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Jr Legal Pad Holder

By Marian Robinett

Modified Version of
Elegant Post It Books

<http://www.odd-goddess.com/html/postitbks.htm>

Supplies:

Chipboard

Cardstock

Glue – Crafter's Pick The Ultimate, Hobby Lobby in their Glue Section.

Tip: When using I stored the bottle upside down in a water bottle with top cut off. This kept the glue at the tip even when the bottle got low.

Foam Brush – also purchased at Hobby Lobby, stored in water bottle with glue

Scissors

Ribbon

Glue Dots

Stamps, Inks, Crimper, Embelishments... what ever you would like to decorate with.



Cutting Instructions:



Cut	What	Size	For
2	Chipboard	5 3/4" x 8 1/2"	Base
1	Cardstock	2 1/4" x 9 1/2"	Outside Spine*
1	Cardstock	1 3/4" x 8 1/4"	Inside Spine
2	Cardstock	5 5/8" x 9 1/2"	Front Cover
2	Cardstock	5 1/2" x 8 3/8"	Inside Cover
2	Cardstock	6 x 8 3/4"	Pockets*

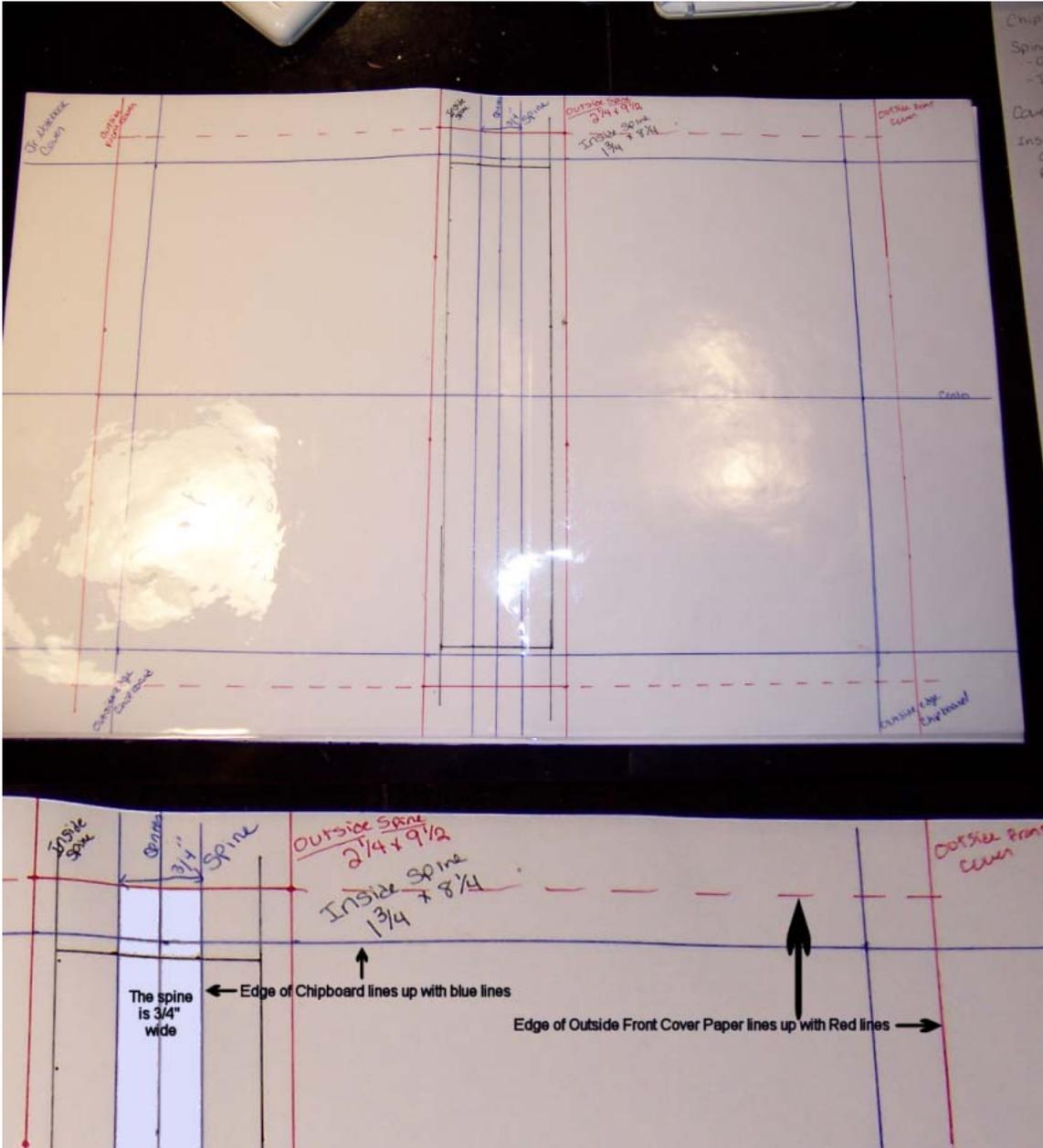
*Notes:

