

STATIONERY BOX – by: Pauline Palmer, Independent SU Demonstrator



Elegant Soiree SU Designer Paper Series



The stationery box described in this tutorial is CASEd from the 2010-2011 Stampin' Up! Idea Book and Catalog page 144; thanks to the wonderful SU designer. My version of the box is designed to hold a set of standard cards and envelopes, 4 x 4" cards and envelopes, 2 ½ x 3 ¼" cards, and 2 slots for miscellaneous items.

Dimensions: 11 ¾ x 9" x 2 ¼" H

Please read the all information below before using this tutorial, as there is general information applicable to multiple steps.

- You need to have box-making experience. If this is your first box, you may find the tutorial difficult to follow as the tutorial does not explain basic techniques.
- Measurements may vary based on the chipboard weight, cardstock, and how tight the box is put together; you may need to make minor adjustments.
- Chipboard weight – I used heavy chipboard to stabilize the box. The first box I made I glued 2 pieces of lightweight chipboard together and the sides of the box bowed. I highly recommend using heavy chipboard.
- Heavy cardstock/DSP works better as it does not tear but it will also change the dimensions as in some places you will have 3 or more layers of cardstock/DSP.
- Make sure that all edges are securely glued/taped down, as any edge that is not secured will eventually lift. I use tape to adhere most of the pieces, but you may need to add glue to seal up any small gaps between the dividers and the box if your measurements are a bit off.

SUPPLIES:

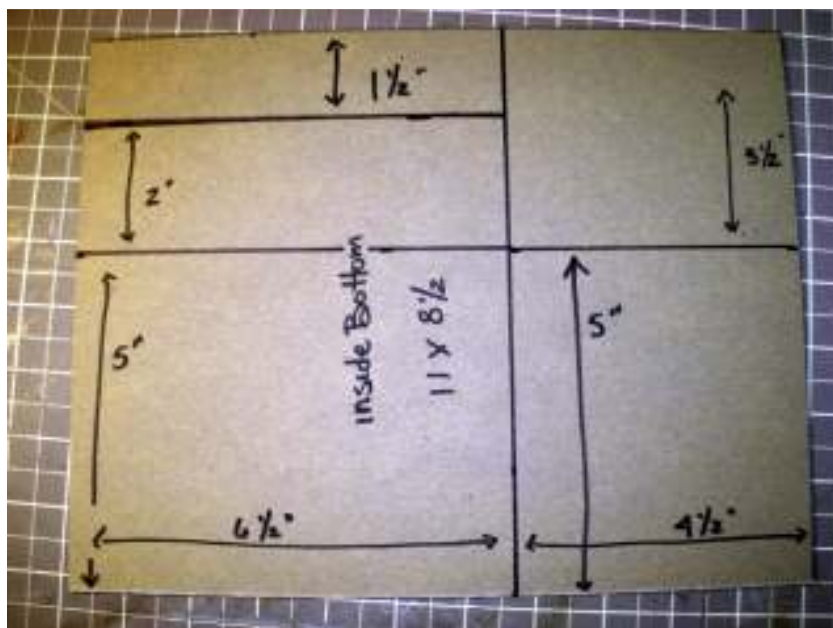
- 4 Pieces of 12 x 12" heavy chipboard
- 2 – 3 Pieces of 12 x 12" Designer Series Paper (DSP) or other scrapbook paper
- 2 – 3 pieces 8 ½ x 11" cardstock (Dividers)
- Artist tape – this tape is used to build the box. Any similar strong one sided, strong tape is acceptable. I do not recommend masking tape or Scotch tape.
- Ruler, pencil, paper cutter, craft knife with sharp blade, cutting mat, scissors, piercing tool, and bone folder
- 1 Stampin' Up! Antique brad or button
- Ink or marker to edge bare chipboard edges
- Adhesives, other than artist tape, can be glue or strong tape. My preferences are Beacons 3 in 1, Tombow mono (white glue), ScoreTape/Miracle Tape, and red liner tape/sheet.
- Large bag of M&M's (no silly, not for making the box, for you when the box becomes a pain to finish, you eat some M&M's, and you will feel better!)

