



Stationery Gift Set

I am so glad you have purchased our gift set instructions. I really believe you will want to make this for everyone on your gift list! Imagine making them for different occasions or making them personalized with monograms and initials.

If you are taking this class live with us on August 21-23 please be sure to have all your prep work done before class. We will pace the class based on all cuts being made before we start work to allow us to finish in three sessions.

Ok, first your supplies:

I am using study cardstock for the base, I suggest 49 and Market 12 x 12 in black or white. But if you can't use that the base card needs to be at least 100 lb cover stock. Can you make it lighter? Sure but you will not see the same results.

- 7 sheets 12x12 solid heavy weight cardstock
- 10 sheets of 12x12 decorator paper to cover (I suggest a paper pack so you can coordinating options)
- 2 sets of strong magnets (I suggest large Basic Grey magnets)
- 18" of coordinating ribbon
- 1 3x3 Post It note set
- 1 5x8 legal pad

Tools for the job are:

- Trimmer
- Scissors
- Scoreboard
- Bone folder
- Glue (wet and sticky tape)
- Ruler
- Corner rounder punch

Let's get cutting and prepping!

Please do not attempt to assemble without taking the class, we will only need to cut the pieces to have them ready to score and assemble once we start the live stream.

Solid Cardstock Cuts:

- ☐ (1) 12x12 cardstock (the base starts here)
- ☐ (2) $5 \frac{3}{4} \times 5$
- ☐ (2) $3 \frac{3}{4} \times 5$
- ☐ (1) $9 \frac{1}{8} \times 7 \frac{5}{8}$
- ☐ (2) $4 \frac{5}{8} \times 3 \frac{1}{2}$
- ☐ (1) $10 \frac{1}{2} \times 3 \frac{3}{4}$
- ☐ (1) 10 x 3 piece of cardstock
- ☐ (1) $10 \times 2 \frac{1}{2}$ piece of cardstock
- ☐ (1) $4 \frac{3}{4} \times 6 \frac{1}{2}$ piece of cardstock
- ☐ (1) $6 \frac{7}{8} \times 3 \frac{1}{4}$ Piece of cardstock
- ☐ (1) $11 \frac{1}{2} \times 8 \frac{1}{2}$ piece of cardstock
- ☐ (1) $6 \frac{1}{2} \times 7 \frac{1}{2}$ piece of cardstock
- ☐ (1) $3 \frac{1}{2} \times 6 \frac{1}{2}$ piece of cardstock
- ☐ (1) $1 \frac{3}{4} \times 2 \frac{1}{2}$ piece of cardstock

Designer Paper Cardstock Cuts:

In the following photos I will do my best to show you exactly where each designer paper is going to be placed so that you can make the appropriate cuts. I will section the designer paper cuts to match the part of the project you are prepping for:

Outside Box lid



- Cut (2) $2 \frac{1}{4} \times 8 \frac{7}{8}$ (front and back)
- Cut (2) $2 \frac{1}{4} \times 2 \frac{3}{8}$ (sides)
- Cut (1) $2 \frac{3}{8} \times 8 \frac{7}{8}$ (top)

Outside Box body



- Cut (2) $2 \frac{3}{8} \times 3 \frac{1}{2}$ (sides)
- Cut (2) $2 \frac{1}{4} \times 5 \frac{1}{2}$ (sides)
- Cut (1) $3 \frac{1}{2} \times 8 \frac{3}{4}$ (front)
- Cut (1) $8 \frac{3}{4} \times 5 \frac{1}{2}$ (back)

Inside box back and sides



- Cut (1) $5 \frac{1}{2} \times 8 \frac{3}{4}$ inside back decorator paper
- Cut (2) $2 \frac{1}{4} \times 5 \frac{1}{2}$ Inside sides decorator paper

Inside door flap



- Cut (2) $3 \frac{1}{2} \times 2 \frac{1}{4}$ Side flaps inside
- Cut (1) $3 \frac{1}{2} \times 8 \frac{3}{4}$ Bottom Flap inside

Dividers flaps



- Cut (1) 2 3/4 x 8 3/4 1st divider decorator paper
- Cut (1) 2 1/4 x 8 3/4 2nd divider decorator paper
- Cut (1) 1 3/4 x 8 3/4 3rd divider decorator paper

Post It Holder



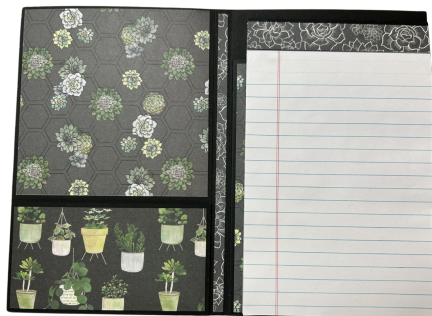
- Cut (1) 3 x 3 piece of decorator cardstock to cover the top of the post it notepad holder.

