

HOW TO

Make your own Spy briefcase



SPY

ESPIONAGE IN AUSTRALIA

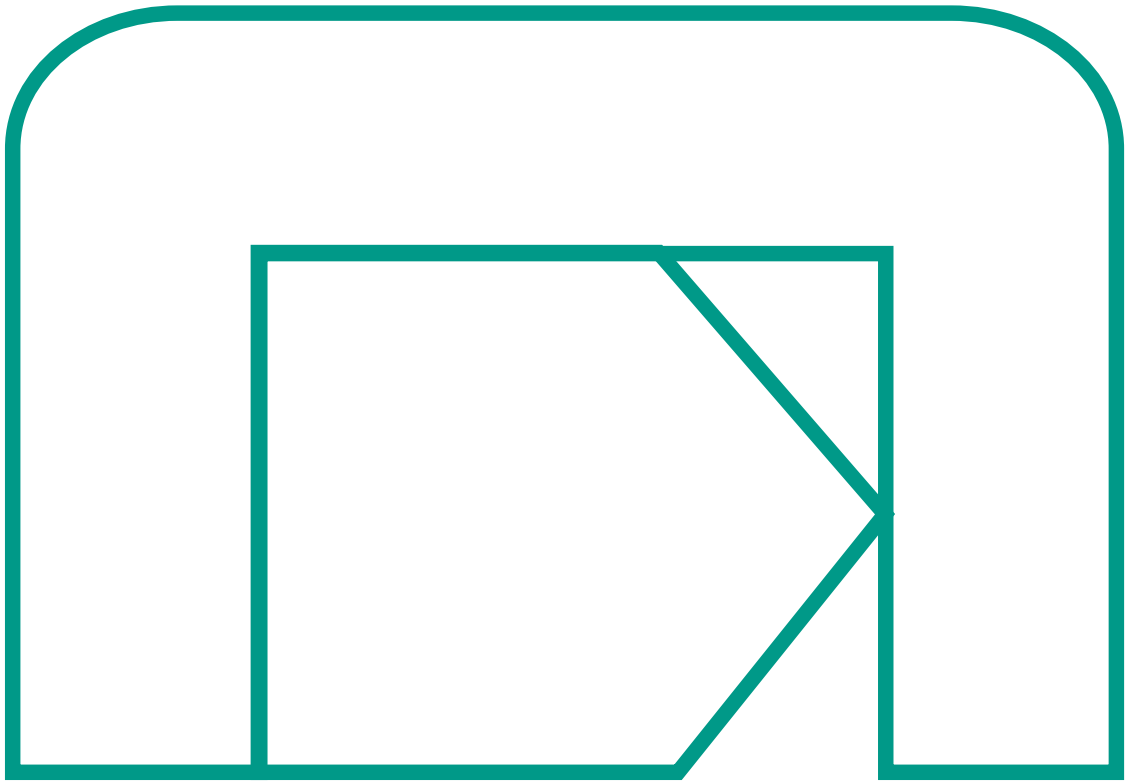
All good spies have special secret briefcases in which to stash their kits. Make your very own by following our step by step instructions.

