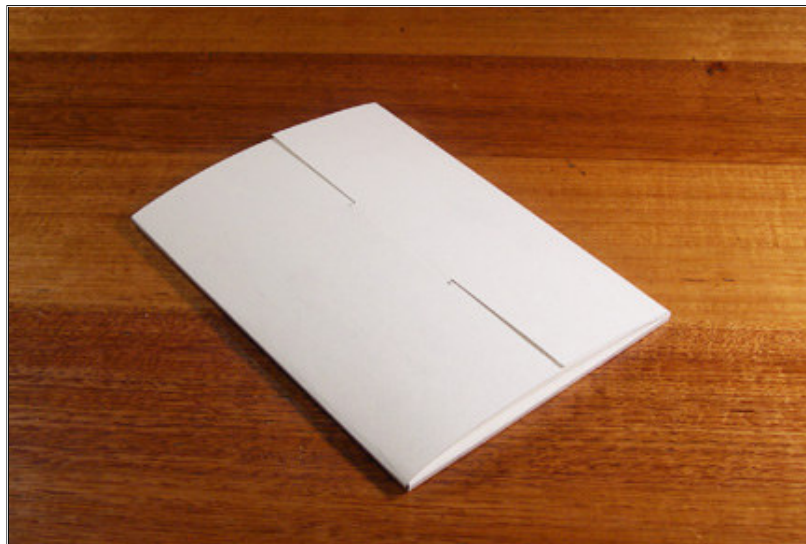


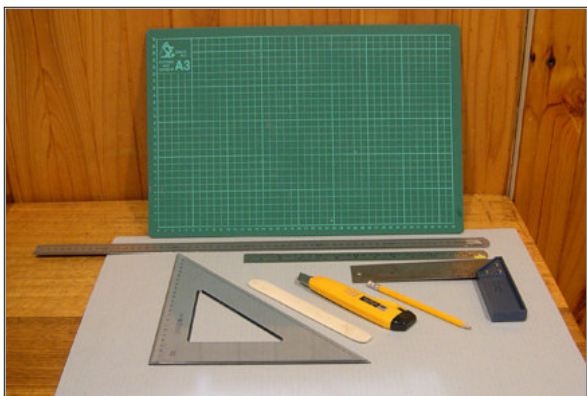
## Making a Flapped Folder

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This folder is reasonably quick and simple to make using only basic craft tools. Its design can be readily adapted in shape and size to accommodate relatively flat objects such as photographs, artworks, manuscripts or papers. For the purposes of these instructions the box is shown as being sized and shaped to hold an A4-size booklet.

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[1] The tools required are quite simple - a craft knife, a steel rule, a set-square or carpenter's square, a pencil and a bone folder for creasing and folding card. As a substitute for the bone folder a table knife with a rounded blade end, or a pate knife can be used. A cutting board or a pad of paper is needed to protect your work surface when cutting.

The material from which the folder is made is archival-quality card of about 320 gsm weight.

Folder inside length,  $L$  :

$L = \text{Object length} + \text{clearance}$

Folder inside width,  $W$  :

$W = \text{Object width} + \text{clearance}$

Folder inside depth,  $D$  :

$D = \text{Greater of object depth, or } 6 \text{ mm}$

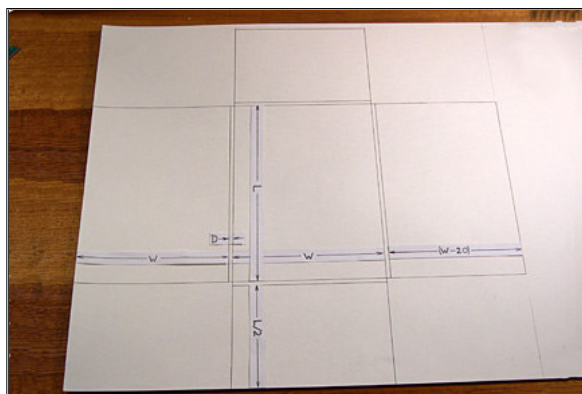
[3] Next you need to decide how much space you need to leave around the object when it is in the folder. About 3 mm all round should be sufficient for length and width. Thus you should add 6 mm to the object length and width to get the marked-out length  $L$  and the marked out width  $W$ .

