

## DIRECTIONS FOR SANDI'S PORTFOLIO FOR NOTEPAPER AND CARD:

Using 12-inch cutter to **score** and with cardstock inserted long side (11"), score at the 14 mark (5 ½") on 12-inch cutter (like you do for making cards). Keep cardstock in cutter and turn cardstock 90° to the right (short width) & **score** at 2".

Leave paper in 12-inch cutter and without turning, put a mark with pencil on the 3<sup>rd</sup>, ¼ inch mark to left and again to the right of center cut (so you are marking ¾ inch to right and left of center).

Remove Cardstock from the 12-inch cutter and using a ruler, draw line from pencil marks/dots to center fold or score, and then cut on the line/score to make "V" at bottom.

Attach 2-sided tape to left and right margins at bottom of 2" score then fold up to attach; then fold Portfolio in half. The picture below is not mine. I have searched and searched to find the owner but can't find, sorry!!  
Decorate as you wish!!