YOU WILL NEED

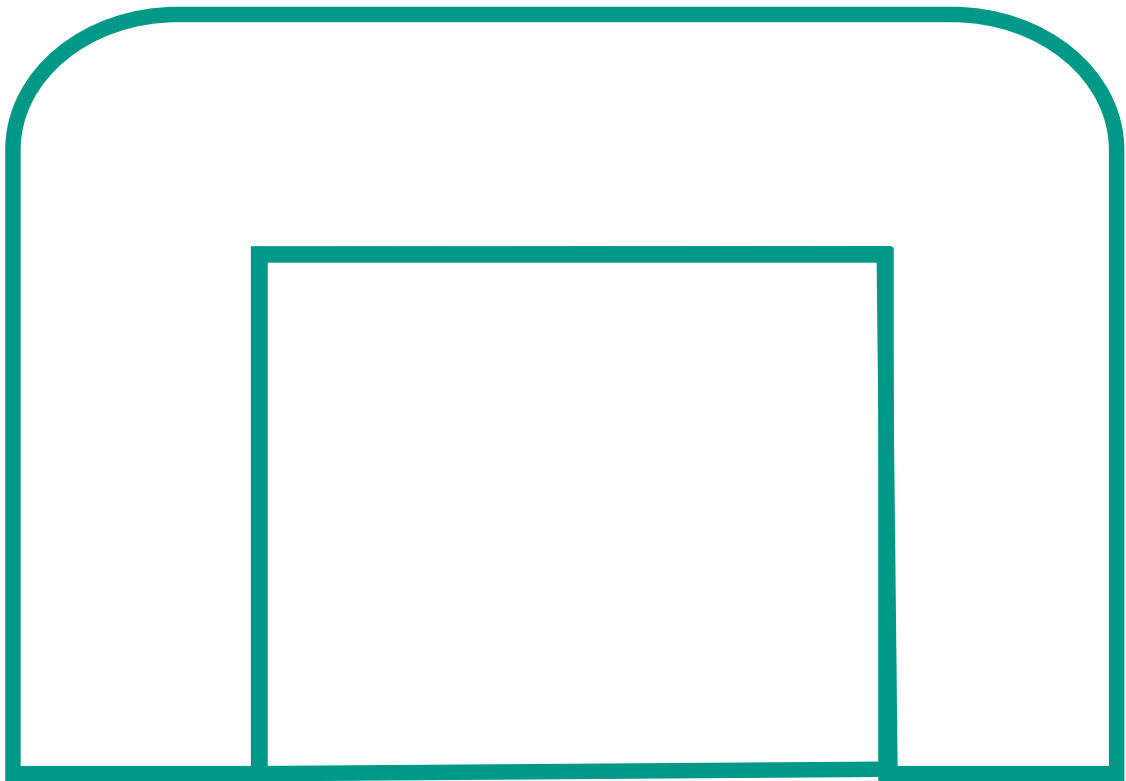
- **1 x manila folder**
- **stickers**
- **coloured paper**
- **glue or sticky tape**
- **pencil**
- **ruler**
- **scissors**
- **hole punch**

SIMPLE VERSION DIRECTIONS

1. Trim the folder so that the closed top edges are even.
2. Use the cut off piece from the top as a template to round the bottom corners.
3. Put a pencil mark at the top edge of the folder to show where the centre of your folder is. This will help you to position the handles later on.
4. Cut out a handle, tag and label shapes and then trace around these on cardboard and then cut these out too (there are templates on the next page). Choose a different colour for the handles if you want to.
5. You can create pockets on the inside to hold messages, letters or pictures, by taping on different sized square or rectangular pieces of coloured paper on the inside.
6. Glue or tape your handles in position. Make sure that they are centred and line up with each other.
7. Decorate the outside by sticking on strips of coloured paper as a contrast or by drawing something to do with spies.
8. Use a hole punch to make a single hole in the tag and then tie it around the handle or glue the label on with your name or a message.



