GRAPHIC 45
POCKET, ENVELOPE, AND FOLDERS MINI ALBUM TUTORIAL
© 2020 Melissa Merritt

For more projects and tutorials, please visit:
www.webofcreativity.net

© 2020 Melissa Merritt. All rights reserved. Purchase of this pattern allows you to make one or more mini scrapbook albums or crafting project for non-commercial use. Unless granted in writing by the designer/author in advance, copying, faxing, or reproducing the pattern, instructions or designs in any manner, digitally or otherwise is strictly prohibited by United States copyright law.

MATERIALS

(1) 12 x 12” Medium Weight Chipboard

(10) 8½ x 11” Black Cardstock

8 x 8” Graphic 45 Farmhouse Paper Collection

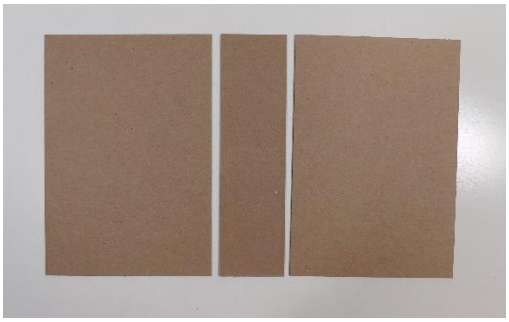
12 x 12” Graphic 45 Farmhouse Patterns and Solids (optional, not needed)

(8) Brads and Twine/String for Policy Envelopes

16” Ribbon for the waterfall inside cover

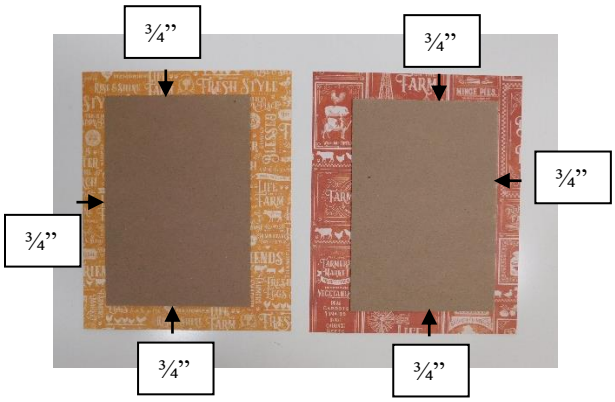
Melissa Merritt (2020). All Rights Reserved. ©

COVER



Cut out of Chipboard:
(2) 4½ x 6½” – covers
(1) 1¾ x 6½” - spine

Cut out of Pattern/solid:
(2) 6½ x 8” – cover mats



Attach the chipboard covers to the mats. The front cover gets attached ¾” from the left, top and bottom. The back cover gets attached ¾” from the right, top and bottom.

On the front cover attach the spine evenly with the cover using a spacer.

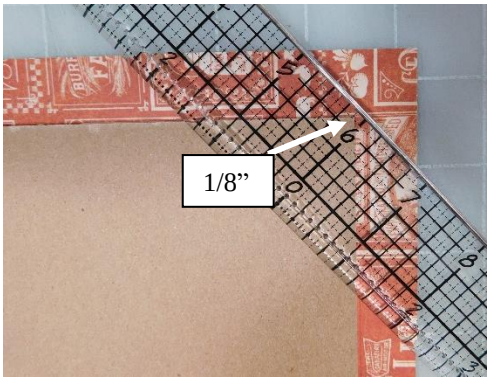
Spacer: Two chipboard pieces.

Melissa Merritt (2020). All Rights Reserved. ©

On the back cover add ¼” tape to the edge of the paper.

Next, attach the spine to the back cover using a spacer.

Trace along the edges with a scoring tool.

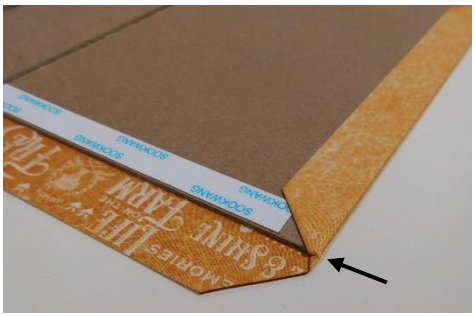


Trim the corners at an angle 1/8” from the chipboard corner.

