

Briefcase Gift Box Mini Kit Tutorial (Blue Paisley mini kit 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 Briefcase Mini Kits are very easy to make! Each Kit includes 2 Sheets (as allowed on the new Mini Kits, at CraftsUPrint) The Briefcase bag is a reasonable size (please see size details below).

Finished UK Size when printed as Actual Size on A4 cardstock:

Briefcase Gift Box Height 4 3/8 in x Width 5 1/8in x Depth 2 1/16in
Height 11.2cm x Width 13cm x Depth 5.3cm

Briefcase Gift Tag Oval 2in x 1 1/2in

Materials Required:

For best results and vibrant colours, use 2 Sheets A4/Letter Size 200gsm Photo Paper.

Strong Double Sided Tape or Wet Glue, I do find that it's quicker to use double sided tape, but a normal double sided tape won't be strong enough to hold the briefcase together (especially if the items you are putting in the gift bag have a bit of weight to them, so I do recommend that you use a strong double sided tape (in the UK these strong tapes have a Red or a Brown carrier tape)

3d Sticky Foam Pads, for the Straps Decoupage on the Briefcase Flap.

Satin Ribbon 5/8in (15mm) 8in long (20.3cm) for the Briefcase Handle (the top of the handle is actually printed as part as the kit and is folded over the ribbon, so for best results the Handle Ribbon should be no wider than 5/8in (15mm) You could use a narrower ribbon though, and perhaps try using two pieces of ribbon side by side (please see the Handle section below, for photographic details of using a narrower ribbon, for the handle)

Satin Ribbon 1/8in (3mm) 6 1/2in long (16.3cm) for the Gift Tag

Blue Paisley



Briefcase Gift Box Mini Kit

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[Briefcase Gift Box – Blue Paisley](#) kit, is used in this tutorial

Instructions:

Print

Print out the sheets on the cardstock (details of type, and weights of cardstock are explained in the Materials Required, section above)



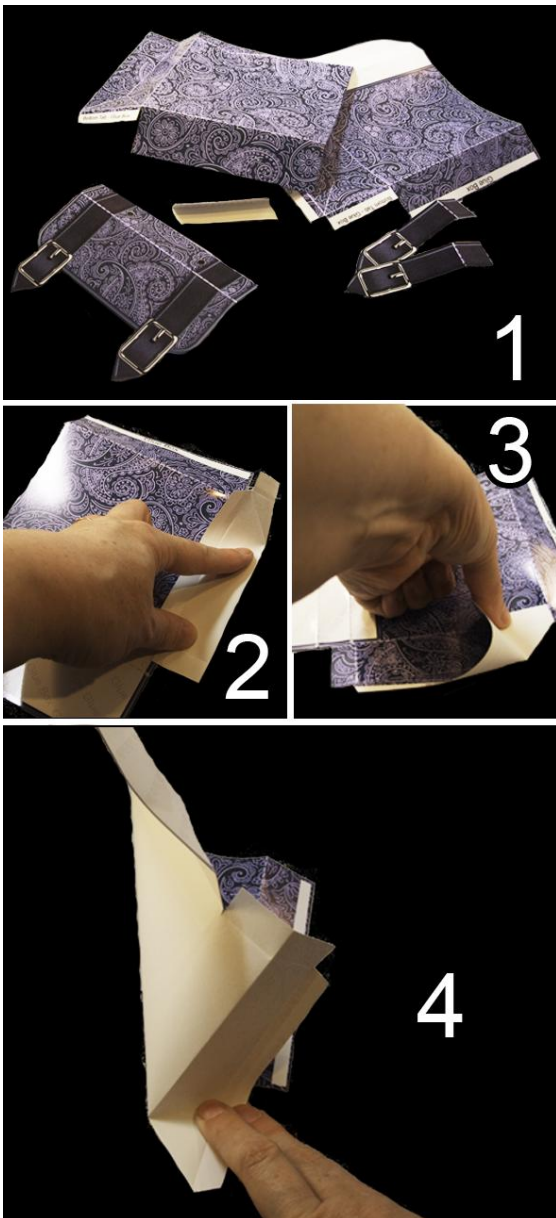
Cut

Cut out all the pieces on the printed sheets. Make sure to clip down to the fold line on the front and back pieces of the bag, as indicated by the green arrows and red cut marks on the photo left



Punch the holes

On the Flap and Gift Tag punch the holes. You can use eyelets to neaten if you prefer, but it's not essential. If you are using eyelets though, it's better to use just one eyelet for the Gift Tag by placing the two Gift Tag pieces wrong sides together before applying the eyelet, through both tag pieces. If you haven't got a long reach punch, a Japanese screw punch or a sprung hammer punch, you will need to cut out the holes on the flap with your small scissors, as a normal sized punch, is not able to reach them!



