

Tutorial – Handmade guestbook (www.scrappinrabbit.com)

My Angel Policy

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I tried to be as accurate as possible when writing this tutorial however please note that I am not responsible for errors or omissions. This tutorial is not intended for use by children as they may hurt themselves while using some of the tools.

Contact me at scrappinrabbit@gmail.com if you need clarification on any part of the tutorial.

Tutorial – 3-Piece Special Event Set (Guestbook)

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Video Tutorial

The video tutorial is available at: <https://youtu.be/vkbbWSm8-to>

Supplies

Basic Supplies:

- Paper trimmer
- Ruler
- Score board, bone folder (or other tool for folding paper)
- Two-sided tape, tacky glue, your favourite adhesive for matting (I use a combination of two-sided tape and a glue stick for matting)
- 8-1/2"x11" cardstock (a package of 50 sheets will more than suffice)
- Glue gun and glue sticks for attaching embellishments
- Embellishments: punched borders, flowers, bling, etc. etc.

ADDITIONAL SUPPLIES:

- 1 sheet of medium to heavy weight 12"x12" chipboard
- 3 sheets 12"x12" scrapbook paper (I used 2 sheets to wrap outside the covers and 1 sheet to line inside)
- 2 pieces soft plastic (from a page protector) or Tyvek each measuring 1-1/2"w x 5-3/4"h
- 8-1/2" x 11" paper (or cardstock) for the inside pages (sheets will be cut in two to make two pages each)
- 4 eyelets and Cropadile or other tool for setting eyelets
- Hole punch
- Ribbon for binding the guestbook (about 27 inches)



Cutting the pieces

Cut from medium weight chipboard:

- *Binding (cut 2): 1-1/8" w x 5-3/4" h*
- *Covers (cut 2): 7-1/2" w x 5-3/4" h*

Cut from a sheet of Tyvek or plastic:

- *Reinforcement strips (cut 2): 1-1/2" w x 5-3/4" h*

Cut from scrapbook paper:

- *Outside cover wrappers (cut 2): 11" w x 8" h*
(*Liners for inside covers will be trimmed just before attaching – no pre-cutting required*)

Cut from paper or cardstock:

- *Inside pages: 8-1/2" w x 5-1/2" h (cut number of pages you want)*

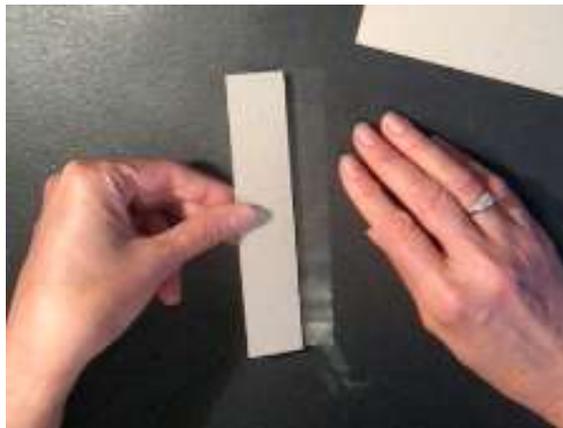
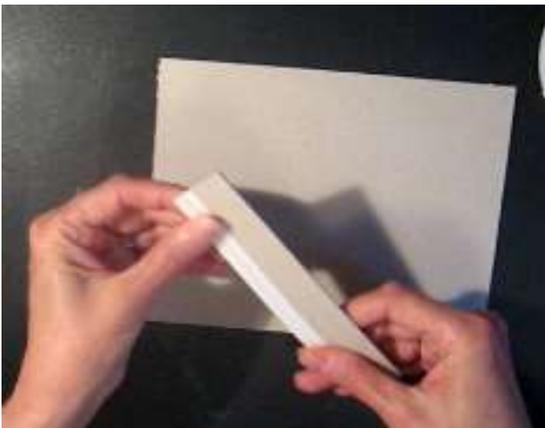
COVERS:

The front and back covers are assembled the same way by attaching the binding and cover to a strip of plastic or Tyvek.

