Fold a Paper Pocket Folder for Keepsakes

Two measured pockets inside a small, clearly folded paper folder

These are original printable digital plans for adult paper crafts. Dimensions are calculated; every finished size is nominal. Paper thickness, printer scaling, adhesive, cutting accuracy and folding technique can change the fit. There has been no physical printing, cutting, folding, gluing, fit test or durability test. Work at a clear table, keep sharp edges and wet adhesive away from children, and use only materials and adhesives that are suitable for the intended craft according to their labels. Keep food, flame, heat and electrical loads away from these objects.

The folder and its intended contents

This guide makes a modest two-panel paper folder with an open-top pocket on the inside of each panel. It is meant for short handwritten notes, duplicate photographs, paper tags or small flat paper mementos, not the permanent storage of irreplaceable documents. Its two panels each measure 90 mm wide and 150 mm high before folding. Two separate small pocket pieces are adhered to the inside near the lower edge. The folder opens like a little book and closes without an elastic band, metal clip or secure locking system.

The original unfolded folder is a single 180 x 150 mm rectangle scored along the vertical centre at x90 mm. Each of the two pocket strips is 88 mm wide and 55 mm high. One attaches inside the left panel at x1..89 mm, the other inside the right panel at x91..179 mm, both aligned along the bottom edge. These coordinate positions leave a narrow gap at the spine, so the pocket paper should not cross the main fold. The dimensions are calculated design values, not proof that thick paper or full pockets will close neatly.

Each strip has a 4 mm adhesive margin along its left, right and bottom edges and no glue along its top edge. Ignoring paper thickness, those glue zones leave a nominal opening about 80 mm wide and an interior pocket depth about 51 mm. An initial target for each insert is no more than about 75 mm wide by 45 mm high if you want it mostly inside the pocket. Check the actual inserted paper before glue sets: an insert with stiff edges or extra thickness may still need to be smaller.

Tools, material and printing

Use a clean A4 or US Letter sheet of cardstock around 160-200 g/m2 for the main folder, and another suitable craft sheet for the two pockets. Using the same type of paper is convenient for a first attempt, though different stock may fold differently. Prepare ruler, pencil, ordinary scissors, blunt scoring tool, scrap paper for glue guards and a paper adhesive whose label expressly permits use on the selected stock. The project does not require a craft knife, hole punch, laminator, sewing machine, heated glue gun or binding mechanism.

Print the two matching pattern pages at Actual Size / 100%, one showing the 180 x 150 mm folder blank and the other showing both 88 x 55 mm strips. Check the 50 mm calibration bar on EACH pattern page with a physical ruler. If either page has been reduced to Fit, the pocket dimensions and folder panels may no longer match. Check that neither the

cut border nor the small glue-zone legend has been cropped by your printer.

Work only with expendable paper copies; do not stick glue directly onto treasured original photographs, letters or historic paper. If you need a protective enclosure for a valuable item, choose preservation-grade supplies and appropriate specialist advice rather than assuming this homemade craft folder meets archival standards. The Library of Congress provides general care information for works on paper and cautions against ordinary tape or glue on originals.

Read the original measured pattern

The first full-size drawing is the flat folder rectangle 180 mm from left to right and 150 mm from bottom to top. The dashed vertical line at x90 mm is the only structural score in the main blank. It divides the folder into two nominal 90 x 150 mm panels. The outside outline is a solid cut path. Do not cut the dashed centre line or divide the blank into separate covers.

The second drawing shows two pocket rectangles, each 88 x 55 mm. Their perimeter is a solid cut line. Each pocket has a shaded 4 mm band along its left edge, right edge and lower edge that indicates where paper-safe adhesive goes on the back. The top opening must remain unglued across its entire width. Pocket A belongs on the inside left panel; pocket B belongs on the inside right panel. The drawings are supplied separately so the maker can print full-size without squeezing both patterns onto a single page.

For a more exact transfer, use the lower-left corner of the 180 x 150 mm folder as (0,0). Position A at x1..89 and y0..55; position B at x91..179 and y0..55. The folder spine is x90, so neither pocket crosses it. A pocket strip that accidentally reaches onto the spine can buckle or pull loose when the folder closes. The finished pocket opening is determined by the side glue bands and any actual paper thickness or warp, not by the full 88 mm outside strip width.