Postage Envelope



- Cut (4) 1 1/2 x 3 1/2 pieces of decorator cardstock.
- Cut (1) 3 1/2 x 2 3/4 pieces of decorator cardstock.

Legal Pad Cover



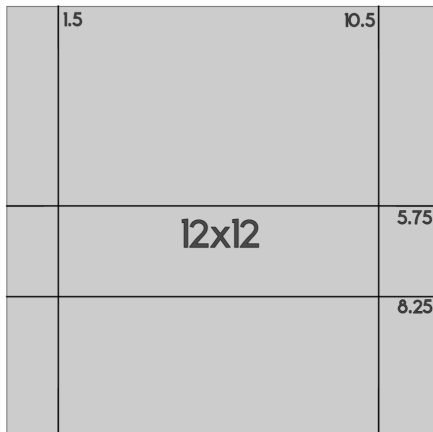
- Cut (2) 5 1/4 x 8 1/4 Front and Back covers
- Cut (2) 1/4 x 8 1/4 spine strips
- Cut (1) 5 1/4 x 2 3/4 left pocket cover
- Cut (1) 6 3/4 x 5 1/4 legal pad pocket cover
- Cut (1) 5 1/4 x 5 1/4 inside left above pocket

Extra Large Stationery Holder (12x12 counter 1)

STEP 1 thru 8 use SOLID COLOR CARD STOCK (thick cover weight suggested)

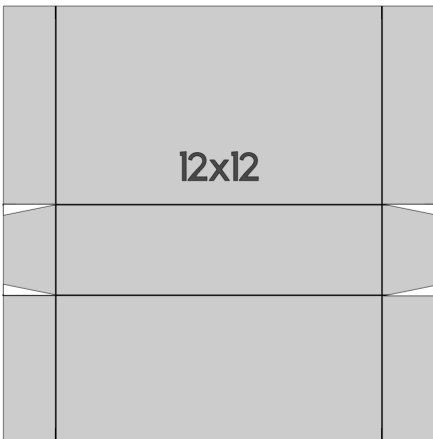
Step 1:

Take 1 12x12 piece of heavy card stock and score it at:
1 1/2, 10 1/2 turn and score at 5 3/4 and 8 1/4



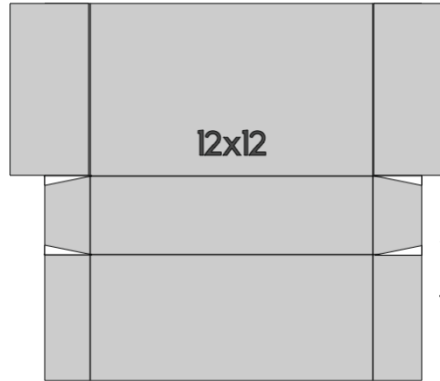
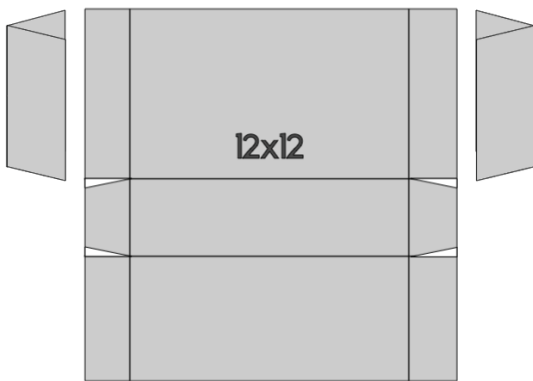
Step 2:

Fold and crease all score lines, slice the two short scores on each side up to the cross over score. See example picture.



Step 3:

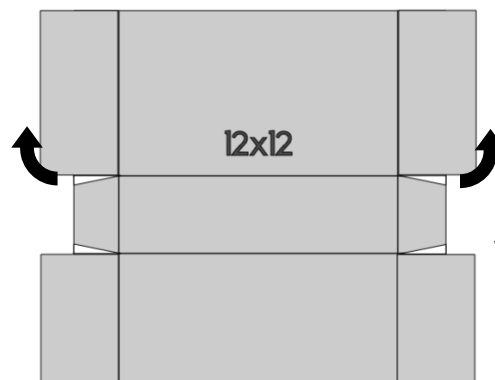
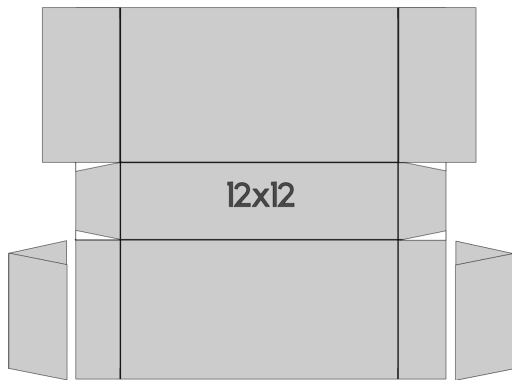
Fold up the side bottom tabs and glue to the back side flaps (you will sandwich around this in the next step). Cut 2 pieces card stock to $5\frac{3}{4} \times 5$ and score on 5 inch side at $2\frac{1}{2}$. Fold and crease, glue this piece sandwiched around the back side and bottom flaps.



