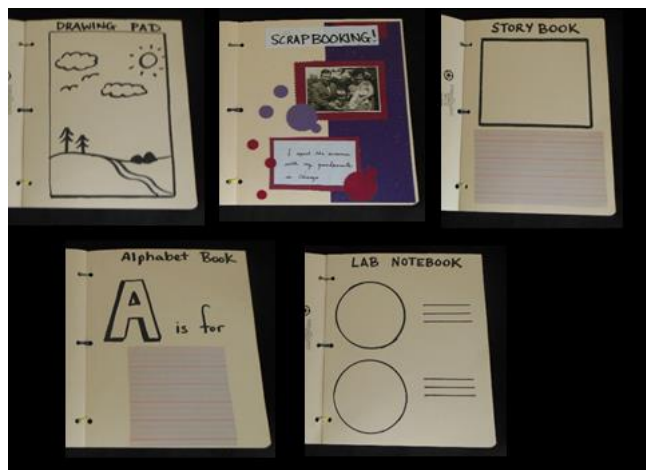
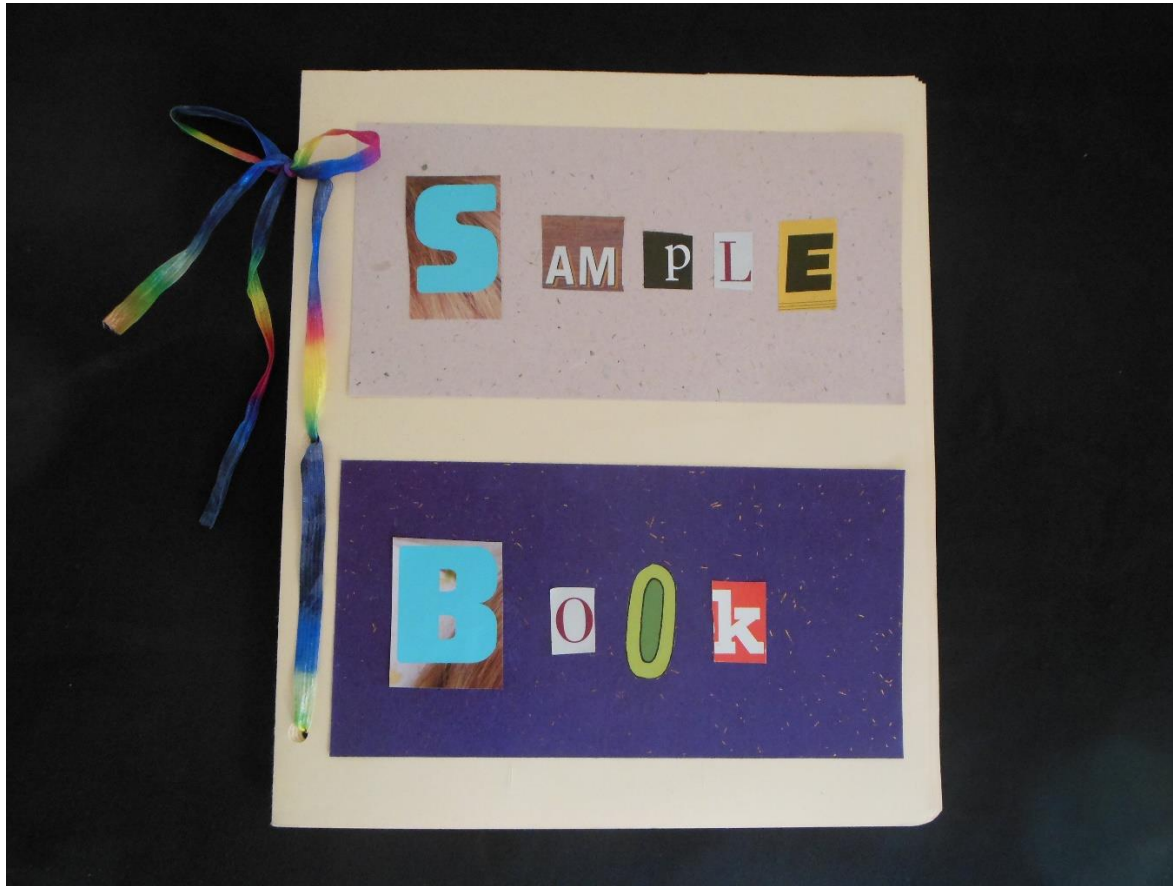




