

FOUR FLAP FOLDERS

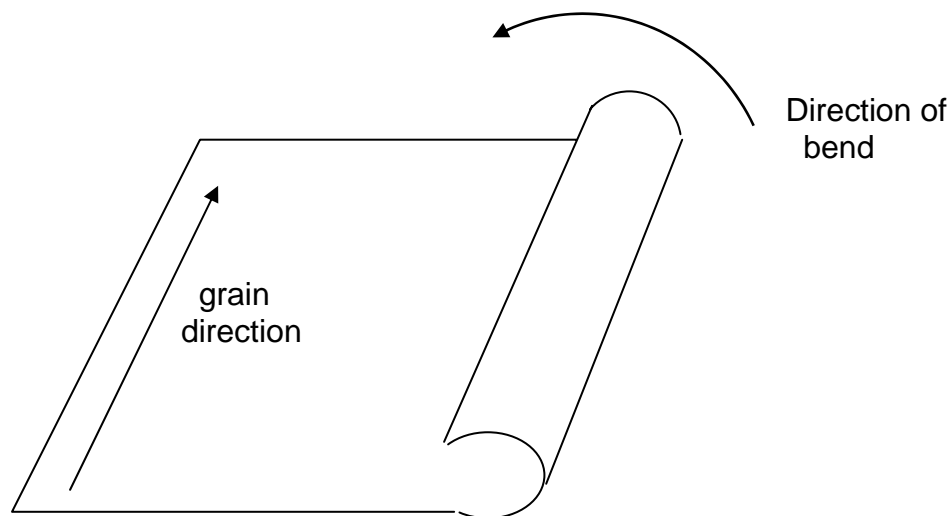
Materials : Manilla, cotton tying tape

Tools : Cutting mat, straight edge, bone folder, craft knife, set square

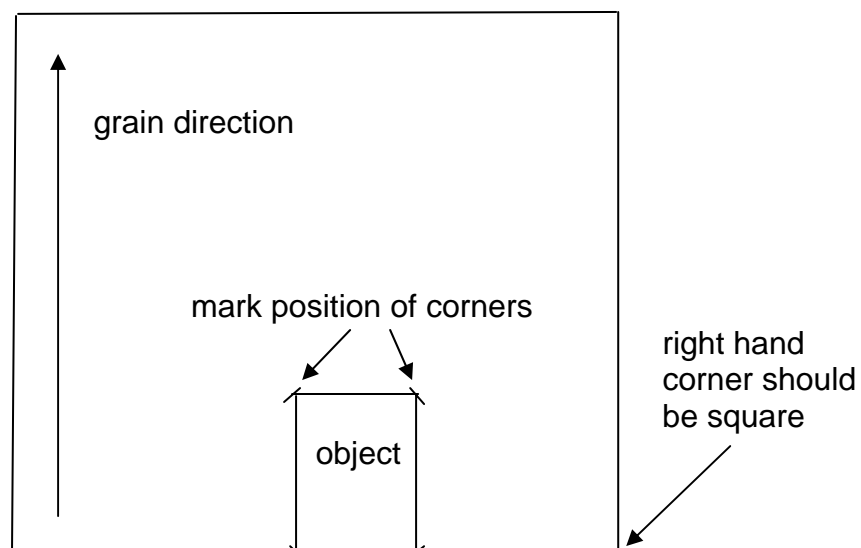
Single fold four flap folder : for flat objects

Instructions.

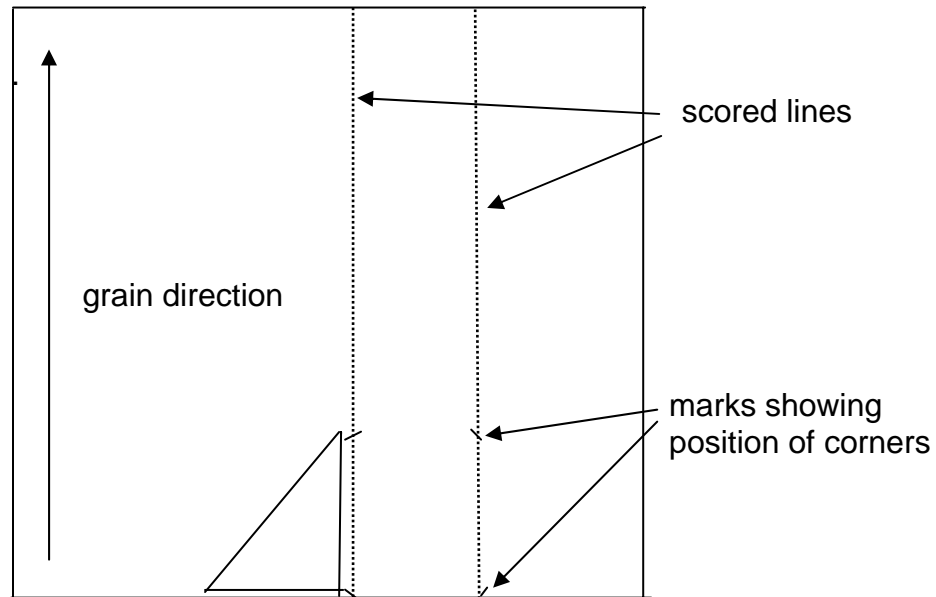
Take a sheet of manilla and find out which way the grain goes by bending the sheet. It will bend most easily in one direction – along the grain. Then make sure the bottom right corner of the sheet is square (but remember the object itself might not be square).