Melissa Merritt (2020). All Rights Reserved. ©

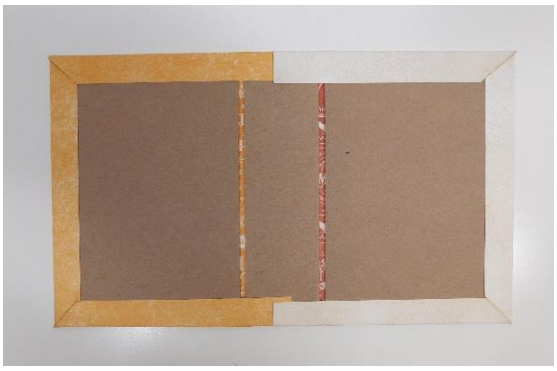
Add tape to the edges of the chipboard skipping the gaps.

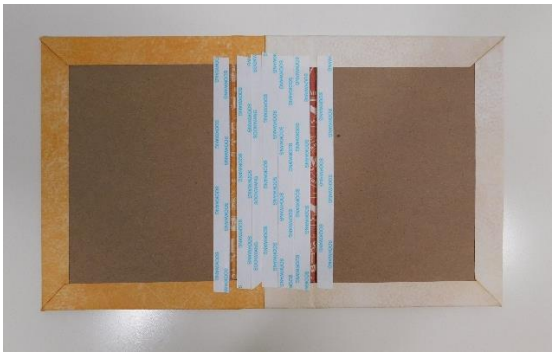
Attach two sides first.



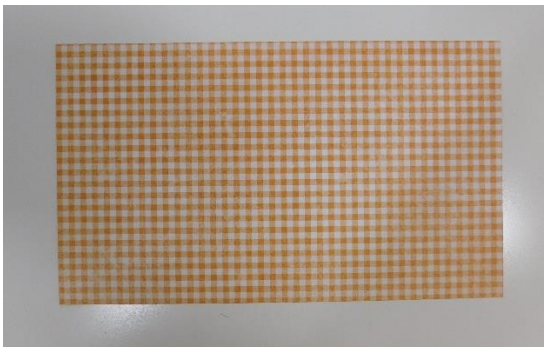
Tuck in the corners.

Melissa Merritt (2020). All Rights Reserved. ©



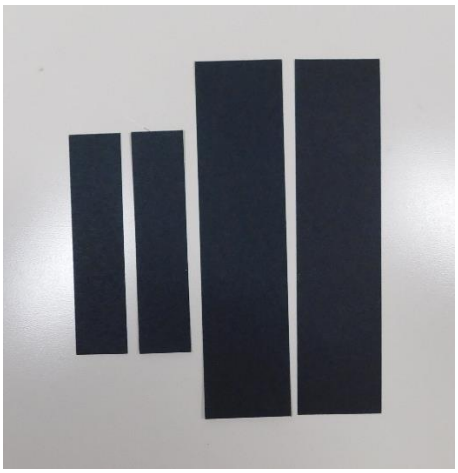


Add tape to the spine and the edge opposite of the spine stopping short ½” at the top and bottom.



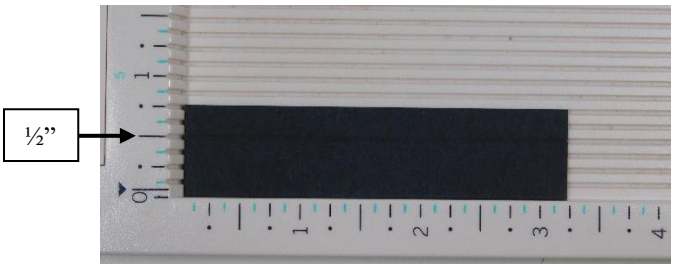
Cut out of pattern/solid:
(1) 10 ¾ x 6¼”

BINDING

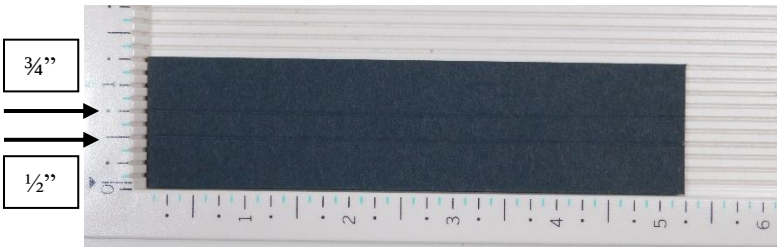


Cut out of black cardstock:
(2) ¾ x 3¼”
(2) 1¼ x 5¼”

