

Instructions for making TAG BOOKS - These instructions will make 2 tag books – each with 4 tags

Supplies needed:



1 x sheet of 12x12" paper or a few different sheets (minimum size A5)
1 x sheet of A4 heavy card – grey or back of sketchpad – even bazzill would do
2 x sheets of A4 light card or decent paper– these are used to make the inside tag holders
8 x decent sized card tags – either sizzix or from Red Castle
1 x decent length of ribbon or fibre or twill to make into closing ties (about 12 " a tag book)

Double sided tape
Scissors or trimmer
Ruler & Pencil
Other items for decorations – ribbon, embellishments, eyelets, buttons, brads etc

Step one:

Take your 12x12 sheet out on work surface.

Put the rest of the items to the side

You could at this point use some A5 sheets instead i.e. scraps or spare bits etc in which case skip down to step 5

Step two:

A) Fold your 12x12 sheet into half

B) Fold your now folded 12x12 sheet into half again so that you have it folded into quarters



Step Three:

Use your scissors or trimmer to cut along the fold lines in your 12x12 sheet so that you have 4 squares. These make your front and back covers (i.e. 2 sets).



Step Four:

Put the Quarters to the side. Take the two A4 sheets of light card you have and one of the tags you are going to use. With the card landscape, place the tag at the top right hand corner. Leave some space above the tag.



Step Five:

Fold the card over the tag so that it over laps but does not totally over the tag. Make sure the fold is nice and straight and creased down. Repeat for the second sheet



Step Six:

Remove the tag and put it back with the other tags. Then take the folded sheet and fold it in half with the over lap on the outside. Then fold the outer halves back in i.e. into quarters.



Make sure the folds are all flat and straight. You should have something like the pictures below.

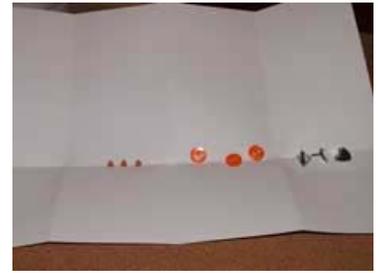


Decorating the inside

Step Seven:

Select what you want to decorate the inside of the tag book with. I have selected 3 buttons for one tag holder, 3 eyelets & 3 brads for two others and I will just cut a shape into the forth one. You can use punches to cut holes or anything you want – ribbons, bows etc.

Open out your sheet so you are working on the inside of the folds. Using a pencil, mark out any cuts you wish to make. Cut out according to your pencil lines



You should refold your sheet to see what it looks like when standing up.



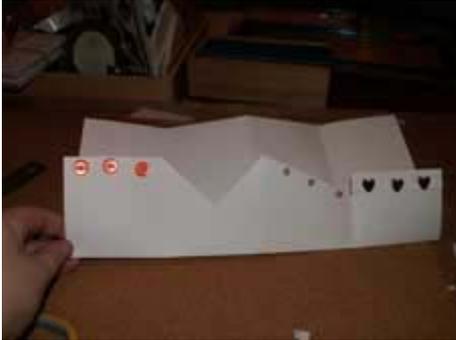
I am going to put brads on the forth tag pocket do I will make a flap down so the tag is protected from the brad spikes – I would recommend this for eyelets too.



Step Six continued:

Using some Double sided tape, stick down the flap with the brads pins on it so that it is firmly stuck down.

I have just glued the buttons on but you could stitch them into place.



I now have the inside of my tag book looking like this picture.



Step Eight:

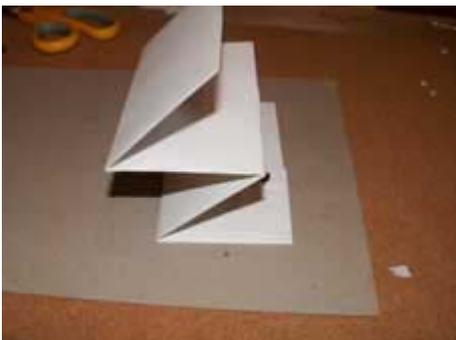
This is where we stick the pockets into place. I prefer Double sided tape for this as glue can squish out of place and so stick your pocket together totally. Take a piece of double sided tape the length of the pocket. Cut it into thin strips and place a strip on each of the folds. Removed the cover and firmly stick the folds in place. I then normally put this part under a book to flatten it a bit. Your inside tag pockets should now be finished and decorated.