Outside Spine: If you are going to crimp the outside spine, cut it first to 2 1/4" x 11", crimp, and then cut to 9 1/2".

Pockets: Need to cut 3/4" off of one. This will be the right hand side pocket, which will hold the notepad.

Instructions:

I first made an alignment guide. This is not necessary, but I found it very helpful. I also used laminating sheets and laminated it so I could use it over and over again. Basically I took an 11 x 17 sheet of paper and marked the center in both directions. Then off the center, I made two lines for the Spine. Then made two alignment lines for the inside spine followed by the outside spine. Then marked off where the chipboard would line up, and the front cover.



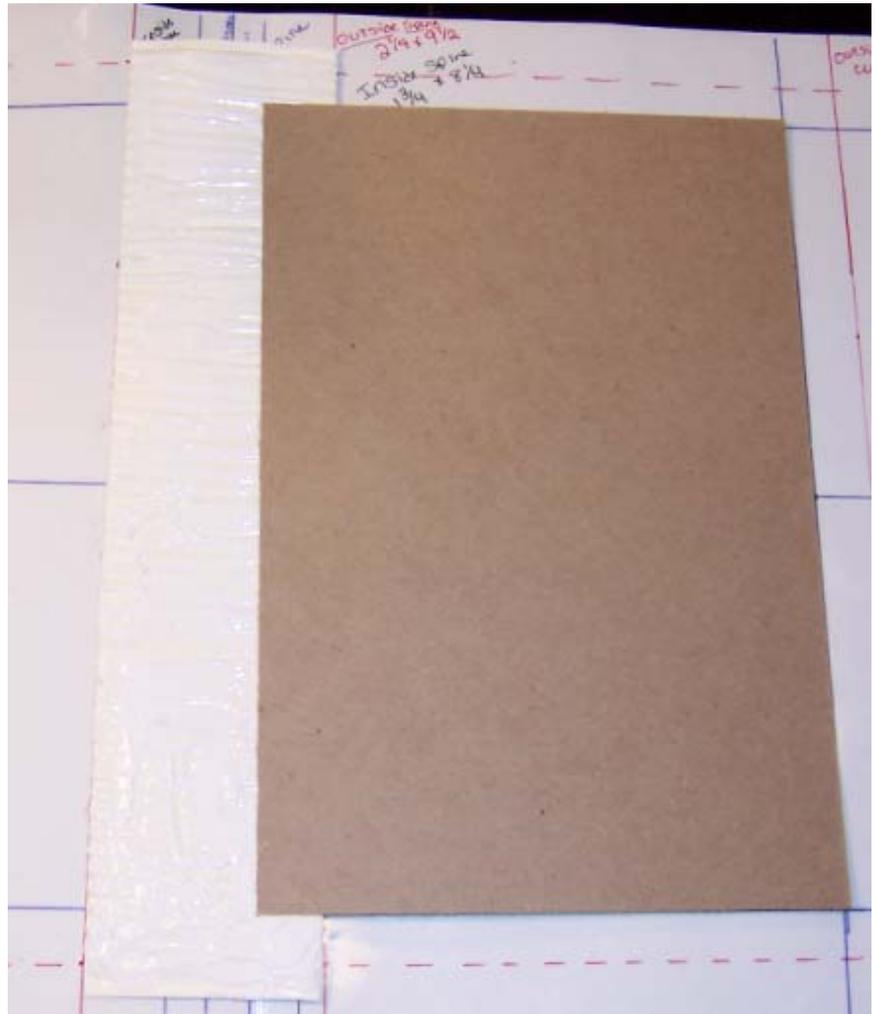
Step 1: Cover outside spine cardstock with glue, and spread to cover entire piece. I had a scratch piece of cardstock behind so I could glue all the way to the edges.