Handle and label template



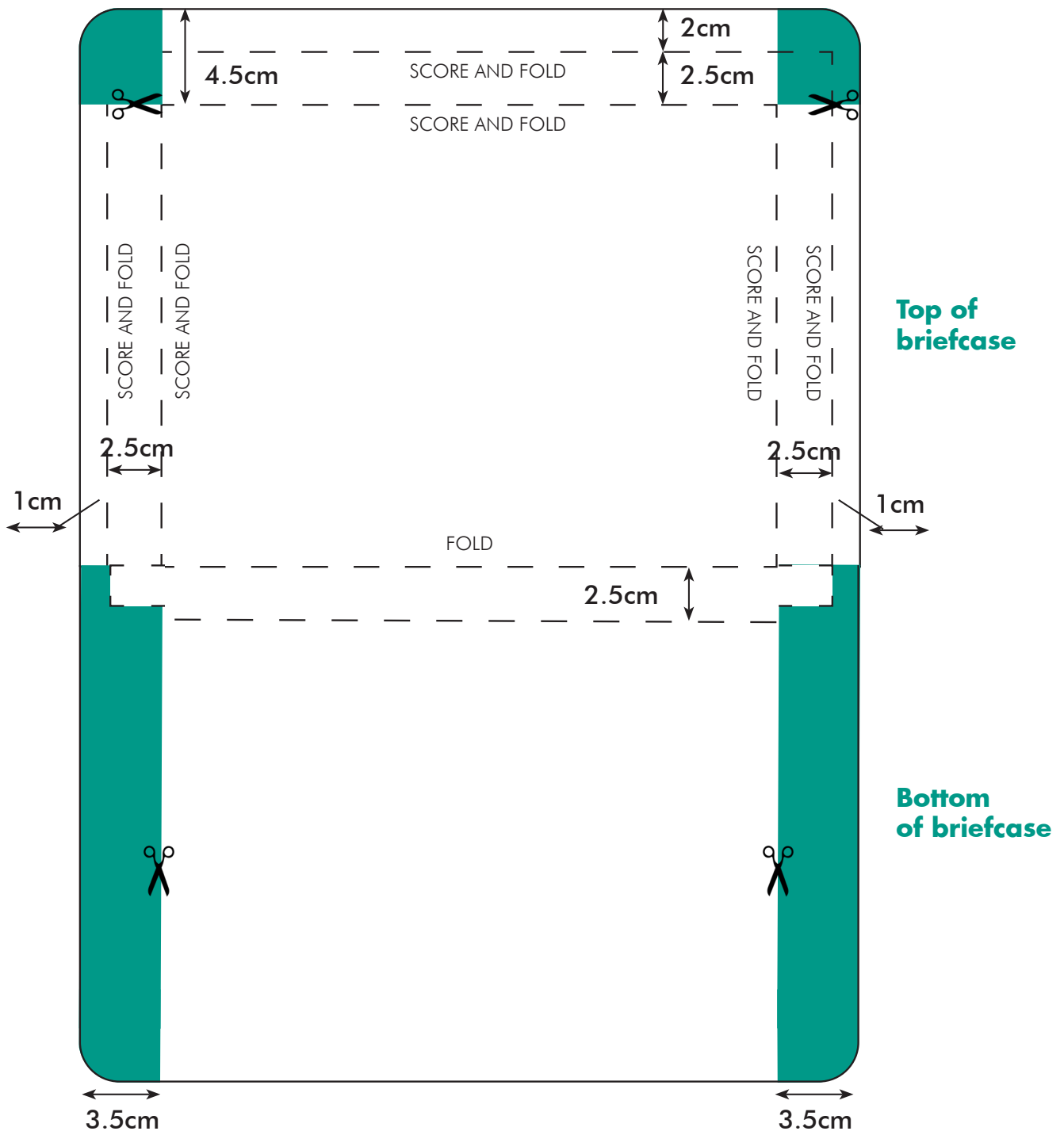
Handle and tag template

TRICKIER 3D TEMPLATE DIRECTIONS

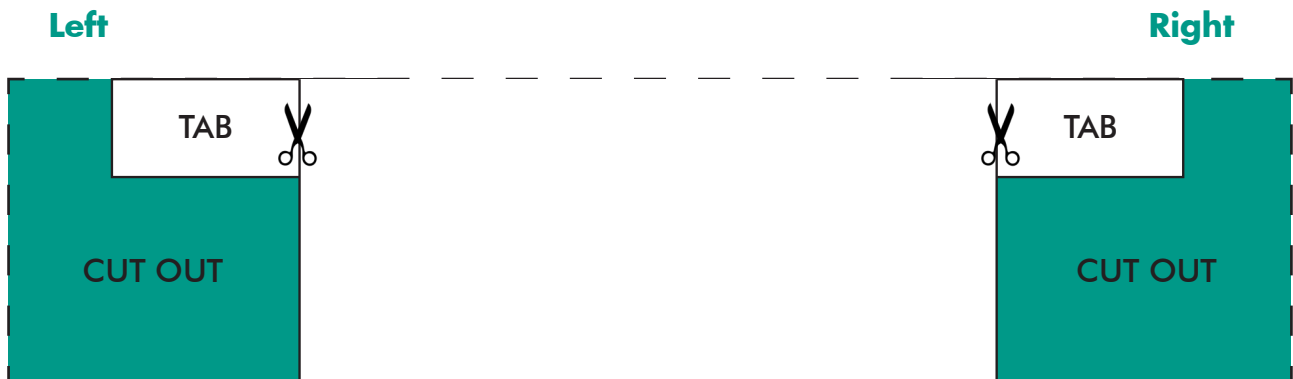
Hint: CUT along solid lines and FOLD along broken lines.

1. Open your manila folder so that it lies flat, with the shorter edge at the top and long edge at the sides. (This is the inside of your briefcase.)
2. Draw a 3.5cm strip down **both sides** and then a 1cm strip nearer the edge.
3. Across the **top** draw a line 2cm from the top and another at 4.5 cm.

Have a look at the below templates to see how to draw the lines for cutting and folding to make your own Spy briefcase.



4. At the fold lines in the middle of the folder follow the drawing below to create the tabs in the **middle** of your briefcase.



5. When you have finished drawing your guidelines cut along the solid lines, removing the blacked out areas (where it says cut out) as shown on the above example and leaving in the little tabs (where it says tab).
6. If you can, use the blunt tip of your scissors or the corner of a ruler and drag it along the fold lines, this will help make it easier to fold inwards.
7. Out of the scraps of your folder make the handles and lock for your briefcase. Glue or tape them in position.
8. Personalise and decorate your case. You might use contrasting colours to add details, write TOP SECRET, or draw a Spy picture. Use your imagination.
9. When you have finished decorating, tape or glue the tabs to create your 3D briefcase.

