A3 Storage Portfolio and Slipcase

Materials

- Matboard or strawboard (2 pieces 480 x 357mm)
- 2 x A2 Cover papers (Exterior)
- 1 x End papers (Interior)
- Ribbon
- PVA glue.
- Medium weight fabric
- HB pencil and ruler.
- Wide flat brush.
- Newspapers and heavy weights
- Fomecore 5mm thick
- Narrow masking tape
- 1 x Jacpaper sheet
- Stanley knife

These above materials are sufficient to make 1 x A3 portfolio and 1 x slipcase

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for Murray's Art & Framing

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We all encounter the trouble of storing our work, particularly if space and options are tight. Paper storage in particular can cause difficulties, as paper drawers can be bulky and certain media types require particular storage conditions, for example pastels should be interleaved with tissue or glassine and stored vertically to minimise transference of the medium to other surfaces through rubbing or abrasion.

One option to store papers is to create custom made folios for your work and accompanying slipcases to hold several folios. The following instructions are to create an A3 portfolio (portrait format) and slipcase to accommodate 2 folios, but you can adjust the dimensions to suit your particular works.

Portfolios are useful beyond a presentation folder for your work. Constructed well they can preserve your work from a bad case of crumples and fingerprints, they act as a organisational tool by creating folios for particular bodies of work and combined with custom slipcases you can group portfolios in a neatly stacked/ organised arrangement.

A example of this project will be on display at Murray's Art and Framing, Toowoomba

Portfolio Instructions

1. Cut 2 pieces of mat or strawboard to the dimensions of 480 x 357mm, ensuring that the pieces are square. This measurement gives an overlap of 30mm all around your A3 pages which minimises damage.
2. Draw a vertical line parallel to the longest side 50mm in from the edge on each piece (as seen in red in Fig. 1). This is the line you will match your fabric spine to when gluing.
3. We need to determine the width of the spine. (measurement W). For this project the width of the spine is 25mm.
4. To measurement W add 100mm. This is the width of your fabric (125mm for this project). The length of your fabric is determined by the longest side of your board plus a 70mm overlap. (497mm for this project. So for an A3 portfolio, you should have a rectangle of fabric measuring 497 x 125mm.

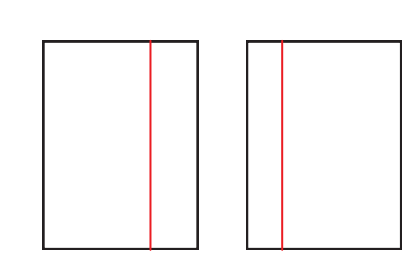

Fig. 1.

5. Apply glue to the 50mm margin to one of your boards and align the edge of fabric rectangle with the pencil line, allowing a 35mm overlap at the top and bottom edge. Repeat for the second board. Your two boards should now be connected by a length of fabric. Fold the overlapping pieces of fabric to the inside and glue down. Cut a second piece of fabric to line the inside of your folio to the exact length of the folio by 100mm wide, glue to the interior of the folio. Place the boards under heavy weights and allow the glue to dry and cure.
6. Cut your exterior cover papers to size. Allow a 20mm overlap on the 3 exterior edges and 10mm over the edge of the cloth. For this project your 2 cover papers should measure 520 x 317mm.

7. Remove your folio from its weights and place the exterior facing you. Apply glue to the exposed mat-board face (not the fabric) and position your cover papers with overlap as described in Step 6. Repeat for the second board and place the work under pressure to dry.
8. Remove the portfolio form its weights. With the exterior facing you, proceed to glue the paper overlapping the fabric spine by applying glue to the paper face only. Once glued, place the work under pressure again to dry.
9. Remove the work from it's weights and place it with the interior facing you. Fold the overlapping cover papers to the inside, creating a crease along the edge (red dotted lines in Fig. 2). Before gluing, the corners of the work must be trimmed to eliminate bulk. Using the crease marks you have just made, align them to the vertical and horizontal board edges and create a triangular fold (blue dotted line in Fig. 2). Unfold and trim2mm beyond this diagonal fold(green dotted line in Fig.2). When you glue the overlaps to the inside the cut edges should meet neatly with very little overlap.

