Pocket Card Kit Tutorial (New Baby in a Crib is shown)

Template Design by Sue Douglas, exclusively at

http://www.craftsuprint.com/sue-douglas/

This is an original template, designed by Sue Douglas. My Pocket Card Mini Kits are quick and very easy to make! Each Mini Kit includes 2 Sheets, but a matching insert is also available to purchase from CraftsUPrint. Just go to the design you have already purchased and click on the Related Sheets option.

Finished UK Size when printed in actual size, on to A4 cardstock:

Pocket Card *Finished Size*	The card when complete is designed to fit on to an 8in x 8in card blank
Tag	5 1/4 x 3 5/8 (13cm x 9cm)

Materials Required:

For best results and vibrant colours, use **A4/Letter Size 200gsm Photo Paper;** *If preferred, 160gsm smooth white card would also be suitable.*

A small amount of 160gsm cardstock *is required to be applied to the back of the Tag.*

8in x 8in Square Card Blank *in a colour that co-ordinates with the design, or alternatively, White or Cream*

6mm Double Sided Tape

Wet Glue - *I like to use Photo Glue when I'm printing on to Photo Paper*

3d Foam Pads

Glue Gel or Silicon Glue *(optional, to use if you are adding any embellishments, to your finished card)*

2 pieces of ribbon

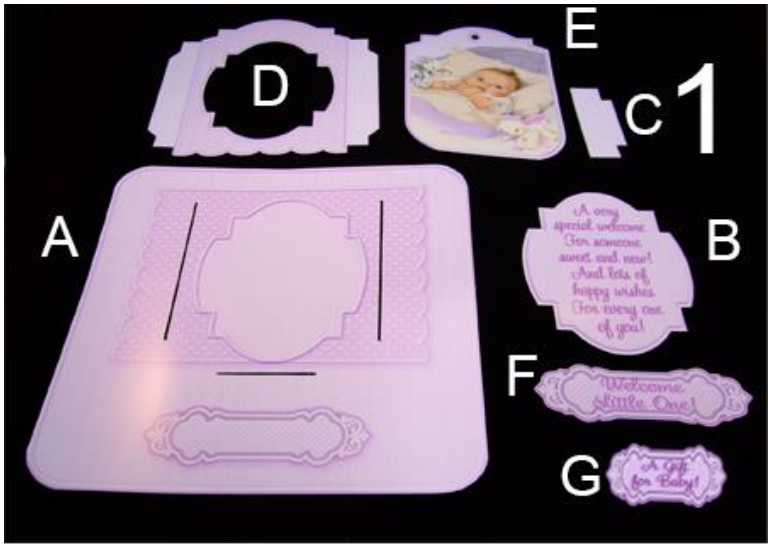
- **1/8in (3mm) Satin Ribbon for the Tag (E) 52in (132cm) in length**
- **1/8in (3mm) Satin Ribbon to tie the Tag (E) 12in (30.5cm) in length**

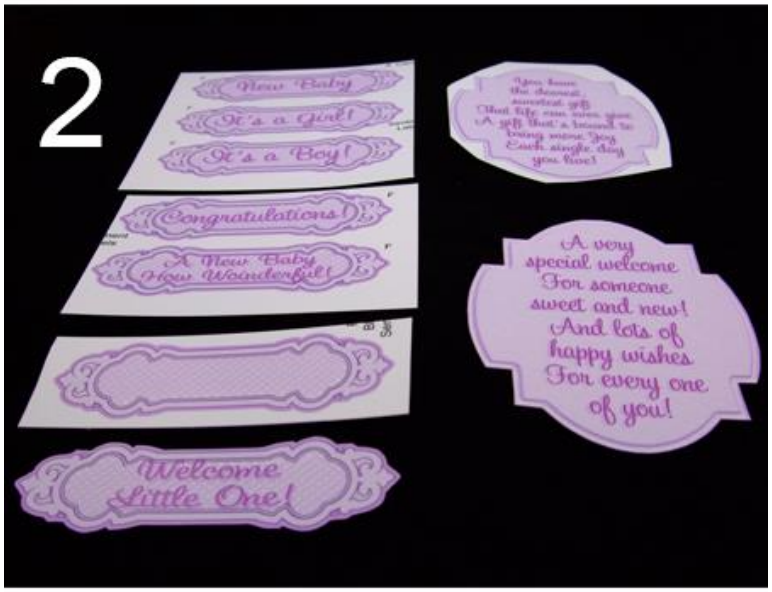
Pocket Card Mini Kit – New Baby in a Crib, is the design used in this tutorial

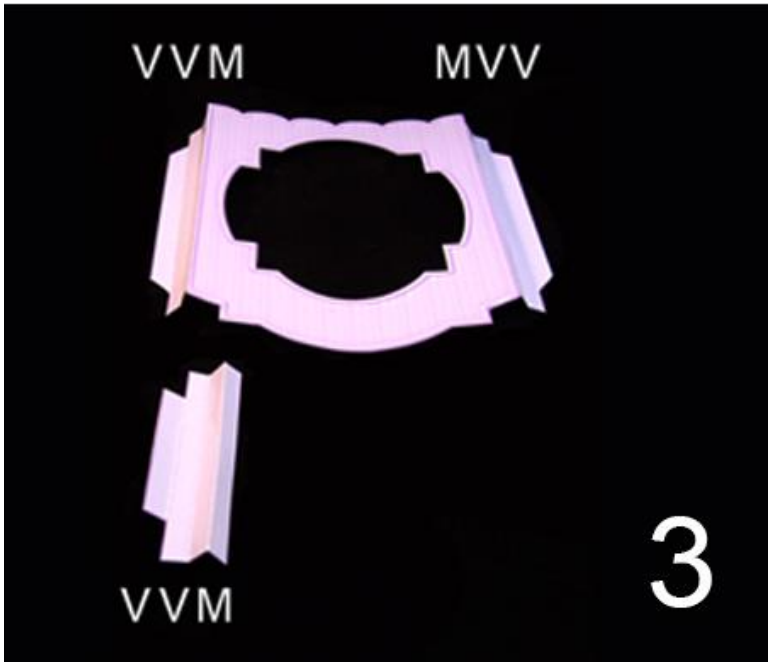
Instructions:

Print

Print out the sheets on to your chosen photo paper or cardstock (details of type, and weights of cardstock are explained in the Materials Required, section above)







Cut

Cut out the pieces on the printed sheets, choosing the Sentiment Label (F) and Verse (B) you want to use. (See photo 1 left)

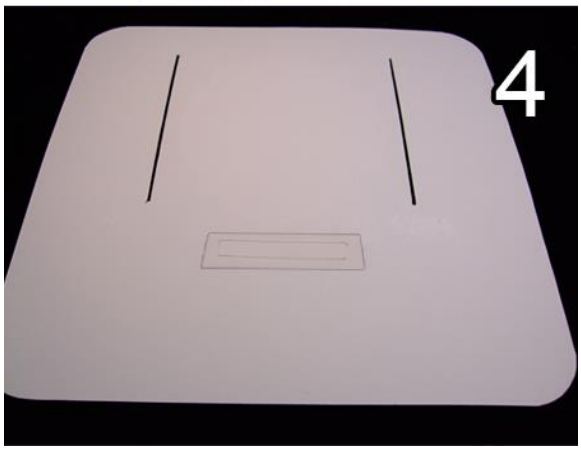
Cut the three slits in the Card Front (A) and punch the hole in the Tag (E) Make sure to cut the full thickness of the line, as just doing one cut along the slits will cause the Card Front (A) to buckle when applying the Tag Pocket (D) later.

Other Sentiments and Verses

Six Sentiment Labels and 2 Verses are available in each kit to choose from. Also included If you would like to use it, is a blank Sentiment Label (F) to use with your own peel-offs or stamps. You can also leave off the verse, and on the Card Front (A) in the verse area, use your own peel-offs or stamps, etc. to create your own verse / message. (See photo 2 left)

Score Fold and Burnish

The pieces you will need for this step are Tag Pocket (D) and the Bottom Pocket Tab (C)
Score, fold and burnish, along the dotted lines. (See photo 3 left).
Be careful burnishing (reinforcing the crease) along the dotted lines, when using a bone folder, or the back of your scissors, when using Photo Paper, as it could well remove the coating. What I tend to do is to press the crease with the bone folder, rather than dragging, along the folded edge. See photo 3 left for the (M) Mountain Fold and (V) Valley Fold indicators. I usually make them all Mountain folds initially and then fold the Valley folds back the other way afterwards.



