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
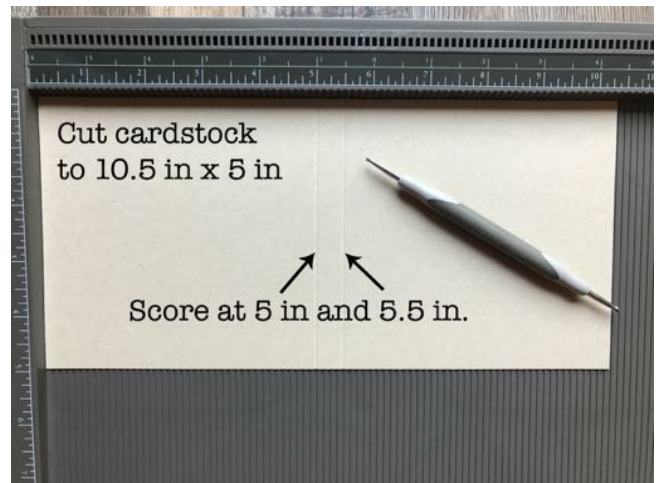- Fast Fuse Adhesive
- Stampin' Dimensionals

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)

Cut cardstock
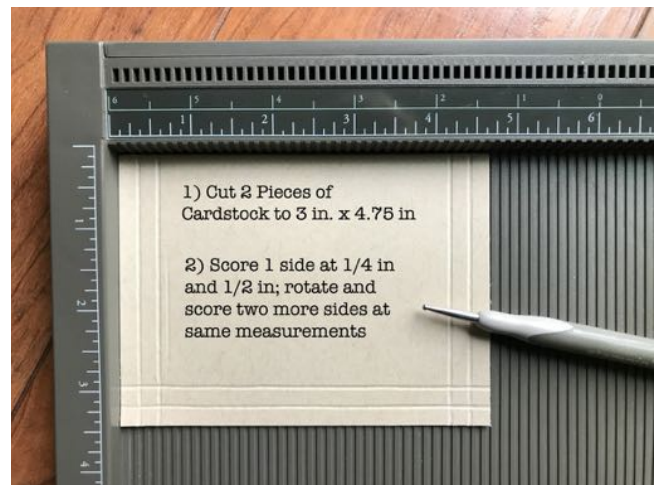to 10.5 in x 5 in

Score at 5 in and 5.5 in.
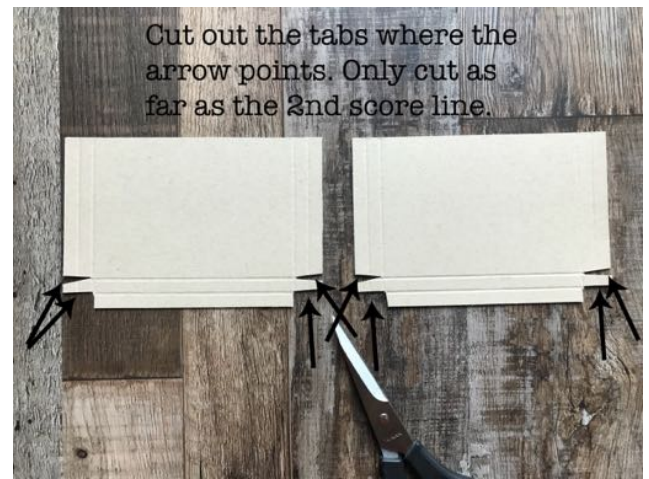
Step 2:
To create the inside pockets:
Cut 2 Pieces of cardstock to 3 in x 4.75 in.

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
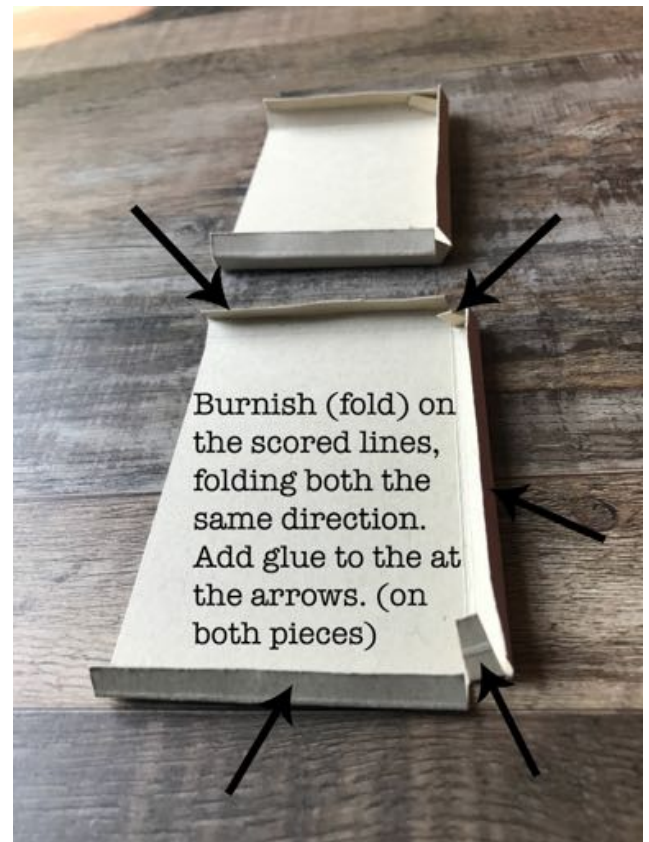at 1/4 in and 1/2 in. Do this one more time until
3 sides are scored.