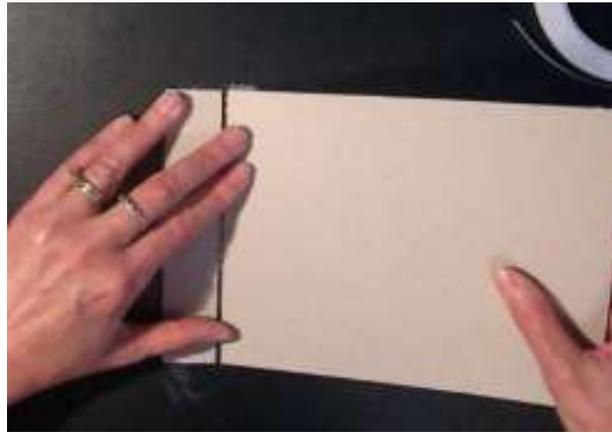
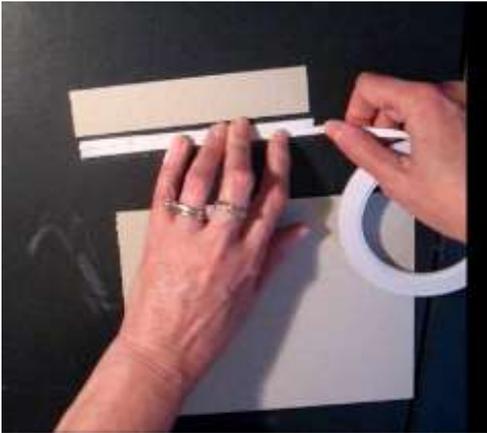


Start by assembling the front cover:

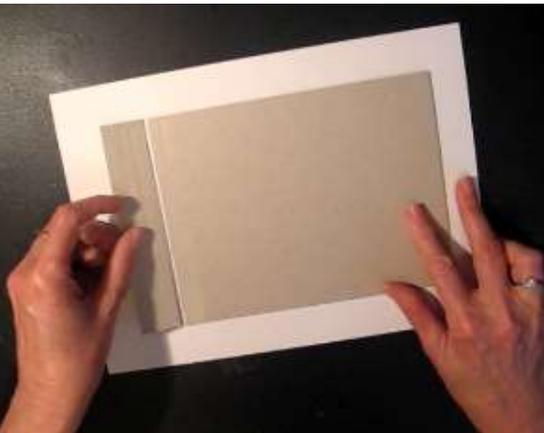
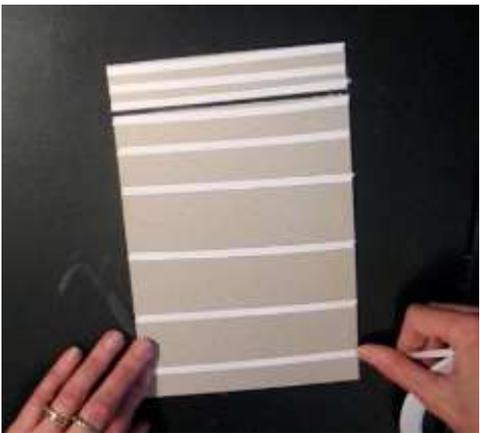
- Put two-sided tape across the first half of the binding.
- Remove the tape backing and attach the binding to the plastic reinforcement strip, about 1/8" to the left of the center.



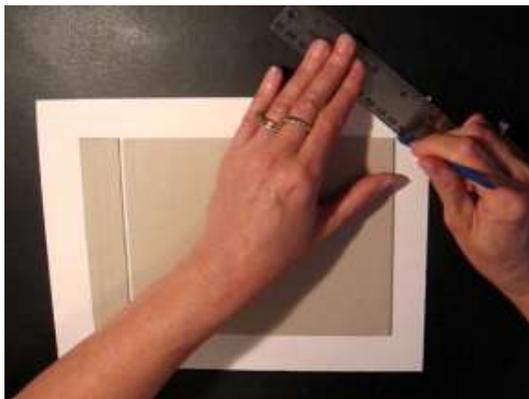
- Starting about ¼” to the right of the binding, cover the rest of the plastic reinforcement strip with two-sided tape.
- Remove the tape backing from the plastic and attach the cover ¼” to the right of the binding where the two-sided tape begins.