Apply Verse

Apply your chosen Verse (B) to the Card Front (A) verse area, with wet glue.
(See photo 1 left)

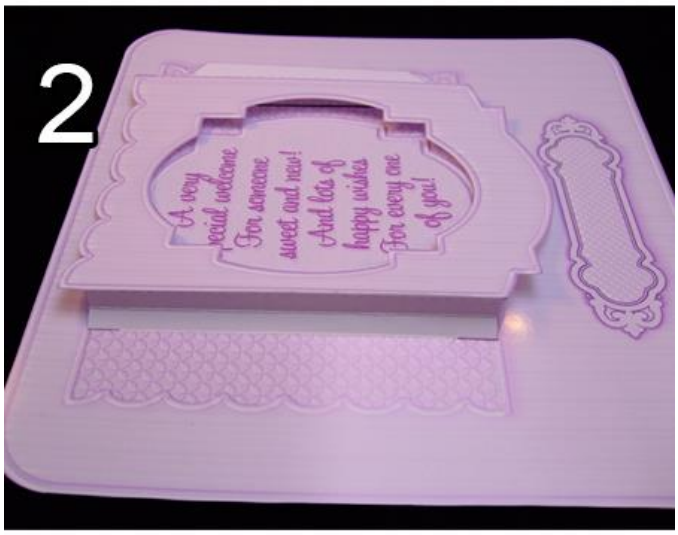
Alternatively, you can leave off the verse and add your own stamp, peel-offs to create your own verse/message

Apply the Bottom Pocket Tab (C)

Place the Bottom Pocket Tab (C) into the bottom slit on the Card Front (A). Make sure that the most of the piece is towards the verse, if you do it the other way (towards the sentiment label position), it will show beneath the Tag Pocket later on, and won't look very good!

Once the tab section of the Bottom Pocket Tab (C), is fully in place, (see photo 3 left) turn the Card Front (A) over and apply single sided tape (i.e. Sellotape, Scotch tape) to hold the tab in place as shown in photo 4 left. I think it's best, that you don't place it on your work surface to apply the single sided tape, as it tends to move, but holding it in place, with your fingers from the front side, gives a much better result, when you applying the tape to the back side of the Card Front (A).

Apply double sided tape to the topmost plane of the folded bottom Pocket Tab as marked in Shocking Pink, in photo 3



Apply Tag Pocket at Left Side

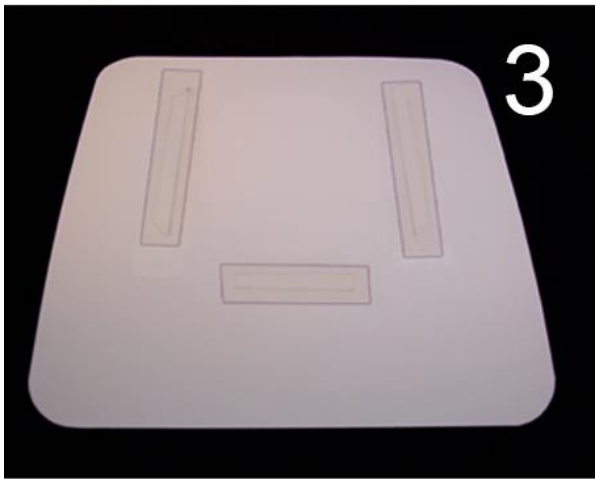
Place the left hand tab of the Tag Pocket (D) into the left hand slit on the Card Front (A) (see photo 1 left), making sure that the scalloped edge of the Tag Pocket (D), is towards the top of the card Front (A). (The arched shape of the Tag Pocket (D), is towards the bottom edge of the Card Front (A))

Once the tab section of the left Tab of the Tag Pocket (D), is fully in place, (see photo 2 left) turn the Card Front (A) over and apply single sided tape (i.e. Sellotape, Scotch tape) to hold the tab in place, as shown in photo 3 left. I think it's best, that you don't place it on your work surface to apply the single sided tape, as it tends to move, but holding it in place, with your fingers from the front side, gives a much better result, when you are applying the tape to the back side of the Card Front (A).

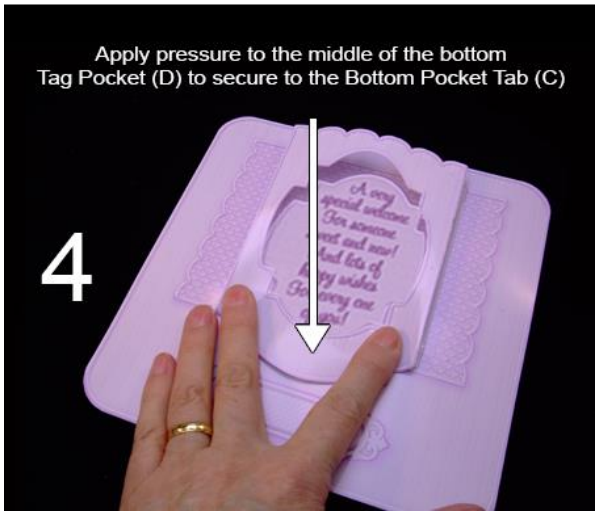
Apply Tag Pocket at Right Side

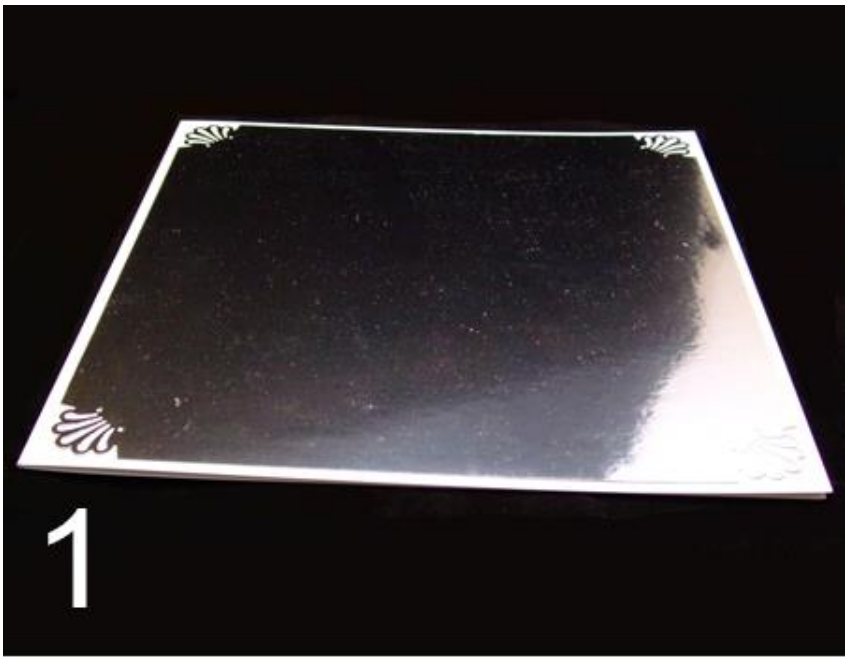
Place the right hand tab of the Tag Pocket (D) into the right hand slit on the Card Front (A) (see photo 1 & 2 left)

Once the tab section of the right Tab of the Tag Pocket (D), is fully in place, turn the Card Front (A) over and apply single sided tape (i.e. Sellotape, Scotch tape) to hold the tab in place as shown in photo 3 left. I think it's best, that you don't place it on your work surface to apply the single sided tape, as it tends to move, but holding it in place, with your fingers from the front side, gives a much better result, when you are applying the tape to the back side of the Card Front (A).



Remove the carrier tape from the double sided tape on the Bottom Pocket Tab (C). It will be a little fiddly but you should be able to get the carrier tape off! (the alternative is to remove it prior to fixing the right side of the pocket into the right hand slit, but you will need to be careful not to press down on to the exposed tape until you are sure you have it correctly in place as explained below). With one hand hold the side gussets flat in place as shown in photo 4 left, and apply pressure (see arrow, left) with your other hand, to the middle section of the bottom Tag Pocket (D), to secure to the Bottom Pocket Tab (C).





Card Blank

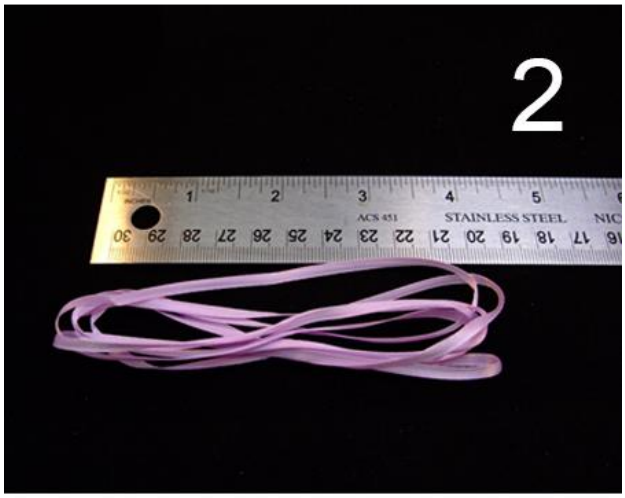
You will need an 8in x 8in Card Blank in a colour that coordinates with the design.

