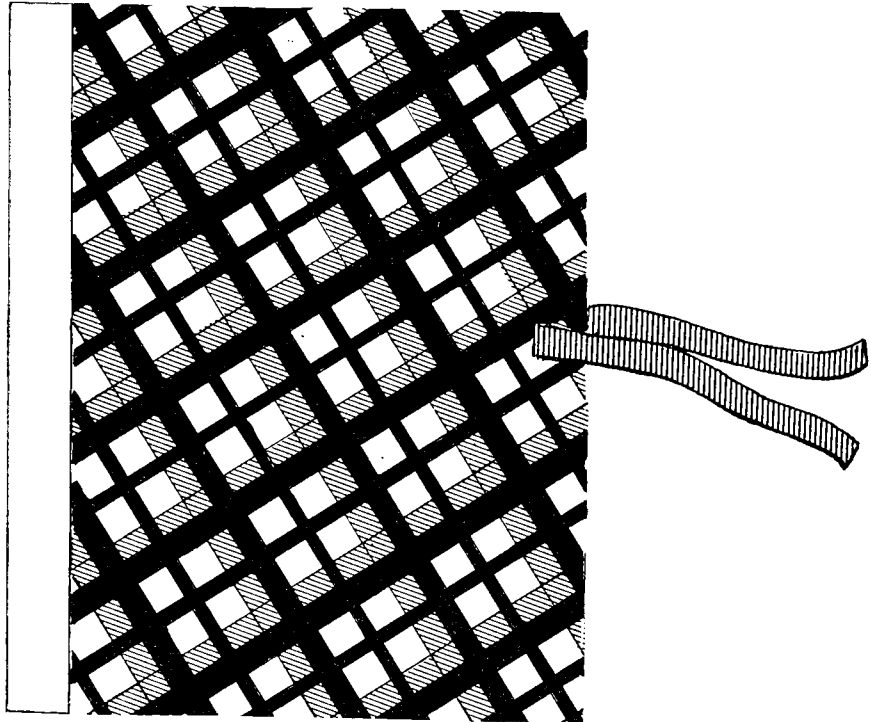


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# YOUR PORTFOLIO



**DISCARD**



Oregon 4-H Club Work—Home Living Project

FEDERAL COOPERATIVE EXTENSION SERVICE / OREGON STATE COLLEGE / CORVALLIS

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Club Series K-20

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# Making a Portfolio

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*Extension Home Furnishings Specialist*

To help spark your own imagination you need to collect ideas for decorating your home. These "ideas" may be picture clippings from magazines, from your daily newspapers, or from any other source. Once you have clipped ideas as a reminder, you should file them in one place. A convenient place to store them is in a portfolio which you can make for yourself.

You will plan the size of your portfolio by the way you want to use it. For holding small booklets,  $6\frac{1}{2}$  inches by 9 inches is large enough. To hold notebooks and clippings, 9 inches by 12 inches is a good size. For large magazine clippings you will need a 12- by 14-inch or 13- by 18-inch portfolio. The size you decide on will determine the size of the coverboards you need.

## Materials You Will Need

You will want to plan a pleasing color combination when you buy your materials. The 4-H booklet on "Color and Room Arrangement" gives you suggestions on how to combine colors. Refer to this as a reminder. If you plan to use your portfolio in a conspicuous spot in your own room, think about the color plan of that room.

### Cover boards

Plan on two pieces of bookboard from stationers, printing offices, or school supplies. You may use substitutes like heavy posters from stores, or old school notebooks.

### Hinge strips

Buy binder's linen or book tape,  $3\frac{1}{2}$  to  $4\frac{1}{2}$  inches wide. You'll need one piece 2 inches longer than your cover. The other piece will be  $\frac{1}{4}$  inch shorter than your cover.

### Hinge strip

You'll need to plan for width of the hinge strip. Let the binder's linen

### Cover cloth

You may use adhesive-backed plastics, denim, linen, burlap, twill, or a printed fabric of small, over-all design. The fabric should be  $\frac{1}{4}$  inch wider than the actual width of your cover boards. For example: For a 12-inch-wide cover you will need fabric  $12\frac{1}{4}$  inches wide. Let the length of the cloth be 2 inches longer than the length of your portfolio.

### Lining

Use construction paper, poster paper, or plain wallpaper in harmonizing colors. Get enough to cover the inside of both covers.

### Ties

You may use grosgrain ribbon, twill cotton tape, or shoelaces. You will need only 20 inches for the small booklet, but 48 inches for the medium or larger size booklet. Buy

ties that will harmonize with your fabric and binders. For plain fabrics, you may use colored beads at the end of the ties. This gives a decorative touch.

### Paste

Use wallpaper paste or homemade paste. To make your own paste, use  $\frac{1}{4}$  cup of sugar,  $\frac{1}{3}$  cup of flour, and 2 cups of water. Measure and mix dry ingredients and add water to them. Stir and cook until the mixture is somewhat clear and thick in appearance. Add alum to help the paste keep better. If you wish, you may add a drop of oil-of-cloves or oil-of-peppermint for fragrance. Store this paste in the refrigerator.

### Other materials

✓ A 1-inch paint brush for applying the paste.

✓ A soft cloth and old newspapers to help keep your materials neat.

## Method

If possible, have the heavy cardboard cut at a print shop. If you cut it yourself, place the cardboard on a cutting board or a thick magazine. Use a straight-edge ruler to guide your razor blade. Cut along lines you have drawn for the size you want.

overlap each cover board by  $1\frac{1}{4}$  to  $1\frac{1}{2}$  inches, plus at least 1 inch space between covers. If you want a thicker portfolio, allow more than 1 inch space between covers. Your strip then may be  $3\frac{1}{2}$  to  $4\frac{1}{2}$  inches wide.

Make the hinge strip 2 inches longer than your board for plenty of overlap.

Now start with the hinge strip to go on the outside of your portfolio

This is the longer one. On the wrong side, mark the exact center lengthwise. (See dotted line in figure 1.) Now draw parallel lines (A and B) on each side  $\frac{3}{4}$  inch to  $\frac{1}{2}$  inch away from the dotted line. Draw straight lines (C and D) 1 inch from each end.

Place your strip on the table with the wrong side up so that you can see the lines. Put paste on the outside sections, but not on the center section.

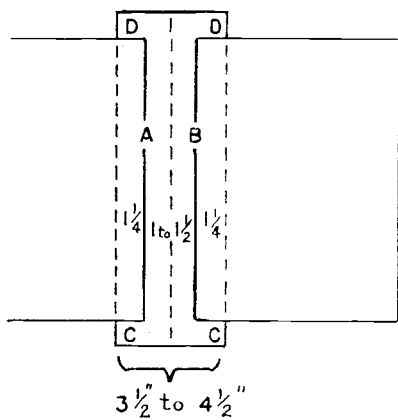


Figure 1

Now lay one cardboard on one section so it just comes to line A. Lay the other one on the other side in the same way so that it comes to line B. Press and paste securely without wrinkles.

At either end, put paste on the outside edges. Turn ends of tape to inside section and paste. Smooth edges carefully with fingers.

Now you are ready to use a shorter strip of linen. Put paste on the wrong side. Paste it against the wrong side of the other strip so it is a little shorter at each end. See figure 1.

### Outside covering

Cut the cloth for your cover boards in two. Take one piece and lay it on your cover board so that it lies about  $\frac{1}{4}$  inch over the binding and extends 1 inch beyond the outside edges of the cover. (See figure 2, A, B, C, and D.) Be sure the *selvage edge* is placed over the binding edge.

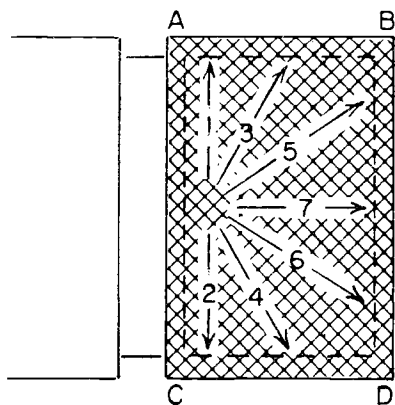


Figure 2

Apply paste to the outside of the cardboard cover and  $\frac{1}{4}$  inch over the fabric. Use a brush to smooth out any lumps.

Put on the cloth, pasting it first along the hinge strip. Then smooth it out, as shown in figure 2. Now do the other cover the same way.

Put your cardboard covers cloth-side down on a clean surface. Trim the margins so that they are even.

Put paste on the cloth beyond the cardboard.

Fold down the corners first (see figure 3). Be sure sides A and B are parallel to the edges of your book. Paste securely.

Paste the margins down, mitering the corners.

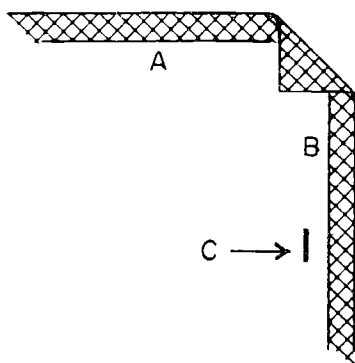


Figure 3

At this time you may want to cut a slash in the cover boards so that you can insert ties. Make this slash in each cardboard in the exact spot shown in figure 3, C.

Cut or tear carefully your lining paper so it will be exactly  $\frac{1}{8}$  inch from three edges of the cover. Your lining paper must be even with the cover cloth on the inside of the folder. Before you paste the lining down, insert the short tie into each cover from the right side. (See figure 4.) When you paste the lining down, it will hold the tie in place. This is the simple way to put a tie in, and is used on small portfolios.

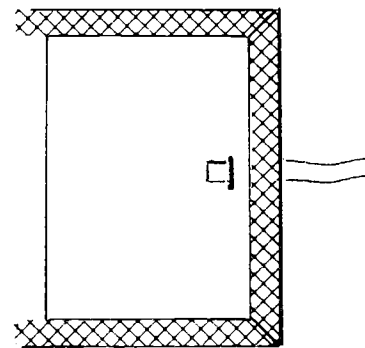


Figure 4

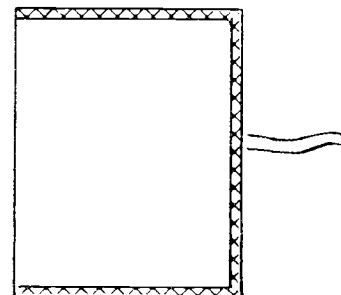


Figure 5

### Ties

There is another way to add the ties. This is done for larger portfolios. Cut slashes in your finished portfolio as shown in figure 6.

Use a razor blade, and cut from the right side  $1\frac{1}{2}$  to 1 inch from the edges of the cardboard and just the width of your tape. Allow about 10 inches for tying. (See figure 7.)

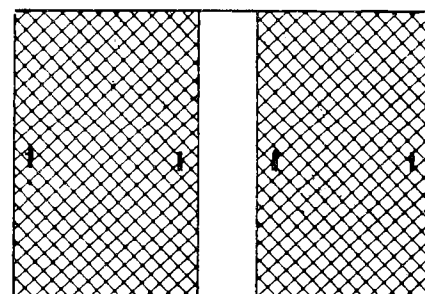


Figure 6

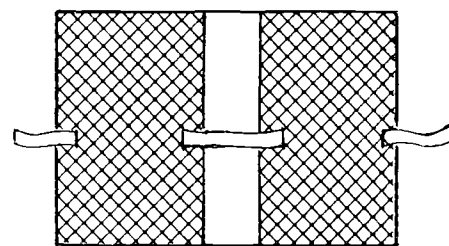


Figure 7

## Variations

### Plain portfolio

For a plain, fabric-backed portfolio, add a few colored beads at end of ties. Plan a pleasing color combination and a variety of sizes and shapes. Pull the tape through the beads and knot it at the end.

### Envelope section

Add an "envelope section" to one or both sides of your portfolio to help hold papers in place. The minimum depth should be at least one-fourth the total length of your cover. Use firm cardboard covered with your lining paper, or a firm paper that blends with your color plan. Edges for plain paper may be bound in adhesive-backed colored tape.

To form the envelope, make a fold at either end (allows for stretching) as shown in figure 8.

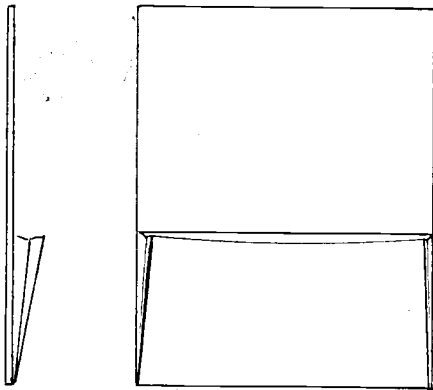


Figure 8

Paste the pocket securely to the sides and ends of the portfolio. Place a heavy weight over glued sections until they are thoroughly dry.

If desired, ties may be omitted for this type of portfolio.

### Portfolio with enclosed box

Select a colored cardboard box in good condition. Height should not be less than 1 inch. Line the interior of the box with adhesive-backed plastic, or with wallpaper that will blend with your color plan.

Follow directions for making a plain portfolio, taking care to make the width of the bookbinding tape wide enough so cover will fold easily over the top of the box.

Omit liner on the inside piece where box is to be placed.

Glue bottom of box securely to unlined section of the portfolio.

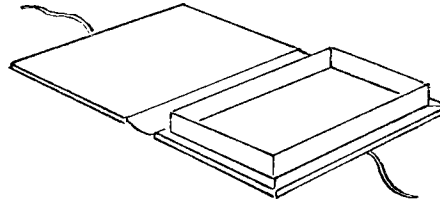


Figure 9

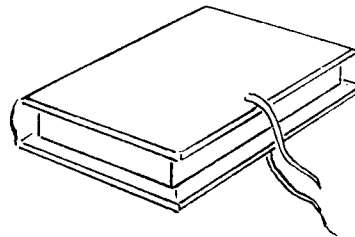


Figure 10

### Expandable file

To make four separate "pocket" files use Manila tag board (available through printing or art shops). For each pocket, cut two pieces of tag board 9 inches by 11½ inches. Bind these pieces on three sides with adhesive-backed tape. Plan the color to

blend or contrast with your color plan. Edge both sides of the open end of the pocket with this same tape. Follow the same pattern for the other three pockets.

Fasten the four pockets together by pasting the centers of each pocket together. Do this by covering a 4-inch strip from top to bottom with paste. Fasten the pockets together and let them dry under a weight.

Cut the cover boards 9½ inches by 12 inches. For this type, the bookbinding tape is omitted. Cover these with any desired fabric, plastic, or paper. Apply the ties at one side only, following the method suggested for the plain portfolio. Complete the cover boards with a liner.

Now anchor a 4-inch strip of your pocket section to each cover board by pasting each side of the "expandable file" to the inside of each cover.

The individual pockets will help you to classify your clippings or pictures. This same method may be followed to make any size "expandable file" portfolio. Whatever the size, let the pockets be ½ inch smaller than the outside covers.

### Other uses for portfolios

- ✓ Storage of 4-H records
- ✓ Cover for telephone book
- ✓ Storage of recipe clippings (gift idea for Mother)
- ✓ Storage for bills (expandable file type)
- ✓ Cover for family account book

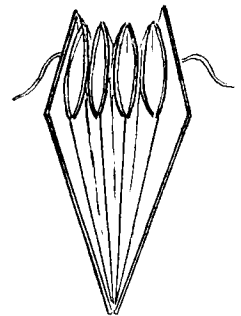
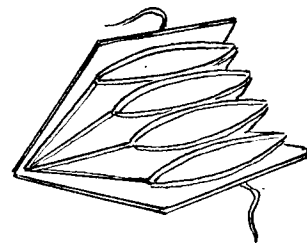
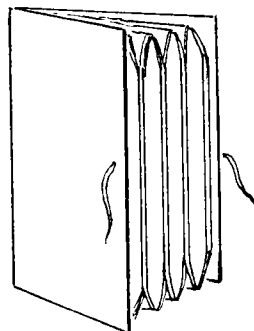


Figure 11

Part of the material for this leaflet was taken from "My Wish Book of Home Furnishings," Agricultural Extension Service, Iowa State College, Ames, Iowa.