We R Makers The Works All-in-One Folio | Inspired by Julia Sachs

Supplies:

- We R Makers The Works All-In-One Tool
- Black Cardstock (2 sheets)
- Patterned paper of your choice (we used Coast to Coast) (5-6 sheets)
- Embellishments of your choice
- Adhesive
- String

Instructions:

1. Cover:
    a. Cut black cardstock to 6 ¼" x 9 ½". Score 9 ½" side at 4 ½" and 5".
    b. Cut (2) 3/8" x 6" patterned paper strips and adhere to the inner and outer spine panels.
    c. Cut (2) 4 ¼" x 6" patterned paper panels and adhere to the inside cover.
    d. Cut one more 4 ¼" x 6" patterned paper panel and adhere to the front cover.
    e. Embellish the cover with cut-apart pieces or ephemera.

2. Small Envelope:
    a. Cut patterned paper for a 3" x 4" envelope (cut paper to 5 ¾" x 5 ¾").
    b. Place the alignment guide (found on the underside of the tool) on the deck of the tool, making sure the envelope marks align.
    c. Place one edge of the paper at the 2 ½" mark on the alignment guide and score along the guide in the 2" score line.
    d. Rotate to align the scored line with the 'Score Guide' notch on the alignment guide. Score again in the 2" score line. Rotate and repeat to score the remaining two sides.
    e. Use the envelope punch to punch a notch at each point where the score lines intersect, making sure the score lines align with the guides on the punch.
    f. Use the corner rounder punch to round all four corners (if desired).
    g. Fold on the score lines and adhere to create envelope.
    h. Adhere to inner right cover in one of these two ways:
        i. Option 1: Adhere envelope to inner right and leave the flap open.
        ii. Option 2: Adhere envelope on the sides and bottom only to create a pocket. Add a closure to the flap and close the envelope.

3. Large Envelope:
    a. Cut patterned paper for a 5 ½" x 4" envelope (cut paper to 7 ½" x 7 ½").
    b. Place one edge of the paper at the 3 ¼" mark on the alignment guide and score along the guide in the 2" score line.
    c. Rotate and align the scored line with the 'Score Guide' notch. Score again in the 2" score line. Rotate and repeat steps to finish in the same manner as the small envelope.
    d. Adhere the envelope to the inner left cover in one of these two ways:
        i. Option 1: Cut the flap from the envelope and adhere the remaining pocket to the inner left side with the opening on the left.
        ii. Option 2: Leave the flap on the envelope but fold it to the back of the pocket. With the pocket facing up, adhere the flap only to the inner left cover. The pocket remains loose and can flip to the left and reveal space on the inside cover.

4. Tabbed Inserts:
    a. Cut (3) 4 ¼" x 5 ¼" pieces of black cardstock.
    b. To create the left and right tabs, place one corner under the tab punch and press. Flip the paper over and align the punched corner to the 'S' tab mark and punch again. Repeat on a second piece of black cardstock. Trim from the bottom of the tab to the edge of each paper on both pieces.
    c. For the center tab, on a 5 ¼" side, make a small score mark at 1 7/8". Then align the score mark to the 'S' tab mark and punch. Flip and align the punched side to the 'S' tab mark and punch again. Trim from the bottom of the tab to the edge of the paper on both sides of the tab.
    d. Arrange the tabbed inserts so they are in order from right tab to left. Adhere photos or patterned paper measuring 3 ¾" x 5" to the inserts.
    e. Place the inserts in the larger envelope.

5. Tags:
    a. Cut (2) 3" x 5" black cardstock pieces.
    b. Use the tag guide lines to center and punch a hole in the top of each piece.
    c. Place the alignment guide (found on the underside of the tool) on the deck of the tool, making sure the tag marks align.
    d. Place the top of the tag piece at the 2" mark on the alignment guide and cut.
    e. Flip to the opposite side, align the top to the 2" mark again and cut.
    f. Repeat for the second tag.
    g. Decorate the tags with cut-apart pieces, photos or ephemera.
    h. Place the tags in the smaller envelope.

6. Tassel:
    a. Pull two pegs from the underside of the tool.
    b. Place the pegs in holes D and H.
    c. Secure sting to peg D with a knot.
    d. Wrap around pegs (number of wraps depends on desired fullness).
    e. Thread a shorter piece of string through the loop at peg H and knot on the outside of the peg to create a hanger.
    f. Wrap another piece around the tassel below peg H and knot.
    g. Remove tassel from pegs and trim bottom edge.
    h. Punch a hole at the top center of the spine and thread tassel hanger through hole. Secure on the inside.