Making the Tag Book Covers

Step Nine:

Take your piece of card and place your inside tag pockets on it. Place it so that you have a few millimetres all around the edges. Mark it with a pencil. Do it again for the second Cover.



Step Nine continued:

Cut out the two covers according to the pencil marks. Make sure they are both the same size and fairly straight. Place two strips on double sided tape on the two covers.



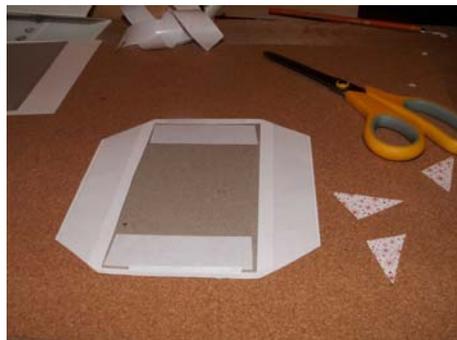
Decorating the Covers

Step 10:

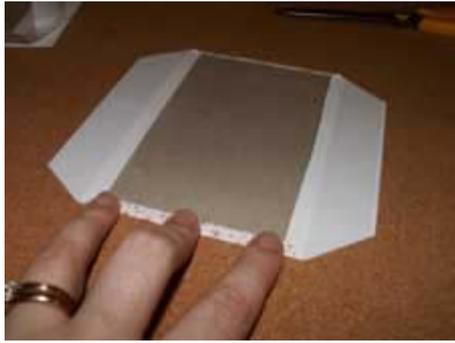
Take your quarters of paper and make sure you are happy with the placement of the pattern i.e. make sure it is the right way up etc. Remove the tape covers and place them face down on the back of your paper. Make sure they are firmly and smoothly adhered.



Place double sided tape as shown below. Cut the corners off at an angle – make sure you leave a few millimetres though away from the card covers.



Remove the tape cover. Fold over the short edges and firmly stick it down.



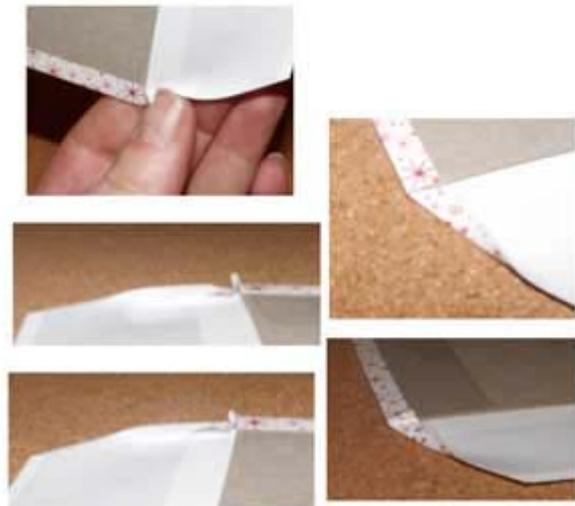
Doing the Corners - The Fiddly bit:

This is the bit that gets most people. This is the easiest way I have found to make the corners work. It helps to have nails – otherwise use a ruler.

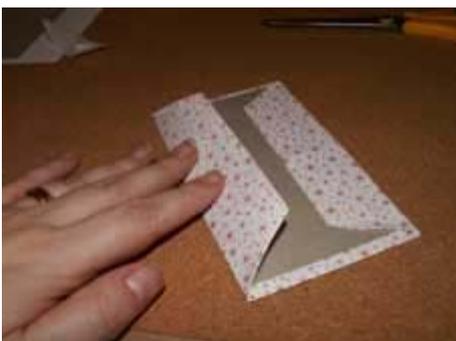


Take the cover and put the corner (as circled) and turn it into your hand.