The depth,  $D$ , can be just the depth of the object. However, if the object depth is less than 6 mm it's best to keep  $D$  at 6 mm. Working with smaller values of  $D$  can make folding the card tricky as you have to make two parallel folds very close together to form the sides and ends of the folder.

If the object is very thin, say less than 3 mm deep, then you can increase the clearance for  $L$  and  $W$  to 6 mm all round, make  $D$  equal to zero and simply have a single fold in the card around the edges of the folder. The extra clearance for  $L$  and  $W$  allows room for the card to bend over the object.



[2] Begin by measuring the object for which the folder is being made. Here we are using an A4-size booklet as a convenient object example. Measure the length, width and depth of the object, making sure that your measurements include any projecting bits and pieces. If the object has an irregular shape you will need to decide on exactly what dimensions you are going to measure as its length, width and depth.



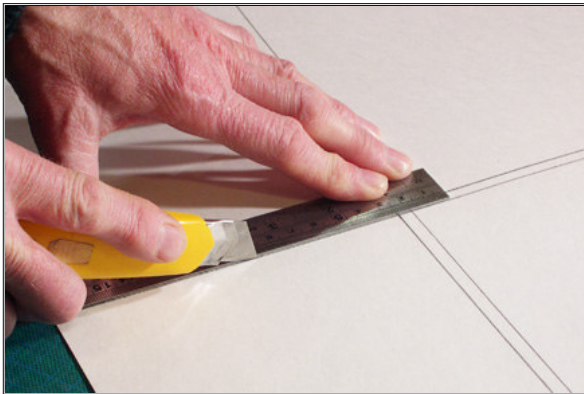
[4] This picture shows what the marked-out folder should look like, ready for cutting and folding. The dimensions  $L$ ,  $W$  and  $D$  are indicated. Note that the right-hand flap is 20 mm narrower than the left-hand flap. The top and bottom flaps each have a length of  $L/2$ .



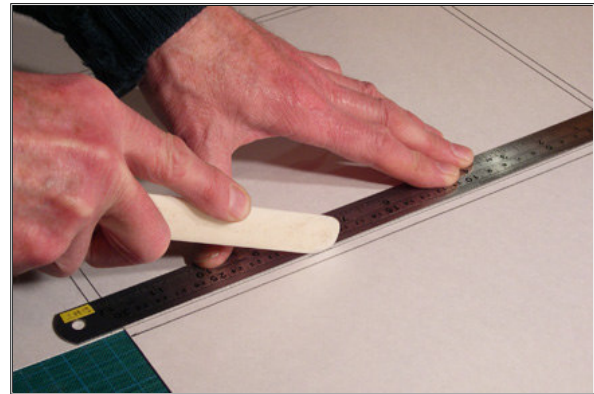
[5] Go ahead with marking out, using ruler, pencil and set-square.



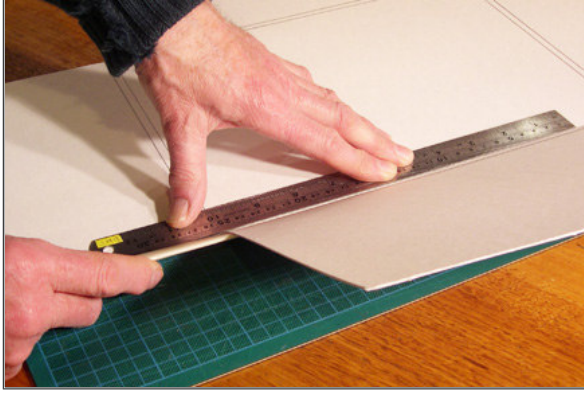
[6] Once you have marked out the folder on the card, check that your object will fit inside the lines defining the inside of the folder. Do this BEFORE you start cutting! Always remember -- measure twice, cut once!