Score and Fold

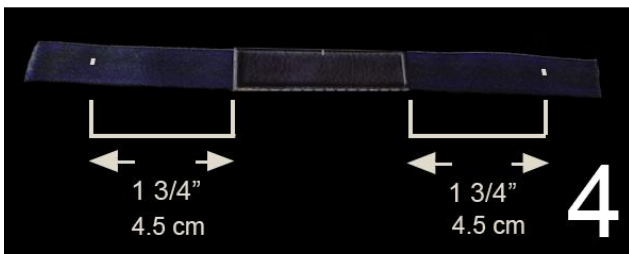
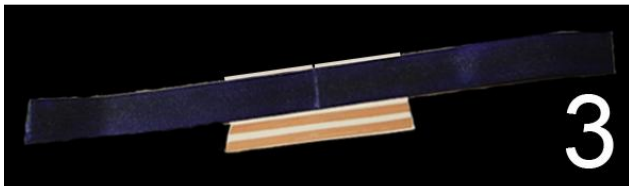
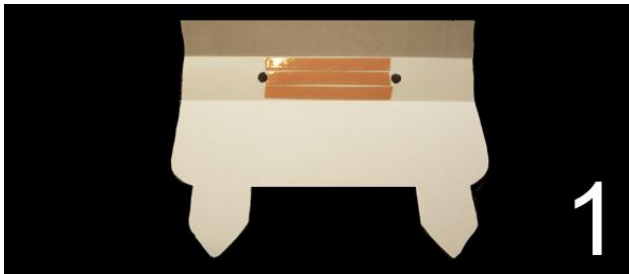
Score, Fold and Burnish, along the dotted lines (see Photo 1) It's best to do mountain folds on all folds initially, and then as shown in the photographs on the left, the Valley Folds, (there are 3 on each of the side portions), will need to be folded back the other way.

Valley Folds on the Side Portions

The photographs 2,3 and 4 on the left, show how I tackle the Valley folds on the bag sides which have V shaped gussets

Fold the centre fold lines on the side portions first, as mountain folds, just down to the top of the 'V' fold lines. Turn the centre side fold back the other way and burnish (photo 2)

For the 'V' fold lines, again fold as Mountain folds first on the two 'V' lines and then fold back into a valley fold (photos 3 and 4)

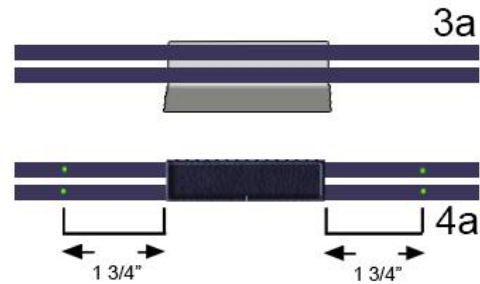


Apply handle to flap

Apply strong double sided tape between the fold lines on the wrong side of the flap (see photo 1)

For the next step you will either need 1 piece of Satin Ribbon 5/8in (15mm) wide and 8in (20.3mm) long (20.3) OR 2 pieces of narrower ribbon between 1/8in (3mm) or 1/4in (7mm) wide and 8in (20.3mm) long. For best results the handle ribbon should not be wider than 5/8in (15mm) wide. Apply double sided tape to the wrong side of the whole handle piece and fold the ribbon (or both ribbon/s) in half lengthwise and pinch together to form a pressed line so that you know where the halfway mark is on the ribbon/s. (Photo 2) On the right side of the handle there are centre marks which you need to pencil in on the wrong side of the handle. Remove the carrier tape on one side of the handles' fold line. Line up the middle fold line on the ribbon with pencil mark just made on the handle, apply the ribbon/s to the handle (see Photo 3 if you are using 15mm wide ribbon or Figure 3a below, if you are using 2 pieces of narrow ribbon)

Using 2 pieces of narrow ribbon for the handle



Remove the tape carrier from the other half of the handle and fold over to cover the ribbon/s and press to stick down. Measure 1 3/4in (4.5cm) from each end of the handle along the ribbon/s on both sides of the handle, and pencil in a mark on the ribbon/s (see Photo 4 if you are using 15mm wide ribbon or Figure 4a above, if you are using 2 pieces of narrower ribbon).