Optional
I layered silver mirror board on to the front of the card blank (I used a lacey corner punch to embellish the mirror board)

Apply wet glue on to the back of the Card Front (A) and attach to the front of your card blank.

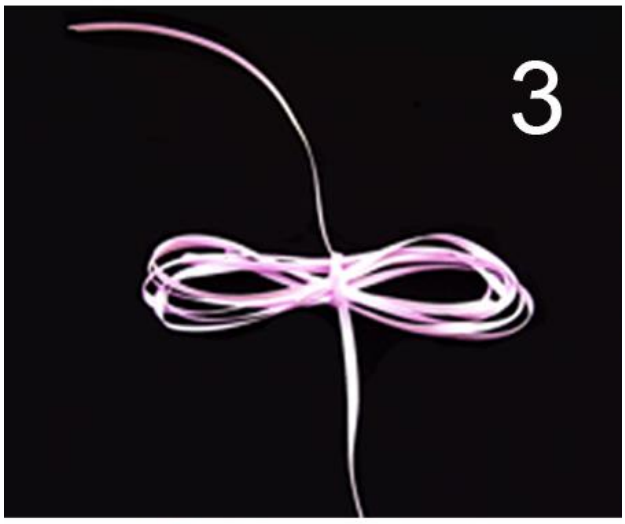
Tag (E)

Apply the Tag (E) to a piece of thin card (160 gsm) see photo 1 left. Once the glue is dry cut around the tag and punch the hole at the top of the Tag (E)



For this step you will need a piece of Satin Ribbon 1/8in (3mm) wide x 52in long (132cm), in a colour that co-ordinates with the design. If you would like to I think two different coloured ribbons might look nice, in which case you will need 2 pieces of Satin Ribbon 1/8in (3mm) wide x 26in long (66cm)

Using a ruler as a guide loop the ribbon around into a 4in length as shown in photo 2, left.

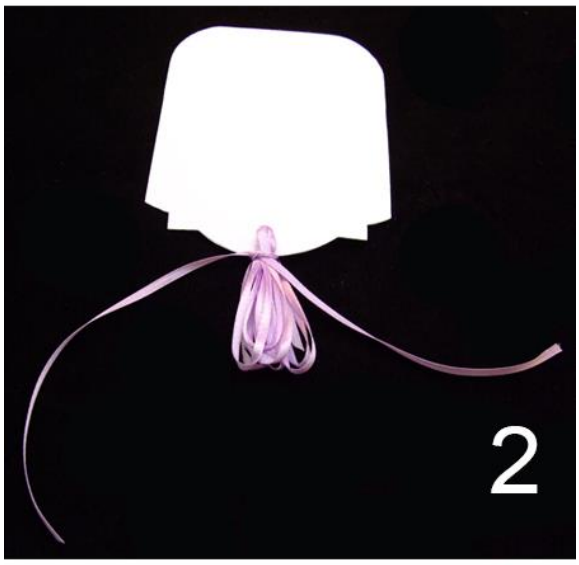


For this step you will need Satin Ribbon 1/8in (3mm) wide x 12in long (30.5cm)

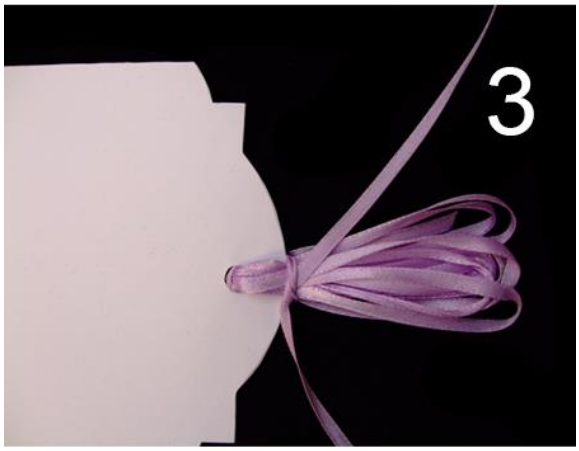
Tie the ribbon around the centre of the ribbon loops (photo 3, left) and pull tight to secure (see photo 4, left)

Apply Ribbon to Tag (E)

Thread the ribbon through the punched hole, placing the knot of the looped ribbon into the punched hole, you may need to thread through 3 loops at a time (see photo 1, left)



Bring the ends of the 12in (30.5cm) to the back of the Tag (E) and tie a double knot (see photos 2 & 3, left)



Bring the ends of the ribbon around to the front and tie a knot (see photo 4, left) and pull tight.

Apply Ribbon to Tag (E) continued

Tie another knot and pull tight to secure (see photo 1, left)

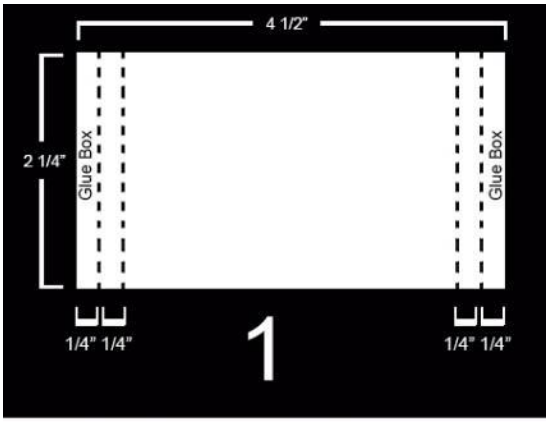
Cut off the ends of the ribbon off at an angle, and also tidy up the two ends of the ribbon that made the loops, earlier and also cut these two ends at an angle (see photo 2, left)

I've used a little satin rose to hide the tag knot and I have applied with glue gel (see photo 3, left)

Tag Placement in Pocket and apply Sentiment Label (F)

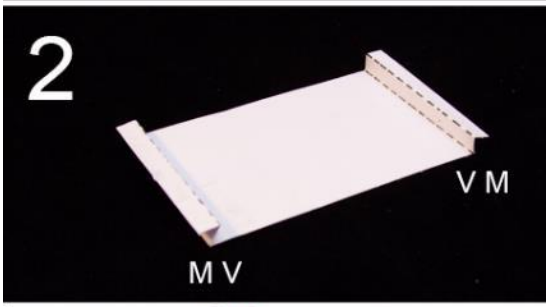
Place the Tag (E) into the pocket. I think it's best that the Tag (E) is placed in the gusset closest to the Front pocket, especially if you would like to use the Tag (E) as a Gift Card Money Pocket, as shown in the next step.

Apply your chosen Sentiment Label (F) with 3d Foam Pads, alternatively, there is a blank Sentiment Label (F) available in the kit, which can be used with your own peel-offs or stamp, should you wish to do that.

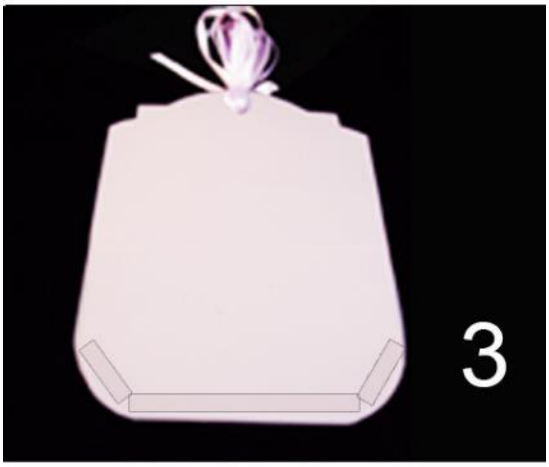


Gift Card Money Pocket *(optional)*

If you would like to use the back of the Tag (E) as a Gift Card Money Pocket, you will need a piece of cardstock (160gsm) 4 1/2 in x 2 1/4 in (11.5cm x 6cm) Score 2 lines 1/4 in in from each side and then score 2 lines 1/2 in in from each side, as shown by the dotted lines in photo 1, left



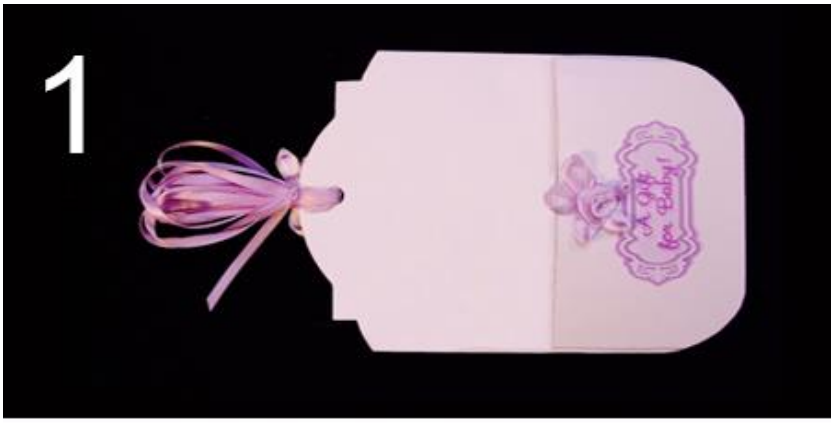
Fold and burnish along the dotted lines as shown in photo 2, left
V = Valley Fold
M = Mountain Fold



Apply double sided tape, to the bottom edge and the rounded edges, on the back of the Tag (E) see photo 3 left.