[7] Once you've checked the fit of your object, go ahead with cutting the outline of the marked-out folder. Use a steel rule and a sharp knife - and make sure your fingers holding the rule stay well clear of the knife blade!



[8] Now you can start folding the folder. Use a bone folder and a rule to score the lines around the folder edges which define the sides. Score the card firmly to mark each fold but without, of course, cutting right through the card.

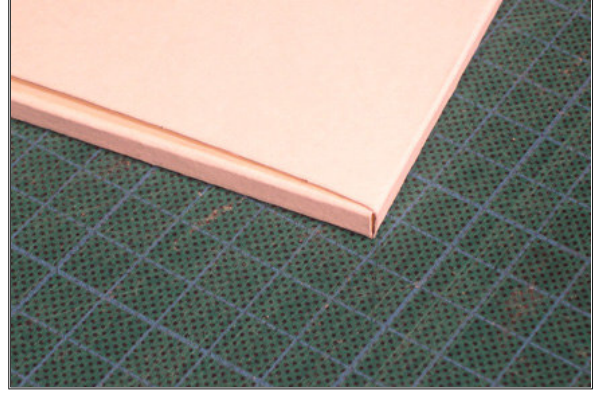


[9] Now fold the card along each of the scored creases. Lay your steel rule along the inside edge of the crease and use the bone folder to lift the free flap of card up and over the rule, as shown in the picture. Rub the bone folder along the crease, pressing the card against the edge of the rule. Then remove the rule, double the card over on itself along the crease and press the crease firmly using the bone folder. Repeat for each of the scored creases.

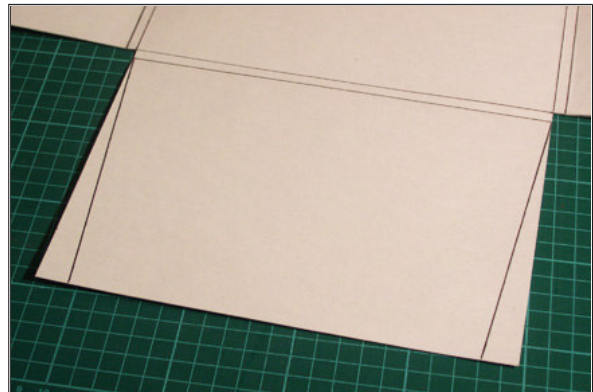
NOTE: There are two folds along each edge of the folder. It's best to complete the inner fold first so that when you are forming the second, outer fold the inner fold is held flat by the pressure of the steel rule.



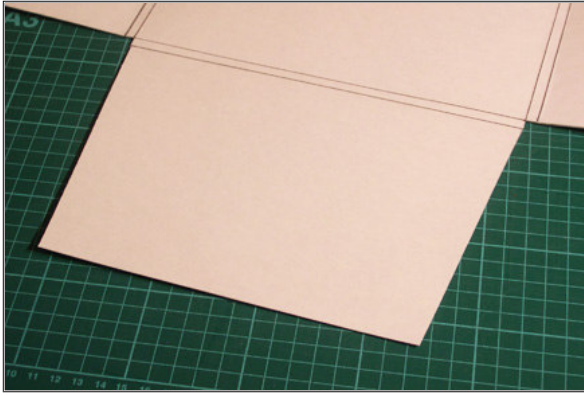
[11] And this is what the whole folder looks like at this stage.



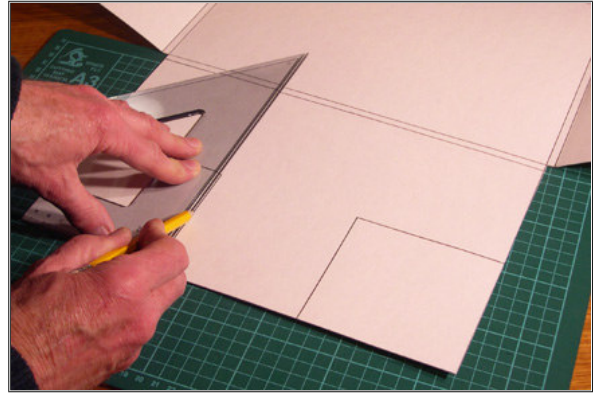
[10] This picture shows what a corner of the folder should look like once all the folds are done.