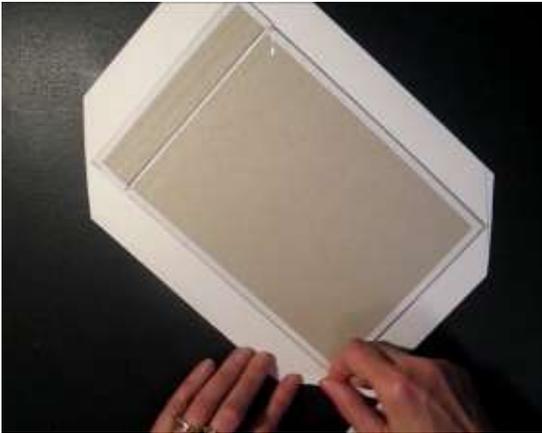
- Flip the cover so that the plastic reinforcement is facing down. Apply two-sided tape across the top of the cover.
- Attach the cover to the wrong side of the cover wrapper, centering it top to bottom and left to right. (If your paper has a directional pattern, make sure it won't end up upside down.)



- Mark a diagonal line about ¼” away from each corner of the cover.
- Trim off each of the corners.



- Attach two-sided tape around the edges of the chipboard and the scrapbook paper, including along the diagonal cuts.



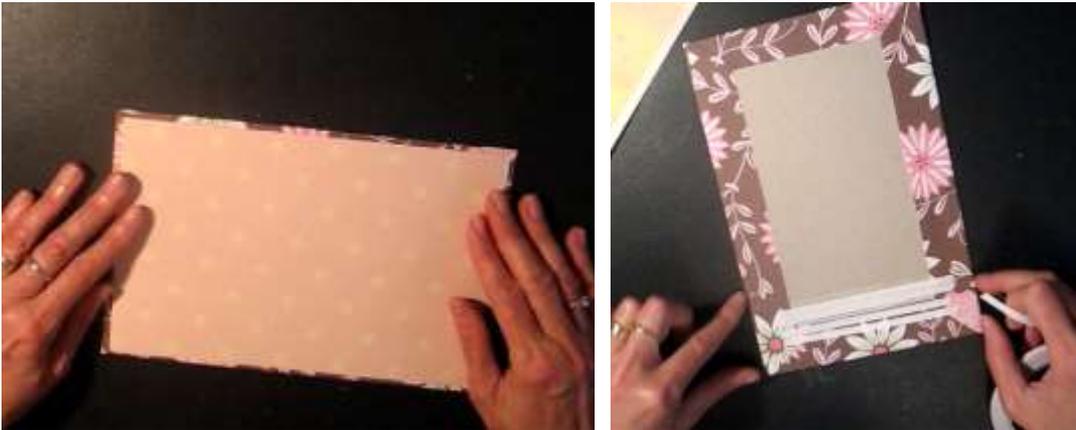
- Starting at one end, remove the tape backing from the edge of the chipboard cover and the paper, including halfway up the diagonal cuts. Fold the paper up inside the cover to adhere.
- Rotate the cover so you're working along the bottom edge. Remove the rest of the tape backing from the diagonal cut. To obtain a nice crisp corner, press in the paper at the corner with your fingernail.



- Remove the tape backing from the bottom edges of the chipboard cover and the scrapbook paper, and half-way up the diagonal cut on the left. Fold up the paper to adhere it inside the cover.
- Finish wrapping the other 2 edges of the cover, paying special attention to the corners.



- To line inside the cover, mark and trim a piece of paper to fit, leaving a 1/8" border of the cover wrapper showing all around.
- Before attaching the liner inside the cover, attach a few strips of two-sided tape along the edges of the chipboard on both sides of the gap where the cover will fold. (Don't tape all the way to the top or bottom of the cover otherwise the ends of the tape will be visible.)



