



MyCraftBasketStudio

Instructions for File Folder Folio

Manila File folder with tab at top.

Fold folder so that edges meet, tab will stick out on back side. Use bone folder to press in the new fold.

Turn folder inside out. Side with tab will now be on top. Use bone folder to again press the new fold in. Edges of folder meeting.

Take side of folder facing you and fold in half so that edge of folder meets the new spine. Tab will now stick out on the left hand side of the folder.

Flip over and fold the other side of the folder in half so that the edge meets the new spine. Folds from front and back should match on the spine. Tab will now be at top right on back folder page.

Score 3 inches from the bottom (or any depth you want) for pockets. To reduce bulk, cut pockets on each side of the score lines.

For assembly:

1. Distress edges if you desire with ink of your choice.
2. Cover front, the four sections inside the book and the back cover with decorative paper. Distress the edges of the decorative paper with ink of your choice before gluing paper down.
3. Cover pockets with decorative paper. Distress the edges of the decorative paper with ink of your choice before gluing paper down.
4. Decide how you want your pockets to be i.e. thumb notches, angled, window or a side pocket.
5. Glue pockets.
6. Put thumb notch in center page.
7. Glue center page to create a long pocket. This is optional. You can leave accordion style or completely glue this page together.
8. Decorate and add tags or journaling cards.



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Print these instructions and follow along with my video.

File Folder Folio Tutorial #2. Follow along with my video!
<https://youtu.be/Czi6Zy3bOfA>

Inspiration from:

Somerset Studios Magazine

How to Make a Mini Album Using a Manila File Folder by Kristin
Greenwood

<https://mycreativescrapbook.blogspot.com/search?updated-max=2013-11-29T13:00:00-06:00&max-results=20>