How to make a shape book-Treasure box

Your first task is to find the picture that you are wanting to make into your fold shape. For this example I am making a treasure box! The picture you want must be clear, and I suggest straight head on photos or a good angle. For this example I am using the following picture. Be sure to copy and paste it into your document. At this point you need to open a second document and copy and paste your original graphic into it, just in case you make a mistake that you can't undo.

Now you are going to crop it. To do this click on the photo then click the picture tools tool bar. All the way at the top of the screen!

You will need to choose the CROP option. this will give you black corner and side grippers (instead of the tiny squares). Adjust it so that you can only see the portion that you want to show as your Top of the pocket or the envelope flap. As it shows below:

This is the top flap or closure part. So now we need to go back and get the front of your pocket. Remember that copy and paste you made in your second document? Go copy and paste it into this one again! (If you didn't do that, undo the cropping, copy and paste it a second time, then redo the cropping!). Now crop the bottom of the chest. Try to get them as lined up as close as is possible.
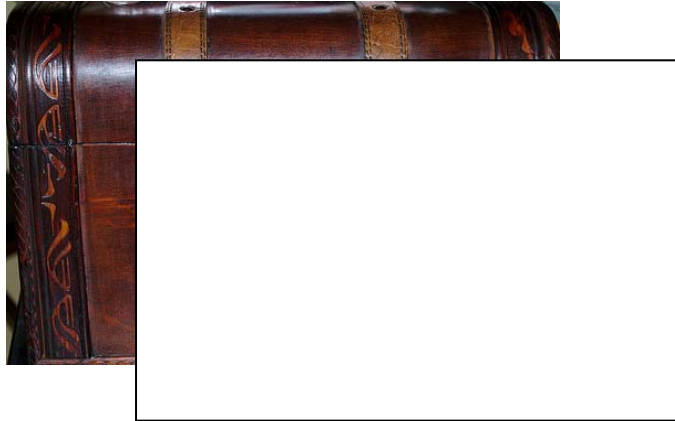
Now we need to connect the two, but we need to do it so that there is a back to this pocket. So we are going to insert an auto-shape that will be the size of the original graphic. **TIP** I usually just paste in another copy of the original graphic, insert my auto shape, then delete the copy of the original graphic that I don't need. This helps so that you get the exact size you need without having to realign everything! ☺ So it will look like this basically:

DELETE: ──────────▶

This shows the auto-shape overlapping the original—just move it slightly as shown above then delete the original graphic.
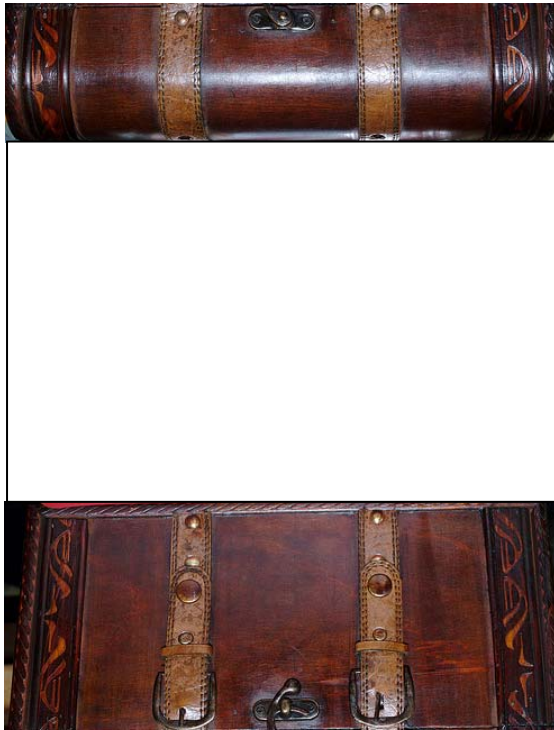
Now you will need to line them up! In order to move them around you will need to right click on each of them in turn. You will need to change the setting for text wrapping to "in front of text". This will allow you to move it however you want. Be careful though, if you set something else on top of it, you may have to adjust things using the bring to front or move to back options on the picture tools toolbar.