Remove the tape carrier and apply the Gift Pocket making sure that the bottom of the Tag (E) is lined up with the bottom edge of the Gift Pocket as shown in photo 4 left

Cut the Gift Pocket corners off as shown, left. (see photo 5)



Apply the Tag Pocket Gift Label (G)

Apply the Tag Gift Pocket Label (G) to the gift pocket with wet glue, as shown in photo 1 on the left

Perfect for holding Money or a Gift Card as shown in Photos 2 and 3! Remember to ask your recipient to remove the Tag (E), otherwise they may never see your gift! Of course, the only way they will see the Verse (B) on the Card Front (A) would be to remove the Tag (E), as well!

Insert

A separate 8in x 8in insert sheet is available to purchase from CraftsUPrint, that matches each Pocket Card Mini Kit perfectly. To see it, go to my store and go to the Mini Kit that you have, and click on the Related Sheets option. (see photo 1 left) Also on the insert sheet is a 'Handmade By' Label, which is a perfect addition to the back of your card, especially if you sell your cards, and want to add your details to the label, which in turn may bring in more business for you!

Apply double sided tape to the top edge of the back of the Insert Plate. Just remove a little of the carrier tape and fold it upwards at each side, (see photo 2 left), then if you haven't placed it in the correct position, you will have the option to move it. Once you have it in the correct position, press down at each side, to make contact with the tape and remove the last of the carrier tape. Press in place

Use the 'Handmade By' Label to add your own details.

….and that's it, all finished!

Final View

[Pocket Card Mini Kit, New Baby in a Crib] is used in this tutorial

Here follows a few of the other designs available in my
Pocket Card Mini Kit collection
and also a selection from my other collections, that you may like to see,
which are available to purchase exclusively from CraftsUPrint
Please click on the links below each of the collection previews, and you will be taken to, the relevant areas in my store.

To see all the designs available in my store, please click on the following link:
[Sue Douglas - Crafts U Print Store]

[Pocket Card Mini Kits]

[Pocket Card Mini Kits]

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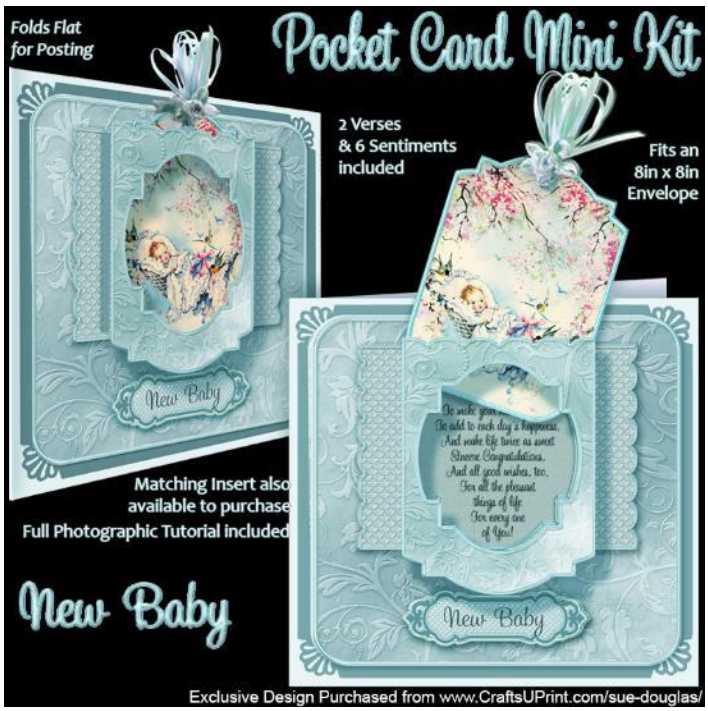

[Pocket Card Mini Kits]

Pocket Card Mini Kits

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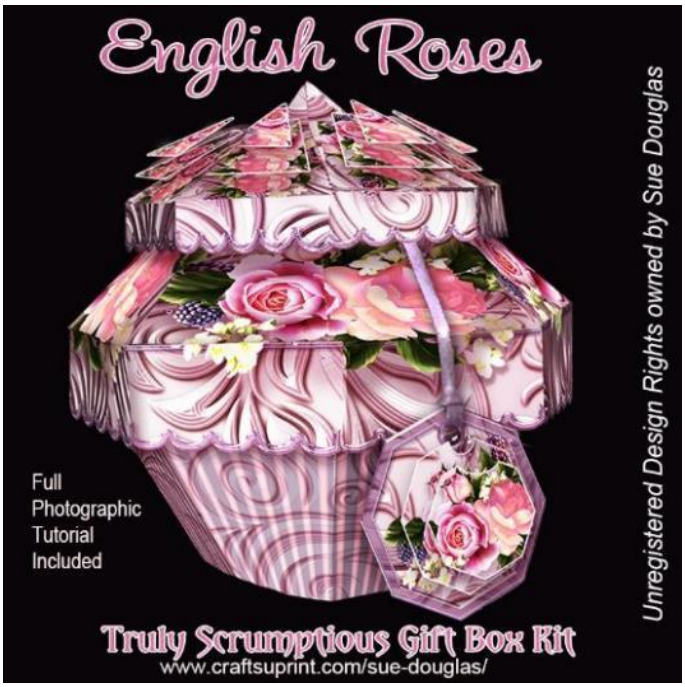
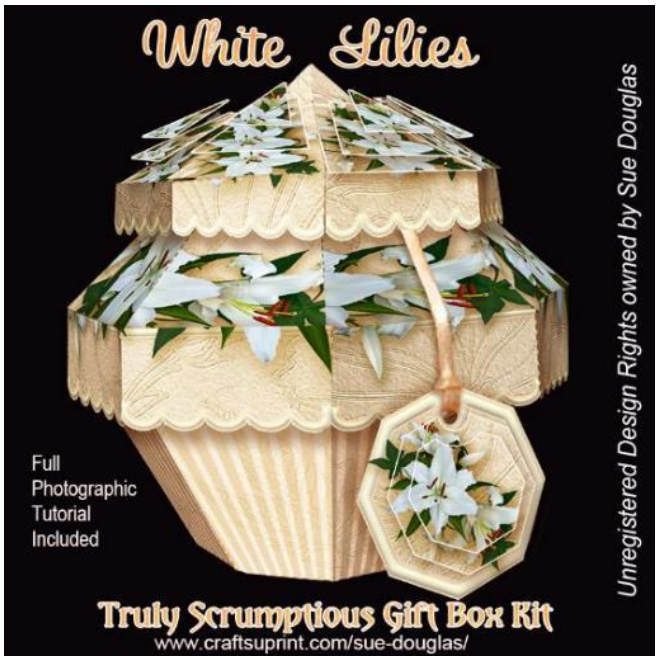
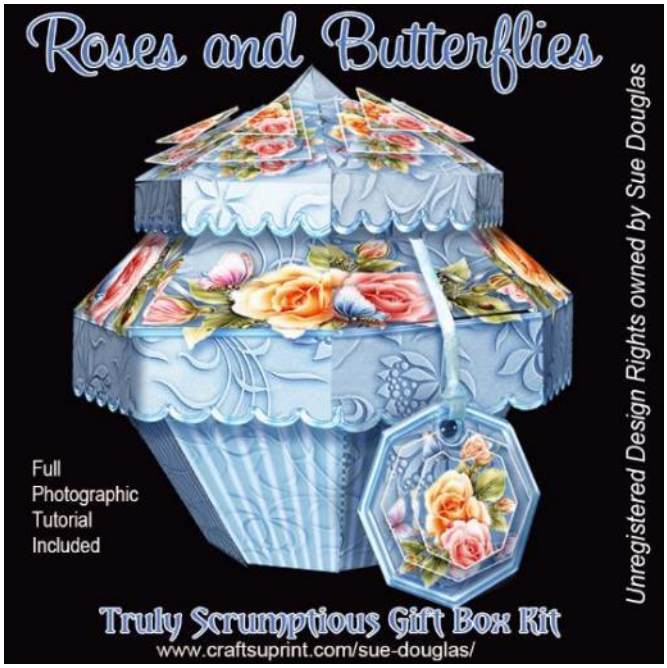
Please click on the links below the photos, to see all of my kits that are available





