

How to Use the Stampin Up! Gift Bag Punch Board

Directions from the board: (included because your paper will hide them when your using it.

1. Trim paper width S=10", M=11", L=12"
2. Trim paper length between 4" and 12"
3. Line up left edge of paper on START LINE – Punch
4. Score HORIZONTAL line and S, M, or L vertical line
5. Line up S, M, or L vertical line with START LINE -Punch
6. Score HORIZONTAL, TRIANGLE, AND SIDE lines
7. Line up SIDE 2 line with START LINE – Punch
8. Repeat steps 4-7
9. Add string holes with REVERSE PUNCH (optional)
10. Cut tab edges at angle, fold and glue.

Tips and Tricks.

1. Small 2-3/4" Medium 3-1/4" Large 3-3/4" – This will be the width of the face of the bag when you're done. The sides on all of these bags will be about 2"
2. The Folding tabs that you create are about 1-3/8". My example started at 8-1/4". I created a bag that is 6-7/8" tall, but the ribbon holes take up another 5/8" at the top of my bag. Whatever length you need to hold the gift, add 1-3/8" if you aren't going to have holes or 2" total if you are.
3. If your paper is longer than 7-1/2" the score lines won't go all the way to the edge, but don't worry about it. You can reverse the paper at the end and extend them, or just crease the fold and use a bone folder to finish the score.
4. "Line up S, M, or L vertical line" refers to the score line you just created, move that to the align with the START LINE and punch.
5. Scoring the HORIZONTAL line at each step makes your tabs fold.
6. Scoring the SIDE, SIDE 2 and TRIANGLE lines create the gusset fold on each side of the bag.

7. Each time you move the paper to the START Line – Punch, but only then or your bottom tabs will be weak. Make sure in step seven you line up SIDE 2 before you punch, not just the SIDE score.
8. To use the REVERSE PUNCH, on the opposite side of the tab punch, line up the paper, not the tabbed end so that the right-hand edge is aligned with the pointer.
 - a. Punch. This will create one hole on the right edge of the bag.
 - b. Slide the paper right to the next score line(SIDE 2), align with the pointer and punch. This puts a hole on the face and one in the side that will fold in.
 - c. Skip the interior SIDE line, go to the next score and align it with the pointer and punch.
 - d. Slide the paper to the next score line and punch.
 - e. Skip the interior SIDE score, align the last score line next to the tab and punch to put in the final hole. When the gussets on the bag are pressed closed all the holes align so that a ribbon can be used to tie the bag closed.
9. Use Tear and Tape or Liquid Tombow to glue the tab to the interior edge of the opposite face, creating the open bag shape.
10. Seal the bottom tabs using the same adhesive, but be aware that they don't completely overlap so take this into consideration when applying the glue so you don't end up with a sticky spot on the bottom of the bag.