

DL Pocketfold Assembly Instructions

Please read the full instructions before starting

- **Make the DL Pocketfold** – lay the board flat. Ensure the board is the right way up (you shouldn't be able to see the scores). Add double-sided tape along the two short flaps, before removing the backing, turn the board over and fold in all the edges to loosen them. Now, with the board this way up (so you can see the scores) remove the backing, hold both flaps inward and bring the bottom section upward and stick.
- **Attach the Layering Card** - If you've chosen a layering card, fix double sided tape around the edges and attached to the top half of the board
- **Attach the Insert** – in the same way as the layered card and fix on top.
- **Add the ribbon** - cut the ribbon to a length of 42cm. About 1-2 cm from the top of the pocketfold flap, attach approx 3cm of double-sided tape to the front of the pocketfold flap and remove the backing.. Place one end of the ribbon onto the sticky tape starting in the middle, wrap the ribbon around the pocket, the other end should meet back in the middle at the front
- **Add the embellishment** - remove the double-sided tape on the back of the embellishment and attach it in the middle over the join of the ribbon.
N.B. If the embellishment supplied does not come with a sticky backing, use double sided tape or glue.
- **Attach the Velcro dot** – close the pocketfold then fix the hook and the loop to each other, attach one end to the inside of the V flap, close the V flap and fix to the board. Your dots will be perfectly aligned!

***Tip:** If you're printing your own inserts use a LaserJet printer for best results. If using a DeskJet printer ensure the printer is set to best print and use black ink. Set up a custom print size to the width and height of the insert. Download our templates for ease.*