INSTRUCTIONS:

1. Cut the following pieces from chipboard: **Note:** Do not cut cardstock or DSP now – the actual size you need may vary
 - A. 4 Sides – 11 x 2" and 8 ½ x 2" (cut 2 of each size)
 - B. 1 Box Bottom – 11 x 8 ½"
 - C. 4 Inside Dividers – (cut 2) 6 ½ x 1 ½" (cut 1) 8 ½ x 1 ½" (cut 1) 4 ½" x 1 ½". Note: If you wish to store different sized items, adjust the divider sizes before cutting the chipboard.
 - D. 1 Flap – 11 ½ x 1 ½"
 - E. 1 Top – 11 ½" x 8 ¾"
 - F. Box Platform – 11 ¾ x 9"



2. Make the box sides by taping 4 side pieces (A) together using Artist tape.
3. Mark the divider placement on the box bottom (B) before attaching it to the box sides. See picture for measurements; if you wish to store different sized items, now is the time to adjust the divider placement.



4. Align inside Bottom **(B)** over the side pieces with measurements facing the inside of the box; tape together. Make sure the box is square as it will be hard to adjust later.
5. Tape around the entire outside of the box to strengthen the box and prevent the sides from bowing out. The sample shows 3 rows of tape.



Add extra artist tape across the box bottom and up over the sides. This will help keep the box square and strengthen the sides.

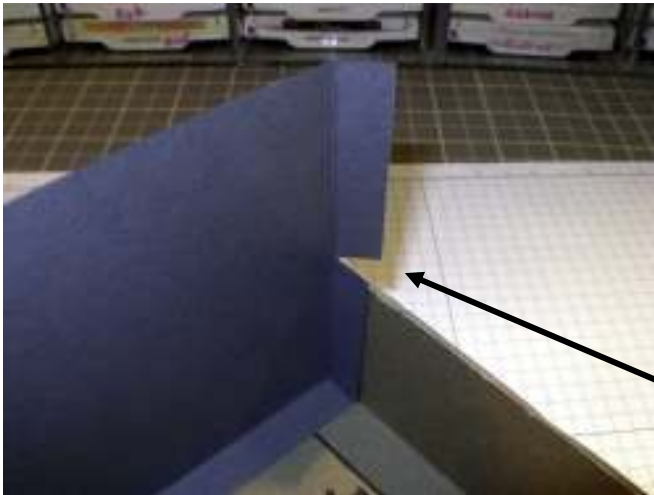
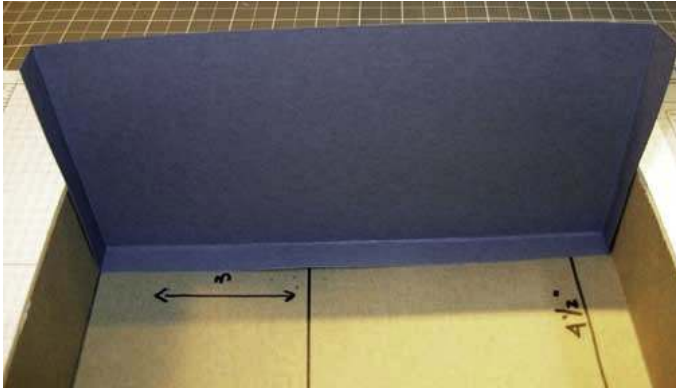


6. Next step is covering the box sides with DSP. Before cutting the DSP, verify that the measurements listed below match your box; adjust accordingly.
 - Cut 2 sides of DSP - 9 5/8 x 4 5/8"
 - Cut 2 sides of DSP: 11 1/8" x 4 5/8 "
 - Score at 1/2 " from both short ends and one long side; cut at corners as shown.



While making the box I found it difficult to select the center point for the side pieces as it varies greatly depending on the chipboard and paper weight. Follow the next steps to find the center score line.

- Place the side cover in the box and make a small cut at top of the box side – this is the center score line (see pictures below).



