

# File Folder Organizer

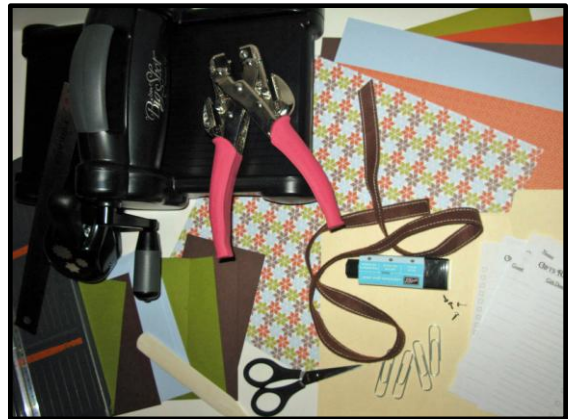
By Hannah Kost

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*A versatile, cost effective organizer that doubles as a scrapbook!*

## Supplies

- 1 1/3 cut file folder, tab at the bottom
- 1 full sheet Designer Series Paper
- 7 1/4" x 4 1/4" piece coordinating Designer Series Paper (optional)
- 4 coordinating 12x12 sheets cardstock, at least 2 colors (4 colors works better)
- Bigz Scallop Envelope Die or substitute
- Premade Insert forms
- Preprinted Calendar (included with my inserts)
- Post It Notes (optional)
- Jumbo paper clips
- Brads
- Boho Blossoms Punch
- 1 yard ribbon
- Pen (optional)
- Adhesive
- Scissors
- Paper Trimmer with score blade
- Crop-O-Dile
- Ruler
- Bone Folder

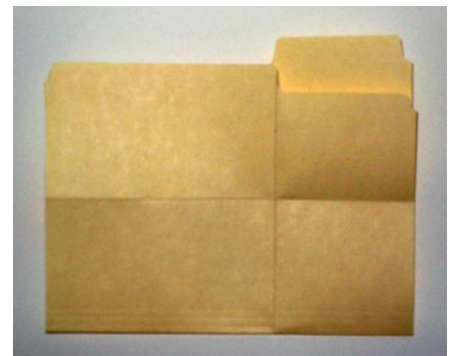


## Quick Tips:

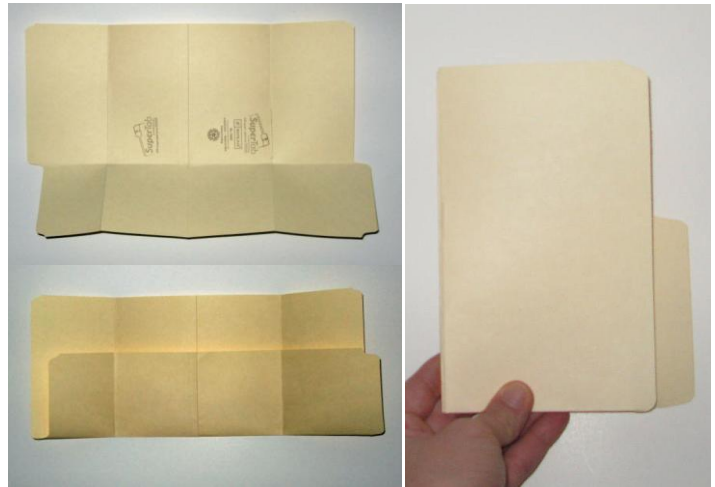
- With all steps, I would double check measurements before cutting, as each brand file folder may vary.
- Trim and sand edges as needed between each step.
- I found a glue stick was the best adhesive to use on the folder.

## Step By Step

1. Score File folder across top of tab (about 4 1/4"). Pivot folder, open and score down the center of each side. (This is roughly at 4 1/4") See scored sample.