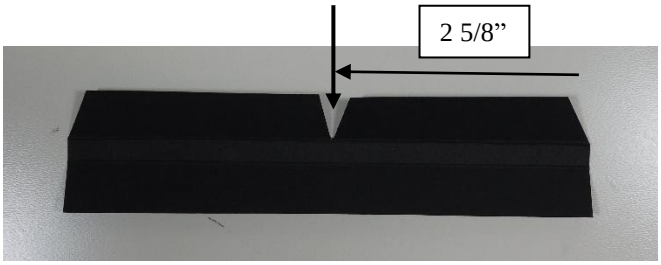
Melissa Merritt (2020). All Rights Reserved. ©



On the ¾ x 3¼” piece, score ½” on the ¾” side.



On the 1¼ x 5¼” piece, score ½” and ¾” on the 1¼” side.

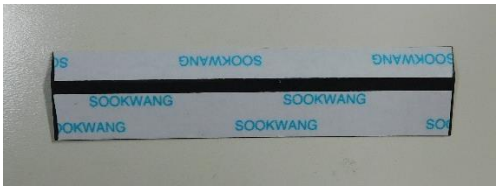


On the 5¼” piece, trim in a “v” shape, centered (2 5/8”), from the score line and taper the sides.

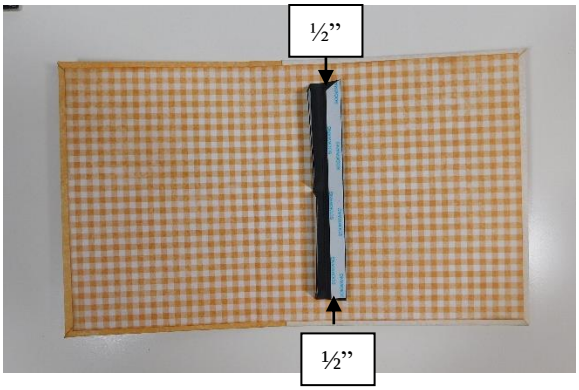
Taper: Trim at an angle from the score line.

Fold on the score lines going the same direction.
Add tape to the tabs by the edge on one side, flip to the back side and add tape to the split tabs and in between the score lines.

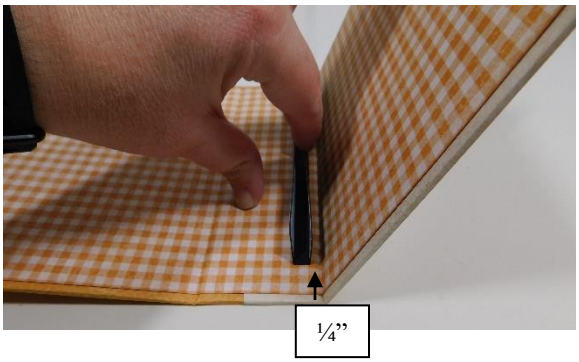
On the 3¼” piece, fold on score line. On the back side add tape to the ½” tab by the edge and add tape on the ¼” section.

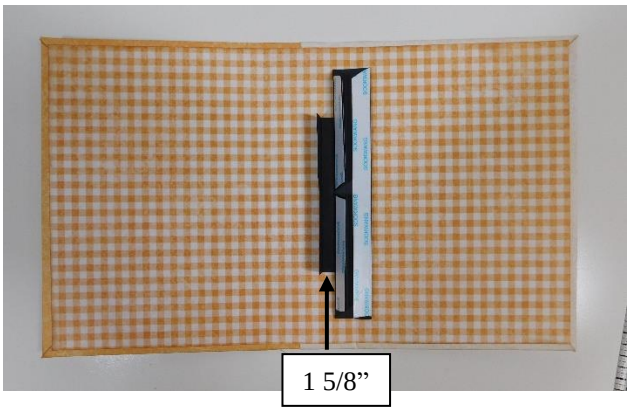


Melissa Merritt (2020). All Rights Reserved. ©



Start from the back first, attach (1) 5¼” binder piece ¼” from the spine edge and ½” from top and bottom.





Next, attach a 3¼” piece, by attaching the ¼” section up against the first section, centered, 1 5/8”.

Attach the next 5¼” binding piece ¼” from the last one, centered. Then attach the 3¼” piece next, centered. The should be ¼” from the front of the spine.

