

Mini Accordion File Folder

By Maria Bell

Supplies:

- Scor-Pal®
- Three #10 Envelopes (Business size)
- Decorative scrapbook paper (Cut into two sheets of 5 1/4" x 6 1/2")
- 2 Pieces chipboard cut into 4 1/4 x 5 1/2" (may be cut from cardboard, cereal box, poster board)
- Strong Glue, Scissors, Scotch Tape
- "Terrific Tape" - two way tape
- Word Window Punch
- Round Label Punch (optional)



Step 1:

Glue the 4 1/4 x 5 1/2" chipboard on to the back of the 5 1/4 x 6 1/2" scrapbook paper. Snip off the corners as shown in the picture.

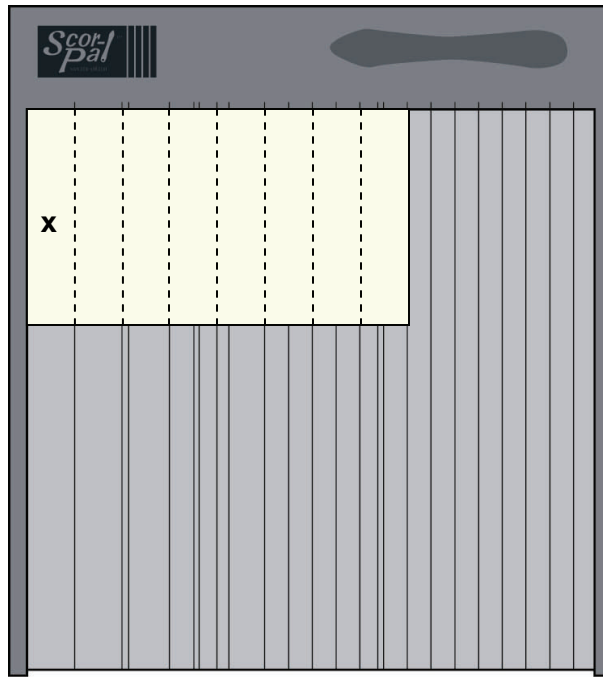
Complete the second cover. These will be the front and back covers of the file folder.



Step 2:

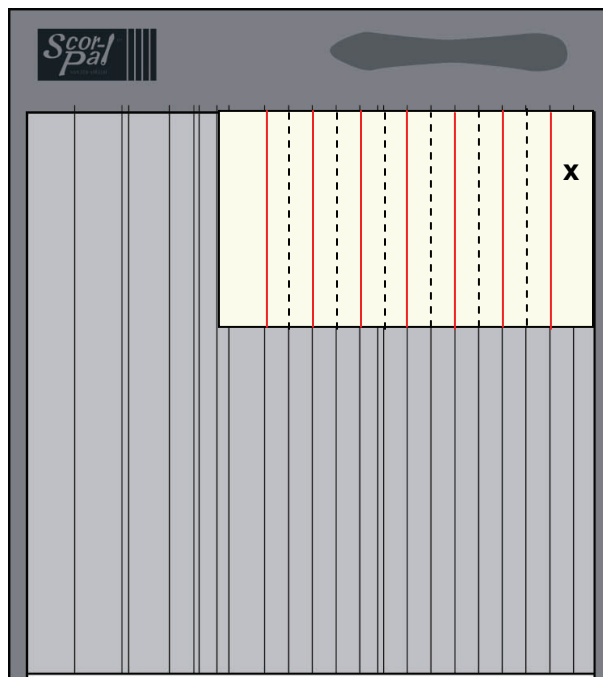
Seal all 3 envelopes.

Cut the envelopes in half and you will have 6 individual pockets.



Step 3:

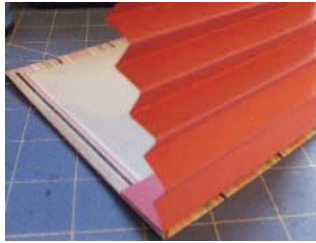
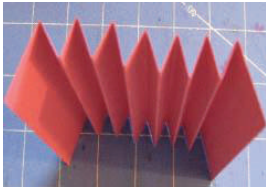
With cardstock oriented to the top and left fence score at 1", 2", 3", 4", 5", 6" and 7".



Step 4:

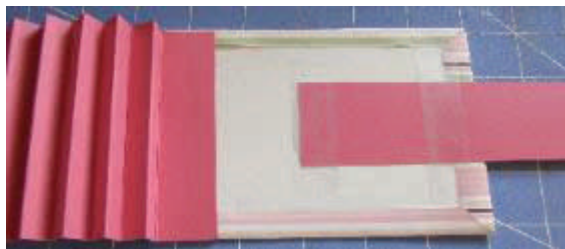


Turn the paper over, side to side. The left panel, marked with the **X** is now along the right fence. Move paper to top and right fence. Score firmly at 5 1/2", 6 1/2", 7 1/2", 8 1/2", 9 1/2" and 10 1/2". The indented score is the valley fold. Fold up the accordions, one at a time. Flatten with the end of your scoring tool. Continue folding keeping the accordions even as possible. You can manouever them with your fingers. Card stock is thick and you are making small pleats.



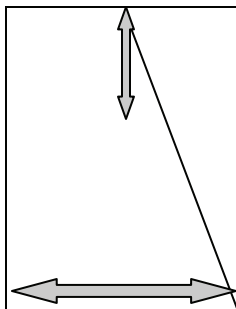
Step 5:

Glue the outer part of the flap on to the bottom of the inner cover of the chipboard (not the scrapbook design side). Use "Terrific Tape" or a strong glue. Do the same with the other end as illustrated.



Step 6:

Glue the 1 5/8" x 7" inch strip cardstock on to one of the chipboards. Place the strip starting at the center of the chipboard. Tape the strip down for added hold. Glue the exposed inner cover of the chipboard with the 4 1/4 x 5 1/2" cardstock



Step 7:

Apply Terrific Tape, two way tape where indicated on the back of each envelope pocket. Starting at the front pocket remove the covering of the bottom tape, attach to the front of the first accordion fold.

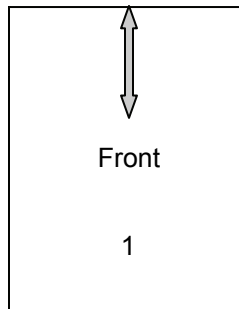
Do not remove the covering of the top piece of tape.

Repeat with the second envelope and continue until all 6 pockets have been glued in place (they are not attached to each other at this point).



Step 8:

Remove the covering on the two way tape, glue envelope #2 to envelope #1 aligning the tops of the envelopes. Continue left to right, #2 to #3 etc. until all 6 envelopes are attached to each other.



Step 9:

Remove the covering on the two way tape, glue envelope #1 directly on to the inner portion of the chipboard (front cover). Attach pocket #6 to the back of the file folder in the same manner. Refer to photos.



Embellished
Mini File folder



Open View



“Rounded Label Punch” is used
to add tabs to the pockets