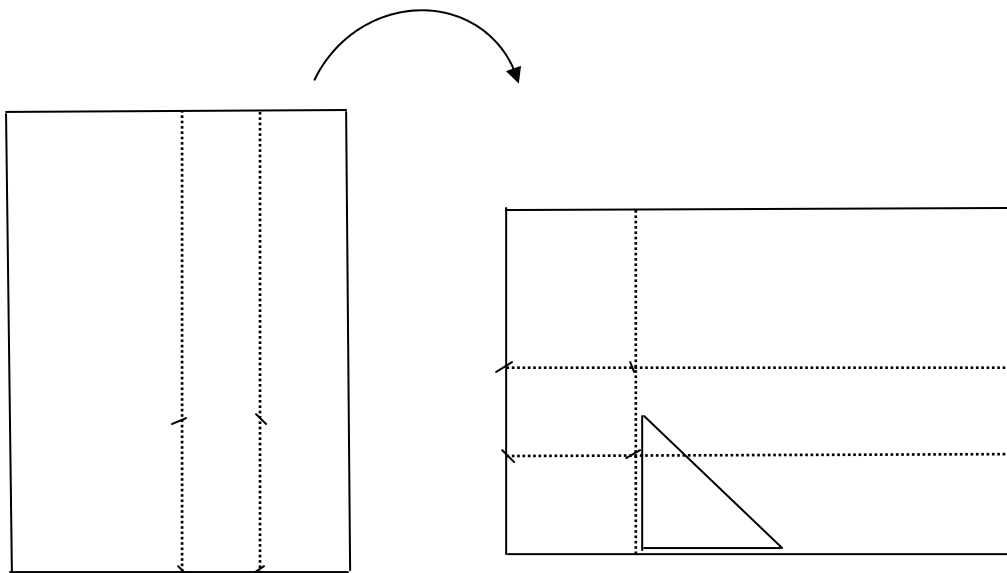
2. Place the object on the manilla the right way up and at least its own width away from the right hand edge, and mark the position of its corners on the manilla.



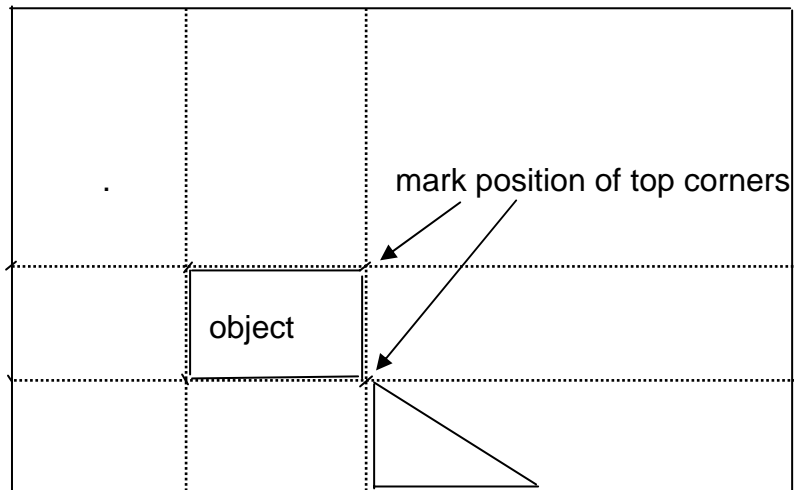
3. Remove the object and score lines in the manilla with the bone folder using a ruler and set square. Line the ruler up so that the scored lines will run through the marks showing the position of the objects corners, and use the set square to make sure the lines will also be at right angles to the bottom of the sheet of manilla.



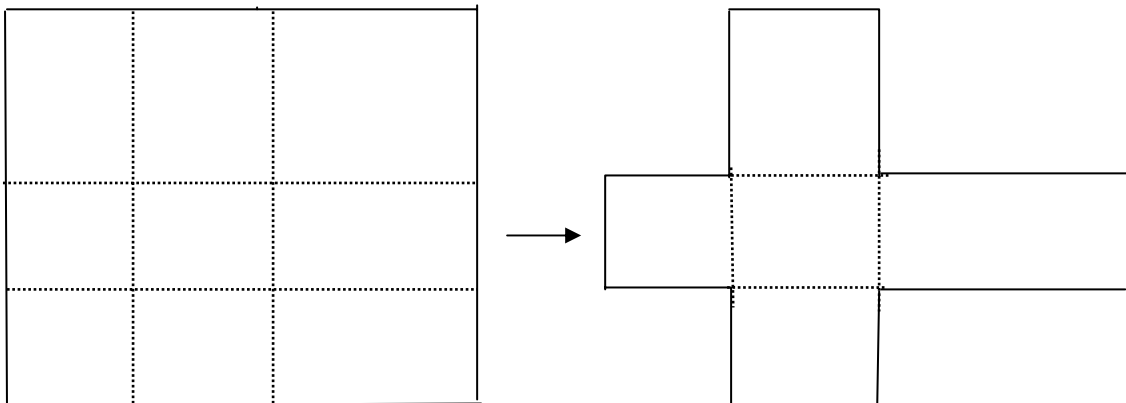
4. Turn the sheet of manilla 90 degrees clockwise and score another line across the top marks, using the set square to make sure it is at right angles to the edge and the other lines.



5. Place the object back on the manilla with its bottom corners positioned on the top corner marks and mark the position of the top corners again, remove and score another line across these marks, using the set square.



6. Cut the four corners off using the scored lines as guide lines.



7. Fold the manilla along the score lines. Cut the four flap folder to size so that all the flaps fold across the full height and width of the object.

Double fold four flap folders : for thicker objects

Four flap folder for thicker objects – Make as previously but measure the thickness of the object and use that measurement to mark out “walls” on the folder.