Melissa Merritt (2020). All Rights Reserved. ©

POCKET AND TAG PAGE

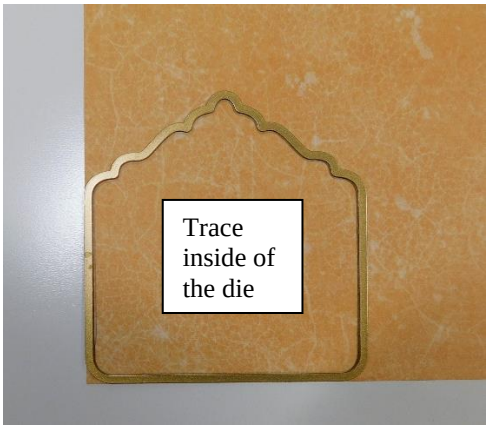
Cut out pocket and tag from Graphic 45 dies.

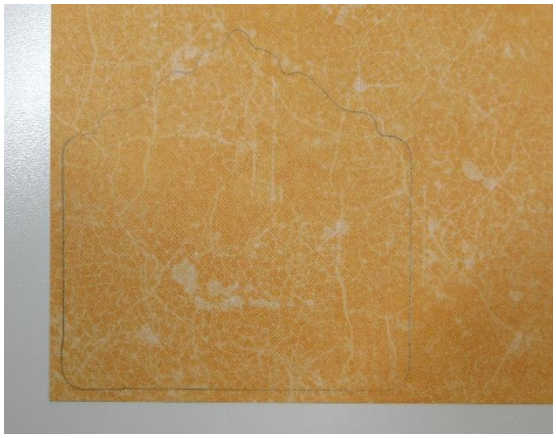
Fold the tabs on the score lines and add tape on the tabs.
*Do not attach until after matting.

*Make 2

Cut out of pattern/solid - Pocket Mats:

(1) 3 3/8 x 1½" front, behind flap
(1) 3 3/8 x 2¼" – front of pocket, I used the tag die to cut the mat and trimmed to 2¼"
(2) 3 3/8 x 3¼" – tag mats, I traced the inside of the tag die (see below).
(1) 2 3/8 x 3 3/8" – back side, do not attach until tag is attached to binding.





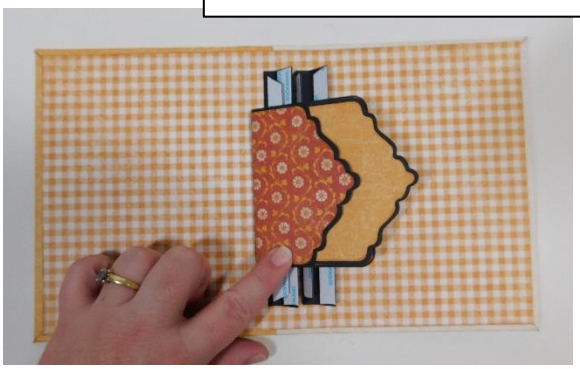
Melissa Merritt (2020). All Rights Reserved. ©

Attach 3 3/8 x 1½" front, behind flap mat, punch ¼" corner rounder for top 2 corners.
Then attach the pocket together.

Attach mats to front of pocket and mat.

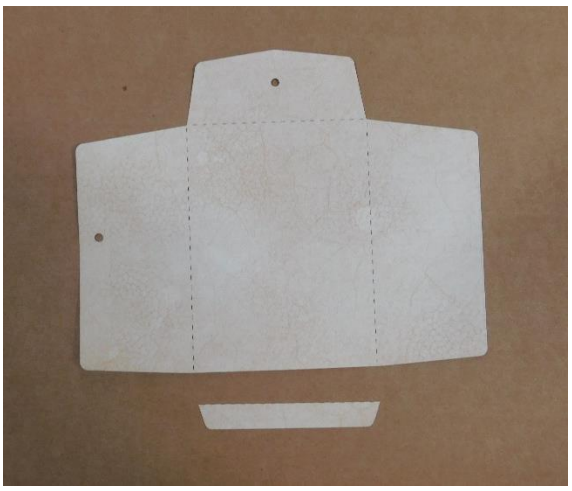
Attach pocket to the first tab.

Add 2 3/8 x 3 3/8" to the back side of the mat, punch 2 corner on the left side of mat.



