

Amy Fisher

Instructions for making a **PORTFOLIO** to hold drawings (19 x 27 max)
(Or substitute full sheets of foamcore for a 30 x 40 portfolio)

Join **2 sheets of 22x30 1/4-inch foamcore** at the bottom (short end) using **2 in. white cloth (duct type) tape**:

Lay sheets on top of each other, matching ends; apply tape overlapping the bottom of the board; flip the boards, repeat, so that the tape strips overlap each other.

Mark an opening for a hand-hold at the top of each board:

With a **ruler** draw a rectangle by measuring and marking 1-1/4 in. and 2-3/8 in. down from the top edge, and 8 in. and 12 in. from the left edge. Cut out the rectangle with a **utility knife**. Wrap each opening with cloth tape.

Using a sheet of **80# 18x24 Strathmore drawing paper** (or a similar weight and size sheet):

Cut 3 - 6 in. strips, giving you 3 - 6x24 in. strips. Trim one of the lengths to 19 in. Fold each strip lengthwise, 2 1/2 in. in from long edge. Lay the strips on one inside flap of the hinged board along the bottom and sides with the 3 1/2 in. side of the strips facing up. Draw a diagonal line on the 3 1/2 in. side; 1 in. from the edge, to the fold line. Do this on both ends of the 19 in. strip and the bottom end of each 24 in. strip. Trim or fold under.

Using **glue or adhesive transfer tape**:

Apply two lines of adhesive to the underside of each strip. Press into place about 1/4 in. inward from the edges of the board. If using the tape, be sure of your placement before you allow the tape to come into contact with the board (it does not allow repositioning)

Drawings can now be held neatly in place by laying their edges under the folded paper strips.

Use **2 medium or large binder clips** at or near the top to hold the portfolio closed.