Truly Scrumptious Gift Box Collection



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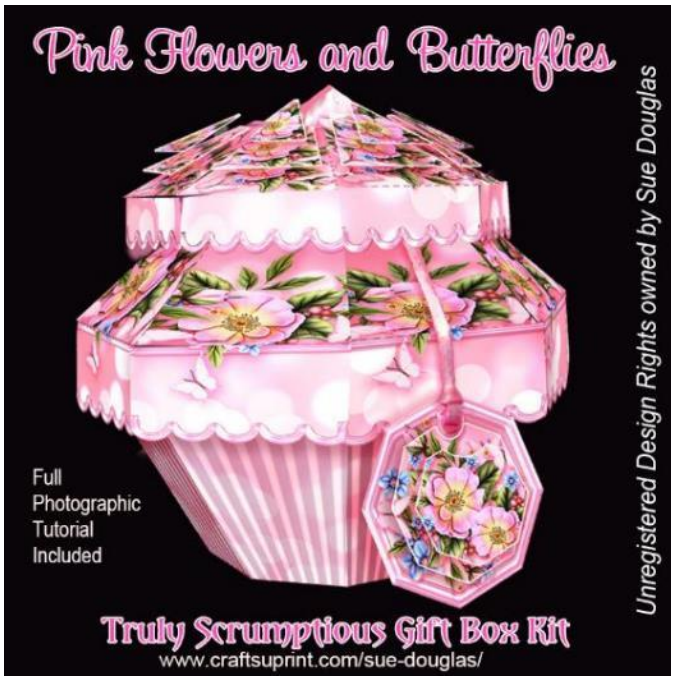

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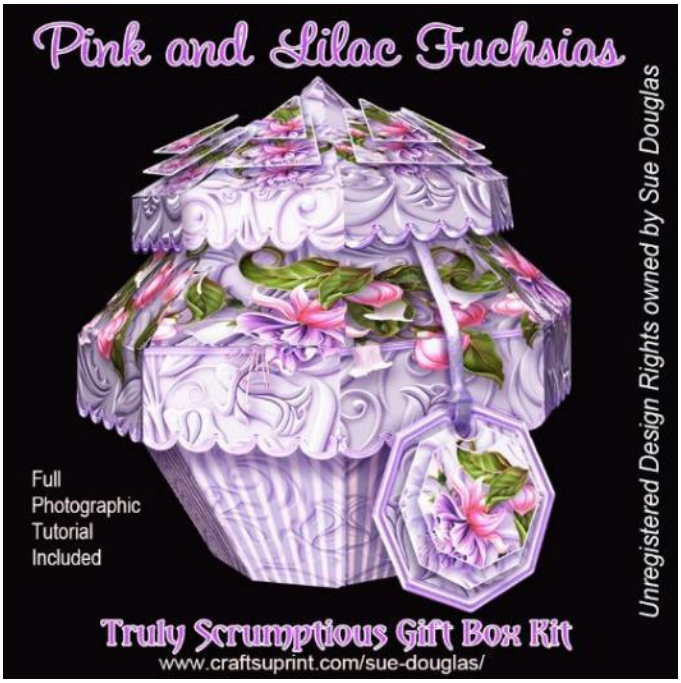

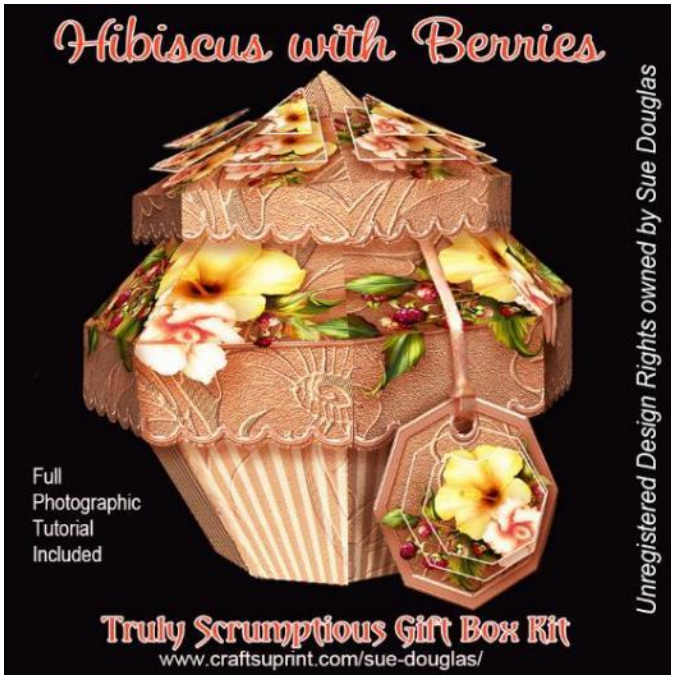

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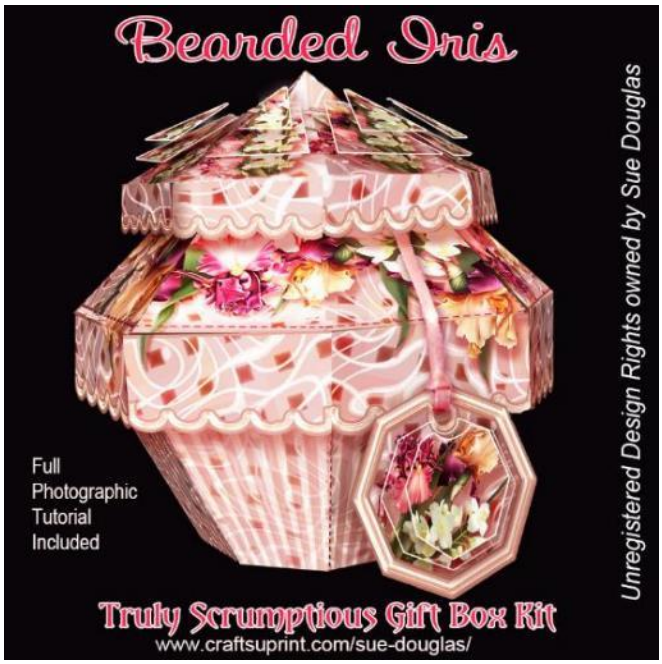

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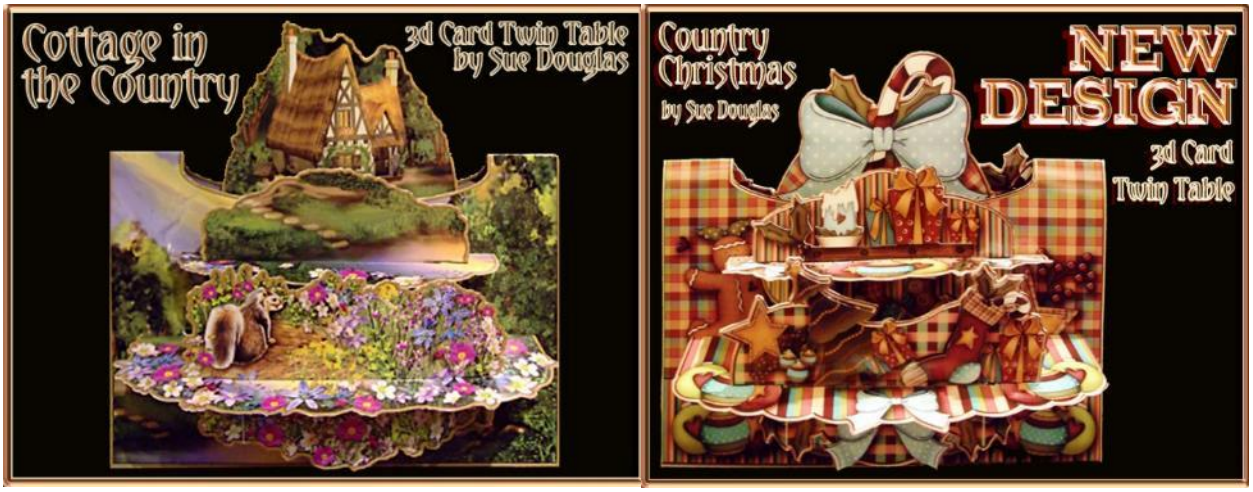

3d Twin Table Cards

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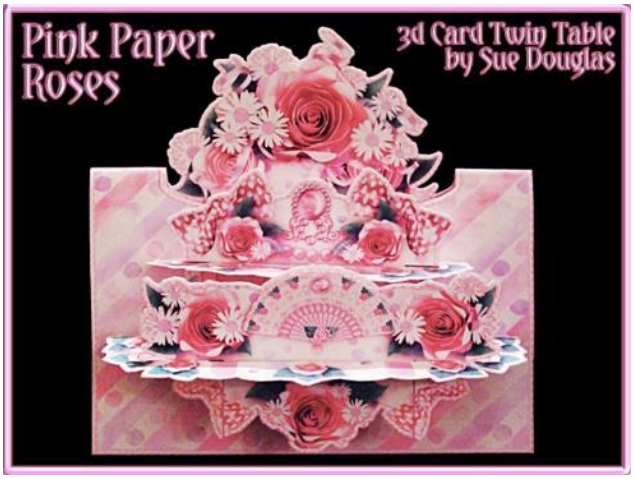

[3d Twin Table Cards]

Please click on the links below the photos to see all of my Pyramage designs, there are lots to choose from!