Remove the tape carrier on the wrong side of the flap and thread the ribbon/s through the punched holes, from the right side through to the wrong side, just pulling the ribbon/s through as far as the pencil marks made previously on the ribbon, Press down to stick. (Photo 5) N.B it's neater if you make sure that the handle folded edge, is at the front of the bag (see arrow on photo 6) and then you will only see the raw edges of the folded handle from the back of the briefcase. All is not lost though. If you apply the handle the wrong way around, just apply ink (from a promarker or ink pad that matches the design), to the raw edges, and then the raw edges will appear less conspicuous from the front of the briefcase!



Apply Ribbon to the Gift Tag

For this step you will need a piece of Satin Ribbon 1/8in (3mm) 6 1/2in long (16.3cm) for the Gift Tag.

Fold the ribbon in half and with the two Gift Tag pieces wrong sides together and the punched holes aligned, thread through the folded edge of the ribbon making a loop and feed the ribbon ends back through the loop (see photo 1)

Pull the ends of the ribbon tight (see photo 2)

Apply double sided tape on the wrong side of the flap on the side that you want to place the tag. (See Photo 3) and remove the carrier tape.

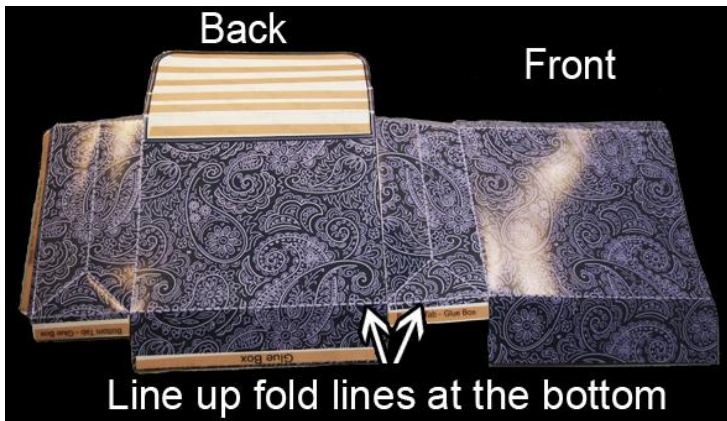
Thread the two ends of the gift tag ribbon through one of the punched holes, from the right side of the flap (the ends need to be pulled through about 1 inch (2.5cm) and press down to secure (photo 4) (If you follow the photos on the left, the gift tag will be at the right hand side of the briefcase front).

Finished result from the right side (Photo 5)



Apply strong double sided tape to the front, back and side pieces of the briefcase

See Photos 1 and 2 on the left of where you need to apply the double sided tape. If you are using wet glue or a strong double sided tape without a carrier, it is best to apply it at each step as you go through the tutorial. The rest of the tutorial will assume that you are using double sided tape with a carrier, but if you aren't, then whenever I indicate you should remove the carrier table, apply your adhesive instead!



Attaching the front to the back of the briefcase.

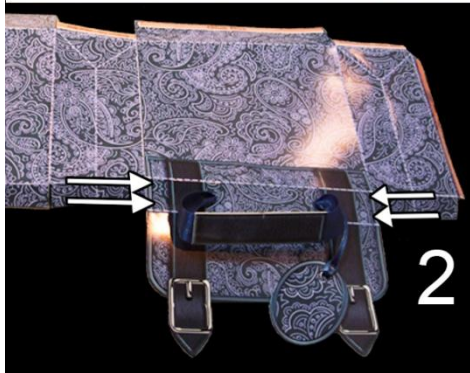
This is the only step where you could go wrong with my briefcase template, but as long as the 2 fold lines at the bottom of the front and back pieces, are matched up (see where the arrows are pointing in the photo on the left), this will ensure that the bag is correctly assembled. Remove the carrier tape on the Front Side tab

Place the front side piece of the briefcase (this is the piece **without** the flap) on top of the back piece of the bag (this is the piece **with** the flap). See end result in the photo on the left.