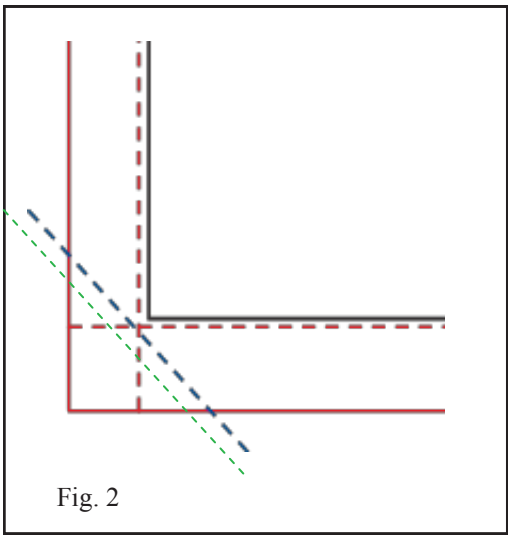
Fig. 2

10. Prepare your end papers which are glued to the interior of the folio. Cut the papers to size, 470 x 312mm, this allows a 10mm overlap of the interior fabric and 5mm less than the portfolio exterior measurement.
11. Cut a slit the width of your ribbon in the front of the folio 30mm from the edge and halfway vertically. Thread the ribbon through the slit to the inside and glue into position. Repeat for the back.
12. Glue your end papers to the interior of the folio, overlapping the interior fabric spine by 10mm. Place under pressure to dry.
13. Try different papers and fabrics for a different look, or cut out display windows to reveal parts of the work inside

Slipcase Instructions

1. In creating a slipcase for your folios, custom measurements must be taken. Measure the height, width and depth of your portfolios. Add a 15mm ease margin to all these measurements. Use Table 1. below to record your measurements. Add the figures in the depth column only, as height and width remain constants.

Table 1.	Height	Width	Depth
Folio #1			
Folio #2			
TOTAL			

The largest figure from the height and width columns will determine the height and width of your slipcase, whereas the depth TOTAL will determine the depth of your slipcase.
2. Begin to cut your fomecore using dimensions prepared above as follows
   Case sides (x2) = height x width measurement
   Case back (x1) = height x depth
   Case top/base (x2)= width (minus the width of the fomecore board) x depth
   You should have a total of 5 pieces
3. Take one piece of the case side and the case back. Apply glue down the long cut edge of the case back and place **on top of** the case side, matching the edges. To stabilise this while it dries, place masking tape around the exterior edge of the join. (this tape needs to be removed prior to covering with paper)
4. Glue the top and base of the case to the case side by again applying glue to the long cut edge and one short cut edge of the top/base and align to the case side. Apply masking tape to stabilise the joins.
5. Glue the remaining side to the construction, by applying glue to the cut exposed edges of the constructed box and position the side , aligning the edges. Applying masking tape to stabilise the joins
6. Allow to dry
7. Apply your covering paper to the jacpaper. Lay the jacpaper on a flat surface and peal off the top side of the protective paper. With help from another individual, lay your covering paper on the adhesive jacpa-

per, smoothing out wrinkles and bumps as you go. Trim the excess jacpaper to the edge of your cover paper and turn over on your bench.

8. To cover the slipcase, position the constructed box on the cover paper with its back down, in the middle of the page. Check that you have enough paper on each side to cover the box, with a small overlap of approximately 40mm. The cover paper should extend past the top and bottom by the same measurement as the depth of the case.
9. Draw around the case, marking out each side in preparation to stick down. With your stanley knife, score the jacpaper sheet, starting with the case back. Once this area is scored, remove the protective sheet and expose the other adhesive side of the jacpaper. Position the case onto the exposed adhesive. Use the same technique to attach the cover paper to the sides of the case.
10. Cover the top and base of the case with the overlapping adhesive ends of the cover paper.
11. Fold any excess to the interior of the case and stick down.
12. All Done!

Send your photos of completed projects to us at Murray's Art and Framing to be included in our online gallery of finished projects.