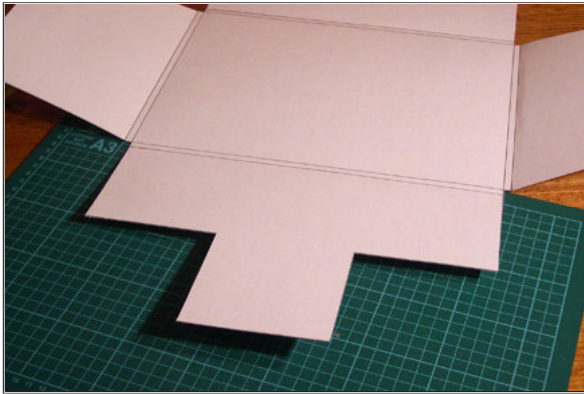
[12] Next, taper the top and bottom flaps. (This is not entirely necessary but it does allow the folder to close more neatly.) Mark the flaps as shown here. The amount of taper is not critical. For this size of folder, measure about 15-20 mm from each outside corner to mark the taper line.



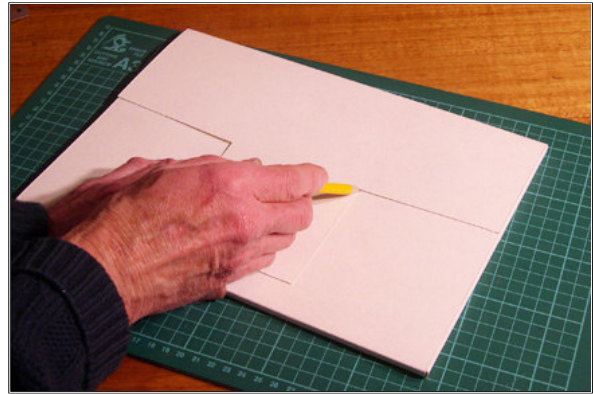
[13] Use knife and rule to cut the taper to the shape shown.



[14] Now to cut a tongue on the narrow right-hand flap which, when inserted into a corresponding slit in the left hand flap, serves to keep the folder closed. Draw a centre-line along the length of the right-hand flap and divide it approximately into three. Mark the tongue as shown in the picture..



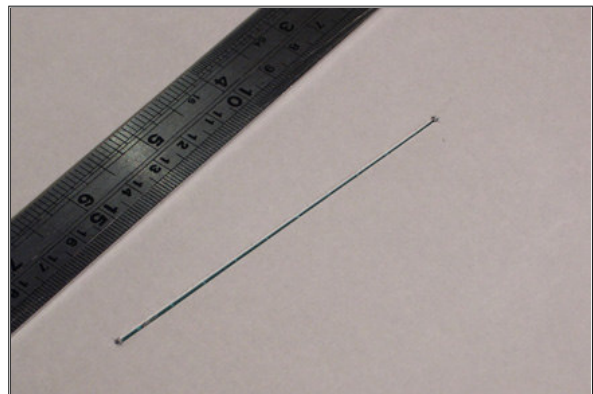
[15] Cut the tongue as shown as shown in the picture.



[16] Fold the right-hand flap over the left-hand flap. Mark the position of the inner corners of the tongue on the left-hand flap as shown in the picture.