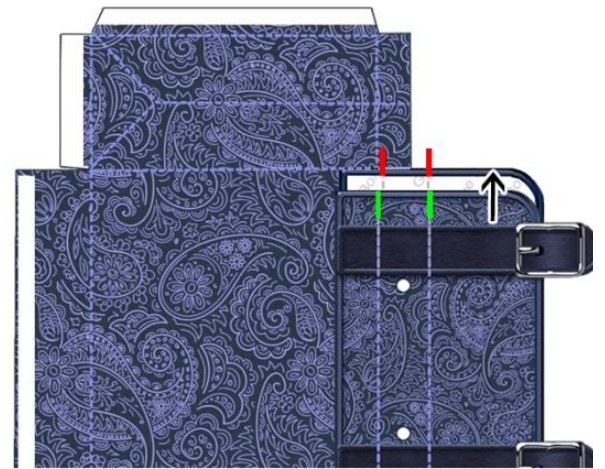
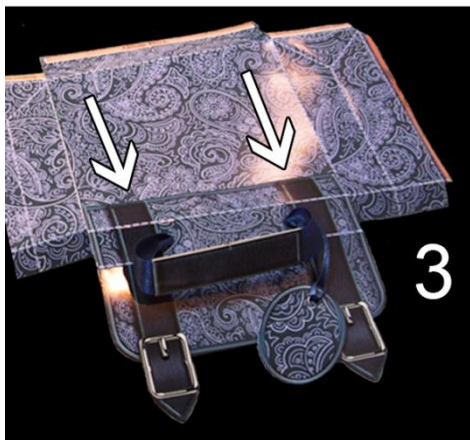


Applying the Flap on to the underside flap on the Briefcase Back

The pieces required for this step are the handbag back and the flap. First of all, only remove the tape carrier from the double sided tape that is between the fold lines as indicated by the arrows on the left. (photo 1)



Place the flap on top, making sure to line up the fold lines on the flap underneath with the fold lines on the flap. (Photo 2) You will find that the flap piece has the fold lines slightly wider apart than on the underside flap, this is so that the extra bulk of the ribbon under the flap is accounted for. Try to place the folds on the flap centrally over the fold lines on the flap underneath. See figure below.



Remove the tape carrier from the bottom part of the flap and press down. (Photo 3)



Remove the carrier tape on the rest of the flap and press down making sure that it lines up and covers the flap underneath (photo 4)



The finished result (Photo 5)



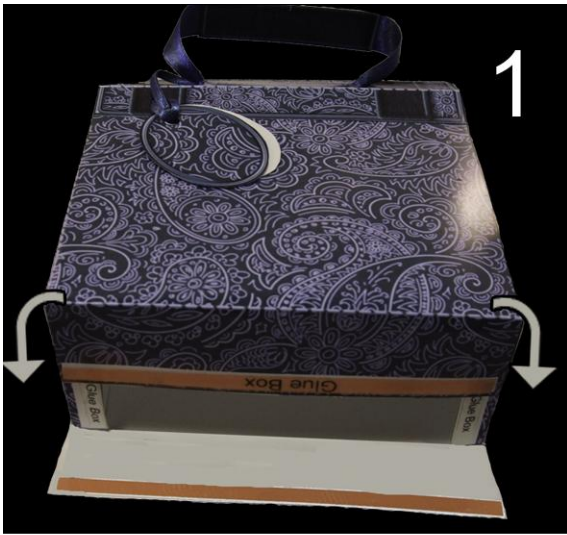
Attaching the side tab

Remove the carrier tape from the remaining back side tab and place the front of the briefcase on top. See end result in the photo 1, on the left.



Top Edges

Remove the carrier tape from the top edges of the brief case and fold over to the inside of the brief case (photo 2)



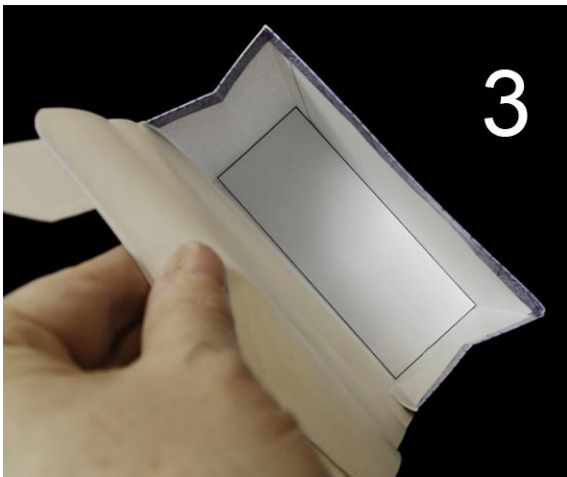
Assembling the bottom of the bag

Remove the carrier tape from the bottom tabs on each side.

With the back of the bag uppermost, place the tab at the bottom of the back of the bag, over the side glue box tabs, as shown by the white arrows in photo 1.



Remove the carrier tape from both of the bottom tabs of the briefcase and bring the other bottom tab attached to the over it, see arrows on photo 2 left.



