



## Metric Mini Accordion File Folder

Valerie Stangle © 2009 *All Rights Reserved*

Adapted from a Scor-Pal™ tutorial created by Maria Bell

### Paper Sizes:

- Two - 11 cm x 13 cm pieces of lightweight chipboard
  - \*tip\*** Patterned paper backing board, cereal boxes, cracker boxes, etc. are a great source for “free” chipboard.
- Four - 11 cm x 13 cm pieces of patterned paper or card stock
- One - 11 cm x 24 cm piece of coordinating cardstock
- One - 4 cm x 18 cm piece of coordinating cardstock
- Three - business sized envelopes (110mm x 220mm)

### Supplies:

- Scor-Pal™
- Scor-Tape®
- Corner Rounder
- Tab punch or similar product to create file tabs
- Die cut system or Large punches for focal image, if desired.
- Stamps and ink, if desired

### **Step 1**

Seal all three envelopes. After sealing, cut envelopes in half. This creates six pockets for the mini file folder.

Adhere ¼" Scor-Tape® or double sided adhesive to bottom edge and down the middle of the back of each envelope pocket.



### **Step 2**

Corner round top corners only of chipboard and patterned paper pieces. Adhere patterned paper to one side of each piece of chipboard. The back of each piece remains uncovered at this point.



### **Step 3**

Align the 11 cm x 24 cm piece of coordinating cardstock to the top fence, left side at the 1 cm mark. Score at 4 cm, 7 cm, 10 cm, 13 cm, 16 cm, 19 cm and 22 cm.



Turn cardstock over, flipping from top to bottom, and align to the top fence, left side, at the 5mm mark. Score at 5 cm, 8 cm, 11 cm, 14 cm, 17 cm and 20 cm.



Accordion fold (mountain and valley) the piece of cardstock and crease completed accordion with the Scor-Tool™ to set the scores.



**Step 4**

Attach a piece of ½” Scor-Tape® to the bottom backside of each chipboard piece.



**Step 5**

Remove backing from Scor-Tape® and adhere accordion pleated panel to the chipboard pieces; line up bottom of accordion piece to bottom edge of cover, burnish to create a secure hold.

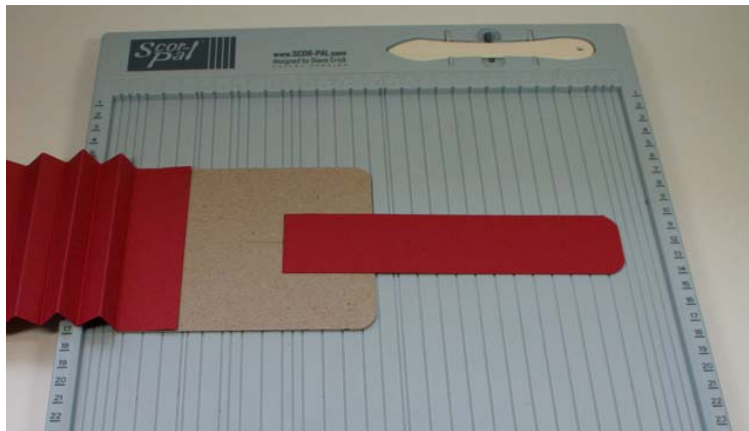


### **Step 6**

Corner round 2 corners on one end of the 4 cm x 18 cm piece of cardstock. Attach Scor-Tape® to opposite end. (not shown)



Adhere strip to back piece of folder, centered on the short side, and 5 cm down from the outside edge. If desired, draw light pencil lines as a guide for placement of the strip.



### **Step 7**

Adhere patterned paper to inside of the back cover, covering up where previously adhered strip attaches to chipboard. Adhere final piece of patterned paper to the back of the front cover.



### **Step 8**

Punch a slot (Word Window punch or similar tool) approximately 5 mm down and centered in the middle of the front cover.

**\*tip\*** To ensure punched slot is above the envelope line when the project is finished, use one of the precut envelope pockets as a measuring guide.



### **Step 9**

Remove backing from the bottom strips of Scor-Tape® on each envelope pocket and adhere to each accordion fold. Ensure that envelope seams face the back of the file folder.



### **Step 10**

Remove Scor-Tape® backing from the first envelope and adhere to the envelope behind it. Repeat until all envelopes are adhered to each other and the final envelope is adhered to the back cover. Attach a strip of Scor-Tape® to the front envelope pocket and adhere to the inside front cover.

Adhere punched tabs to envelope pockets.



### **Step 11**

Slide strip through punched slot to close. Decorate front as desired.



This mini file folder is wonderful for many things – from pre-stamped images to coupons to a holiday planner or receipt holder. Even a fun mini album with page pullouts in each pocket would be darling!