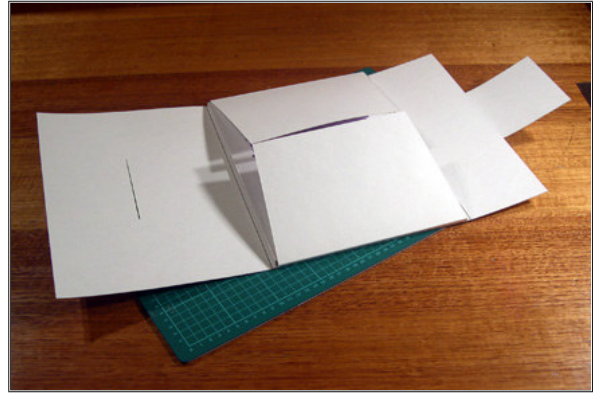
[17] Cut two lines about 1-2 mm apart between the marked points on the left-hand flap and remove the narrow strip of card between the cuts.



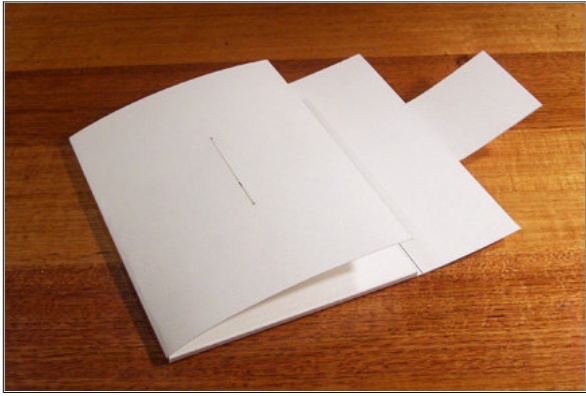
[18] The slot formed.



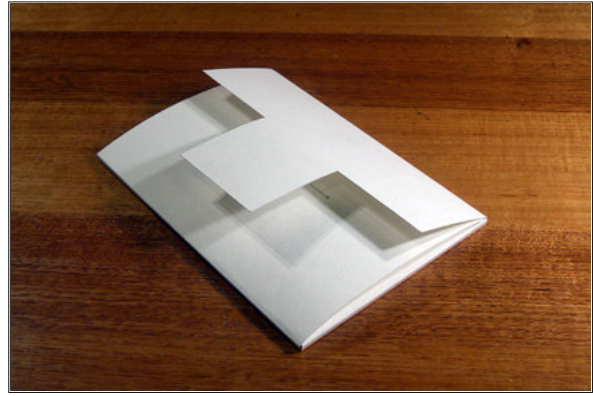
[19] The folder completed and starting to close.



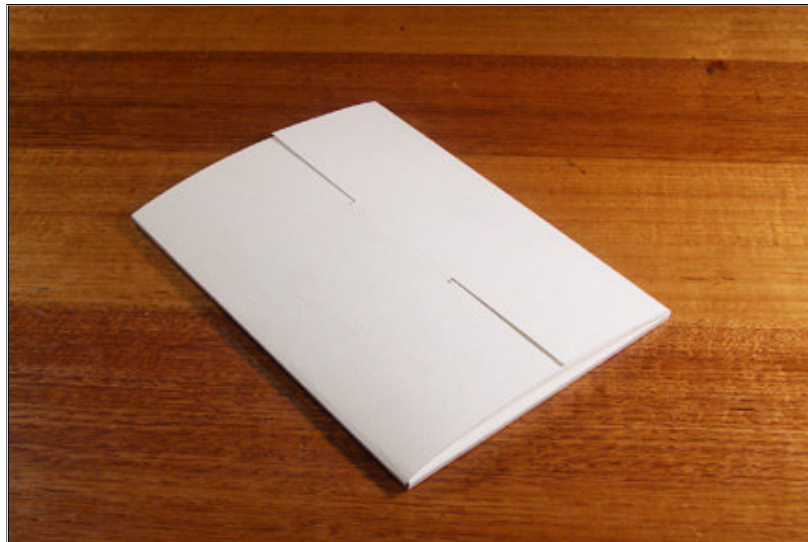
[20] Next stage ...



[21] ... and the next ...



[22] ... and the next ...



The final product.