

WALLET ORGANISER



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WALLET ORGANISER

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Cutting Guide

Supplies

4 sheets cardstock – A4 or 8 ½"x11" (I used black)
5 to 6 pieces of 8"x8" paper (I used 5 or 6 designs)
At least 2 sheets A4 (or 8 ½"x11") cardstock for calendar & note sheets
1 yard ribbon for closure
7" twine or string for stamps pocket folder
2 small brads
1 bulldog clip
Chipboard circle button (or other closure)

Tools

Paper trimmer
Scoreboard & bone folder
Small oval punch (or circle punch) for pockets
1" circle punch
Paper piercer (for closure)
Scor-tape (or double-sided tape)
Wet glue
Ink (for edging paper)

Cardstock & Paper Breakdown

Wallet – Cardstock

1 @ 8 ¼" x 11"
1 @ 8 ¼" x 3 ½" (right flap)
1 @ 8 ¼" x 2" (left closure flap)
1 @ 9 ¼" x 3 ½" (long pocket)
1 @ 8 ¼" x 3 ½" (long pocket)
1 @ 6 ¼" x 4 ¼" (library pocket)
1 @ 8" x 4 ¼" (stamps pocket)
12 @ 4 ¼" x 1 ½" (tag mini pockets)

Library Pocket – Patterned Paper

1 @ 3 1/8" x 2" (pocket lining)
1 @ 3 1/8" x 2 5/8" (pocket front)

Mini Tag Pockets – Patterned Paper

5 @ 3 ¼" x ¾" (colour A)
1 @ 3 ¼" x 7/8" (colour A)
5 @ 3 ¼" x ¾" (colour B)
1 @ 3 ¼" x 7/8" (colour B)

Wallet – Patterned Paper

4 @ 8" x 3 7/8" (front, back, left & right)
2 @ 8" x 3 3/8" (flap front & back)
2 @ 8" x 2" (left flap closure piece)

NOTE: Using the *Tim Holtz "brackets" alterations die, I punched a piece of 8"x2" paper along one of the long edges to create an ornate closure edge but if you do not have a die, cut your paper down to 8"x1 7/8" or 8"x1 ¾"*

Stamps Pocket – Patterned Paper

4 @ 2 7/8" x 2" (door flaps)
2 @ 3 5/8" x 1 1/8" (bottom flaps)
1 @ 3 5/8" x 2 7/8" (inside back)
2 @ 1" circles using cardstock (complimentary colour)
2 @ 1" circles (contrasting colour)

"Spines"

6 @ 8" x ¼"

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Instructions

- 1 Place a sheet of 8 ¼" x 11" cardstock on your scoreboard with the 11" sitting at the top and score at the following:

1/2", 7/8", 4 7/8", 5 1/4", 5 3/4", 6 1/4", 10 1/4", 10 5/8"

- 2 Burnish all scored lines

If you are inking your edges this is the time to do it



- 3 Apply Scor-tape between the two ½" sections (on the outside)



- 4 Remove tape backing and fold over the 6 1/4" onto the 5 3/4" scoreline to make a type of hidden hinge flap for a pocket page to be attached



- 5 Apply Scor-tape on the (inside) outer left and right edges (this is where the flaps will be adhered later) as shown



- 6 Using the 8 ¼" x 2" cardstock for the left side closure piece, run it through your die-cutting machine using the Tim Holtz Brackets Alterations die (or any of your choice)
NOTE: The die will not cover the entire length of the cardstock so, using a ruler, cut off excess pieces

If you are not die-cutting this closure piece, just attach it to the left side

- 7 Take the 2" (or die-cut) piece and attach it to the left side in the same way as the right side piece.

- 8 Take the 8 ¼" x 3 ½" piece of cardstock and attach it to the right side by placing it along the edge of the score line and fold over the taped edge onto the 8 ¼"x3 ½" piece



This is what the inside should look like now



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- 9 Mitre both ends of the hinge flap as shown



- 10 Cut out your mats for the entire wallet and adhere

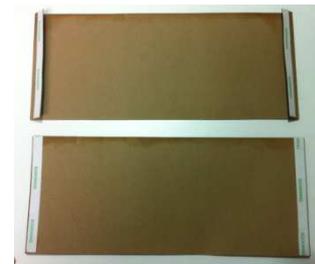


Creating the Long Pocket

- 11 Now we will make the pocket to attach to the hinge.
Take the $9 \frac{1}{4}$ " x $3 \frac{1}{2}$ " piece of cardstock and place it on your scoreboard with the long side sitting along the top and score at $\frac{1}{2}$ " and $8 \frac{3}{4}$ "

- 12 Place a strip of Scor-tape along both of the $\frac{1}{2}$ " scored sections in the folded section, and a strip along both ends of the $8 \frac{3}{4}$ " piece of cardstock

NOTE: I used $\frac{1}{4}$ " Scor-tape so it didn't cover the entire $\frac{1}{2}$ " section, that is why I added the tape to the shorter piece



- 13 Remove the tape backing from one end of both pieces and attach, lining up all edges



- 14 Remove the remaining tape backing and adhere other end



- 15 Apply Scor-tape to both sides of the hinge flap, remove tape backing from one side only and position your double open-ended pocket over the hinge flap and adhere

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- 16 Remove tape backing from other side of hinge flap and adhere the other side of the pocket



Creating the 12 mini pockets

- 17 Take one of the 1 ½" x 4 ¼" cardstock pieces, place it on your scoreboard with the long side sitting at the top and score at 3/8" at both ends (3/8", 3 7/8"), rotate once and score at ½"
- 18 Remove the square at the bottom, mitring as you cut, then mitre the top sides – refer pic