Make the folder and attach the pockets

1. Print both full-size pattern pages at Actual Size. Measure each 50 mm scale bar separately and check for clipped corners. If any dimension is suspect, redraw the stated sizes by ruler on suitable paper.
2. Orient the 180 x 150 mm main blank with its long side horizontal. Mark the single vertical fold at exactly 90 mm from the left edge.
3. With a blunt tool guided by a ruler, score gently along the x90 line from the bottom to the top of the blank. Do not turn this score into a cut.
4. Cut the outside 180 x 150 mm rectangle with ordinary scissors and inspect that both panel corners are present. Fold along the score to make a nominal 90 x 150 mm closed folder, then open it again.
5. Cut two separate pocket blanks, each 88 x 55 mm, following the supplied second full-size pattern. Keep the top of each pocket straight and free from any accidental slit.
6. On the BACK of pocket A, make a light pencil guide 4 mm in from the left edge, right edge and bottom edge. Those three narrow border areas are the only glue zones. Repeat on the back of B.
7. Lay the main blank flat with its inside facing upward. Place A along the bottom inside the left panel at x1..89 and y0..55, keeping its upper edge open and the material clear of the x90 spine.

8. Position B symmetrically inside the right panel at x91..179 and y0..55. Check that its inner left edge is not sitting on the centre score and its outer right edge remains within the panel.

9. With no adhesive yet, slide a trial flat paper insert under each strip to see which edge will form the opening. The blank should admit an insert from above; an insertion from the bottom would be blocked by the intended glued base.

10. Remove all inserts. Apply a thin layer of labelled paper-safe glue or suitably narrow paper tape only to the three 4 mm bands on the back of each pocket. Keep the top 4 mm and its entire upper edge unglued.

11. Press A and B onto their marked positions using a clean scrap-paper guard, keeping the pocket mouth open and avoiding adhesive inside the storage area. Remove the guard before any wet glue sets.

12. Allow the adhesive to dry as its label directs while the folder lies open on a stable, clean table. Do not close it with wet glue that could transfer to the opposite panel.

13. After the glue is dry, try the smallest flat note first and guide it gently through the open top of a pocket. Check the edge does not snag; do not push rigid cards into an undersized opening.

14. Fold the folder shut gently with the pockets empty, then with one light test insert in each side. If the lower corners buckle, reduce the insert thickness or revise the pocket position; do not force the closure.

15. Record actual print settings, paper, insert width and height, pocket placement and any trouble with the spine in the two-page maker record.

Inspect your result and troubleshoot

If a pocket is glued shut, identify whether adhesive was placed across its upper edge. Trying to force it open may tear the thin strip; a new pocket blank with a clear top edge is usually safer. If one pocket catches the other at the centre, compare the placement with x1..89 and x91..179 and make sure both are outside the x90 score. If the folder bows, check whether you trapped thick inserts inside the two pockets or used too much wet adhesive.

The nominal usable internal width is 88 minus 4 mm on each side, or 80 mm. The nominal interior depth is 55 minus 4 mm of bottom glue, or 51 mm. These are two-dimensional planning allowances; real openings may be smaller. Never claim a pocket will protect an object from bending, water damage, a fall or fire. Store ordinary flat craft notes only on a dry surface; avoid food, liquids, sharp objects, metal fasteners or electrical accessories in the paper folder.

The publishing team has not physically printed, folded, glued, loaded or tested a folder. If you conduct a reader trial, measure the actual insert and write the result in the record rather than treating the digital estimate as an observed fit. Do not describe a homemade adhesive paper sleeve as archival, acid-free or museum-grade unless the real materials and preservation method have been appropriately documented.

Personalise without losing function

Give the two pockets distinct labels such as Places and People, Notes and Dates, or Before and After. A thin line drawing near the upper part of each 150 mm panel can add character without interfering with the lower pockets. Use a small duplicate print or scrap artwork rather than mounting an irreplaceable original to the folder. If a pocket label is

attached with glue, place it on the outside front of the pocket well away from the top opening.

For a different folder size, first select a new panel width and height, then choose pocket widths that leave space around the central fold. Do not enlarge a finished PDF automatically and assume the 4 mm glue bands stay the size you intend. For example, a reader-created wider folder with 100 mm panels would have a 200 mm flat width; a separate pocket size and border calculation would be needed. This is a hypothetical redesign, not part of the approved pattern delivered here.

