

Recipe Accordion File

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Supplies Needed

Paper: 2 (12x12") pieces of solid cardstock
2 (12x12") pieces of patterned paper
2 (5x7") pieces of sturdy chipboard
2 1/2" feet of ribbon
12 non-security envelopes, #6 3/4 (3 5/8x6 1/2")

Adhesive: 1/4" Tacky/Score tape
additional snail, glue stick, etc. of choice

Score-Pal, paper cutter, scissors



Step One: Cut the Papers

Cardstock: 2 pieces that are 4 3/4 x 6 3/4" each
1 piece that is 6 3/4 x 12"

Note: if you want to ink the edges of the cardstock, do this now.

Patterned Paper: 2 pieces that are 7x9" each

Chipboard: 2 pieces that are 5 x 7" each

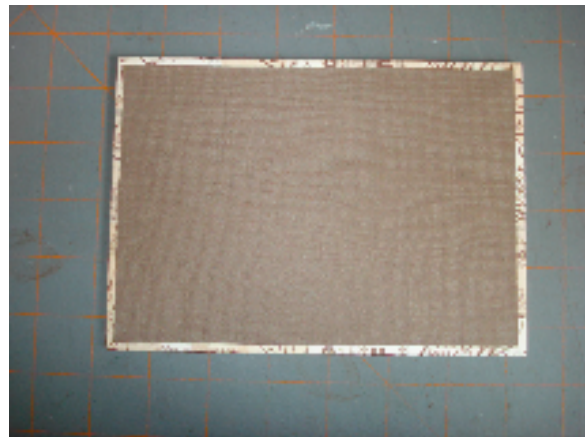
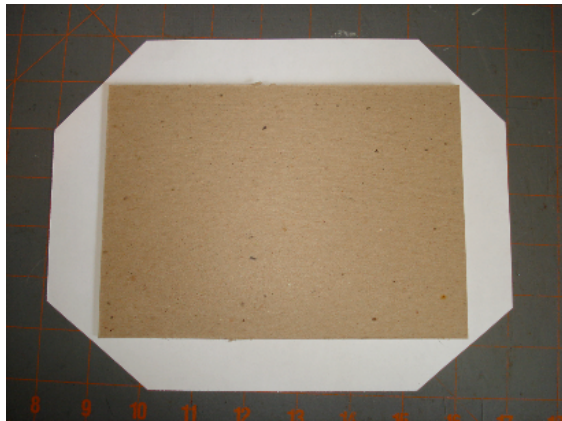
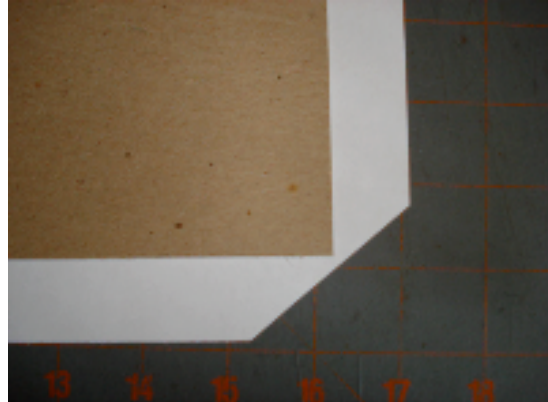
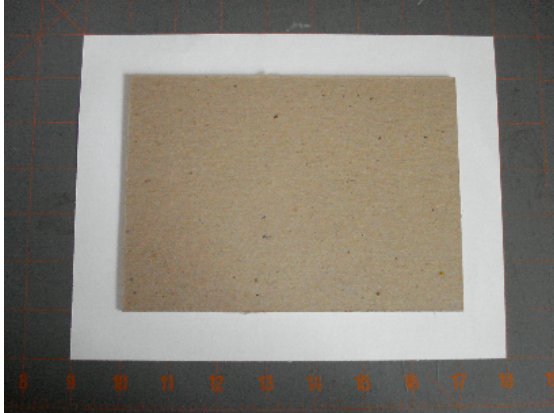
Step Two: Cut the Envelopes

Open the envelopes, and measuring from the bottom, cut the top of the envelope off, making a pouch that is 3 1/2" deep. Cut all 12 this way.

Note: If you want to ink the edges of the envelopes, do this now.