[Pyramage Toppers]

A matching Insert Plate sheet is also available see the Related Sheets option on the Designs on CUP

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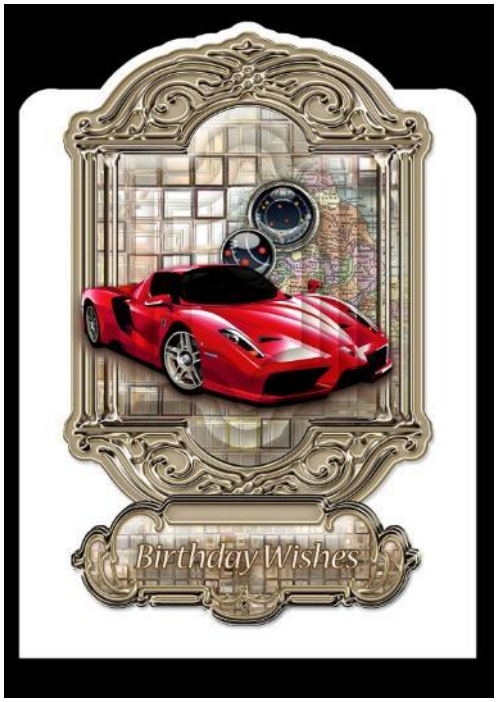

Pyramage Toppers

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[Gift Card / Money Envelopes Mini Kits]

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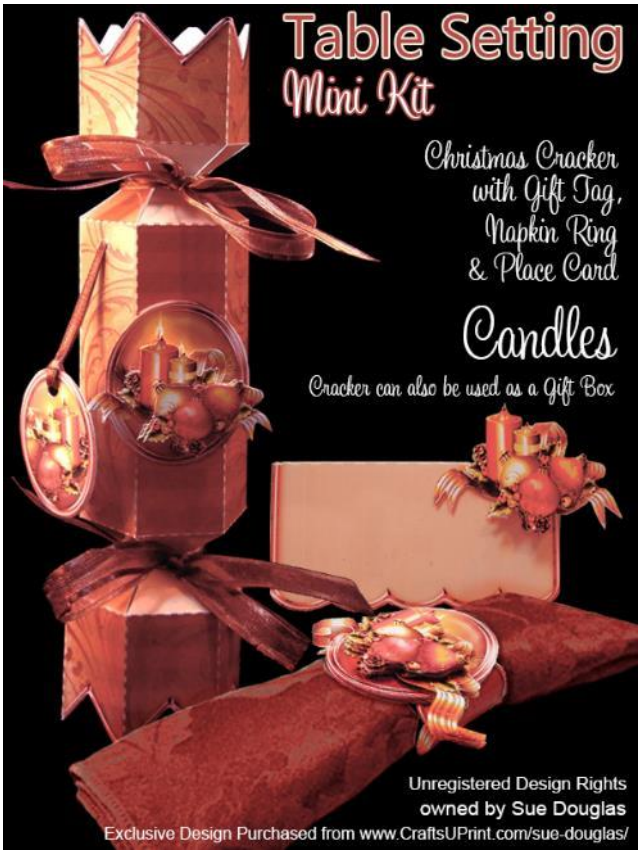
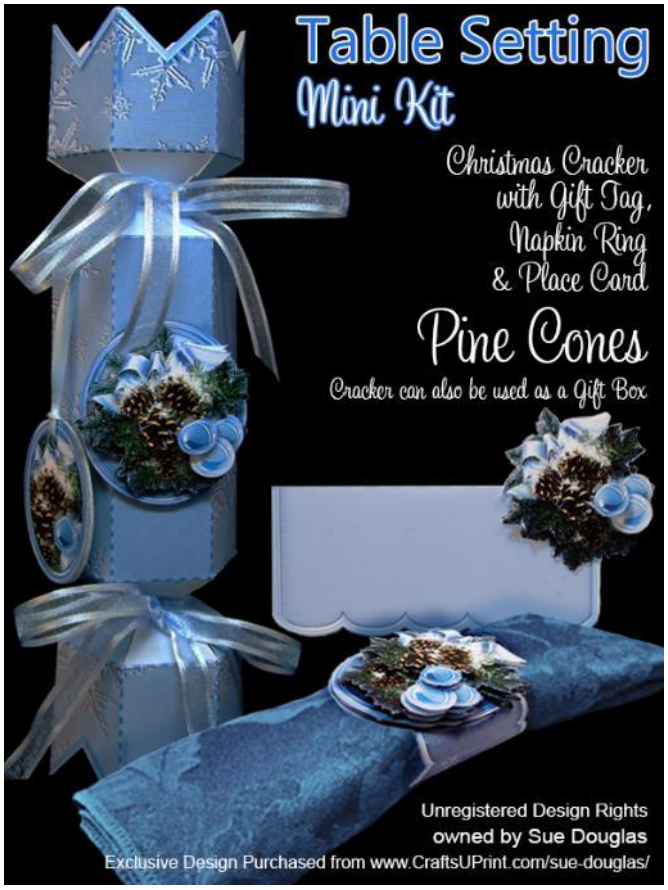
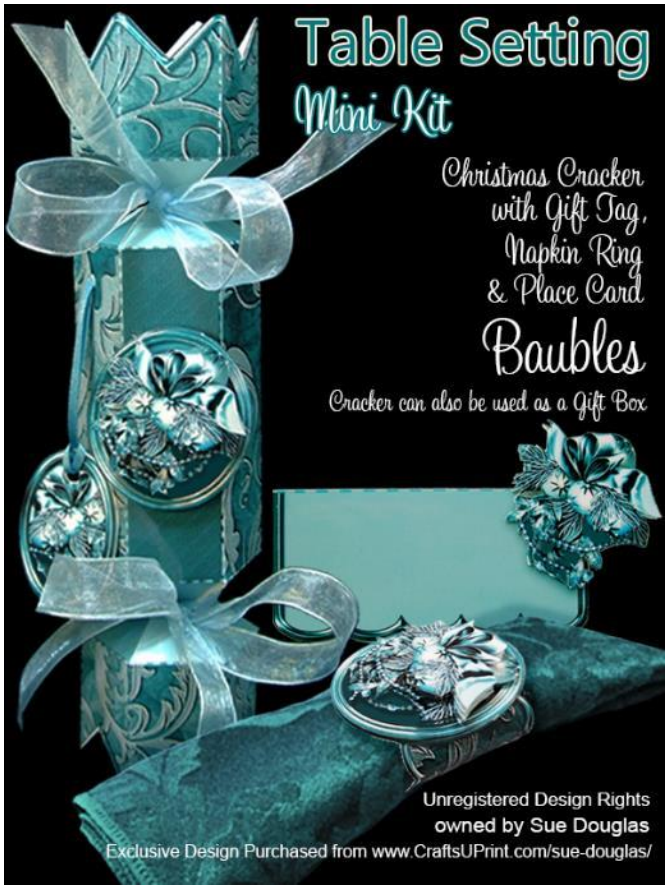


[Table Settings Mini Kits]





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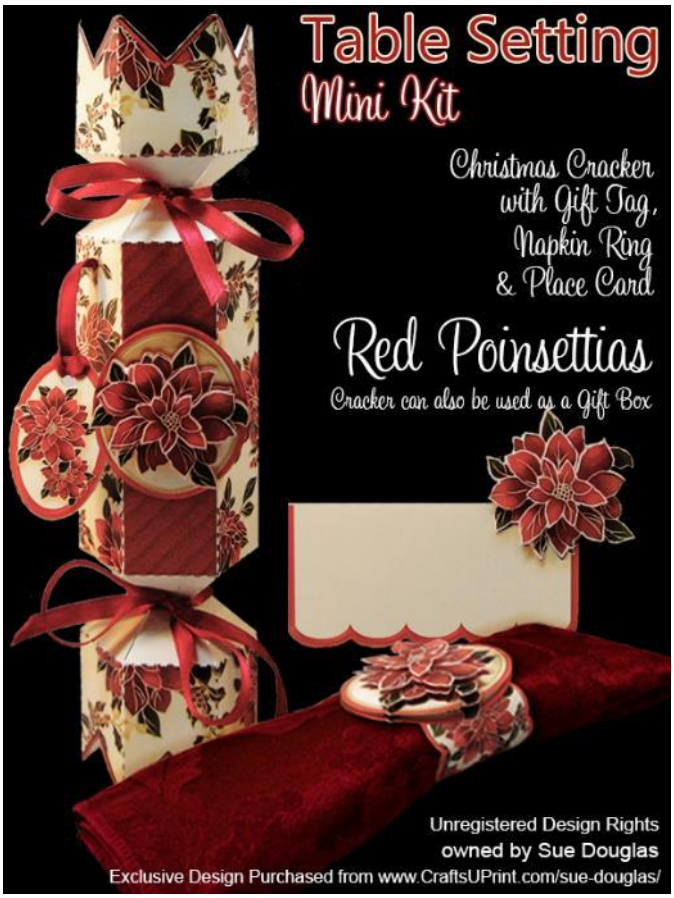