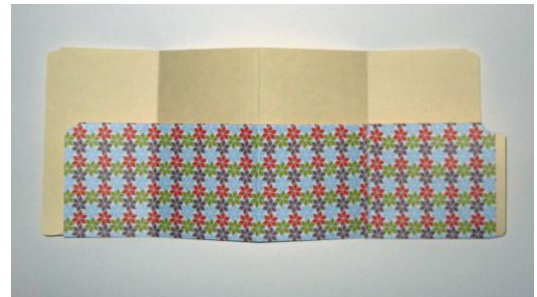


2. Fold bottom up to form pocket. You'll want to fold it in towards the back.



3. Accordion fold folder, and press with bone folder.

4. Now it's time to adhere your designer paper to the front pocket. You will need 2 strips to cover the pocket. 4 3/8" x 12" and 4 3/8" x 5". I begin by adhering the short strip from the tab end, overlapping tab slightly. Next, adhere long strip starting from the other end. The 2 pieces should overlay slightly.



**\*IMPORTANT!** Fold up album at this point before adhesive is set to allow the paper to pull itself into place when folded. If not, the folder may be reluctant to fold properly.

5. Line inside pockets with coordinating paper. You will need 2 pieces measuring 3 1/4" x 11 and 6 1/4" x 7 1/4". Adhere the long piece from the right side, in. Next Adhere large piece behind the pocket that is exposed.



Again, fold up album briefly and press seams with bone folder.

6. Cover front and back with coordinating paper. See photo. Front and back covers measure roughly 7 1/4" x 4 1/4".



7. Adhere coordinating paper to tab. Trim excess on front before adhering back. Front tab measures 4 1/4" x 1"; back of tab measures 4 1/2" x 1.



8. Punch holes using the Crop-O-Dile. Measure down from top about 1/2" over the pocket. (On my folder it was about 3 7/16") See Photo. Punch hole close to seams, as the further in you go, the smaller the allowed pocket space will be. You will need to fold each seam to punch 2 holes at once. (I marked all my holes with a pencil first.) You will end up with 7 punches for a total of 10 holes.



The holes for the pen holder are very close together, but it laces fine.

9. Cut 1 yard of coordinating ribbon. I've found 5/8" ribbon works best.

10. Weave ribbon. Begin from front cover weaving in. Leave about 6" of ribbon hanging out the front. When finished weaving, pockets should now be secure for inserts.



11. Inside: (In any order)

- Cut 2 scallop envelopes using Big Shot in coordinating paper. (To substitute pockets measure 3 1/4" x 2 1/4".) Glue tabs on first one to create envelope. Attach to organizer pocket. For the second, glue tabs as usual; cut flap off and adhere envelope. Envelope should look like a sealed envelope at this point, with a slit in the top. Attach to pocket front. This will create a pocket. (I used this pocket for paper clip bookmarks.)

- Post it notes (Full size pad mat measures 3 1/2" x 3 1/2").
- My calendar mats measure 2 1/2" x 3 1/4" and 2 3/4" x 3 1/2". (This will vary depending on your calendar.)
- Stamp/Embellish tab.
- Decorate pen and insert. (optional)
- To create paper clips: Decide on number of jumbo clips. Choose the same amount of colors as there are clips. (Ex: I chose 4 clips and 4 colors paper.) Using Boho Blossoms Punch, punch one set of flowers from each color. Mix and match flowers. Attach a brad through the center of the two smaller flowers, through the paper clip and then through the large flower. Simply slide flower to top of clip to hold taught. (This should hold clip together. I did not use any other adhesive.)
- Insert cards: MEASURE YOUR POCKETS BEFORE CUTTING, AS YOUR RIBBON MAY BE LACED DIFFERENTLY THAN MINE. If using my inserts you will need to cut 2 mats at 6" x 3" and 10 at 6" x 3 3/4". (I originally created insert pages taller, but shortened them so more mats could be created from one sheet of paper.) I used 3 colors for my insert cards. \*Alternative: Print directly on cardstock, instead of layering print-out.



12. Add layers to front cover. My layer measures 6 3/4" x 3 3/4". Embellish as desired.