Step 2:

Place Spine on alignment guide between the markings for the outside spine – Glue side up!

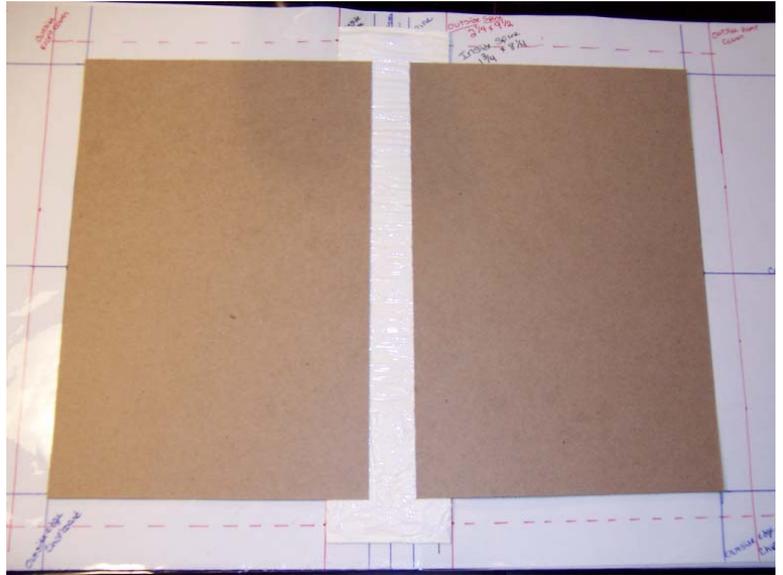
Then align chipboard with outside marking lines and place down over the spine. Gently pressing if you crimped the spine.



Step 3:

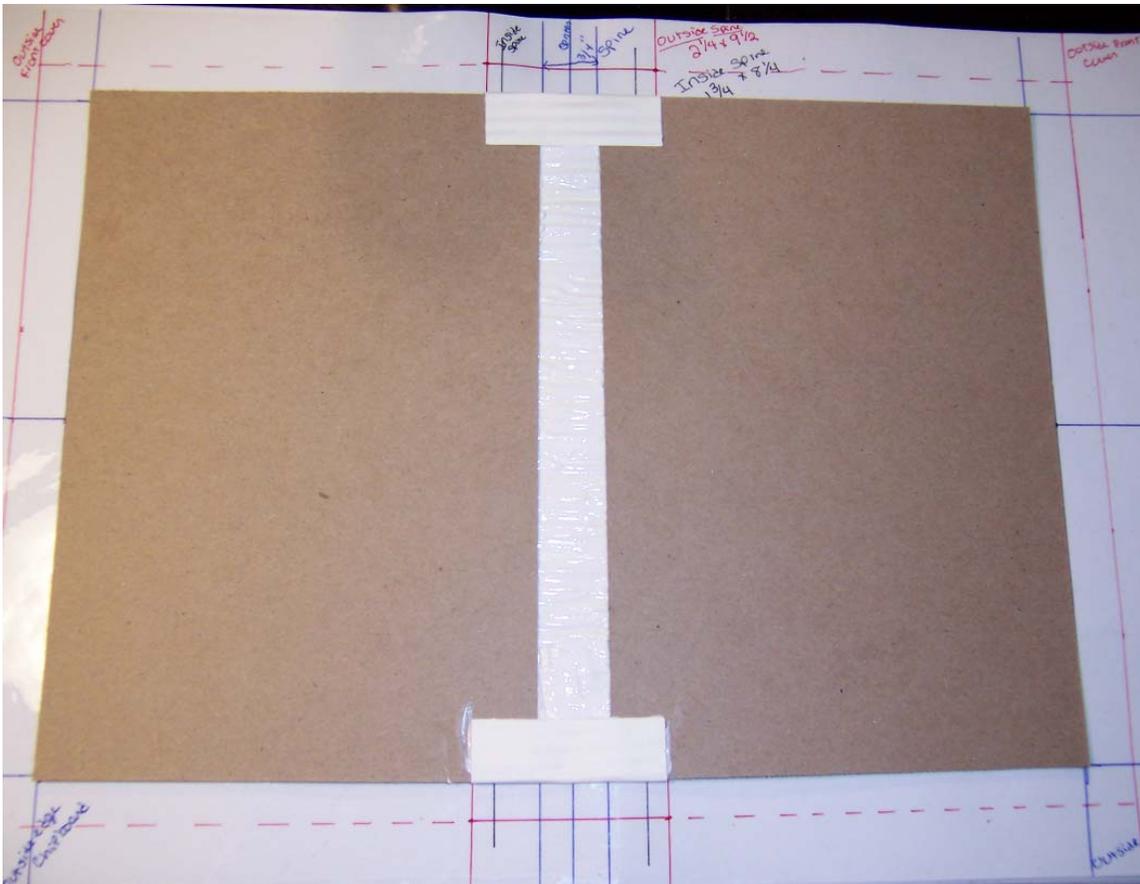
Then place other half of chipboard on other side, aligning in same manner. Once you have both pieces of cardstock in place they will be separated by a $\frac{3}{4}$ " gap.