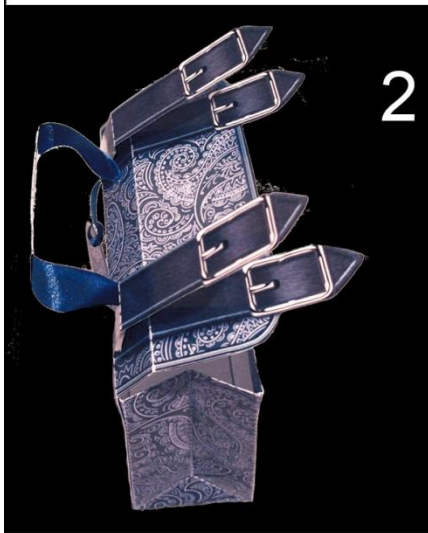
Apply wet glue to the inside bottom of the briefcase, and place the bottom reinforcement into the bottom of the briefcase.

If you think that the briefcase as it is, will not hold the weight of the gift being placed in it, you could try using the bottom reinforcement as a template, and cut from a heavier weight card.



Applying the Straps Decoupage

Apply strong double sided tape to the back part of both straps and apply 3d Foam Pads, to the rest of the other portions of the straps (photo 1)



Remove the carrier tape from the back part of the straps and apply to the back of the envelope flap (photo 2)



Remove the carrier tape from the top portion of the straps and place on the top portion of the flap. Remove the remaining carrier tape from the foam pads and place on the front flap (photo 3)



Closure of the Briefcase Gift Box

There are a couple of options that can be used to close the handbag flap. Use either Magnetic Closures or Velcro Spots or tape

Apply both pieces of your chosen closure together, and apply to the wrong side of the straps (photo 1).

Bring the flap over, so that the closure is applied to the front of the handbag (photo 2) making sure that the top of the flap is level.

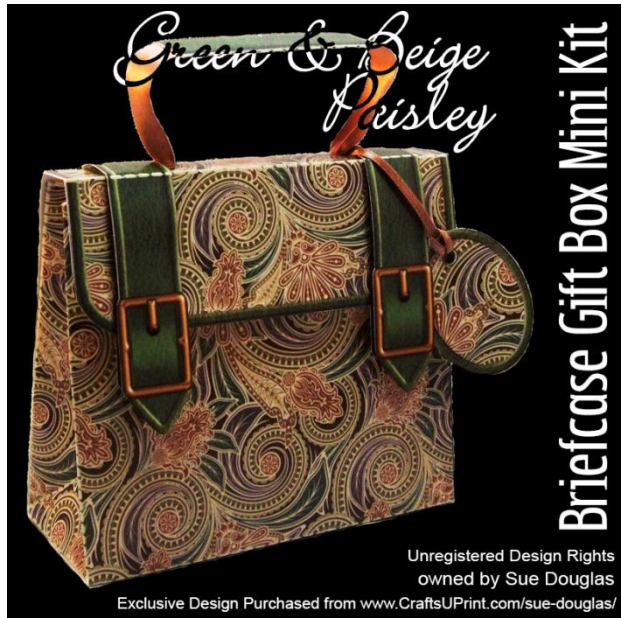
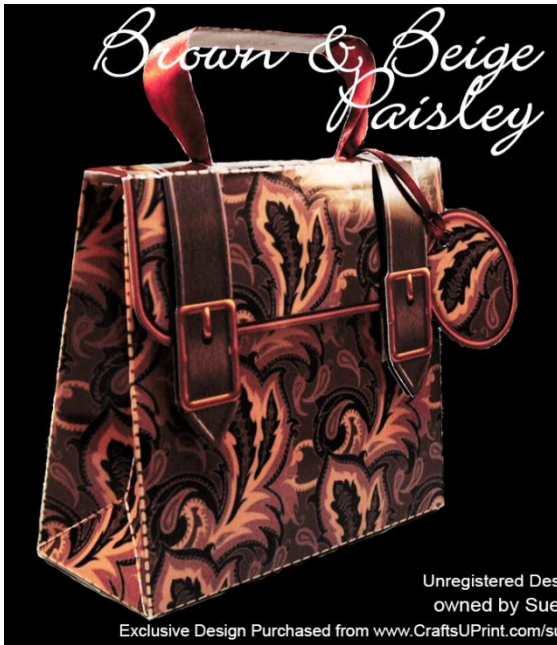


[Briefcase Gift Box Mini Kits](#)