References, rights and disclosure

Adobe Acrobat Help, Adjust page size for printing PDFs: https://helpx.adobe.com/acrobat/desktop/print-documents/set-up-and-print-pdfs/page-size.html . Used to clarify Actual Size printing and the risk of content cropping, not as verification of physical printer output.

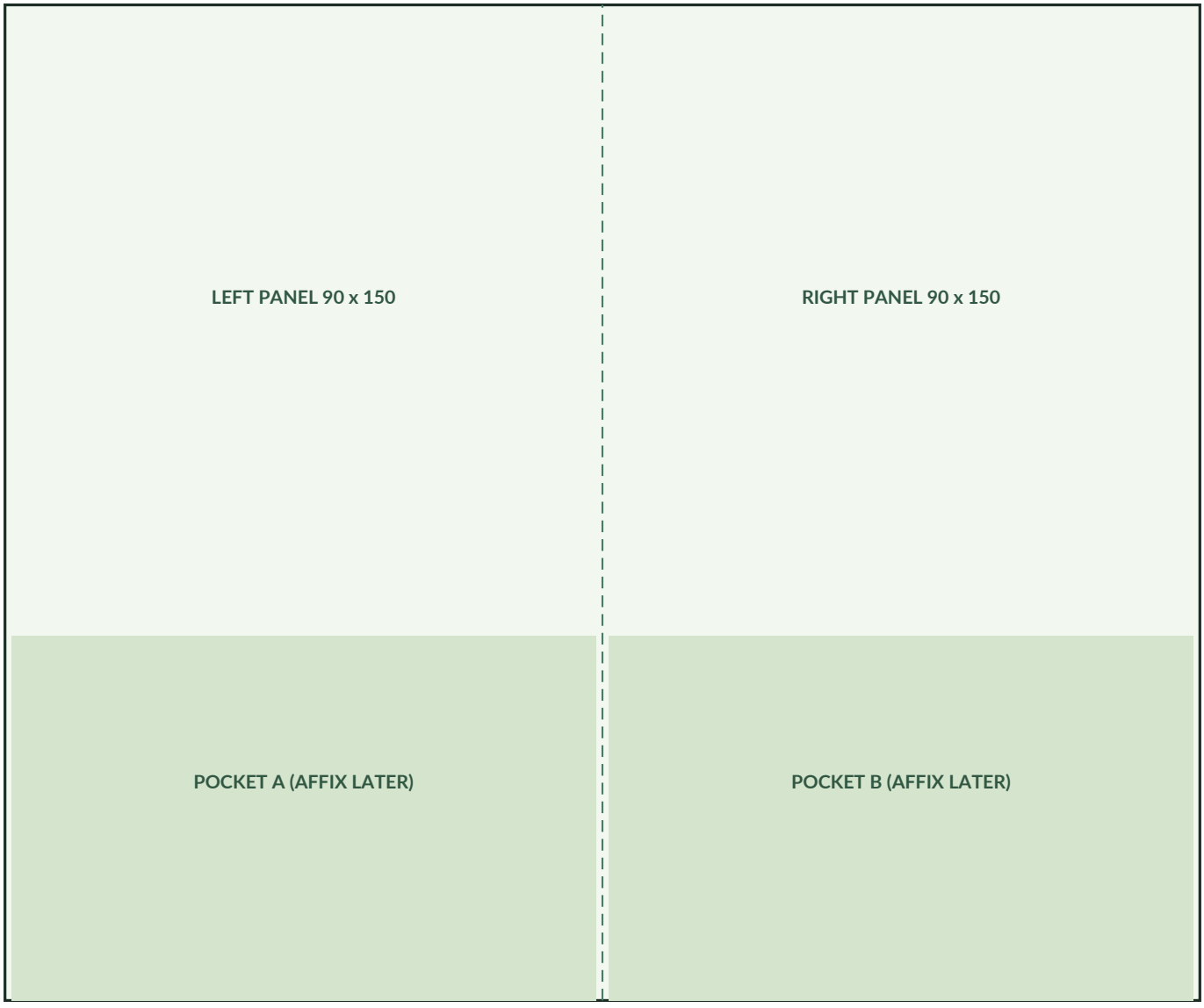
Library of Congress, Care, Handling and Storage of Works on Paper: https://www.loc.gov/preservation/care/paper.html . This general preservation advice does not certify this craft folder or authorize sticking glue onto valued original documents.