1) Cut 2 Pieces of
Cardstock to 3 in. x 4.75 in

2) Score 1 side at 1/4 in
and 1/2 in; rotate and
score two more sides at
same measurements

You should now have three
pieces as shown below

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.

Cut out the tabs where the arrow points. Only cut as far as the 2nd score line.
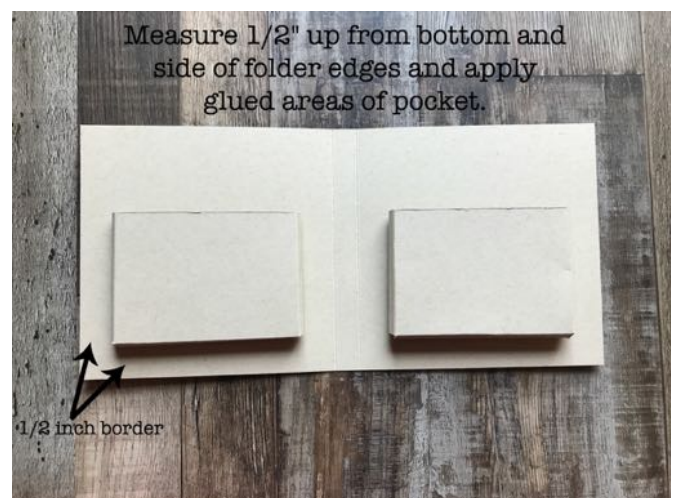
Step 4:
Burnish and fold all score lines, folding them all inward. Put adhesive (Fast Fuse or Tear Tape are my go-to) on the outside end-folds. This will adhere to the folder, shown in the next step.

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

Burnish (fold) on the scored lines, folding both the same direction. Add glue to the at the arrows. (on both pieces)
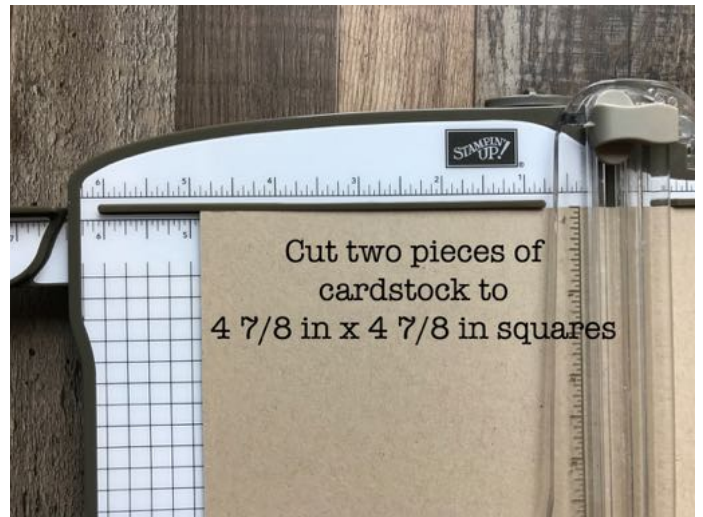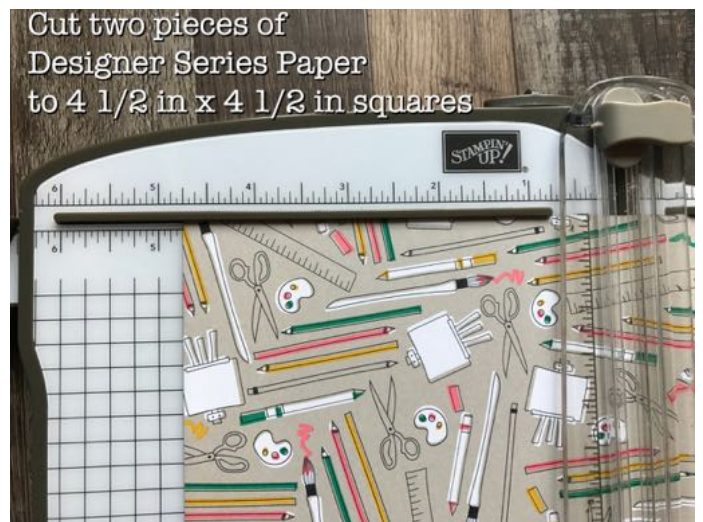
Step 5:
Measure 1/2 inch up from the side and bottom to get the placement to adhere the pocket. Take a Bone Folder to the inside of the pockets to push down the sides with adhesive.