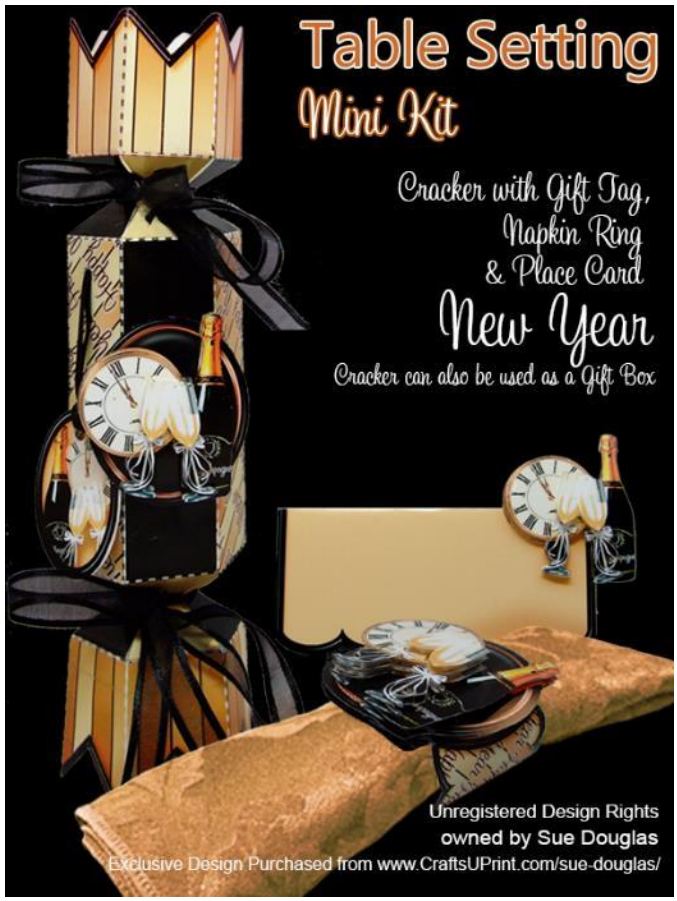

[Table Settings Mini Kits]

[Table Settings Mini Kits]

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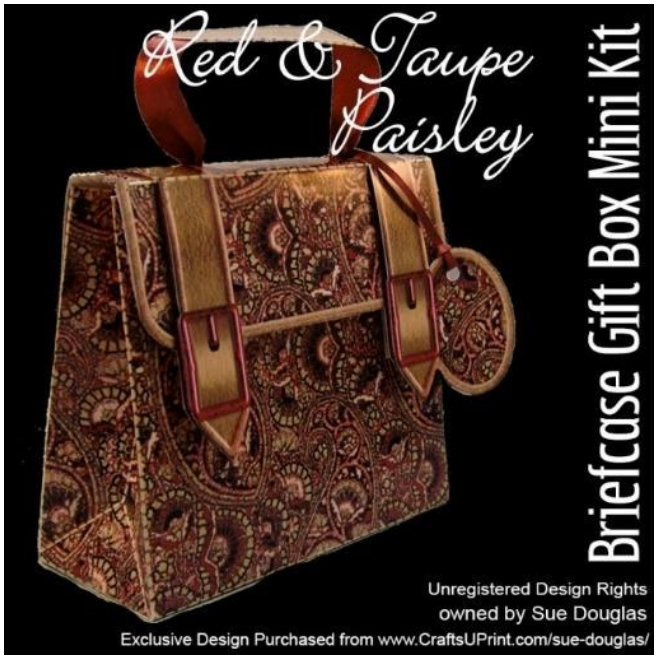
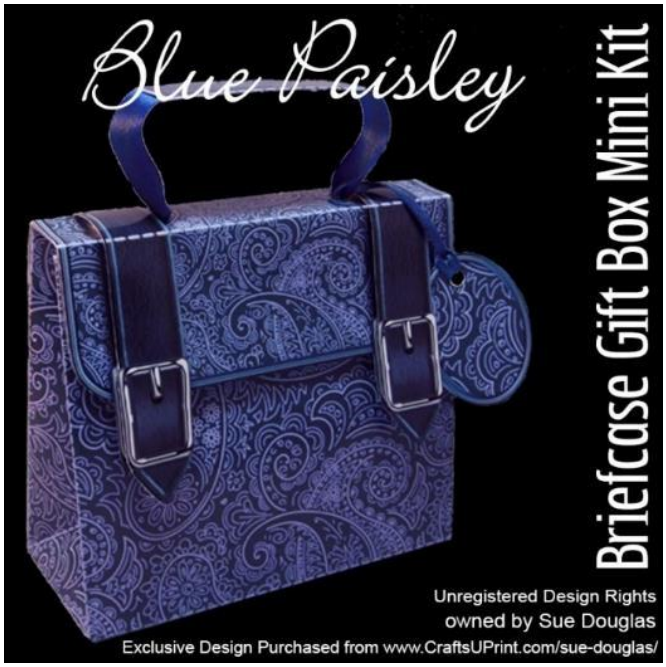
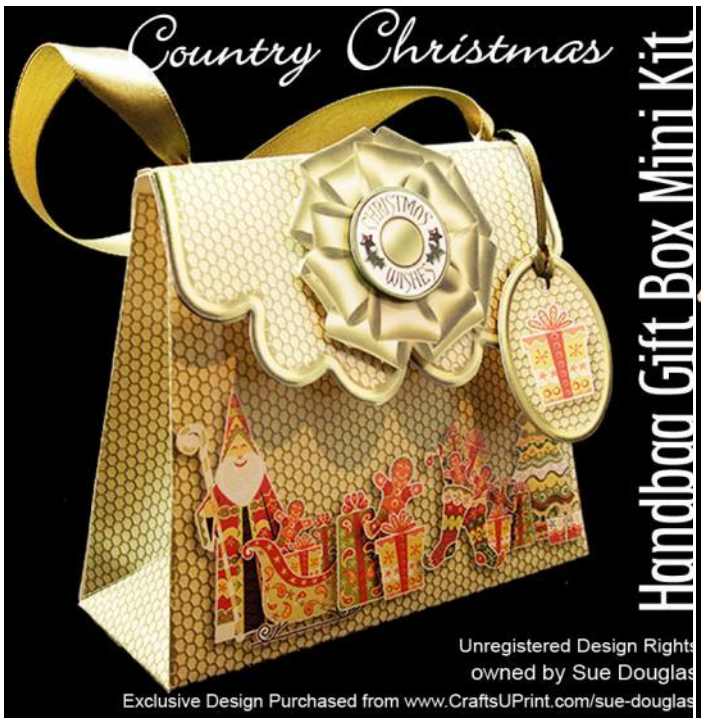




[Briefcase Gift Boxes]



[Handbag Gift Boxes]

[Handbag Gift Boxes]

[Handbag Gift Boxes]

[Handbag Gift Boxes]

[Floral Surprise Card Kits]

[Floral Surprise Card Kits]

[Plate Card Kits]

[Plate Card Kits]

[Time for Tea Pop-Up Kits]

[Time for Tea Pop-Up Kits]

[Time for Tea Pop-Up Kits]

[Time for Tea Pop-Up Kits]

[Time for Tea Pop-Up Kits]

[Time for Tea Pop-Up Kits]

[Time for Tea Pop-Up Kits]

[Triangular Base Card Kit Collection]

[Triangular Base Card Kit Collection]

[Triangular Base Card Kit Collection]

[Triangular Base Card Kit Collection]

[Triangular Base Card Kit Collection]

[Triangular Base Card Kit Collection]

[Stationery Gift Sets]

[3d Room with a View Kits]

[3d Room with a View Kits]

[3d Room with a View Kits]

[3d Room with a View Kits]

[3d Room with a View Kits]

[3d Room with a View Kits]

[3d Room with a View Kits]

[3d Room with a View Kits]

[Acetate Window Card Kits]

[8in x 8in Easel Card Kits]