All drawings, tab positions, printable strips, cover illustration, teaching text and two-page maker record are original Steadleaf Press digital instructional materials. No third-party pocket folder pattern or copyrighted image was reproduced. No physical cutting, adhesive bonding, loading, moisture protection or retention trial was performed.

Printable diagrams and build record follow on the next pages.

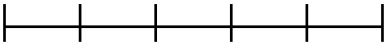
STP-MAKE-F032 / FULL-SIZE FOLDER BLANK

Solid perimeter = cut. Green dashed x90 = score. Two 90 x 150 mm panels.



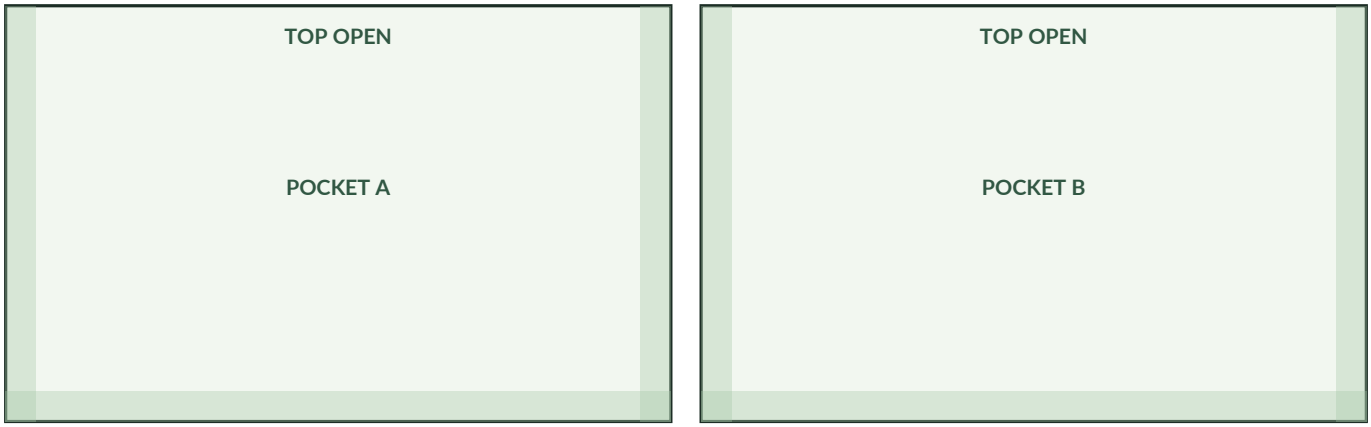
Fold at x90. Pocket placement reference (not a cut): A x1..89, B x91..179, both y0..55. Print separate pocket-strip page at 100%.

50 mm SCALE CHECK - measure with a ruler; must equal 50 mm



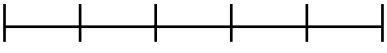
STP-MAKE-F032 / FULL-SIZE TWO POCKET STRIPS

Cut two separate rectangles, each 88 x 55 mm. Shade = 4 mm glue zones on BACK only.



Keep TOP edge completely UNGLUED. Glue thinly on back: 4 mm at LEFT, RIGHT and BOTTOM. Nominal interior opening 80 mm wide, 51 mm deep before real paper thickness.

50 mm SCALE CHECK - measure with a ruler; must equal 50 mm



STP-MAKE-F032 / MAKER RECORD / PAGE 1

Write your own readings and decisions; no physical trial was performed by Steadleaf Press.

Main blank 180 x 150 mm; fold at x90 mm

Page size and 50 mm bar for BOTH patterns

Pocket strips cut to 88 x 55 mm

Pocket A at x1..89; B at x91..179

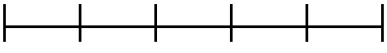
Glue only 4 mm left/right/bottom bands

Insert widths, heights and thicknesses

Any pocket closure or spine interference

Record an actual observation only if you perform it yourself.

50 mm SCALE CHECK - measure with a ruler; must equal 50 mm



STP-MAKE-F032 / MAKER RECORD / PAGE 2

Write your own readings and decisions; no physical trial was performed by Steadleaf Press.

What changed from the full-size original?

How was each score/cut location measured?

Where did the paper bind, crack, wrinkle or slip?

What would you change for the next copy?

Date, version and initials

Safety or handling concern noticed by reader

Record an actual observation only if you perform it yourself.

50 mm SCALE CHECK - measure with a ruler; must equal 50 mm

