

Card Keeper Instructions

Supplies: Velcro, Sticky tape, Linen Thread, 1/16 hole punch, chipboard (cardboard will do), bone folder Designer Paper of your choice & co-coordinating cardstock.

Measurements:

CARD BOARD		CARDSTOCK		Designer Paper	
6 X 2	Inside bottom	7 ½ x 12	Box Frame (sage shadow)	7 x 3	Inside Bottom (brown floral dp)
6 X 2	Inside Top	7 ½ X 8	Box Frame (sage shadow)	7 x 3	Inside Top (brown floral Dp)
7 ½ X 5 1/2	Divider	5 ¼ x 6	Side (going gray)	7 ¼ x 2 ¼	Top (red dp)
		5 ¼ X 6	Side (going gray)	7 ¼ x 2 ¼	Front Flap (red dp)
		3 ½ x 2 ½	Top closure (sage shadow)	7 ¼ x 5	Back (green rose dp)
				7 ¼ x 5	Front (green rose dp)
				3 x 2	Top closure (green rose dp)
				8 x 6	Divider (brown floral dp)



1. Measure a piece of cardstock $7\frac{1}{2} \times 12$ and score it at $2\frac{1}{2}$ and 5 from one end, and $1\frac{1}{2}$ from the other end. Fold the score lines using the bone folder.
2. Measure another piece of cardstock $7\frac{1}{2} \times 8$ and score it at $2\frac{1}{2}$ from the end, Fold the score line with a bone folder.
3. Tape the 2 pieces of cardstock together using the sticky tape. Place the tape on the edge that is $1\frac{1}{2}$ on the larger piece. Now lay the $2\frac{1}{2}$ "section from the smaller piece on top of the sticky tape. Line it up evenly! You should see your box starting to take shape!
4. Adhere all of the designer paper to the outside of the box. The top and front flap measure $7\frac{1}{4} \times 2\frac{1}{4}$ ". The front and back measure $7\frac{1}{4} \times 5$ ". Use double sided tape to adhere. After adhering the top flap, place 2 small holes (one in each side) and insert 10 " of organdy ribbon for a handle. Tape it down on the inside of the box.
5. Cut 2 pieces of Designer paper 7×3 " and cover your cardboard piece with it. You can use double sided tape. Now use sticky tape to adhere the 2 pieces of covered cardboard to the inside bottom and inside top of the box. (You will be covering the organdy ribbon with this covered cardboard,

6. To make the sides of the box. Take 2 pieces of cardstock measuring $5\frac{1}{4} \times 6$ ". Score across the $5\frac{1}{4}$ side every $\frac{1}{2}$ ". Repeat with the second piece and accordion fold them. **Be sure to score along the correct side- I didn't the first time around and it will not fit if you do the wrong side!
7. Take the 1/16 hole punch and make holes along both sides. Cut 10" of linen thread and thread through the holes. Adhere the linen thread with a little piece of tacky tape on both edges. (This part was the most time consuming because I'm blind!)
8. Place sticky tape on both edges of the accordion folds and tape to the sides of the box.
9. Measure a piece of cardboard that will fit snugly inside your box and act as a divider. All boxes will measure differently so just play around for the right sized...the cover it entirely with designer paper.
10. Cut a piece of designer paper and cardstock for the front enclosure. Use sticky tape to stick to the top and Velcro for the bottom.



Now it's your turn to give it a try. I'm sure you will all love it! I tried to make these directions clear, if you have any questions or problems, let me know!