This is where the alignment guide comes in handy, it helps with the $\frac{3}{4}$ " gap, as well as getting the top and bottom of the chipboard aligned evenly.



Step 4:

Fold over edges of outside spine and press down.

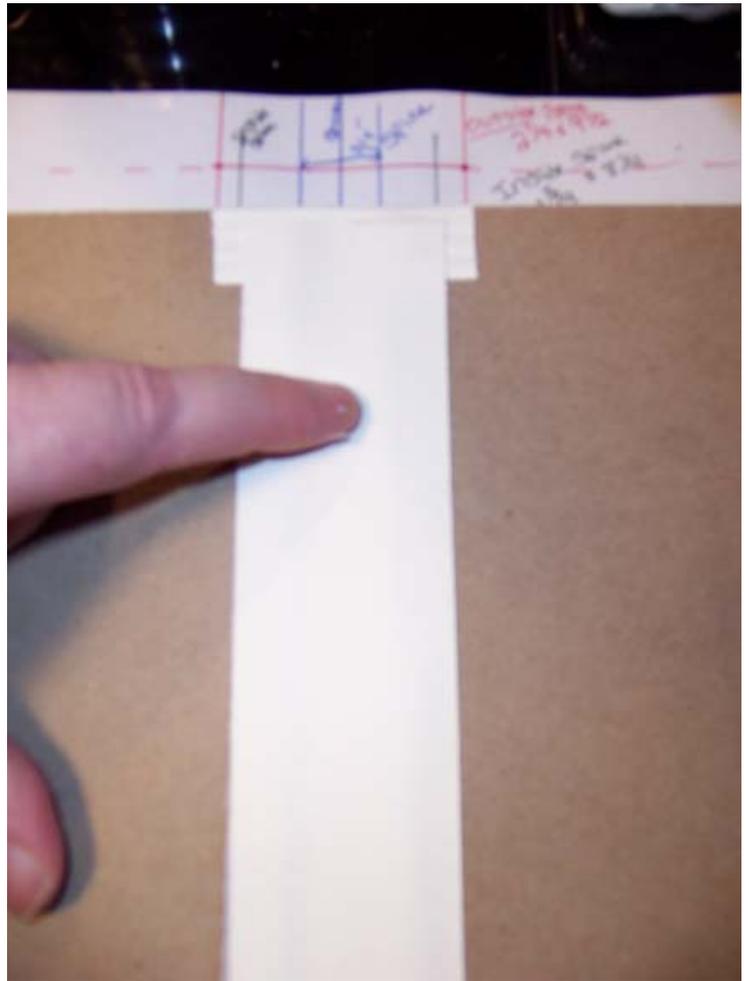


Step 5:

Cover inside spine cardstock with glue, and spread to cover entire piece. I had a scratch piece of cardstock behind so I could glue all the way to the edges.

