

MAKING YOUR OWN ENVELOPES...

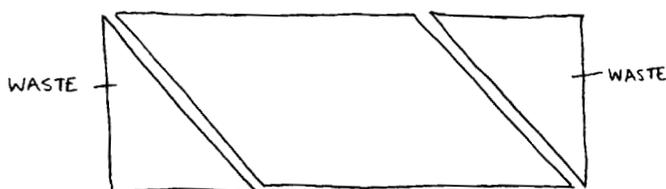
MATERIALS:

- *medium to heavy weight paper*
- *lighter weight or decorative paper for liner (optional)*
- *glue stick*
- *X-Acto knife; pencil; ruler*

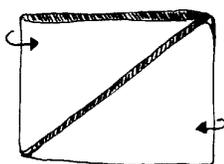
Making a Square Envelope: First determine the size of the item to be enclosed. Once you have determined this then you can decide the size of your envelope (for example 5" square). Multiply one edge by 3 to determine the rectangle size (eg. 5" x 3" = 15"; your measurements for each of the pieces used to create your envelope will be 5" x 15"). Choose two papers for the envelope exterior and using a ruler and X-Acto knife cut one rectangle (5" x 15") with the long edge parallel to the paper grain. With the second piece of paper cut a rectangle (also 5" x 15") with the long edge perpendicular to the paper grain.

To determine the size of the liner paper subtract 1/8" from all edges of the envelope (4 3/4" square). Then multiply one edge measurement by 2 1/2" and round up to the nearest quarter (eg. 4 3/4" x 2 1/2" = 12") Cut one liner rectangle measuring 4 3/4" x 12".

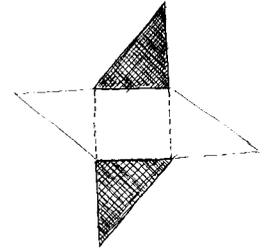
Using a pencil divide the pieces of paper being used for the outside of your envelope into thirds. Align the ruler diagonally from the corner to the nearest mark on the opposite edge and cut with the X-Acto knife. Repeat to make a parallel cut at the other end of the paper.



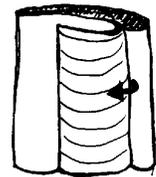
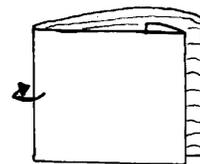
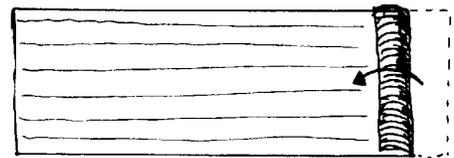
Fold each end inwards making sure the outer edges are even and the diagonal edges butt together to make a square, then crease with a bone folder. Repeat this process with the second rectangle.



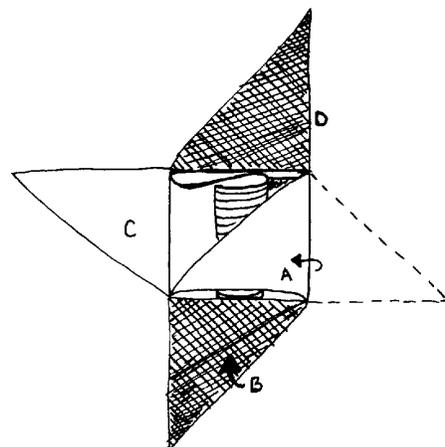
To assemble the envelope stack the two rectangles (with pencil marks aligned) to form a pinwheel. The points should fold easily into the middle. Glue the middle sections together.



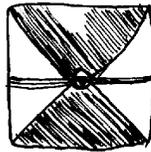
Next, take the liner rectangle and fold one short edge toward the middle and crease (exact measurement is not required). Turn the liner over and fold the other short edge over so a square is formed that measures 1/8" less than the finished envelope size. Turn over again and fold the longer end to make a flap. Lay the envelope down with the points opened and glue the liner to the center of the sleeve. Make sure the paper grain is aligned.



Enclose the item within the paper liner and close the sleeve. To do this fold any point inwards (A), followed by the adjacent point (B) into the middle section. Then fold the next point (C) into place followed by the last point (D) which folds over point C and under point A.



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To decorate or trim the envelope you can wrap cord once or twice around the envelope. Take care to make sure the cord fits snugly without buckling the paper. Or, you can wrap a paper strip around the envelope, overlap and glue the ends and finish with a wax seal.

Making A Rectangular Envelope: Note: Master the technique for making a square envelope before attempting the rectangular version.

To make a rectangular envelope determine the size you will need to fit your item inside. (eg. 3" x 6") Multiply the shorter end by 3 to determine the first cut envelope size (3" x 3 = 9"). Multiple the longer end by 3 as well (eg. 6" x 3 = 18"). The cut size of your envelope will be 9" x 18". Follow the directions for making a square envelope.

NOTES:

To make a liner for the rectangular envelope subtract 1/8" from all edges of the finished size of the envelope (2 1/4" x 5 3/4"). Multiply the shorter edge by 2 1/2" and round up to the nearest quarter inch (eg. 2 3/4" x 2 1/2" = 7"). Cut the liner making sure that the long edge is parallel to the paper grain. Follow the instructions for the square envelope to complete the assembly.



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