Melissa Merritt (2020). All Rights Reserved. ©

POLICY ENVELOPE PAGE



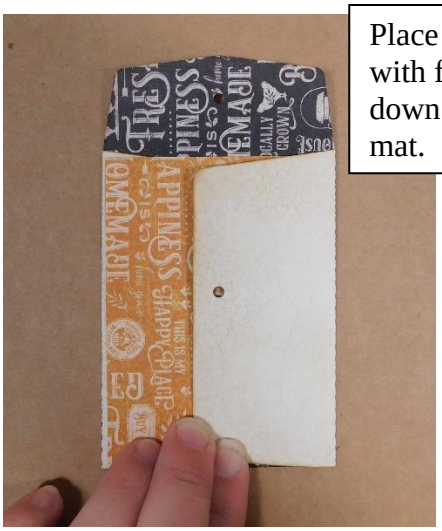
Cut out 4 Policy Envelopes from Graphic 45 Die.

Cut off the bottom tab of the envelopes.

Fold on the score lines. Fold the flap with the hole and lay on top of 2nd flap, trace the inside of the hole and poke through.

Mats: (4) 2¾ x 3¾” for 2 envelopes.

Melissa Merritt (2020). All Rights Reserved. ©



Place (not attach) mat with flap out, place flap down and trace hole onto mat.

Attach flap without hole onto flap with hole. Then add tape to the envelope as shown in the picture.

Poke hole in mat.

Melissa Merritt (2020). All Rights Reserved. ©

Cut reinforcers out of the Graphic 45 die set.
Add reinforcers and brads to envelope.

Add twine and string to policy envelope.

Attach mats to front of the policy envelopes.

Melissa Merritt (2020). All Rights Reserved. ©

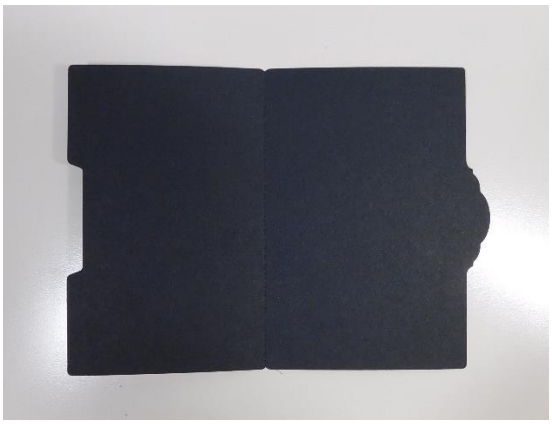
Attach envelopes to the tabs.

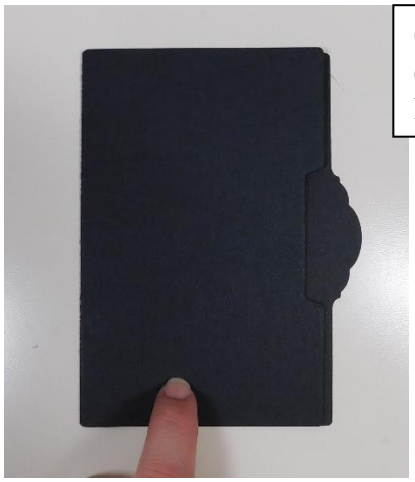
Tag: 2½ x 3¼”
Tag Mat: 2¼ x 3”

¼” corner punch on the tag and tag mat.

Melissa Merritt (2020). All Rights Reserved. ©

FOLDER PAGE





Cut (2) folders out of Graphic 45 die. Fold on score line.

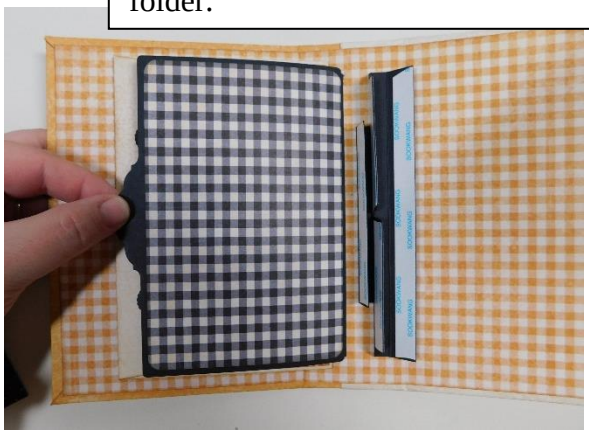
Mats: (3) 3 3/8 x 5¼" – front and inside mats
(1) 3½ x 5¼" – back mat, do not attach until folder is attached to binding.

