



Vintage Botanicals File Folder Album

This album measures 9 1/2 x 11 and is full of flaps and pockets

Cut all folders down to 11 inches, by about 1/4 off each side.

All cuts are from the tabs

I rounded all corners of the folders

You will need:

3 – Bottom tab file folders

4 – Middle tab file folders

2 – Top tab file folders

Scrap folder - You will need about 14 hinges & 2 page hinges

All file folders have two tabs:

1. Bottom folders have a tab and long top tab
2. Top tab folder have a tab and a long tab
3. Middle tab has a tab & inset tab

You can use Tyvek to reinforce the spine.

Cutting Guide

- A. Middle tab folder- inset tab cut at $6 \frac{1}{2}$, tab cut at 8
 - B. Bottom tab folder – long tab side cut at 5, tab side at $7 \frac{1}{4}$
 - C. Middle tab folder – cut right on the natural fold line and score at $6 \frac{1}{4}$ from the tab side of both of these pieces
 - D. Bottom tab folder – cut off the long tab side from the natural fold line at 6, then score from the cut edge at 7
 - E. Left over from the above cut
 - F. Top tab folder – cut tab side at $7 \frac{1}{2}$, long tab side at 6
 - G. Middle tab folder – cut in half at $5 \frac{1}{2}$, then cut on the natural fold line, then cut them down to $5 \frac{1}{4} \times 7$ score on the none tab side at $\frac{1}{2}$
- 12 - 14 hinges - 1 x 11 score on the 1 inch side at $\frac{1}{2}$

Written Instructions

Throughout this tutorial you will be using file folders to construct this album.

For the main part of this album, you will need one of each tab in this order:

1. Bottom tab
2. Middle tab
3. Top tab

On all 3 of these folders, score and burnish well on the next line next to the natural fold of the folder. This will form the spine of the album with all three of them put together.

Create some hinges out of the scrap folder – 1 x 11 score on the 1 inch side at $\frac{1}{2}$

Apply score tape to the indented side of the hinge piece, fold, and burnish well. Set these aside for later use.

Base Covers

Heavy weight folders – have 3 lines on them – $\frac{3}{8}$ spine on each folder

Light weight folders – have 4 lines on them – $\frac{1}{4}$ spine on each folder, you might want to go 2 lines and have $\frac{1}{2}$ spine on each folder.

Start with the folder that has the tab at top, and place the tab part of the folder on the bottom with the long tab on top. Place the $\frac{1}{4}$ spine area underneath so it doesn't get attached to the next folder. Attach a hinge to the whole outside-bottom length of this folder, and a hinge piece to each side of the folder right where the folder starts to go start, and making sure the hinge piece goes into the bottom hinge piece just a little bit.

Grab the middle tab folder and make sure the $\frac{1}{4}$ spine area is on top where you can see it, and is out of the way of being attached. You are attaching the middle tab folder on top of the top tab folder. Attach the middle tab folder at the bottom first, then attach the sides together.

With the spine area tucked underneath of what was just put together, attach a hinge to the bottom outside of the inset middle tab, and to each side of this folder. Be careful because the folder that attaches to this, one side is a little bit shorter. Measure it so you don't go over and have extra hinge showing.

Attach the bottom long tab side to this folder, making sure the $\frac{1}{4}$ spine area is on top and not getting attached to the folder.

With this 3 folders attached together, this forms the base and spine of this album.

***I would write on the folder which is which, so you don't get them mixed up

Front cover is tab down

Back cover is tab up

Page Hinges

Need to make 2 of these hinges.

2 – $3\frac{1}{2}$ x 11 score on the $3\frac{1}{2}$ side at $\frac{3}{4}$, $1\frac{1}{4}$, $1\frac{3}{4}$, $2\frac{1}{4}$, $2\frac{3}{4}$, 3

Apply score tape to the first and second $\frac{1}{2}$, fold on score line right after the second applied tape, and burnish, and then pull back on that same score line. This forms a hinge.

So you should have:

$\frac{3}{4}$ – attaches to folder

1/2 – 1/2 double 1/2 hinge

1/4 - gusset

1/2 - page attachment

You will work this hinge back and forth so the fibers get broke down.

Apply tape to the back side of the 3/4, make sure you cover the whole 3/4 with tape

Apply tape to the second 1/2 double hinge, staying closer to the folded edge than the score line. This is what the pocket pages will attach too.

Attach one of these hinges to the front-right inside, about 1/8 inch away from the spine area. The 3/4 inch on the bottom, then the double hinge, then the single hinge is on top. Do the same thing with the other hinge to the back-left inside back cover. With this hinge, you will be able to attach 2 pages or pockets.

Page 1

Cut A pieces as indicated in cutting guide. Cut 2 hinge pieces for the smaller piece of A, and attach one to each side, being careful to keep them right along the edge. Attach both pieces of A together, making sure to line up the bottom of the folders and sides. Attach this pocket page to the double 1/2 hinge front hinge with the tab part facing towards you.

Page 2

Cut B pieces as indicated in the cutting guide. Tabs will be placed at the bottom and attached with tabs facing you. Cut 2 hinge pieces for the smaller piece of B, and attach to each side of the smaller folder, making sure to stay along the edge of the folder. Attach both these pieces together, and attach this pocket page to the single 1/2 hinge right beside page 1. Do not go over the score line on the hinge.

Page 3

Is the front and middle folders put together to form the album itself.

Attach a 1 x 11 hinge piece to the backside of page 3 on the right side, staying 1/8 inch away for the spine area. Attach piece C with the tab side on top of this hinge. Make sure the smaller part is underneath when attaching.

Page 4

Is the back and middle folders that was put together to form the album itself

Attach a hinge piece to the backside of page 4 on the left side, staying about 1/8 away for the spine area. Attach piece C with the inset tab side on top of the hinge. Make sure the smaller part is underneath when attaching.

Page 5

Cut D as indicated in the cutting guide. Piece E you will attach a hinge on the back side of piece E on each side. With piece D folded shut and cut edge on top, attach piece E to the left side (folded edge) of folder part that was cut off with the long tab on top. This forms a pocket to attach to the hinge. Attach this pocket page to the single 1/2 inch hinge.

Page 6

Cut F as indicated in the cutting guide. Tabs will be at the bottom of this pocket page and facing towards you. Attach a hinge to each side of the smaller piece of F, and attach these 2 pieces together to form a pocket page that you will attach to the double 1/2 hinge just to the score line.

Photo Flaps

Cut photo mats as indicated in the cutting guide. You will use a short tab and a tab photo mat, and attach to the back side of page 1, lining them up from top to bottom of page with just about 1/4 gap in-between the two flaps.

Use the other short tab and the tab photo mat, and attach to the back side of page 6, making sure they are lined up from top to bottom, with a 1/4 gap in-between the two flaps on the right hand side where folder was attached to the hinge.

Tyvek - Optional

3 1/8 x 11 score at 1, 1 3/8, 1 3/4, 2 1/8

Fold and burnish on these score lines. Apply tape to the whole piece of Tyvek, and attach it on the outside of the album. I took off a little bit of tape and attached, take a little bit more off and attached. That way I was getting those score lines right into sections where the folders were attached for the spine of the album.

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