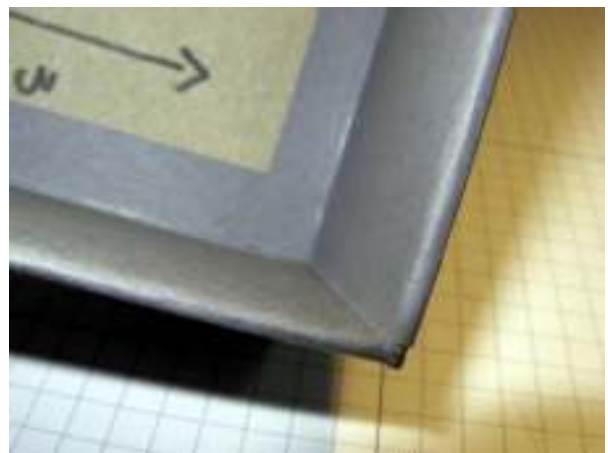
Center score line is the small cut

- Score at center as a mountain fold.
- Attach short side covers then the long side covers. The short covers have small flaps that are hidden by the long side covers.



Outside edge of side covers do not fold under – they just reach to the bottom of the box side.

- Burnish with a bone folder for a smooth fit.

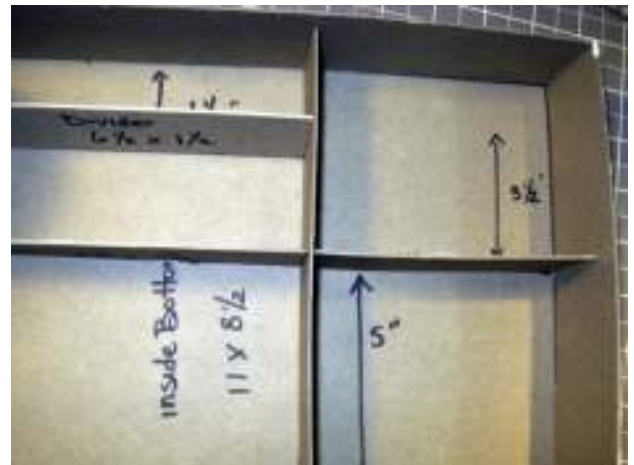


At this point, you should have a box with 4 covered sides and the box bottom is not covered.

7. Now it is time to make the dividers for the inside of the box. If you wish to store different sized items, now is the time to adjust the divider cover size and placement.
 - Verify that your cut chipboard dividers (C) fit inside your box; adjust accordingly. **Do Not** adhere dividers to the box bottom, you need to cover with DSP first.



In this picture, dividers are too long and need to be trimmed to fit inside the box.



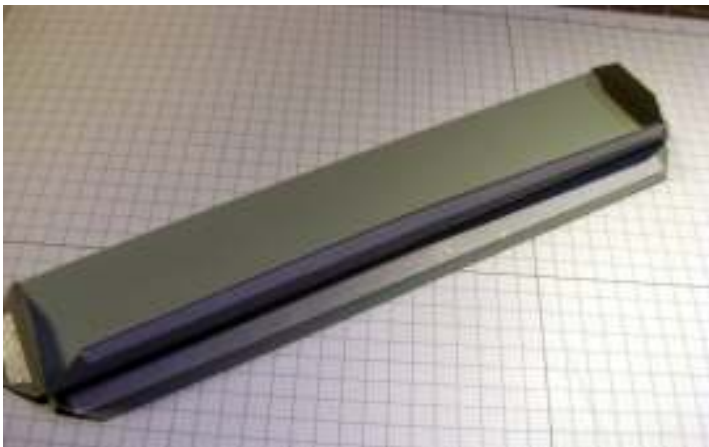
Dividers after trimming

8. Cover the dividers with cardstock.
 - The cardstock is 1" (horizontally and vertically) larger than the chipboard divider. Cut the cardstock as follows (adjust as needed):
 $7 \frac{1}{2} \times 4 \frac{1}{4}$ "(cut 2) $9 \frac{1}{2} \times 4 \frac{1}{4}$ " $5 \frac{1}{2} \times 4 \frac{1}{4}$ "
 - Score at $\frac{1}{2}$ " on all edges and in the middle lengthwise.
 - Make cuts at the corners as shown in the picture below.
 - Mountain fold in half at the center score line.
 - Valley fold the $\frac{1}{2}$ " score lines.