Then place on top of outside spine and chipboard, using alignment guide for centering, again just to get things even. Once it is in place press down to secure to chipboard and outside spine.

Then I run my finger down the center, between the chipboard to start the process of creating the edges of the spine. You want to do this while the glue is still wet.....



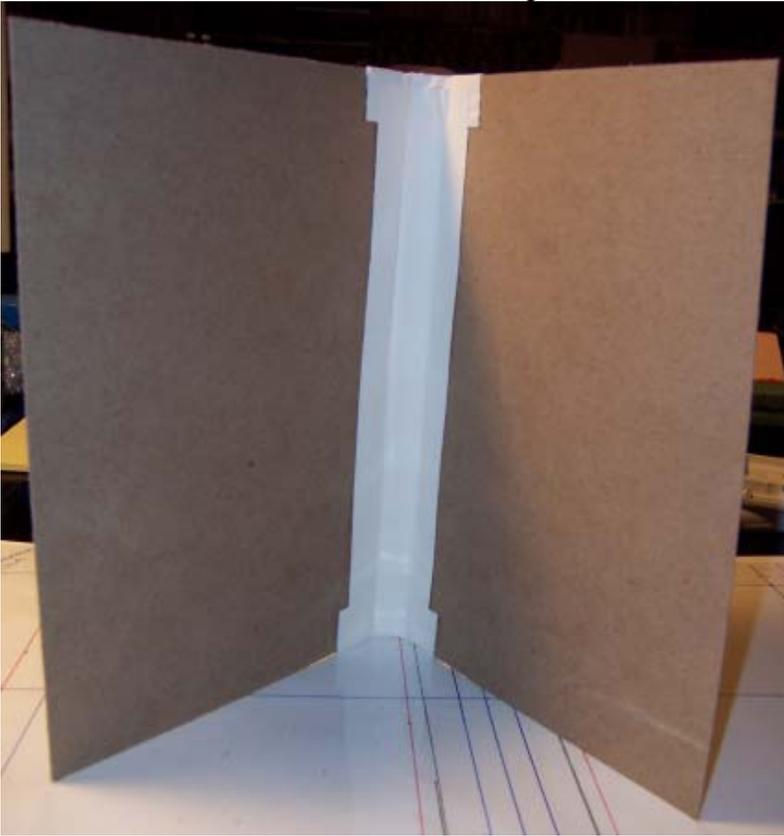
Step 6:

Carefully fold over each section of chipboard creasing outside spine along edge of chipboard.

Do this for both sides, thus forming the folded spine.

Again, you want to do this while the glue is wet!!!!

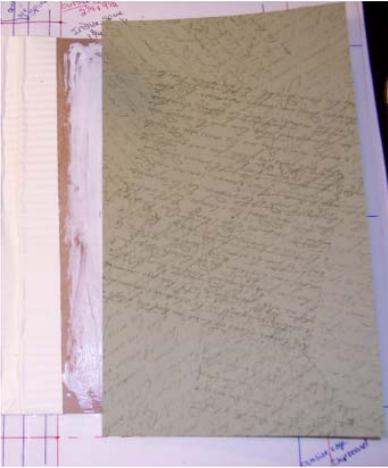
You now have the main base of the Jr Legal Pad holder made.....



Step 7:

On outside of cover, put glue on one half and spread to cover entire half of chipboard. Note, I do not go right up to the edge of the spine.