- 19 As these are very small pockets I just used wet glue to adhere the pocket together.
Burnish all scored lines and place wet glue either on the bottom section (in the folded position) or on the side flap (in the folded position) and hold until it sets



Make 11 more of these (12 in total)

- 20 Cut your patterned paper for these mini pockets at the following sizes:
10 @ 3 ¼" x ¾" and 2 @ 3 ¼" x 7/8"
Ink around edges if desired



- 21 Adhere these strips to the top of your pockets, making sure you adhere them to the top, leaving a small area of your cardstock showing
NOTE these strips are shorter than the pockets and do not cover the entire height of the pockets – this is because most of it will be covered by another pocket sitting on top of it
NOTE: If you are using two different colours of patterned paper, make sure each colour is used for the larger mat



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- 22 Take a circle punch and punch a half-circle in the centre of the top of each pocket as shown



- 23 Now we will adhere each pocket on top of each other (6 per set)
Take the pocket that has the larger mat on it, adhere wet glue to the flaps above the bottom section as shown



- 24 Take another mini pocket (different designer paper) and adhere it to the base pocket



- 25 Continue adhering the pockets, alternating the colours, until you have a set of 6 pockets



NOTE: I have used the one design here for my pockets on this wallet organiser but I alternated with another that I have made

- 26 Apply tape to the back of each of these 6-set mini pockets as shown



Making the Library Pocket

- 27 Place the 6 ¼" x 4 ¼" piece of cardstock in your scoreboard with the 4 ¼" edge sitting at the top and score at ½" on both ends (1/2", 3 ¾")
Rotate it once and score at 3 ½"
Cut away the ½" scored pieces on the long section and mitre both ends of the remaining ½" scored edges as shown



- 28 Round the corners of the long section (if desired). Apply tape to the short flaps in the extended position, remove tape backing, fold over the flaps onto the back of the long section to secure in place



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- 29 Punch a half circle in the centre of the front of the pocket



- 30 Mat your pocket (inside lining also) with the measurements given in the cutting guide

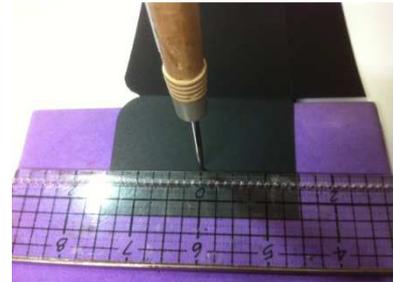
Creating the Stamps Pocket

- 31 Take the 8"x4 1/4" cardstock piece, place it on your scoreboard with the 8" edge sitting along the top and score at 2 1/8" and 5 7/8"
Rotate once and score at 1 1/4"

- 32 Remove the small rectangles made from intersecting score lines, mitring.
I rounded the corners at this stage also



- 33 Pierce a hole approximately 1" in from each edge, and half way vertically, of the "doors" as shown



- 34 Ink all the edges of your patterned paper mats (refer to cutting guide for sizes)



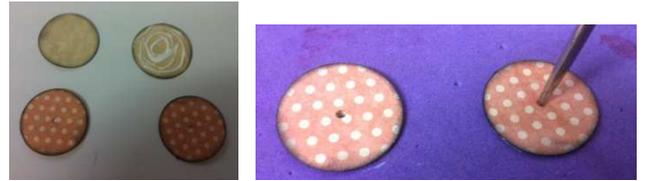
- 35 Adhere all paper mats **except the inside "door" mats**

- 36 Pierce the holes again, piercing through the patterned paper



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- 37 Punch two 1" circles from cardstock and two 1" circles using patterned paper and adhere to the tops of the cardstock circles
Pierce a hole in centre of each



- 38 Take a piece of twine (approximately 8") and thread (outside of one door through inside of the same door) and tape down with double-sided tape to secure



- 39 Push a brad through the top of the circle, then through the hole (twine will sit under circle) and open brad legs to secure in place



- 40 Push remaining brad through the other circle and through the other door (again outside through to inside of door), open brad legs to secure in place.



NOTE: Only one door requires the twine

- 41 The inside "door" mats can now be adhered (the brad prongs will now be hidden). The twine wraps around under the opposite circle and back to the other circle to keep the "doors" closed



- 42 The bottom flap is **not adhered down**

This is an excellent area to store your postage stamps!



Putting it all together

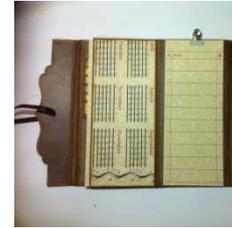
- 43 Adhere all remaining large paper mats to all areas, even the ¼" strips to the gusseted areas
- 44 Punch a hole in the centre of the closure flap and set an eyelet (alternative closure at end of tutorial)

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- 45 Adhere your two calendar pieces to the large pocket area, one on either side of the large pocket



- 46 Attach your "to do/wish list" lists with your bulldog clip on the inside middle (right of large pocket)



- 47 Adhere the **Stamps Pocket** to the inside bottom of the middle (left side) approximately ¼" up from the bottom edge
NOTE: I placed a post-it note pad on the first wallet I made



Adhere one of the 6-mini-pocket pieces above this

- 48 Adhere the remaining 6-mini-pocket pieces to the inside bottom of the inside right flap area, again approximately ¼" up from the bottom edge



Adhere the library pocket centred above it

- 49 Thread your ribbon or twine through the closure button and voila!

50 **Alternative Closure**

Take a button (I used a chipboard die-cut button which had two holes) and punch two holes side by side like a button

Cover it, paint it or decorate it the way you want

Thread your ribbon through each hole so that the ends are on the upper area of the button and attach your "button" with adhesive in the centre of the closure flap (using Aleene's Tacky glue or glossy accents). Wrap your ribbon/twine and tie!

Closure 1



Closure 2