Push the edge of the corner in towards the card cover - this should make a 'V' in the corner. Squish the two bits together so they lay flat. You could glue them if you wanted.



Repeat for all the corners. Your cover should now look like the picture below:



Remove the tape covers from the sheet and fold over firmly. Make sure all parts are stuck well.

Step 11: Adding the Ribbon to keep the tag book closed

Select your ribbon and place around your book. Ensure there is enough ribbon to tie together and cut to size. Turn covers over and put a piece of double sided tape on the back cover.

Remove the tape cover and adhere the ribbon to it. Make sure to check if your ribbon has a front and underside and stick the front side to the tape – that way the front side will show on the outside of the book.



Step 12: Putting all the parts together – the Final Step.

Take your covers and your inside tag pockets and place together making sure that the covers are the right way up to the insides – there is nothing worse that sticking down the covers to realise its upside down.

Put two stripes of double sided tape on both ends of the inside part.



Remove the tape covers and place the insides onto the back cover – making sure it is centred. Take care not to trap the ribbon.

See pictures below.



Do the same for the front cover but place the cover on top of the insides insuring it is placed centrally. Your tag book is nearly finished.



All you have left to do is insert the tags into the pockets and then tie the ribbon into a bow....



WELL DONE!!!! Repeat for as many tag books as you want. You can decorate the tags and insides to suit your themes. See the following pages on how to add special touches to your tag book.

EXTRAS – how to make your tag book special

1. **Bow in middle of front cover – the example book had been set up to tie at the side – if you wanted to tie in the middle make sure you leave plenty of ribbon on both ends to meet in the middle of the cover.**
2. **Adding Embellishments to the front of the cover by attaching them to the tie ribbon.** The best way to do this is to secure the ribbon at the back of the book so that you can stick down the ribbon on the cover but still be able to open the tag book enough to let it stand.

Open the tag book while holding the ribbon to see where to need to stick the ends so it can still stand open. Use two pieces of double sided tape and stick the ribbon to the inside of the back of the tag holder. You only need to see the first CM of each end.

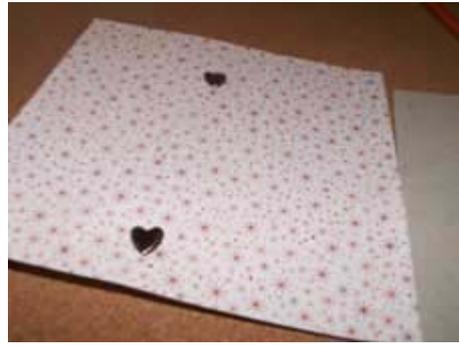


Attach your embellishment – I have used a spiral clip. Position where you want on the cover. Turn it over and place a piece of double sided tape on it ensuring you cover the embellishment and the



ribbon. Remove the tape cover and firmly stick it to the cover. Tie as normal.

- 3 Adding Brads, eyelets etc to the front cover.** All these sort of embellishments need to be added to the cover before it is stuck to the card. I have used to heart brads as I used for the inside. Make sure you position them, as you want them to appear on the finished cover. Continue as normal.



- 4 Adding inside ties.** This was you have the ties inside the cover and a nice big bow permanently tied and stuck on the front cover. Cut two pieces of ribbon (or do as normal instructions but adhere to inside of cover rather than outside) and adhere with double sided tape to the inside tag pockets. Adhere the covers as normal and tie bows to close.