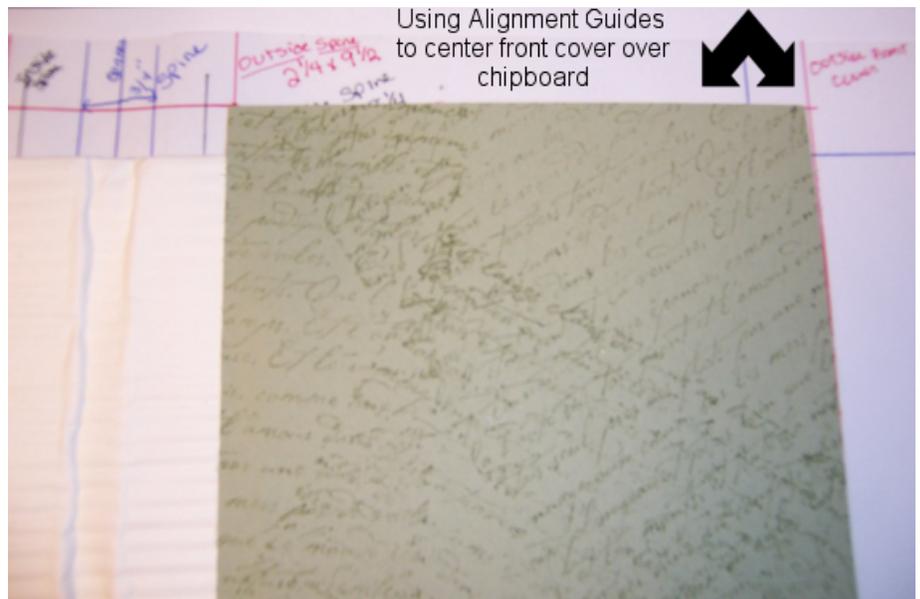
Step 8:

Take one of the front covers that you have decorated (Warning: If there is a definite left vs right cover, watch your directions when doing this) and place the edge that will go along the spine in the glue and rub a little to coat. Then remove from chipboard. This will get the glue on the part that goes near the spine, but will have less chance of glue oozing out from underneath.

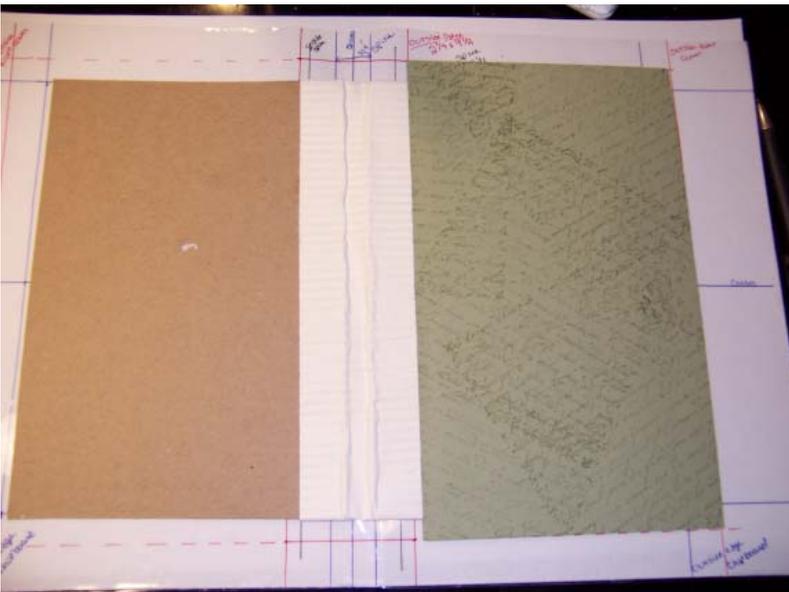
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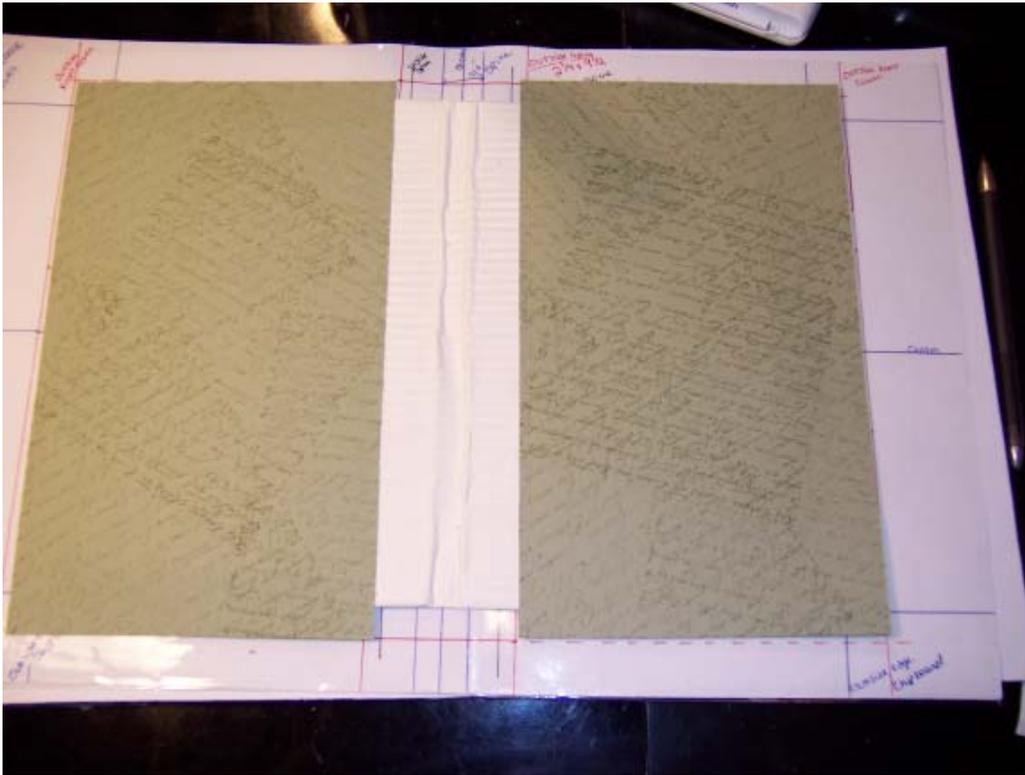
Step 9:

Now using alignment guides, place front cover up to spine, joining them together leaving no spaces, and lay down covering chipboard. Press to adhere to chipboard.



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Step 10:

Repeat Steps 7 through 9 for the other side of the front cover. Again, remember to watch any directional stamping/decorating you might of done on the front cover.

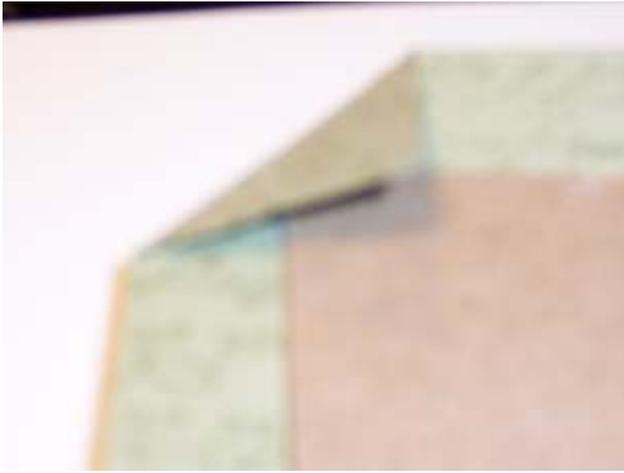
Turn cover over and really press chipboard down to cardstock to get a full bond.

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Step 11:

Then fold up each edge of cardstock, using chipboard as edge to get good crease.





Step 12:

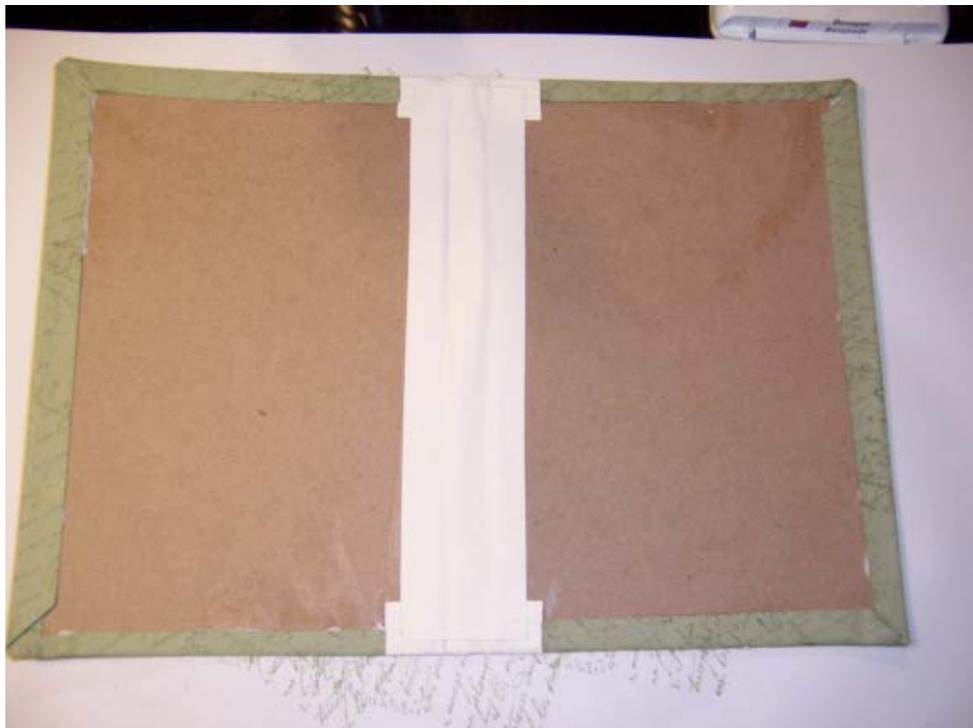
Unfold edges, and fold up corners.

Place glue under corner and glue down to chipboard.

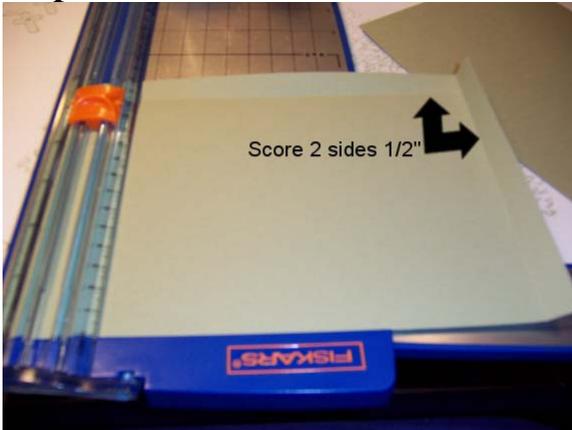
Do all four corners

Step 13:

Brush glue on all four sides, then press down on cardstock.



Step 14:



On both pocket pieces, score $\frac{1}{2}$ " on two sides.

Also, if you have not all ready done so, on one pocket, take $\frac{3}{4}$ " off the top. This will be for the pocket that holds the notepad.

Note: before doing the following steps, you can make a pen holder. I forgot this step, when making this holder. So, I created a mock up version. You would use a ribbon that matched either the spine or the front cover, your choice.



To make the pen holder:

Cut two lengths of ribbon to go across inside spine on each side (doubled).

Fold each ribbon in half

Using Glue dots, put one just inside the fold, and one at the edge.

Fold ribbon in half, the glue dots, will secure them together

Put glue dot on each end and position where you want across the spine.

Right hand pocket, to hold notepad

Step 15:

Using Inside Cover, place it along the score marks of the pocket that has had $\frac{3}{4}$ " cut off.

Fold two sides up against the edge of the inside cover. Unfold, then fold in corner. Making sharp creases as you go.

Watch the direction of folds, as you are making the pocket to go on the right hand side.



Step 16:

With pocket down and inside cover sitting on top, next to folds (again watch direction of folds to cover, put glue on edges. Fold down corner first, gluing it to inside cover. Then fold in two sides. This forms the pocket.



Step 17:

Now put glue all over back of inside cover/pocket, and spread all over to cover thoroughly. Make sure and really get enough glue on the folded edges.



Step 18:

Place cover/pocket on right hand side of cover, and press down firmly, making sure to get good contact with chipboard. This glue does dry fast, but do need to press down edges once in a while to make sure and get good contact.

**Left hand pocket, to hold Notes****Step 19:**

Following step 15, make folds for left hand pocket. Then cut a wavy freehand design for top of folder and decorate any way you would like.



Step 20:

Now follow steps 16-18 to glue left hand pocket to inside cover, and then gluing pocket to chipboard. Watching directions.



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You now have the inside of your holder done



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Now, all that is left is to decorate the outside cover, and stamp your name on the back....



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