NOTE: Before glueing side flaps closed, Lift the bottom tabs into the sandwich.

Step 4:

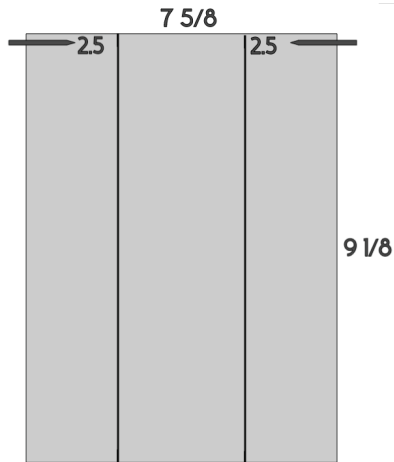
Cut 2 pieces of card stock to $3\frac{3}{4} \times 5$ score on the 5 inch side at $2\frac{1}{2}$. Fold and crease, glue this piece sandwiched around the side front flaps.



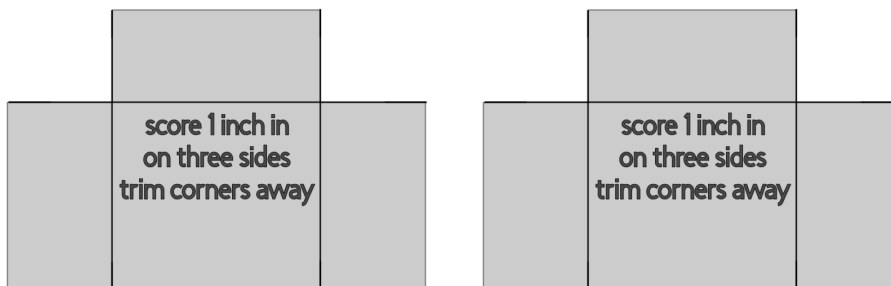
NOTE: These two flaps will be inside the above before you sandwich the bottoms.

Step 5: The Lid

Cut one piece of card stock $9 \frac{1}{8} \times 7 \frac{5}{8}$, score on the $7 \frac{5}{8}$ inch side $2 \frac{1}{2}$ inches in from each edge.



Next cut two pieces that are $4 \frac{5}{8} \times 3 \frac{1}{2}$. Score one long side at 1 inch and two short sides at 1 inch. Cut away small squares in the top corners of the pieces.



Fold and crease all lines, glue the side pieces inside of the top lid section using the half inch binding edges to create a complete lid.

Step 6: Install side flap magnets (optional).

Step 7: Create dividers for inside of box.

Cut 1: $10 \frac{1}{2} \times 3 \frac{3}{4}$ piece of card stock, score on three sides at $\frac{3}{4}$ inch.

Cut 1: 10×3 piece of card stock, score on three sides at $\frac{1}{2}$

Cut 1: $10 \times 2 \frac{1}{2}$ piece of card stock, score on three sides at $\frac{1}{2}$.

Step 8: Fold and crease all scored lines, angle cut the intersecting lines.



DECORATOR PAPER STARTS HERE

Step 9: Cover the inside back and sides of the box before installing the dividers, also cover the dividers before gluing in.

Inside back decorator paper cut 1: $5 \frac{1}{2} \times 8 \frac{3}{4}$
Inside sides decorator paper cut 2: $2 \frac{1}{4} \times 5 \frac{1}{2}$
1st divider decorator paper cut 1: $2 \frac{3}{4} \times 8 \frac{3}{4}$
2nd divider decorator paper cut 1: $2 \frac{1}{4} \times 8 \frac{3}{4}$
3rd divider decorator paper cut 1: $1 \frac{3}{4} \times 8 \frac{3}{4}$

Step 10: Install dividers, start with the tallest in the back, butt the folded edges up to the back and side, continue with the next tallest and finally the smallest.

Step 11: Cover the lid and sides on all sides with decorator paper. Use the sizes listed below.