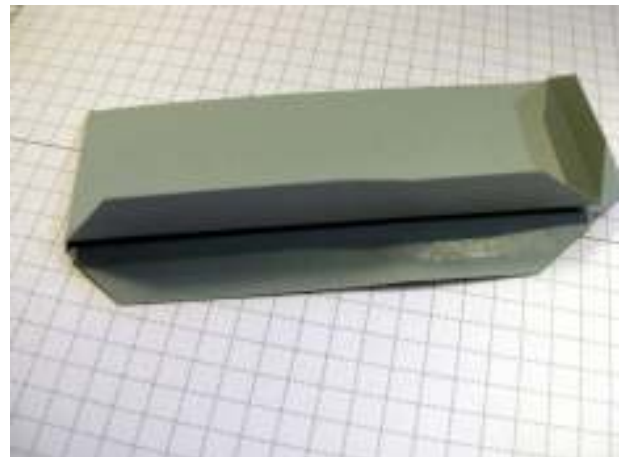
The divider cover should look like this:



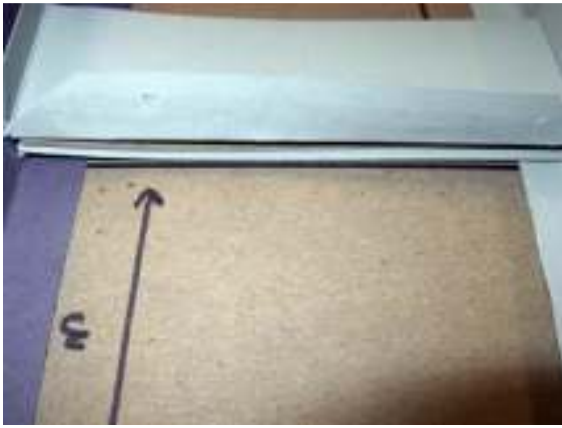
- Cover the center divider chipboard (longest piece) with cardstock.



- Cover remaining dividers folding in flaps on one end as this end faces towards the center of the box.



- Attach the dividers to the box bottom using the divider lines for placement as shown in the pictures
- Burnish with a bone folder to ensure the pieces are adhered properly.



9. Cut pieces 1 1/2" wide pieces of DSP to cover each section to the hide the divider flaps.



10. Cut pieces of DSP to fit the bottom of each section and tape down to secure (see picture);



11. Time to make the box top with flap.

- To mark the center V-point on the flap (D), mark 1" down on each side and at the center point of the flap. Draw a line from the 1" mark on each side to the center mark. Cut on the lines.



- Attach the flap to the box top (E) with artist tape. Tape both the front and the back of the top and flap.
- Lay the top and flap on the piece of DSP that will cover the inside of the box top and flap. Trace, cut out, and set aside.
- Bend the flap against the back (inside) of the top and adjust tape. The flap needs to have enough play to stay flat against the box but not enough play so that it sticks out away from the box. Use the bone folder to burnish the fold if you have trouble getting it to stay at a 90° angle.



12. Cover the outside of the box top adhere a 12 x 12" piece of DSP to the box top and flap. Fold excess to the inside of the box and tape down. **Do not cut off end flap.** Be gentle with the flap seam as the DSP can rip at the seam.
- Burnish with the bone folder to smooth out any wrinkles.



- Because the box top is slightly larger than the box bottom, you need to cover the little piece at the back of the box. Cut the small piece of DSP, fold and attach to the inside of the box top. See pictures below.



16. Time to attach the top to the box.

- Put red line tape on the inside of the back flap (the side that faces the box back) and adhere the back flap to the outside of the back of the box. This piece needs to be secured well to keep the box top from pulling away from the box.



Red liner tape

- The flap does not extend to the bottom of the box; Note: this picture does not show the same DSP as the picture was too dark to use – Sorry!!



- Cut a piece of DSP to cover the backside of the box.

At this point, you should have your box completely covered inside and out with DSP.



Extra piece of DSP added to hide a mistake

(Optional) covered the front cardstock for a decorative touch

17. Almost done – time to cover the last piece.

- Cover both sides of the box platform (**F**) with DSP. You may opt to cover only the top edges of the platform chipboard (see picture) since the outside edge is visible.



- Edge the bare chipboard edges with ink or marker.
- Apply tape to the box bottom, center the box on the platform and from the inside of the box bottom (where the dividers are) push the box onto the platform. I do not suggest pushing on the box top as you crush in the top.



This ends of the tutorial for making the box. Decorate the box top and add personalized stationery to make a truly special gift.

Design detail pictures:







