

Master Envelope Pattern

This Master Envelope Pattern will produce a simple envelope with straight lines. Feel free to change shape of flaps, enlarge or reduce pattern, round corners, etc. Creating original envelope designs is a simple process. Take commercial envelopes apart and trace and alter the shapes to create new patterns.

INSTRUCTIONS: Copy Master Envelope Pattern onto card stock. Cut out on solid lines. Trace pattern onto old calendar, map, poster, paper bag, wrapping paper, magazine page, etc. Dotted lines on Master Pattern indicate score lines. With a ruler and a large paper clip, score and fold these lines on your envelope. Either top or bottom section can be envelope flap. If the front of the envelope is dark or busy, glue on a "mailing label" made from a torn piece of light colored paper. This pattern makes an A-2 envelope which measures $5\frac{3}{4}$ " x $4\frac{3}{8}$ ". Make your card or insert for this envelope approximately $5\frac{1}{2}$ " x $4\frac{1}{4}$ ".

ESSENTIAL TOOLS FOR ALL PAPER RE-CREATION PROJECTS: SCISSORS, STEEL RULER OR WOODEN RULER WITH METAL EDGE, 2H PENCIL, STAPLER, LARGE PAPER CLIP, GLUE STICK, $\frac{1}{4}$ " HOLE PUNCH

OPTIONAL TOOLS: SELF-HEALING CUTTING MAT, X-ACTO KNIFE WITH #16 BLADE.

SCORING—To score a fold line in heavyweight paper or card stock, rule a light pencil where fold is desired. Place the edge of a steel ruler along this line and run the end of a large paper clip back and forth three or four times to compress the fibers in the paper. You can now fold the paper crisply along this line.



King County

Department of
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Solid Waste Division