

# How to Make an A-7 Pocket Folder

Created by Elissa R. Campbell, Owner of Blue Roof Designs

[www.bluroofdesigns.com](http://www.bluroofdesigns.com)  
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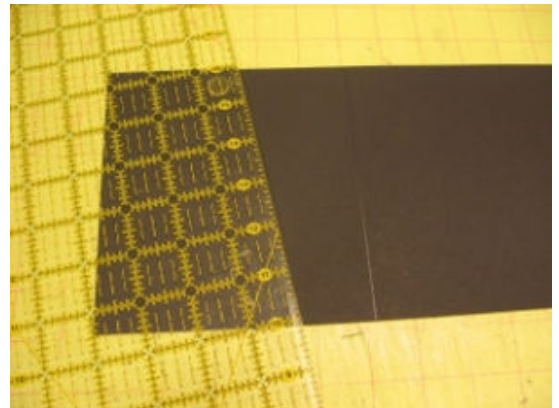
1 Cut a strip of paper measuring 16" high x 6" wide.

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2 Place the paper on your cutting mat so it is oriented in a horizontal manner.

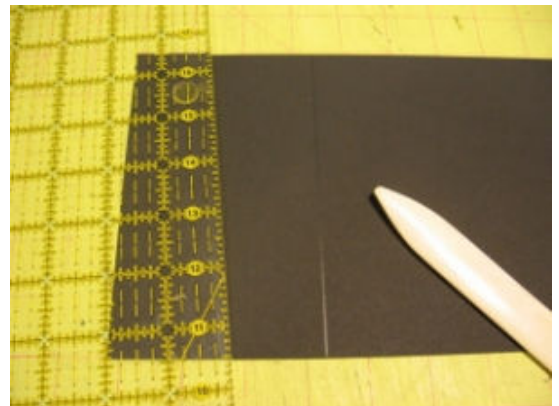
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3 Measure 5.5" in from the left side and make a vertical score line.



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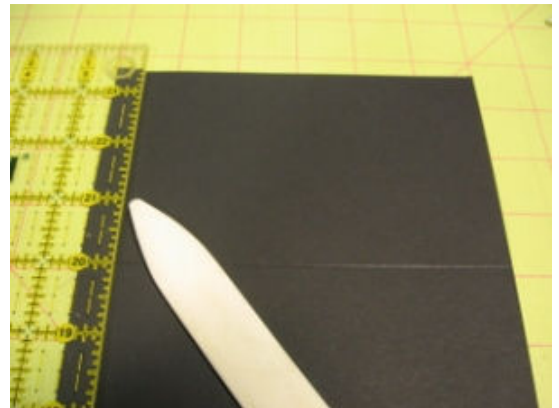
4 Measure 3.5" in from the right side and make a vertical score line.



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- 5 Place the paper on your cutting mat so it is oriented in a vertical manner, with the 3.5" scored section at the top.



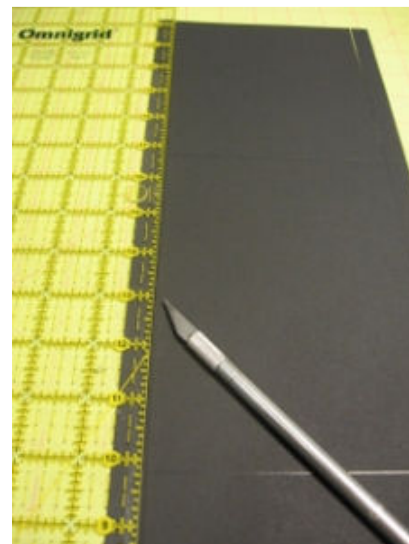
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- 6 Using a quilting ruler, measure 1/2" in from the left side. Make a score line from the top of the paper to the score line, 3.5" down.



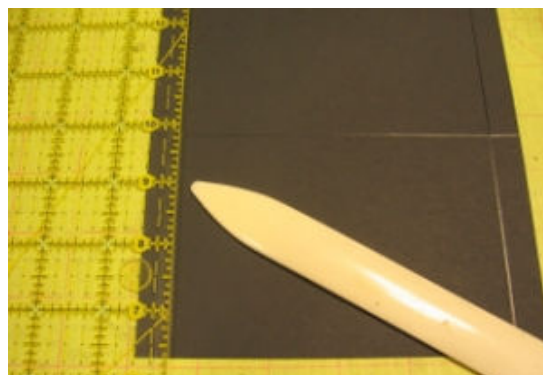
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- 7 Using an X-Acto knife, cut from 3.5" (right below the score line) down to the bottom of the paper.



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- 8 Rotate the paper so that the 5.5" scored section is now at the top. Using a quilting ruler, measure 1/2" in from the left side. Using an X-Acto knife, cut from the top of the paper to the 2nd score line, 12.5" down.



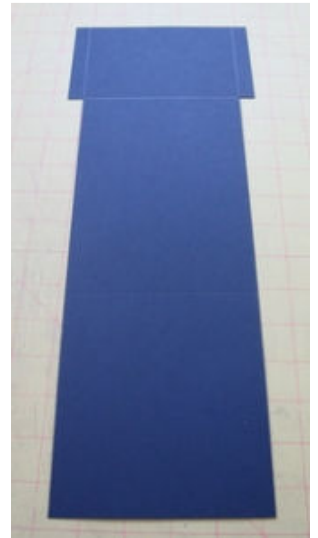
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- 9 Using a bone folder, make a vertical score line from the 2nd score line (12.5" down) to the bottom of the paper.



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- 10 Cut the 1/2" wide strips off of both sides of the paper.



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- 11 You should be left with a shape that looks like a narrow “T”, with the widest section at the top being 3.5” high.



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- 12 Rotate the paper so that the wide part of the paper is at the bottom.



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- 13 Fold in the two side flaps, flattening them with a bone folder.



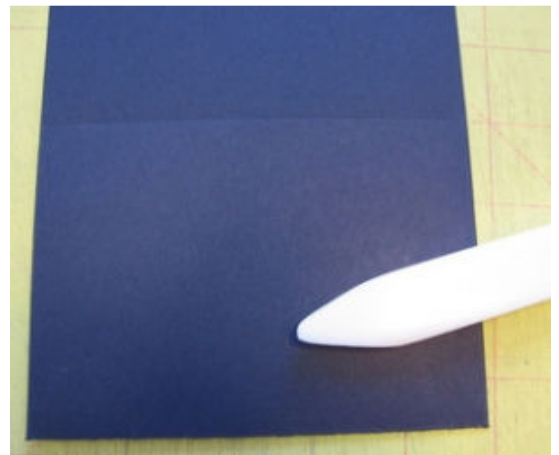
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- 14 Unfold the flaps and flip the paper over. Apply adhesive to the back of the flaps. I like roller adhesive because it's quick and is dry on application.



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- 15 Make a diagonal cut on the tab from about 1/2" below the score line to the score line. This will eliminate some of the bulk when you fold the tabs in to create the pocket.



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- 16 Flip the paper over. Tuck in the two side flaps, press down on the edges of the pocket using a bone folder. I recommend using a teflon bone folder if you have one - it won't leave shiny marks on your paper.



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- 17 Fold down the top flap to create the cover of the folder. Use the bone folder to press down on all of the folds, making them sharper/flatter.

