3 in mark on the envelope score board.

Score and punch as shown in photo to right.

Step 14:
Rotate DSP Counter-Clockwise and line the score line up with the marker below the punch.

Score and Punch as shown previously. Do this for all remaining sides.
Step 15:
Round the 4 envelope corners by using the rounding punch at the top of the envelope punch board.

Step 16:
Your 6 x 6 piece of DSP will now look like this.

Step 17:
Burnish (fold) all score lines and add glue where shown to assemble the envelope.
Step 18:

Fold and adhere bottom flap to glue areas, decorate to preference and assemble with Card Folder!

YOU ARE DONE!