

# TUTORIAL 9.

## ENVELOPE FOLDS PART I

### SUPPLIES

- 8 1/2" x 11" or 8 1/2" x 8 1/2" sheet of card stock
- Double stick tape or glue stick

### TOOLS

- Bone folder and/or scoring tool straightedge

### NOTES

The following tutorial presents clever, often head-slappingly simple and useful envelopes as mailers for letters, photos, invitations and more. Play around with them and come up with your own version. All can be folded from an 8 1/2" x 11" (or 8 1/2" x 8 1/2") sheet of paper to yield results that can be sent legally through US mail but I also encourage you to play around with sizes to get the flier or envelope sizes you need. I recommend paper weights a bit heavier than standard 20# copy paper, but that will do in a pinch.



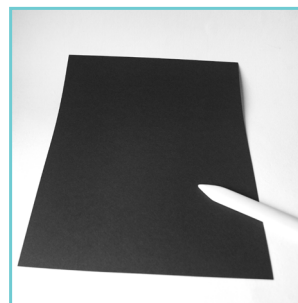
## TRADITIONAL DOCUMENT FOLD

- Long before envelopes were invented this is the way legal documents, letters and missives were sent. I have seen this fold used in period movies though the actor rarely takes the last step of securing the flap...so much for cinema verite! A very simple fold, I find myself using this fold for school notes and receipts.



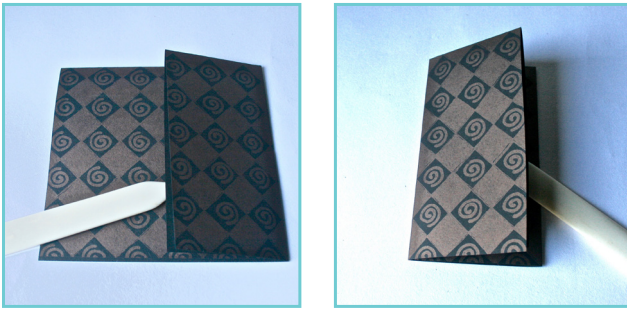
## STEP 1

- Begin with an 8 1/2" x 11" sheet of paper, decorative side down on your table/surface.
- Fold the paper over top to bottom stopping a scant 1/8" from the lower edge.



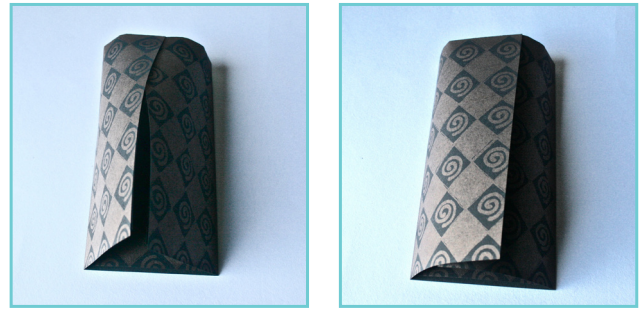
## STEP 2

- Fold the right side of the paper(s) slightly less than 1/3 of the width, cut edge to the left.
- Fold the right side of the paper(s) slightly less than 1/3 of the width, cut edge to the left.



## STEP 3

- Lift both of the previously folded flaps and begin to gently insert the right side flap between the two layers of the left side flap.
- These flaps should sandwich together with a minimum of coaxing.



## STEP 4

- At this point the long cut edge would be secured with a bit of sealing wax and the end left open.
- If you plan to send this through the mail I would recommend securing that open end with tape or stickers.



### HINTS, TIPS, & TECHNIQUES FOR ALL MAILERS & ENVELOPES

- In these samples, I use papers from my own collection (28#-32#) which can be found at [reminiscencepapers.etsy.com](http://reminiscencepapers.etsy.com) or [thepaperassembly.etsy.com](http://thepaperassembly.etsy.com).
- Durability is the key when choosing a paper type. If you plan to mail your piece, choose a paper that can withstand several handlings as well as postal machinery. We do not recommend soft tissues, most handmade papers, or any paper that has flowers or leaves lightly imbedded.
- Keep a supply of plain and decorative seals and stickers on hand. The labels you choose for addressing can make quite an impact. Consider having large white self adhesive stickers on hand so that you can cut them to shape and embellish with decorative punches, rubber stamps, markers, etc.
- For an added punch, put a teaspoon of confetti and a delated balloon in Folded Envelope invitations to set a festive tone for your event.

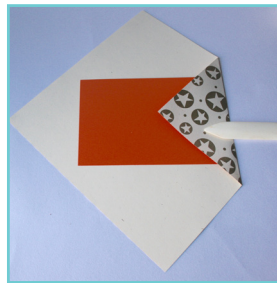
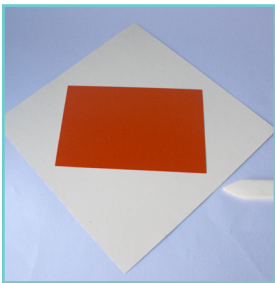
## FLEXIBLE FOLD ENVELOPE

- This envelope fold, borne out of desperation, can easily be adapted to many sizes of greeting cards. You know when you screw up addressing the matching envelope to a particularly lovely card?....Now you have a fix for that!



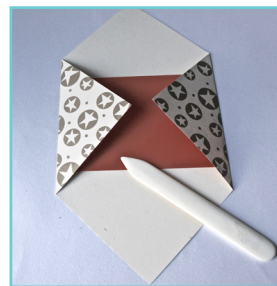
### STEP 1

- Begin with an 8 1/2" x 8 1/2" sheet of paper, decorative side down and on the diagonal. Center your card or photo (in this case a 4" x 6" piece of card stock).
- Holding your card securely down fold the right point over so that it is up against the card but not too snug.



### STEP 2

- Repeat with the left point.
- Fold the bottom flap up.



### STEP 3

- Though not completely necessary you may want to open up that bottom flap and put a bit of double stick tape down for added security



### STEP 4

- Fold the top flap down—again not too snug.
- At this point you can seal the envelope with double stick tape, glue stick or a decorative sticker.