Punch ¼" corners.

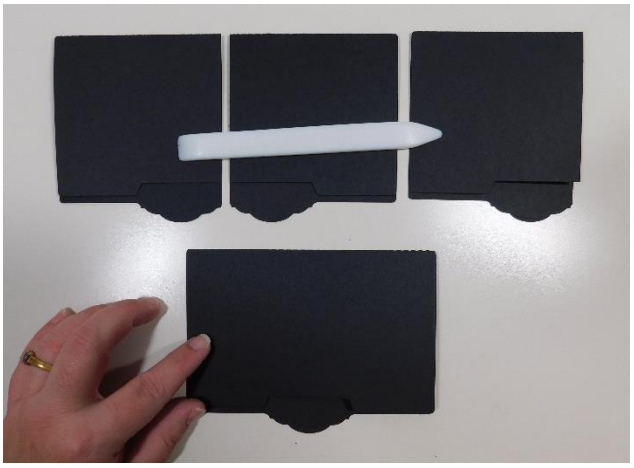
Melissa Merritt (2020). All Rights Reserved. ©

Attach folder to tab on binding.

Attach back mat after attaching folder.

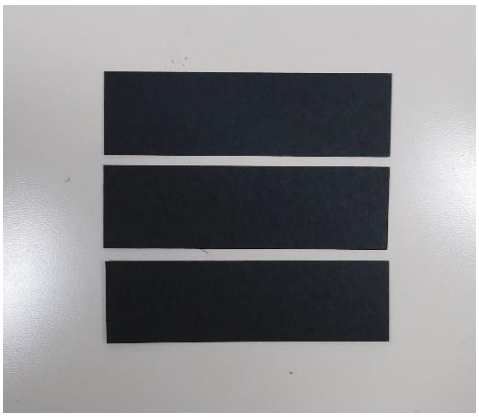


INSIDE COVER



Cut out (3) folders from Graphic 45 dies. Trim folders 3 5/8". Trim 2 folders on the right side and 1 folder on the left side.

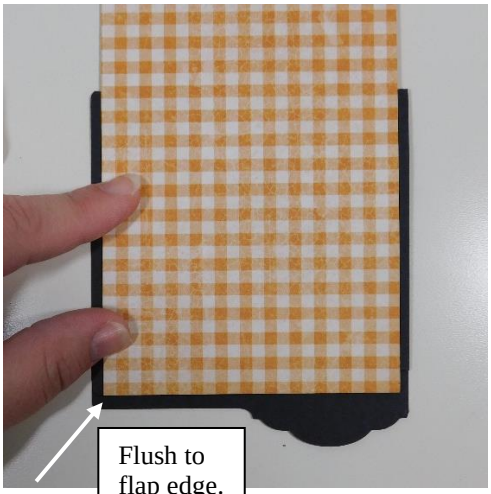
Melissa Merritt (2020). All Rights Reserved. ©



Cut out of black cardstock:
(3) 3½ x 1 - hinges

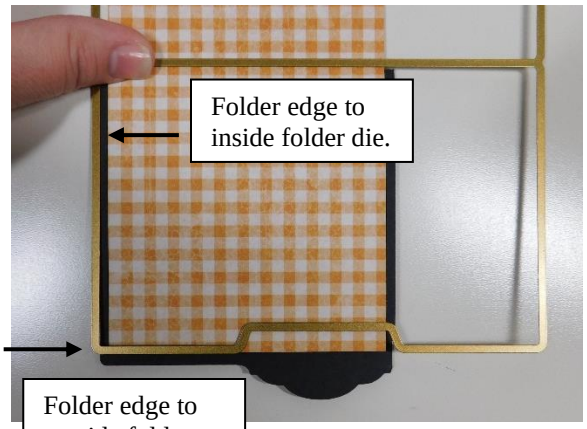
Score ½” on the 1” side.

Fold on score lines and add tape to all the tabs on one side only flush to edge.



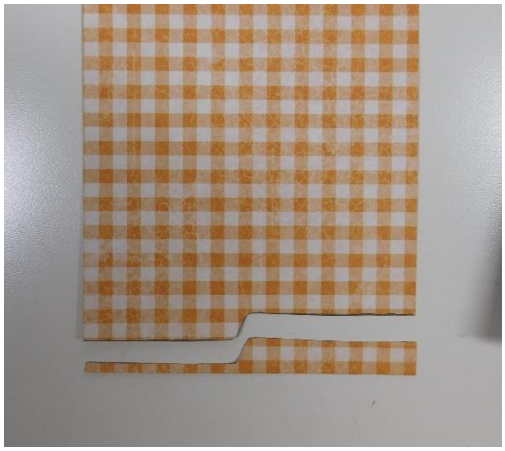
Trim pattern paper by 3 3/8”. Line up with folder, flush to flap and 1/8” border from the sides.