Now if you were to print this out right now, you would have a match book fold—not what we're looking for and it wouldn't match up right either. So our first task is to turn the bottom part so that it will be ready for the top portion, and then turn the top portion so it is ready for the bottom. Do this by clicking on the bottom graphic, hover your mouse over the "green dot" Unit you get a swirled arrow and turn it so that your graphic turns—then align with auto-shape again. Repeat with the top portion. This will allow you to fold it up with the top lining up with the bottom of the chest.
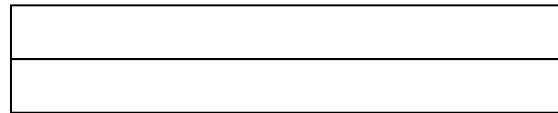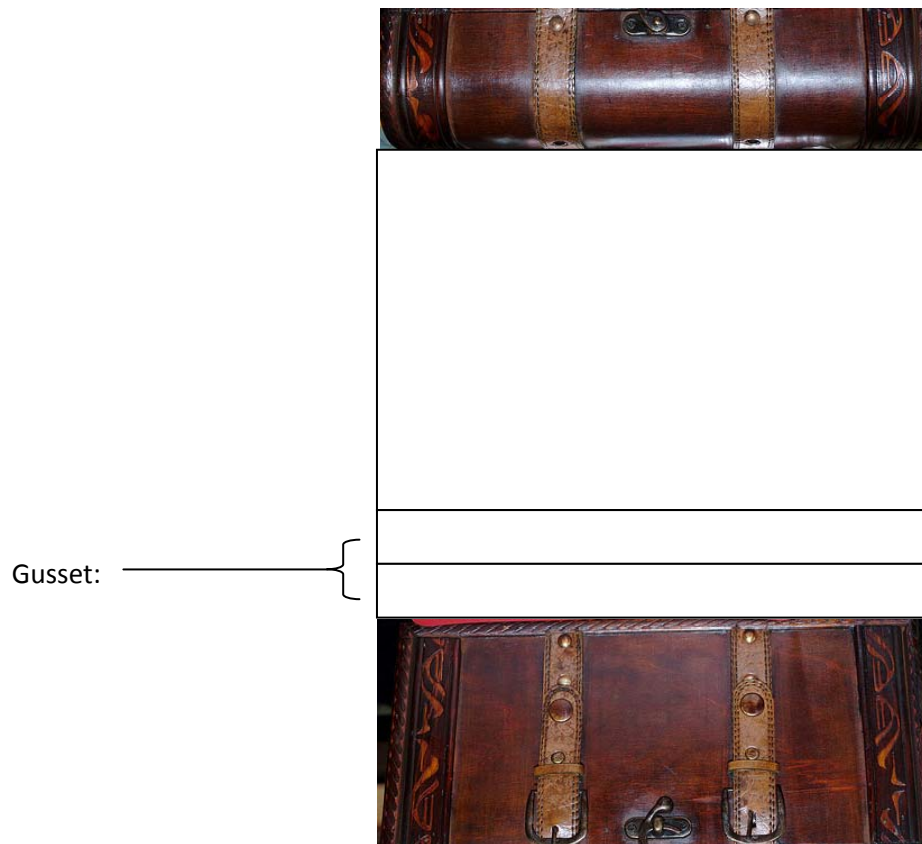
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Again this is just an upside down version of a matchbook fold. NOT quite what we want if we want it to be a pocket!! So we need to have some sides added. This will be a bit harder. My idea is a gusset so that it will fold down and flat in your lapbook/binder. So we will add a gusset to the bottom first. This is accomplished by inserting auto- shapes again.
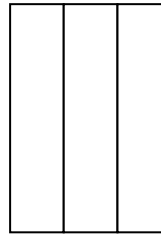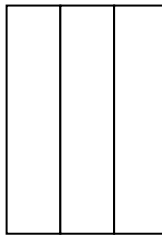
They will look like this:

This is accomplished by simply inserting one narrow rectangle-then copy/pasting it right below the original one. Now rearrange the gusset into the grouping.

Gusset:

This won't take care of the sides however!! We still need to add to them! This time we will add 3 rectangles to them and they will be the height of the front bottom of the pocket. Such as this:

We will add this to both sides of the front bottom of the pocket. Please note that the width of each rectangle is the same width of the rectangle of the above gusset!

Glue

Glue

The third strip will be for gluing to the back of the pocket. To add the words to do this right click on the outer shape then click add text. This will allow you to add text. To change the direction click on text box tools tool bar and click "text direction" You can't type upside down, but you can type going up or down. If you need to have the words upside down, you will need to use text art. Please note that on this I have the last tab marked as "glue" but the other side is really what you should place the glue on and glue it to the back of the back. this is only shown this way for an example.

Good luck and have lots of fun with this!!

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Resize as needed!! This is the size I used to create the one in the Book of Virtues Lapbook for unit 6: courage. It's a good size that can hold different objects or even vocabulary cards!