Gift Card Money Envelope Kits with 3 choices of Decoupage

Gift Card Money Envelope Kits with 3 choices of Decoupage

Printer options to use, so that CraftsUprint sheets/kits are printed at Actual Size

Please note that the finished measurements of the project and card blanks that are stated in my tutorials, rely on you printing the sheets at 'Actual Size' and NOT to 'Fit to media' (i.e. not to the size of the cardstock you are printing on). The printable area on Craftsuprint sheets are less than A4, this is to allow for a border all around the sheet, so that ALL printers will be able to print out the sheets, on to the recommended size of cardstock, whether they have a 'borderless' option, or not on their printer. This also caters for our US customers who print on to Letter Size cardstock, instead of A4. So because of this, if you choose the 'Fit to Media' option when you print out your sheets, you will end up, with a finished project that is larger, than the dimensions I have stated, in my tutorials. In some cases this is not an issue, but if I'm asking you to use an 8in x 8in card blank, you may find that the card front, is actually too big for an 8in x 8in card blank! So the way around this, is always to choose the 'Actual Size' option (or the equivalent), when you send the sheets to your own printer. It's not necessary to change the settings on your physical Printer, it's just the options that you can set, in Printer Properties, when you send the sheets to your printer to print. If you normally click on a fast print icon, you will have to go into printer properties instead, but you only need to do this once, and providing the properties haven't been changed to something else, you can then just click on the fast print icon without going into properties, from then on. (I always go to Printer Properties myself so that I can check the settings are correct before printing). This will also be fine for any other printing you want to do, because in most cases if the printable area is the same as the size of the media (which is the norm), there in that case there's no difference between the 'Actual Size' and 'Fit to Media' options. So unless you specifically want to print a sheet bigger, than the printable area, than the media you are using (such as CraftsUPrint sheets for example), then the setting of 'Actual Size' will be fine for any other printing, you do on your home printer. So if you want the finished project to have the correct measurements, please choose 'Actual Size' or you may be disappointed, that the card front is too big, to fit on to the card blank sizes I recommend, and the finished project will be bigger, than I, the designer, intended!

Below are three screenshots, of what I see, when I send a print to my own printer (using printer properties). All printer software interfaces look a little different in this respect, depending on your make and model of printer, but you will have a term that has a meaning equivalent to 'Actual Size', and you will have a term that has a meaning equivalent to 'Fit to Media' (i.e. fit to the size of cardstock I'm printing on)

On my printer, it uses the term 'Fit to A4' which is the equivalent term for 'Fit to Media' and for the 'Actual Size' option, and my printer uses a term called 'Scale' which has a percentage box which I set at 100% Your printer may name the terms it uses, differently to mine, but whatever they are called, on your printer, there will be settings that will have the meaning of 'Actual Size' and 'Fit to Media'

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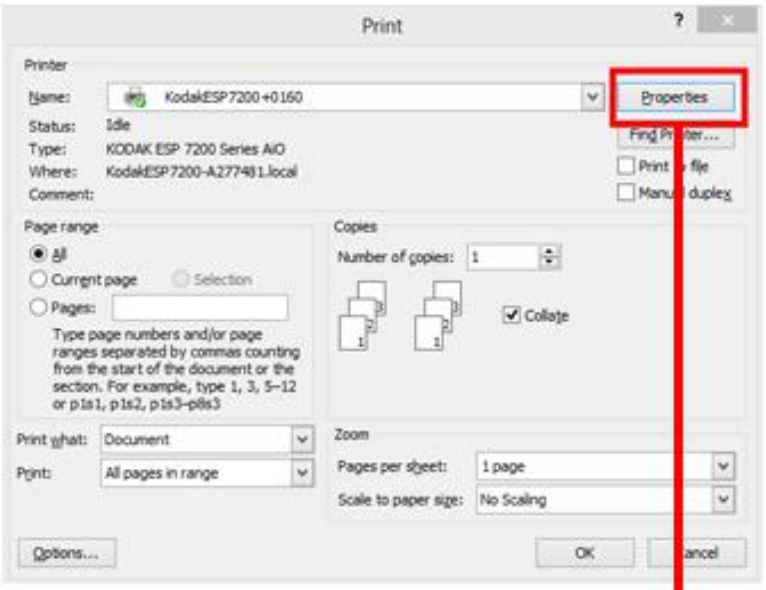
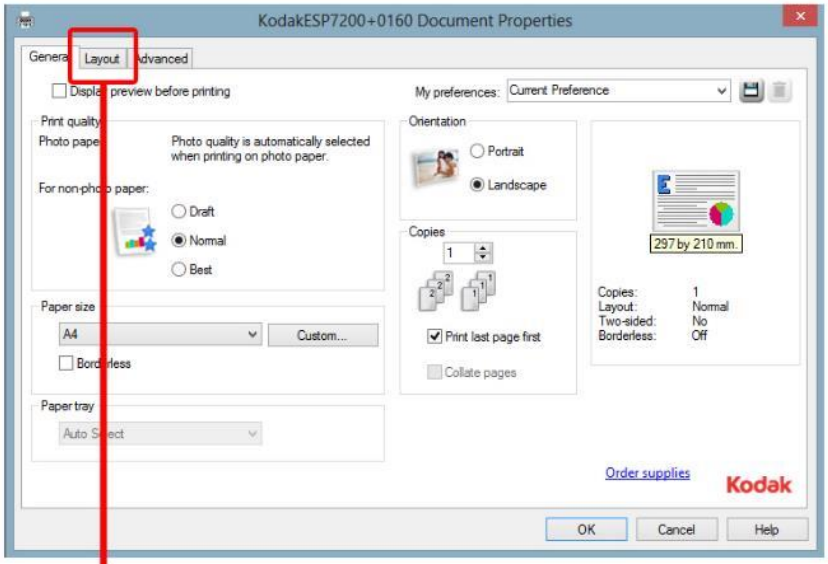


Click on the Property Button



Click on the Layout Tab

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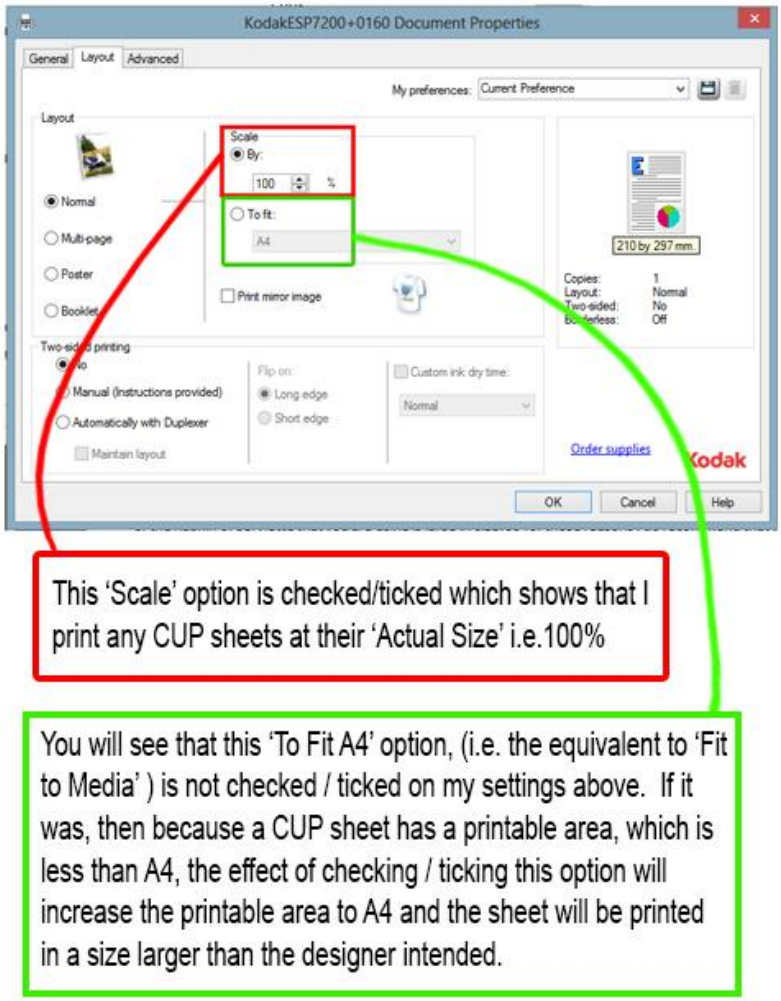

This 'Scale' option (my printer's equivalent to 'Actual Size') is checked/ticked, which shows that I print any CUP sheets at their 'Actual Size', i.e.100%

You will see that this 'To Fit A4' option, (i.e. my printer's equivalent to 'Fit to Media') is not checked / ticked on my settings above, if it was, then my Craftsuprint sheets would be printing out bigger than I intended. I have a Kodak printer, and I hope this section helps you to print out the CraftsUPrint sheets to the Actual Size the designer intended.