

## The Basic Envelope Template

Size A2 (fits letter-size paper folded into quarters)

### Instructions:

1. Print the template on the following page onto the paper of your choice, or print it onto card stock, cut it out, and trace around it onto your paper.
2. Cut on the solid lines and fold on the dotted lines.
3. Fold side flaps in and bottom flap up and glue.
4. If desired, make glue (recipe below), paint it onto the top flap, and allow it to air dry. When you're ready to seal your envelope, just moisten the glue and seal.



### Envelope Glue:

*Note: This recipe makes enough glue for several envelopes.*

- 1 teaspoon white glue (such as Elmer's)
  - ½ teaspoon white vinegar
  - 2 drops mint extract (optional)
1. Mix ingredients in a small container.
  2. Use a small paint brush to paint the glue onto the inside of the upper envelope flap.
  3. Allow to dry completely.
  4. When you want to seal the envelope, moisten the glue and seal!

### Other Ideas:

1. Trim the edge of the upper flap of your envelope with decorative scissors.
2. Print your envelope onto the back of a pretty calendar page that you have cut to fit your printer. Cut and assemble as explained above. Even though the outside of the envelope will show the calendar grid, you can use mailing labels for the address!
3. Print your envelope onto the back side of a sturdy piece of wrapping or origami paper that you have cut to fit your printer. Cut and assemble as explained above, keeping the decorative side of the paper on the inside.
4. Print your envelope onto the dull side of a piece of freezer paper that you have cut to fit your ink jet printer. (*Note: Do NOT run freezer paper through a laser printer or copier!*) Iron pretty tissue paper onto the shiny side of the freezer paper. Cut and assemble as explained above. The result will be an elegant lined envelope.

### Taking It a Step Further:

Once you understand how the basic envelope is made, you can draft an envelope in any size to suit your needs. Just make sure the large rectangle measures about ¼-inch larger than your card, and make sure that the two back flaps fold over each other allowing about ½ inch for the glue.

Remember to check with your post office to determine the correct amount of postage required if you're planning to mail your envelope.

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1-inch  
gauge