- Attach two-sided tape around the edge and across the surface of the scrapbook paper.
- Remove tape backing from the scrapbook paper and the chipboard cover, and attach the liner. (It's easier if you start by removing just one strip of the tape backing, position your liner inside the cover, and after you're assured everything is straight, remove the rest of the tape backing to finish adhering it.)



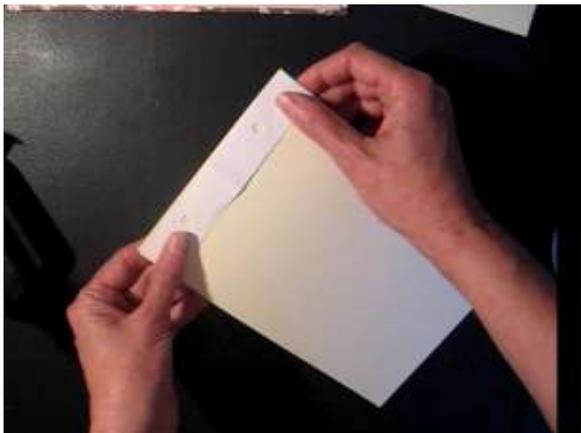
- Repeat the same steps to make the back cover.



INSIDE PAGES:

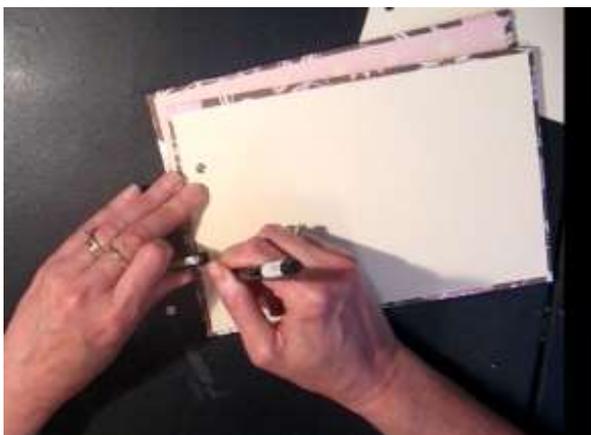
Punch 2 holes along the left edge of the pages. Holes should be positioned about $\frac{3}{8}$ " from the left edge, and $1\frac{1}{2}$ " from the top and bottom of the page.

- I'm using a 2-hole punch to make the holes. It's important to punch holes in the same position on each of the pages, so make yourself a template, especially if using a single-hole punch. Cut a strip of paper so it measures $5\frac{1}{2}$ " long and fold it in two, then punch a hole about $\frac{3}{8}$ " from the edge and $1\frac{1}{2}$ " from the cut ends.



BINDING THE PAGES INSIDE THE GUESTBOOK:

- Position a page over the front cover centering it top to bottom and left to right, and mark inside holes to show where to punch in the binding area. Punch the holes in the front cover binding.
- Place the front cover over the back cover (inside back cover should be facing up) and mark inside holes to show where to punch in the binding of the back cover. Punch holes in the back cover binding.



- Attach eyelets to the front and back covers. (I used my Cropadile but use whichever tool you prefer.)



- Position the pages between the covers and feed ribbon down through the top holes and back up through the bottom holes.
- Tie the ribbon into a bow on top of the guestbook. (I trimmed the ends of the ribbon diagonally to help prevent fraying.)



EMBELLISHMENTS:

- I made a pocket with a “window” punched in it that allows an insert to be visible. I embellished the edges of the pocket with some bling.

To make a window pocket:

- *trim a piece of cardstock to measure 1” wider and ½” higher than the finished size pocket you want*
 - *score ½” along the side and bottom edges to form seams, then trim the bottom corners diagonally*
 - *fold seams under, then cut an opening in the middle of the pocket*
 - *put two-sided tape over the seams and attach the pocket to the cover*
- I cut an insert to fit inside the pocket. (You can print a date or title on your insert before cutting it.) I attached a pull-tab and small ribbon rose at the top of the insert.

