



Hanging Organiser Tutorial



Print the note pad housing and pocket onto card. Print a sheet of note paper onto card and 54 sheets on paper. If you are able to do borderless printing, print the backing paper onto card. Cut out.



Score along lines and cut tabs as shown.



Score along lines and fold.



Use a hole punch to punch holes where marked. Fold the flap over and punch through double thickness to ensure holes line up. Fold tabs in and mark the centre of the hole with a pen - then punch out hole.



Apply glue along both outer flaps and fold over tabs to secure. Repeat on both sides and both of the note pad housings.

Apply glue on bottom and side tab of the pocket a fix together.

Use a hole punch to punch holes where marked on each of the note pad pages. If you wish, you can use a trimmer to cut a perforated line along the dotted line to make it easier to tear each page off.



To make the backing board - either use the backing provided or some coordinating card. Glue this to a piece of A4 card or mount board.



Gather up all the note paper, placing card pieces at the bottom and insert into note paper housing lining up the holes. Secure in place using split pins or brads.



Glue onto the reverse of the card, leaving approximately 1cm at the top. This will enable you to pull the note paper housing forward, remove the split pins and replace the note paper when required. Glue into place on the backing board.



If you have used the shorted note paper at the side you can glue the pocket onto the space below. Alternatively you can add a small cork board or magnetic board or clip. Whatever you feel is most useful.



To hang the organiser you can punch holes in the top corners of the backing board and thread some ribbon through. You could also apply magnetic tape or magnets to the back.



Have fun and feel free to share any photos of your organisers on my Facebook page (www.facebook.com/ardacards) or email them to me at sales@ardacards.com