Step Three: Make the Covers

Adhere the chipboard to the center of the patterned paper. Miter the corners, being careful to **NOT CUT TOO CLOSE TO THE CORNER OF THE CHIPBOARD**, and fold the edges of the patterned paper over the chipboard, adhere these edges down. Adhere the cardstock pieces over the back of the covered chipboard.



Step Four: Make the Accordion

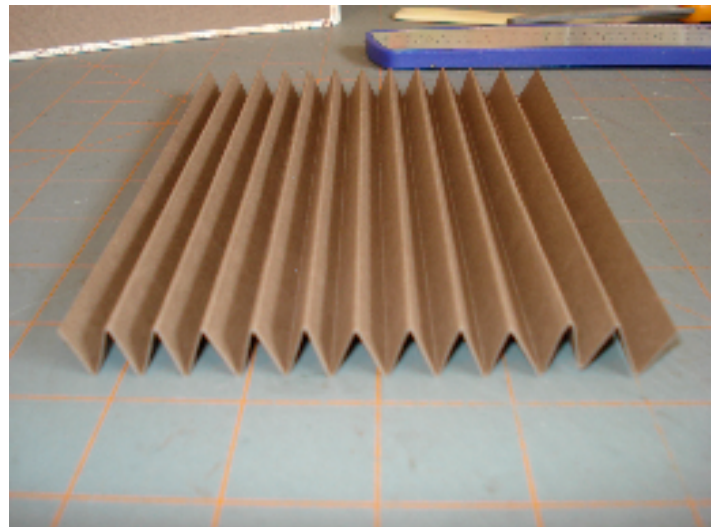
Using your scorepal, place the 6 3/4 x 12" piece of cardstock texture side down, with the long edge along the top. Score at 1/2", 1 1/2", 2 1/2", etc., through the 11 1/2" mark. These will become the valley folds.



Turn the cardstock over, texture side up, and score at 1", 2", 3", etc. through the 11" mark. These will become the mountain folds.

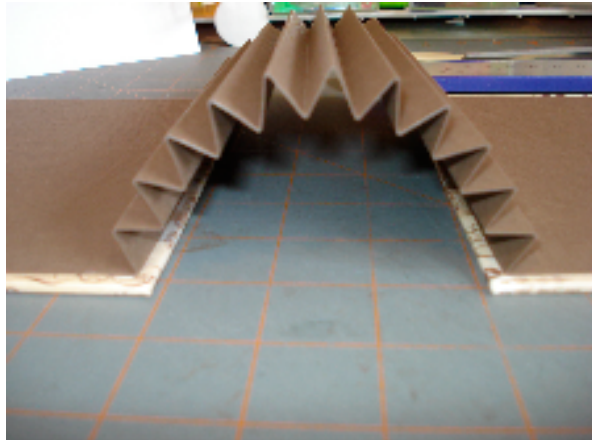


When finished you will have your cardstock scored at every 1/2" mark. Fold all of the folds to make the accordion. You will have 12 valley folds.



Step Four: Attach the Accordion to Covers

Apply scoretape to the bottom (untextured) right and left sides of the accordion. Adhere these to the covers at the bottom edge on the cardstock covered side.



Turn the whole piece over and place a strip of scoretape in the folds, on every other "side". Adhere these together, this will form a sturdy, adhered bottom for your file



Step Five: Prepare the Envelopes

Apply score tape to the envelopes by placing a 1" strip on the top cut edge of the envelope (in the middle), and a strip across the entire bottom of the envelope. Do this on one side of the envelope only!



Step Six: Attach Envelopes to the Accordion

Remove the paper on the bottom strip of scoretape, place in the valley fold, center the envelope, and adhere to one side of the valley fold. Repeat for all envelopes. When done you will have all 12 envelopes adhered in every inside fold of the accordion.

Then, remove the paper on the top strip of scoretape, adhere to the envelope behind it, and to the cover. When done, you will have all envelopes adhered to each other, and one envelope adhered to one cover. Place a piece of tape on the last envelope and adhere to the other cover.



Now, when you open the file, it should fan out as illustrated in the picture.

Step Seven: Ribbon Closure

The ribbon will wrap around your file and tie at the top opening to close your file and keep your recipes safe from falling out. Apply score tape to the front side of your file, at the midline, measure ribbon, and adhere, wrap ribbon around the file and adhere to the back side of your file.



Applying the tape



All tied up



Bottom View

Step Eight: Embellish as Desired

Don't forget to fill with your favorite recipes and enjoy!!