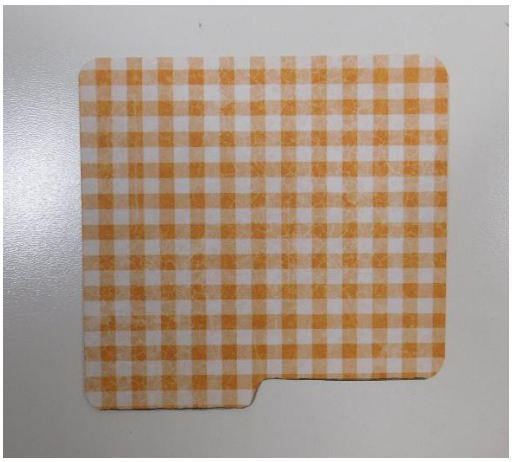
Melissa Merritt (2020). All Rights Reserved. ©



Line up the folder die, inside folder die to edge of folder on one side.
Line up outside folder die to folder edge at the bottom.
Trace inside line of die.

Trim

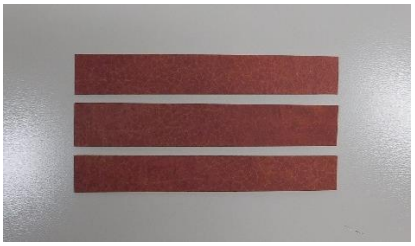




Cut to 3¼".
Punch ¼" corner rounder.

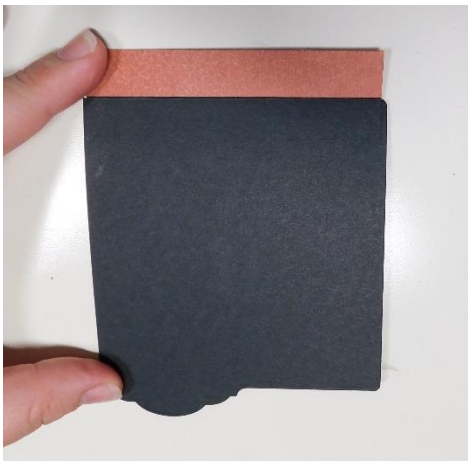
Melissa Merritt (2020). All Rights Reserved. ©

Mats for the folders:
(2) 3 3/8 x 3¼”
(2) 3 3/8 x 3 3/8”



Cut (3) 3½ x ½” for mats to the hinge.

Attach hinge (folded in half) to the back side of the folder flush to the edge, centered.



Attach hinge mats to tabs.

Melissa Merritt (2020). All Rights Reserved. ©

Attach the first folder 2” from the top, centered, ½” from the side.

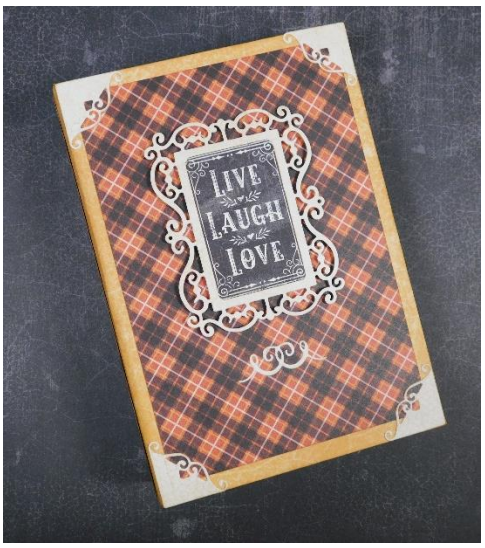
Attach the second folder ¾” from the first folder.

Attach the third folder ¾” from the second folder.

Attach ribbon (about 16”) under the tab of the third folder. Cover ribbon with paper.

Melissa Merritt (2020). All Rights Reserved. ©

ADDITIONAL PICTURES



Melissa Merritt (2020). All Rights Reserved. ©

Melissa Merritt (2020). All Rights Reserved. ©