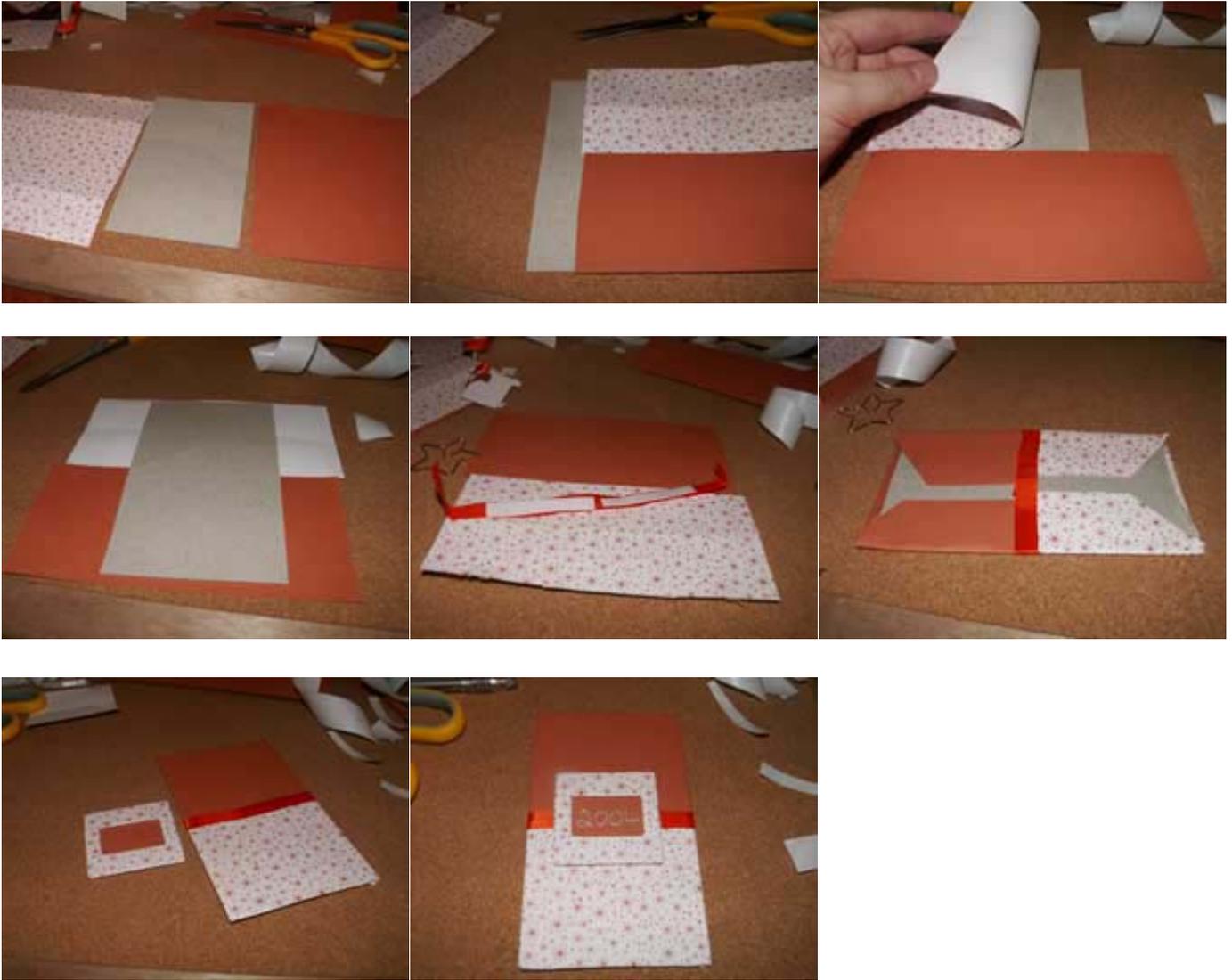
- 5 Adding Permanent bows to the front cover.** This is a neat way of adding elegance to the cover. You would use this with an inside tie. Tie a bow – making it as wide as the tag book cover or as wide as desired. Put a piece of double sided tae on the back of the bow and adhere firmly. Turn over the covers and stick the ends of the ribbons to the back of the cover,



To finish, make sure your covers are the right way up for the inside tag pockets and adhere as normal.



- 6 **Making multi patterned covers** – this is a good way to add interest or make a tag book match a layout etc. you use different pieces of paper for the covers – splitting in half horizontally or vertically or even diagonally. Choice your colours and attach as normal. I have done this horizontally with a ribbon to cover the half way divide and a covered slide mount to bring it all together.



All you need is a little imagination!