Measure 1/2" up from bottom and side of folder edges and apply glued areas of pocket.

1/2 inch border

Step 6:
Create the Outside Decor Pieces
Cut two pieces of Cardstock to a
4 7/8 in x 4 7/8 in Squares

Cut two pieces of
cardstock to
4 7/8 in x 4 7/8 in squares

Cut two pieces of
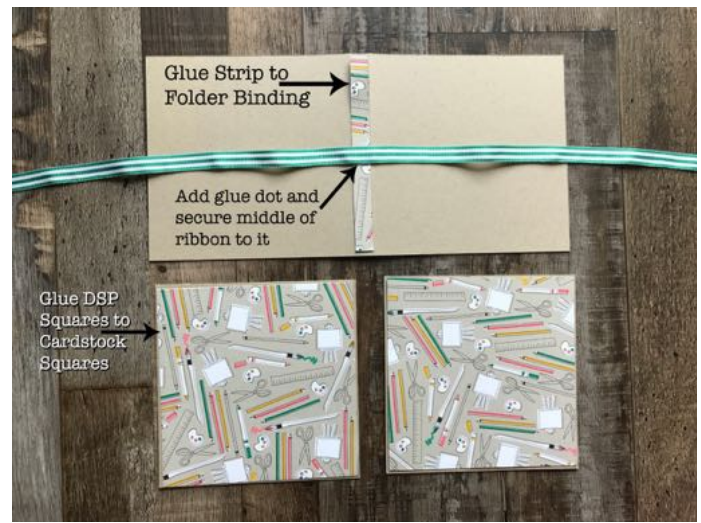Designer Series Paper
to 4 1/2 in x 4 1/2 in squares

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)

Cut 1 strip of DSP to
7/8 in x 4 7/8 in

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.

Glue Strip to Folder Binding

Add glue dot and secure middle of ribbon to it

Glue DSP Squares to Cardstock Squares

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.
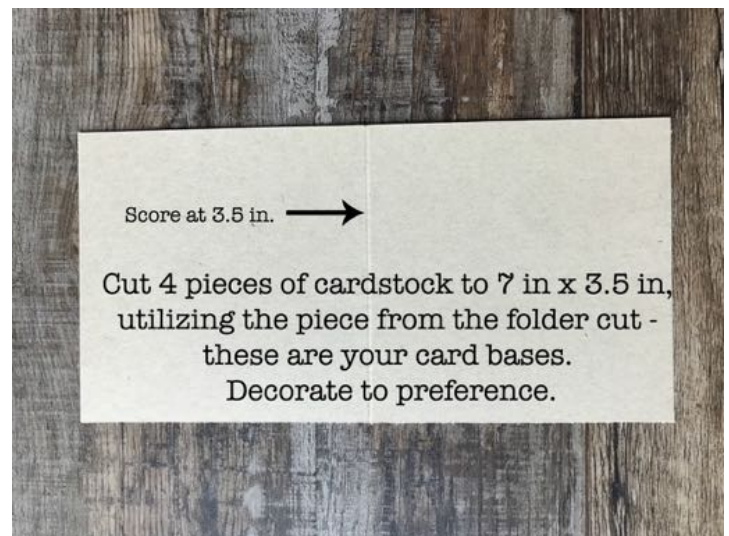
Decorate to your preference.

This is the completion of the folder.

Glue Top DSP Squares to Folder with Stampin' Dimensionals - Make sure the ribbon stays in the middle.

Decorate to preference :)

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.

Score at 3.5 in.

Cut 4 pieces of cardstock to 7 in x 3.5 in, utilizing the piece from the folder cut - these are your card bases.
Decorate to preference.

CARD SIZE	PAPER SIZE	SCORE LINE
2 x 3½ (Gift Card)	5 x 5	2
2½ x 3	5 x 5	2¾
2½ x 3½	5½ x 5½	2⅜
3 x 3	5¼ x 5¼	2⅝
3 x 3½	5¾ x 5¾	2⅝
3 x 4	6 x 6	2⅝

Use these dimensions for creating envelopes

3 x 6½	7⅞ x 7⅞	2¾
3 x 7	8¼ x 8¼	2¾
3 x 7½	8½ x 8½	2⅝
3 x 8	8⅞ x 8⅞	2⅝
3 x 8½	9¼ x 9¼	2⅝
3½ x 3½	6 x 6	3
3½ x 4	6½ x 6½	3⅛
3½ x 4½	6¾ x 6¾	3
3½ x 5 (4-Bar)	7¼ x 7¼	3⅛
3½ x 5½ (Gladstone)	7½ x 7½	3
3½ x 6	8 x 8	3⅛
3½ x 6½	8¼ x 8¼	3⅛

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!

Decorate to Preference assemble in folder - you're done!