

Letterfold Envelope

Diagrams by Mary Ellen Palmeri

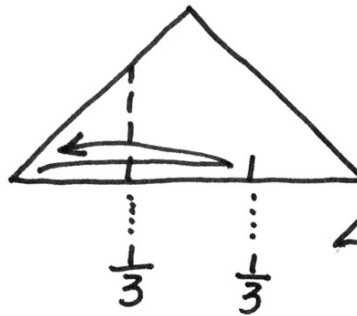
For a 4.25 x 5.5" envelope begin with a 12" square [scrapbook paper is good]. For gift enclosures use smaller squares. 8.5" sqs make envelopes about 3x4" and 4" sqs make tiny envelopes 1.5" high.



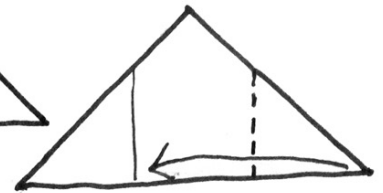
1. Write your message on your paper square before you fold



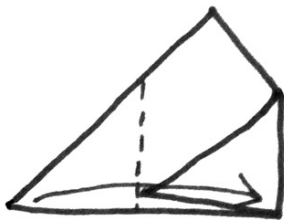
2. Fold in half diagonally bottom to top



3. Divide folded edge into thirds; fold one flap in to meet opposite third-mark; crease & unfold



4. Fold other flap in to meet crease made in last step



5. Re-fold first flap to cover second flap



6. Fold point of top flap back to meet outside edge; crease sharply



7. Open layers of small flap & squash-fold to flatten, bottom point going to the top to make a small square...



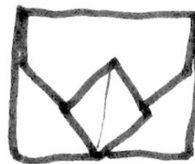
8. Fold top point down to a place just a little above the bottom



9. Unfold top flap

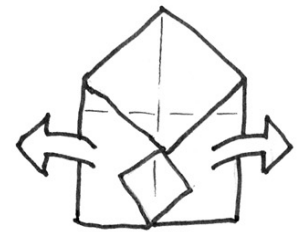


10. Re-fold top flap & place point inside the small square at bottom



11. Model is complete

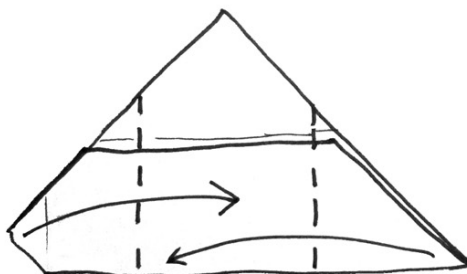
VARIATION for ENCLOSURES:



10a. After step 9, unfold side flaps...



11a. Cut off section from top layer only; cut on the crease line, or a little below the crease as shown



12. Re-fold side flaps as before



13. Slide enclosure (note, picture, etc) behind the cut section, then close as shown in step 10 above.