



Ben Franklin *Crafts*

PLANNER POUCH



SUPPLIES

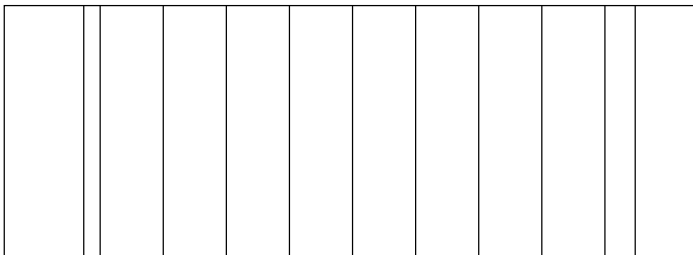
- (1) 4" x 10.5" Cardstock for outer cover
- (1) 4" x 10.75" Cardstock for inside binding
- (4) 3.5" x 4" Cardstock for inside pages
- (1) 1.5" x 4" Cardstock for pocket
- (1) 2" x 2" Cardstock for cover's circle embellishment
- (1) 2" x 2" Scrap cardstock for circle embellishment
- (1) set of Sticky Back Velcro dots 30090516
- Meriken 1/4" Double Stick Tape 30013284
- Optional: laminating sheets for 3.5" x 4" washi tape page

TOOLS

- Martha Stewart Crafts Score Board 30103578
- Paper Trimmer 30088131
- We R Corner Rounder 30100132
- 1" Circle Punch Marvy Uchida Clever Lever (green) 30028719
- Pencil for tracing
- Scissors

INSTRUCTIONS

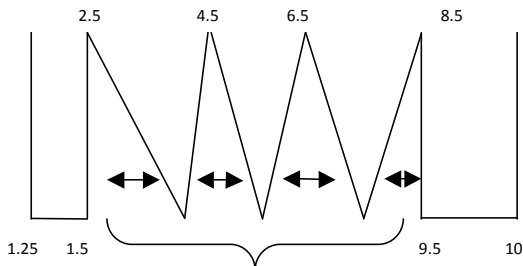
1. Place the 4" x 10.5" cardstock onto the MSC Score Board with the 10.5" edge along the top. Score at the following points: 3.5", 4.5", 8" and 8.75".
2. At the 11" end, trace the pattern and cut to round the edge. This rounded end is the front cover flap. Set aside for now.
3. For the inside binding piece, place the 4" x 10.75" cardstock onto the MSC Score Board with the 10.75" edge along the top. Score at the following points: 1.25", 1.5", 2.5", 3.5", 4.5", 5.5", 6.5", 7.5", 8.5", 9.5" and 10".



1.25, 1.5 2.5 3.5 4.5 5.5 6.5 7.5 8.5 9.5 10

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4. Fold the 1" sections accordion style with the peaks at 2.5", 4.5" 8.5" and 8.5". Tape the 1" sections together to create the four flaps. The two ends would be folded up like a "U".



Tape the 1" sections together to create 4 flaps.

5. Open up the 4" x 10.5" Cover piece. Center the inside binding piece within the 1" section after the 1.25" section in the front. Tape the 1.25" section to the inside cover, aligning the first scored lines of the cover and binding. Tape the .25" section down along the bottom of the cover's 1" section.
6. Tape the 1/2" section to the bottom at the end of the 1" section, aligning the 10" scored line with the cover's second scored line. Tape the last 1" section of the binding to the inside of the cover.
7. Take the four 3.5" x 4" cardstock pieces and place one on each of the flaps and tape down, aligning the bottom edge with the bottom of the flap. Round the top corners. Optional: You may want to laminate these pieces to make it easier to store strips of washi tape on top.
8. To make the first page into a pocket, take the 1.5" x 4" cardstock and tape to the page; taping three sides and leaving the top open.
9. The last section is wide enough to add a 3x3 post it note pad.
10. Fold at the scored lines and close the pouch with the rounded flap on the front.
11. Use a set of sticky back Velcro dots under the top flap for a closure. Or you can tie a ribbon around the pouch to keep it closed.
12. Use the 1" circle to punch one circle to tape to the middle of the flap for a decoration. Add another embellishment on top of the circle.