# Green Educator Lesson Plan: Book Making with File Folders





## Green Educator Lesson Plan:

# Book Making with File Folders

Time:	About 30 minutes to assemble
Age Level:	All
Supervision required:	Minimal. Students may need help lacing book.
Can be used in conjunction with curricula about:	Art, English, Science (lab book), history

### Materials

(per student)

- 5 file folders (or the correct number for the length of book desired)
- Leftover ribbon or twine measuring about 2 feet in length
- 3 hole punch
- Marker or pen
- 12" ruler
- Optional: magazines, photos, colorful paper scraps, stickers, and other decorations



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### Instructions:

1. Prepare the file folders by lining them up so that the folded side is on the left and the file tabs are at the top.
2. Then, decide how big you want your book to be. Use the ruler to make 3 tick marks across the top of one file folder at the desired height, then connect the dots in a straight line.
3. Use your scissors to cut across the straight line you just made, reducing the size of the first file folder. Repeat for all of the folders.
4. Use the 3-hole punch on each of the folders. Be sure to use the guide on the bottom of the punch so that the holes are even on all of the folders.
5. Now, open all of the folders. Pick a folder to be your outer cover. Then stack all of the opened folders, with the outer cover on the bottom of the stack.
6. Then, close all of the folders so that they nest together with the fold on the left.
7. You should be able to see through all of the holes now that the folders are stacked. If not, figure out which folder is off and pull it out. Then, try again.
8. Now it is time to bind the book. Take about two feet of leftover ribbon (or about twice the length of your folders).



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9. With the folder stack closed, lace the ribbon through the bottom punched hole from front to back. Pull the ribbon through until an equal amount is on each side of the book. This process is similar to how you start when you lace up a pair of shoes.

10. Now open the book up again so that the outer cover folder is open and facing you; the center folder is facing the table.

11. You should have two ribbon ends, one coming through the right bottom hole, the other through the left bottom hole. Take the ribbon on the left and lace it through the middle hole on the left. The end of the ribbon is now hidden on the inside of the book.

12. Lace the ribbon on the right through the middle hole on the right. After this step both of the ribbon ends will be hidden.

13. Turn the book over so that the middle folder is facing up and the outer covers are facing the table. You should be looking at the ribbon ends again. Take this opportunity to make sure that the ribbon is even and balanced.

14. Take the ribbon on the left and cross it over to lace through the middle right hole. Then, take the ribbon on the right and cross it over to lace through the middle left hole. It should now look like you have two horizontal stitches (one connecting the bottom holes and the other connecting the middle holes).



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15. Turn the book over again so that the cover folder is facing you and the middle folder faces the table.
  
16. Lace the ribbon on the left through the upper left hole. Lace the ribbon on the right through the upper right hole.
  
17. Turn your book over again so that the middle folder is facing you and the outer cover folder is facing the table.
  
18. Take the ribbon on the left and cross it over to lace through the top right hole. Then take the ribbon on the right and cross it over to lace through the top left hole. It should now look like you have three horizontal stitches.
  
19. Close the book, folding all of the folders in half.
  
20. Finally, take the loose ribbon ends and adjust the tension so that the book can open easily but the ribbon does not have excess slack. Tie the ends into a pretty bow. Using a bow allows you to re-adjust the tension as needed later.

### Personalize:

Now that your file folder book is made, you can have fun decorating the cover. You have many options for how to use the inside pages:

- You can leave them blank and use the book as a drawing pad.
- You can make a scrap book by gluing in pictures, stickers, and colorful paper.
- You can also create template pages. For example, to create a storybook cut strips of lined paper and glue them to the bottom half of the pages. Then create a cardboard square template for the picture box. Trace the cardboard template with a sturdy marker on each page.
- You can also try making a lab notebook by tracing a circular container; sketch microscope slide images inside the circle. Then, use the ruler to



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make lines next to the circle for information like magnification and slide type.

- You can make an alphabet book with a letter on each page. Glue a scrap of wide lined paper beneath the letter. Have your students practice writing their letters or list words that begin with the letter. You can leave a space to draw a picture too.

### Extra Credit:

- ✓ Tell us how your class used their file folder books by emailing us: [greenteachers@creativeuse.org](mailto:greenteachers@creativeuse.org)
- ✓ Use homemade paper in your scrap book (see paper making tutorial)
- ✓ Collect old file folders from your school office
- ✓ Share this tutorial with the parents and other teachers