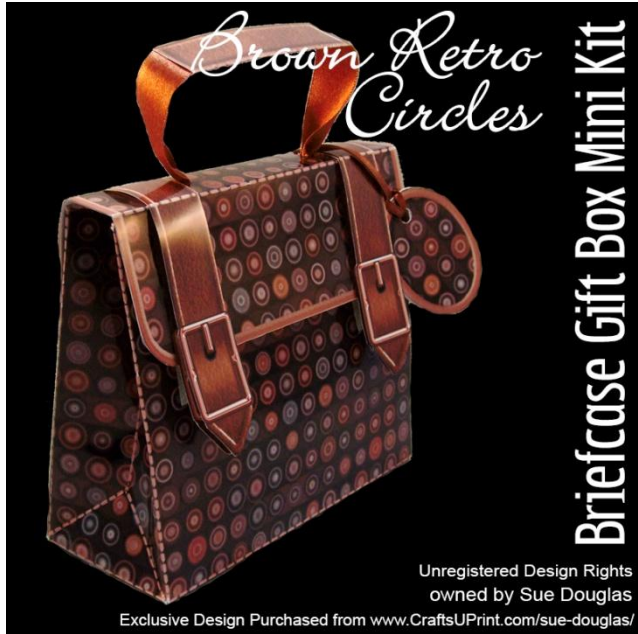
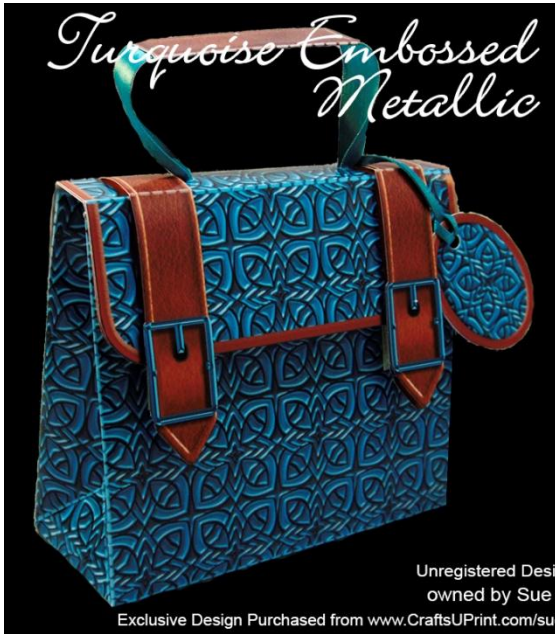
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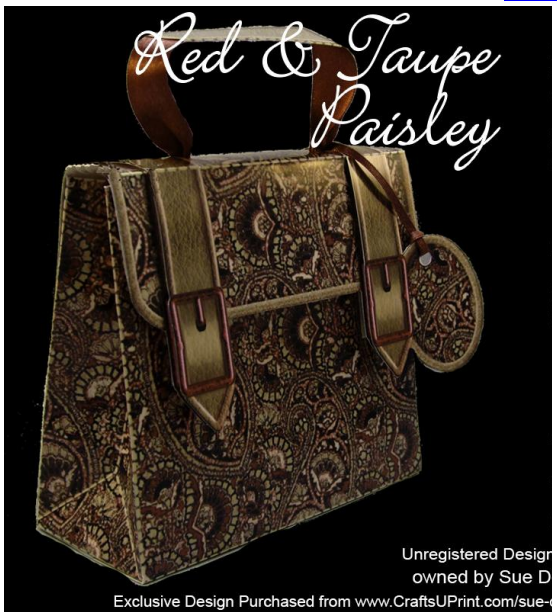
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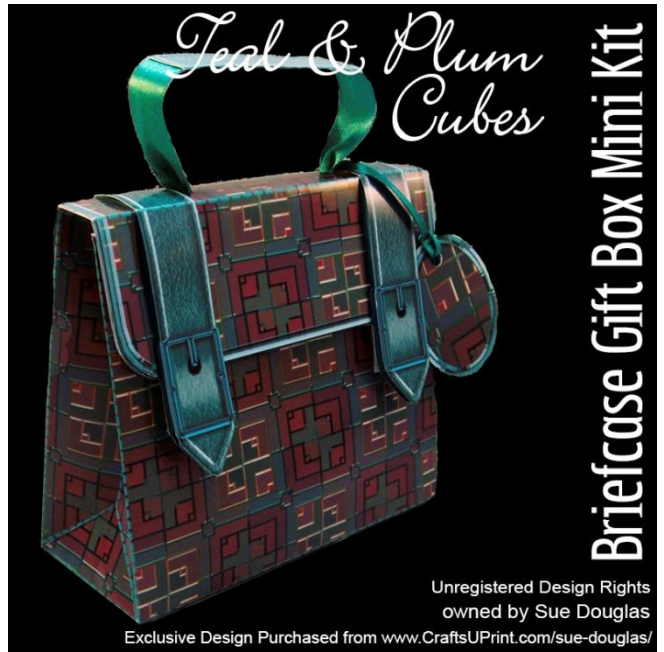
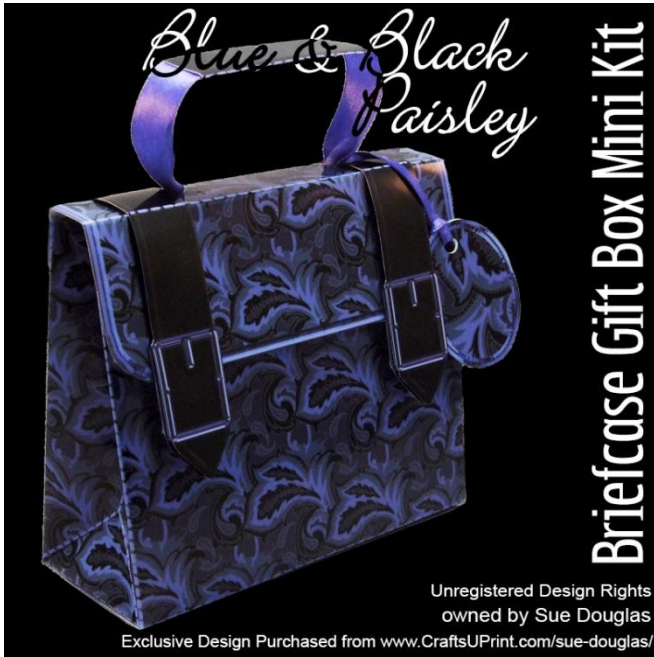
Briefcase Gift Boxes



