

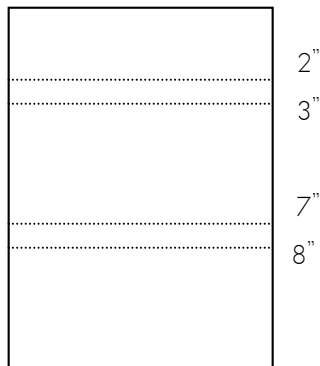
Expandable File Folder Album

Materials List:

- **Base:** 1 piece cardstock, 12" long x 6" wide
- **Gussets:** 2 pieces of cardstock, 4.5" long x 3.25" tall
- **Top overlay:** 1 piece of paper, 3" long x 5" wide
- **Bottom overlay:** 1 piece of paper, 5" long x 5" wide.
- **Fold-out page base:** 2 pieces cardstock, 10.75" long x 5" wide
- **Page sections:** various decorative papers & embellishments to your liking
- **Ribbon**
- **Adhesive**
- **Paper cutter**

Directions:

1. Begin by scoring your base sheet at the following measurements: 2", 3", 7" and 8".



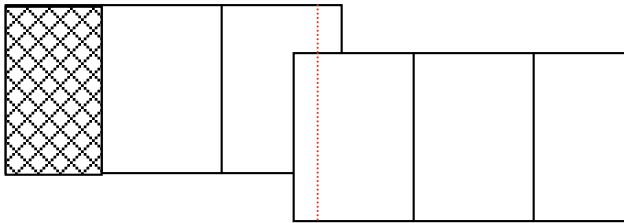
2. Score the top overlay sheet at 1" from the top of the short side.
3. Score the bottom overlay at 1" from the top.
4. The scores on the overlay sheets will correspond to the folds on your base sheet. Match them up and glue them down.
5. Next, make your gussets (the folded side panels of your album). Fold each strip in half. Fold each half in half. Repeat once more. Do this for the other strip as well. This creates 7 folds in each strip. Set aside.



6. Now create the inner pages of your album. Fold each 10.75" x 5" sheet at 3.5" intervals. You will end up with 0.25" extra at each end. You'll use that extra to create a connection between your two sheets.

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7. To create a solid 21" long sheet, you'll need to adhere the 2 pieces together by overlapping the 0.25" edge of one sheet onto the full edge of the other sheet. You'll end up with 6 continuous panels, all measuring 3.5" wide x 5.0" tall



(The red lines represent the 0.25" overlap. The diamond pattern represents the DO NOT decorate panel.)

8. Now, the fun part! Decorate your panels however you'd like. You may decorate only 1 side of the paper for 5 panels or both sides for 11 panels. DO NOT decorate the first panel on the left-hand side. This panel will be adhered to the inside of the base.
9. Once your pages are decorated, you may put the album together. Adhere the "do not decorate" flap onto the inside of the base. (You'll be adhering to the inside of the front flap.)
10. Punch two holes (for ribbon) on the front top tab and then punch corresponding holes on the base. Thread ribbon through the holes.
11. The final step in building the folder is adding the gussets. Simply place adhesive on an end section and adhere to the inside back and front of the folder. Fold your panels up and set them inside the box.

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Thanks and have fun!