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FABRIC COVERED BOX FILE

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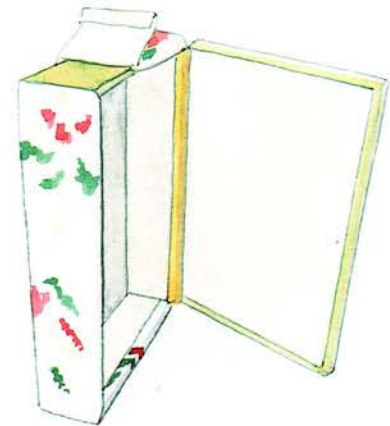
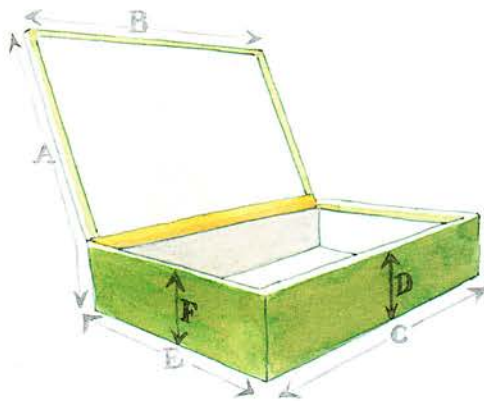
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fabric-covered box files

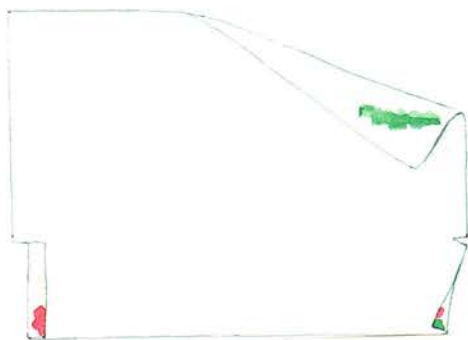
you will need

- Box file
- Printed cotton fabric
- Mount board the same size as box base, plus $\frac{1}{8}$ in. (3mm) all around
- Spray adhesive
- White glue
- Tape measure
- 24 in. (61cm) of $\frac{1}{4}$ -in. (1.5-cm) wide ribbon
- Decorative lining paper

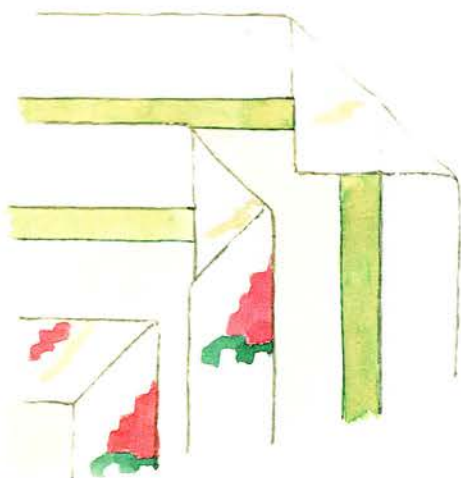


1 For the top of the box measure and cut out a piece of fabric, the width of the lid, plus the depth of the box (A), by the length of the lid (B) and add a $\frac{1}{8}$ in. (1.5cm) hem all around. For the front of the box measure and cut out a piece of fabric the length (C), by the depth (D), adding a $\frac{1}{8}$ in. (1.5cm) hem all around. Finally, for the two sides measure and cut out two pieces of fabric the width (E), by the depth (F), adding a $\frac{1}{8}$ in. (1.5cm) hem all around.

2 Press over the hem allowance to the wrong side on both short edges of the side and front fabric pieces. Glue the pieces to the box using spray adhesive, folding the top hem allowances to the inside of the box and the lower hems around on to the base.



3 On the top fabric piece measure up one of the shorter side edges, the hem allowance plus the depth of the box and make a $\frac{1}{8}$ in. (1.5cm) horizontal snip into the fabric. Repeat on the opposite side edge and press the hem allowance below the snips to the wrong side.



- 4 Glue the top piece of fabric to the box, lining up the pressed hem edges at the corners of the box and folding the lower hem on to the base. At the front two corners of the lid fold the hems back diagonally and then fold the remaining hems to the underside of the lid to create mitered corners.



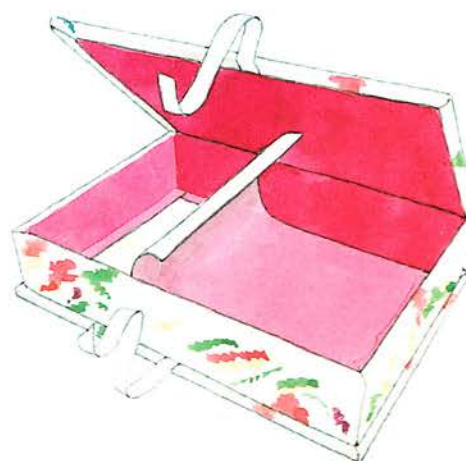
- 5 Slipstitch the pressed hem edges together at each corner of the box.



- 6 Cut the ribbon into two equal lengths, and using the white glue, stick the end of one length to the center front edge on the inside of the lid, and the other to base of the box to correspond. Leave to dry.



- 7 Cut out a piece of fabric to fit the mount board, adding a $\frac{3}{8}$ in. (1.5cm) hem all around. Using spray adhesive stick the fabric to the board, folding over the hems and mitering all four corners as shown in step 4 for the lid. Glue the board to the base of the box using white glue, sandwiching the ribbon tie in between.



- 8 Measure the inside of the box and cut out pieces of decorative paper to line the inside. Stick the paper in place using the spray adhesive, making sure you cover all the raw hem edges.