Briefcase Gift Boxes



Briefcase Gift Boxes



Briefcase Gift Boxes

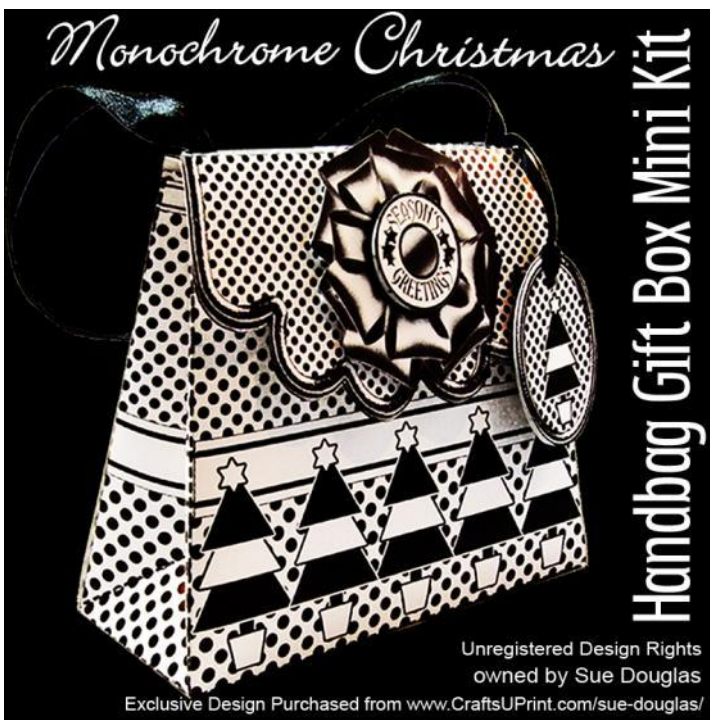


Briefcase Gift Boxes

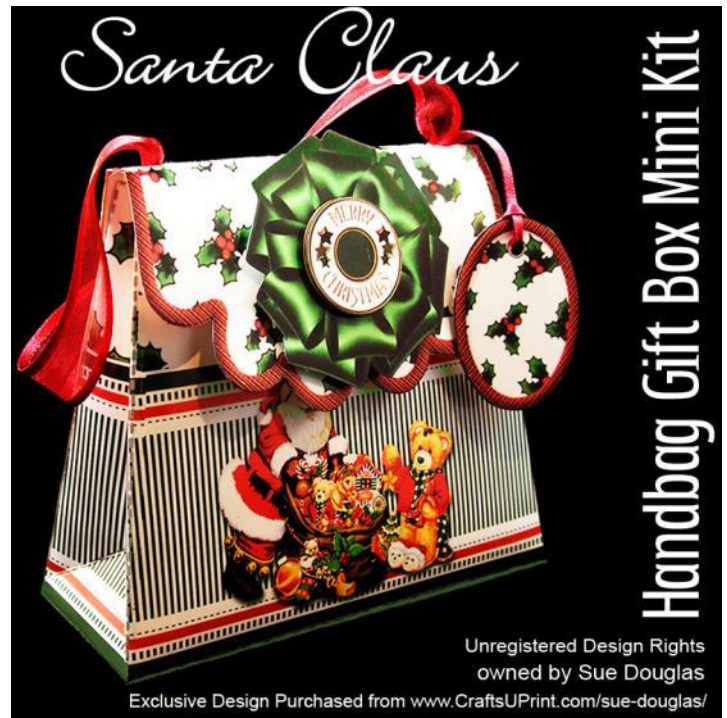
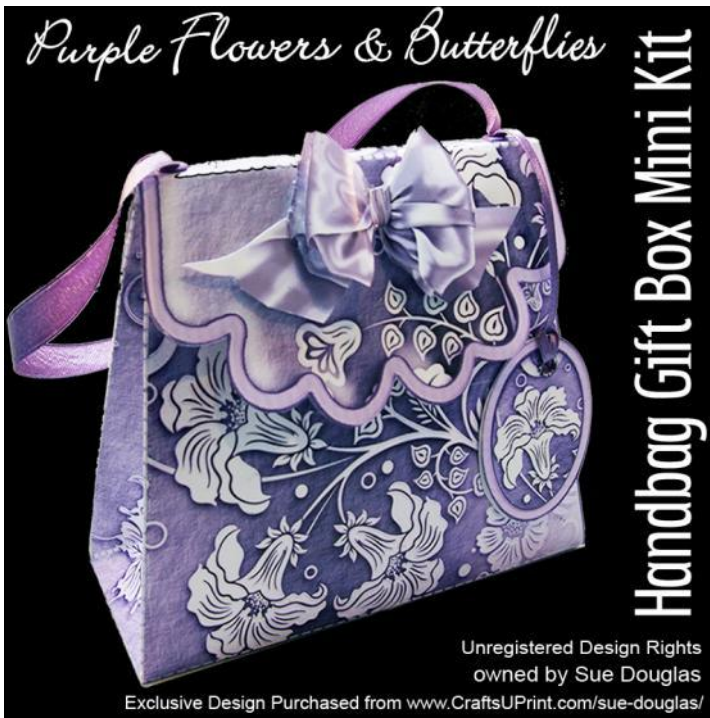
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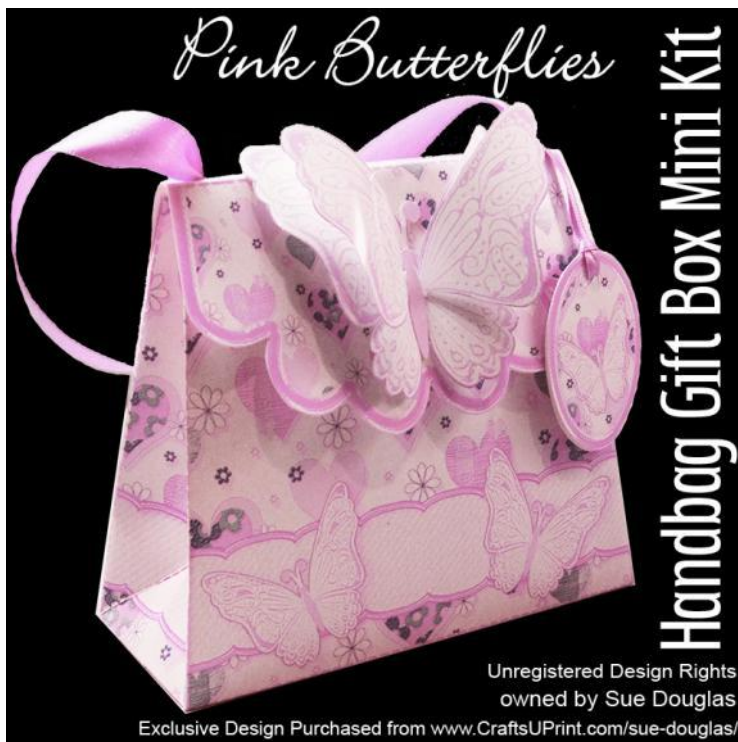
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[Floral Surprise Card Kits](#)

Top View

Floral Surprise Kit Golden Poinsettias

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Also an Envelope, Back Text Plate
a range of Sentiment
Panels are included

An original 3d Design
that Folds Flat
for Posting

Matching
Envelope



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Top View

Floral Surprise Kit Pink Roses & Butterflies

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Floral Surprise Card Kits

Top View

Floral Surprise Kit Pink Anemones

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Top View

Floral Surprise Kit Pink Roses

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a range of Sentiment
Panels are included

An original 3d Design
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Floral Surprise Card Kits



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3d Card Twin Table Kits



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Designer Resources

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