Lid outside decorator paper cuts:

Cut (2) $2 \frac{1}{4} \times 8 \frac{7}{8}$ (front and back)
Cut (2) $2 \frac{1}{4} \times 2 \frac{3}{8}$ (sides)
Cut (1) $2 \frac{3}{8} \times 8 \frac{7}{8}$ (top)

Base outside decorator paper cuts:

Cut (2) $2 \frac{3}{8} \times 3 \frac{1}{2}$ (sides)
Cut (1) $3 \frac{1}{2} \times 8 \frac{3}{4}$ (front)
Cut (1) $8 \frac{3}{4} \times 5 \frac{1}{2}$ (back)

Side flaps inside

Cut (2) $3 \frac{1}{2} \times 2 \frac{1}{4}$

Bottom Flap inside

Cut (1) $3 \frac{1}{2} \times 8 \frac{3}{4}$

Side of box

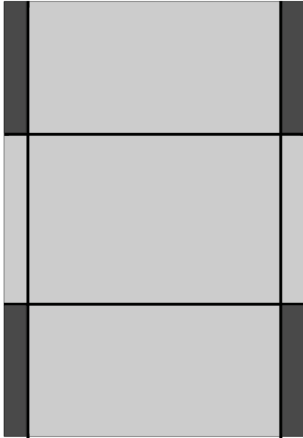
Cut (2) $2 \frac{1}{4} \times 5 \frac{1}{2}$

COMPLETE BY DAY ONE OF CLASS

Day 2 class

Step 1: Postage stamp envelope.

Cut (1) $4\frac{3}{4}$ x $6\frac{1}{2}$ piece solid card stock. Score on the $4\frac{3}{4}$ side @ $\frac{1}{2}$ and $4\frac{1}{4}$ turn and score @ $1\frac{3}{4}$ and $4\frac{3}{4}$. Fold and crease all lines, cut away as shown below.



Corner round the top and bottom flap corners. Angle cut the side flaps at the tops.

Step 2: Cover outside of envelope with decorator card stock.

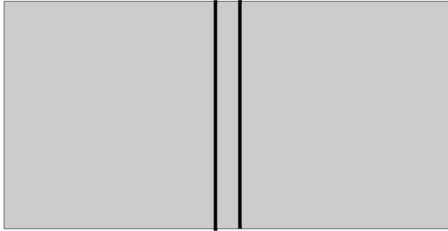
Cut (4) $1\frac{1}{2}$ x $3\frac{1}{2}$ pieces of decorator card stock.

Cut (1) $3\frac{1}{2}$ x $2\frac{3}{4}$ pieces of decorator card stock.

Step 3: Cut a piece of ribbon or twine to glue behind the envelope as a closure. Glue the envelope with ribbon attached to the right hand side of the inside bottom flap, tie to close the envelope.

Step 4: Post it note holder

Cut (1) $6\frac{7}{8}$ by $3\frac{1}{4}$ Piece of solid card stock. Score on the $6\frac{7}{8}$ inch side, $3\frac{1}{4}$ in on both sides. Fold and crease and adhere the post it notes to the inside of the folded “book.”



Cut (1) 3 x 3 piece of decorator card stock to cover the top of the post it note pad holder.

Glue onto the left hand side of the inside bottom flap BEING SURE TO LEAVE ROOM FOR YOUR PEN.

Step 5: Pen holder

Cut (1) $1\frac{3}{4}$ x $2\frac{1}{2}$ piece of card stock. Score on the $2\frac{1}{2}$ inch side at $\frac{1}{2}$, 1, $1\frac{1}{2}$, 2

Fold and crease on all scores, fold into an open square and glue the last overlapping flap to close. Cover with decorator paper and install using your pen to guide placement.

Step 6: Legal Pad Holder

Cut (1) 11 1/2 x 8 1/2 piece of solid card stock to be the legal pad folder. Score on the 11 1/2 side at 5 1/2 and 6.

Cut (1) 6 1/2 x 7 1/2 piece of solid card stock to use as the pocket that holds the legal pad. Score 1/2 inch on 3 sides.

Cut (1) 3 1/2 x 6 1/2 to be the pocket on the left hand side of the legal pad folder. Score it at 1/2 inch on three sides. Fold, crease and angle cut to install.

Fold and crease all score lines, cut the corners off of smaller pocket piece and angle cut to remove bulk. Glue into the folded booklet to hold the legal pad.

Decorator Papers to cover

Cut (2) 5 1/4 x 8 1/4 Front and Back covers

Cut (2) 1/4 x 8 1/4 spine strips

Cut (1) 5 1/4 x 2 3/4 left pocket cover

Cut (1) 6 3/4 x 5 1/4 legal pad pocket cover

Cut (1) 5 1/4 x 5 1/4 inside left above pocket

Cut (2) 2 1/4 x 5 1/2 sides of box



Step 7: Cards and Envelopes

Cut from 3 sheets of 12 x 12 card stock 12 pieces that measure 4 x 5 1/4. Glue to 12 pre made card bases or make your own using card stock. A2 cards fit best but the pockets can accommodate many sizes.