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## How to Make an Envelope with Courtney Cerruti

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### Chapter 1 - How to Make an Envelope

Make template, liner, and envelope

- Making your own envelopes is really actually very easy and it really allows you to play with color and pattern and customize your envelope so it makes that note that you send even that more special. It's also a really good way to upcycle things like catalogs and magazines and make some really funky, fashionable envelopes. And once you've created your template, they're actually really easy to just whip out. To make your envelopes you're going to need some text weight paper, so this is a medium weight, and I like to use some decorative paper for a liner. You also need just some scratch paper because we're going to be gluing. I like to make my templates using existing envelopes that I like the shape of, and then we'll make the actual template out of any kind of lightweight cardboard, something like a recycled cereal box or cracker box is ideal. You also need a glue stick, a ruler, and you can use a pencil or a bone folder for marking your edges and making your folds, you could also use the back of a butter knife if you need it. And last you'll need some scissors. Every envelope has its own lapel shape. That's what this flap is called, its own lapel shape, so that's specific to the company that makes the envelopes. I just happen to like these ones so I'm going to make my templates based on that. There'll be standard mailing sizes for whatever country you live in. In the United States the smallest mailable size is a four bar envelope. So you want to make sure that your envelope isn't any smaller if you're gonna mail it. But of course you can make a tiny little envelope for a gift enclosure or to put on a package. We'll just take any one of our envelopes that we want to create a template for and carefully open it up. You want to tear them open and try to keep all of the flaps intact, 'cause that's what we're gonna use to actually create the shape of our template. If we rip it that doesn't matter. So this is what we're gonna use to make our template. There are already folds here in the cracker box, I'm just going to ignore those and we're gonna make our template and just know that those aren't the folds for our template. Just lay it somewhere on your chipboard or cardboard, and you're just gonna trace the outline using a pencil. It's a very thin piece of paper so if you draw up onto the envelope that's okay. I'm just holding it down where it's prone to pop up. And then I like to make little notches just at the corner so I remember that I need to actually draw some fold lines there. So those are my notches. I wanna go ahead and show where those fold marks are gonna be, before I cut this out. So it's mostly from corner to corner, this is going to be pretty standard. And you can take your bone folder and just with the tip make a score mark there. This is so that your template folds easily. You don't have to do this, you could avoid those score marks because you're not actually making this into an envelope, but I like to do it, it's a nice visual reference then I don't forget a step when I'm actually making my envelope. And I'm just going way beyond, starting above and going way beyond there, just so I get a nice, clean score. We're gonna carefully cut this one out, because this is our template and we really want to maintain that outer shape and keep that consistent and clean. This is my lapel up here I might just want to make sure that that edge looks good. I have kind of a wonky pencil mark here so I can also turn it over and just make sure the silhouette looks right, which it does. If you're gonna be highly confused by that extra score mark, you can also just kind of make a note that that's not important, that's not part of our envelope, that's just where the cracker box was. And then if you want you can actually fold these, just to give you a sense of how this envelope is going to come together. If you wanted to make this into a mailer you certainly could, you would just glue it up like

you would an envelope and then this would actually be the mailer, it would be nice and sturdy, but we're actually going to use this as our template. So once you've cut that out, you can go to your text weight. This size fits on an 8.5 x 11 just really nicely. And we're gonna do the same thing. Trace it, the reason we make this template is because this is thicker and it's much easier to trace. It's also gonna last us a much longer time. If we just took one opened envelope and tried tracing it and making multiples from it eventually we would really distort those perfect edges. But with this card stock or cardboard, it's gonna stay nice and crisp and last us a long time. If you need to put those little marks where you know you have to score at the corners you can with your pencil. But you don't have to. We're gonna make those score marks from corner to corner, just like we did with our cardboard template. And again you're gonna cut this out. And you can cut multiples at once, but you'll have to score them individually. You do want to make sure that you, especially on the lapel or the flap of the envelope, that you're really paying attention to that cut, so that you can get that really nice curved shape on the flap. And that looks good. We're going to go back to our original envelope and see where it comes together, how it's folded and how it's glued. You can see that the side flaps come in first and then the bottom flap comes up. And if you'll notice, right here, you're not gonna put glue, because if you did, it would glue to the inside of the envelope and then you wouldn't be able to get a card in here so we just want to make sure that we have glue here and here. And you can easily just use a glue stick. You want to make sure that you've got your lapel up, this is the top of your envelope. You're gonna be working on some scratch paper and you're gonna go ahead and fold in the side flaps, you can use your bone folder if you like to help you with those creases. The bottom flap is going to come up like this. Hold on one sec. One that's off just a bit. Okay, your bottom is going to come up like this, and we're going to be applying glue to the inside right here. You can just use a glue stick for this, you don't have to use wet glue. I'm gonna avoid that middle section, because that would be glued to the inside of my envelope. Get down into the corners there. I'm just going to place this up. Press, and then you have this nice, tidy envelope, you put a stamp on it and pop it in the mail. And I made a few others here in different sizes. Using a business envelope or a number 10, and that little baby enclosure we talked about. So you can make a myriad of envelopes. You can use magazines and upcycled catalogs and things to make really cool envelopes. Now if you want to add a liner, which is a way to add a pop of color or a little bit of pattern in an envelope when someone opens it, I'm gonna show you how to do that with the template we just made. Your liner is gonna come, if you look at this guy, this has a different shaped lapel, so your liners are gonna be particular to the shape of your envelope. You want to mimic the shape here, so that it matches the lapel, you just want to drop it down about a quarter to a half of an inch. And if I open this up, you can see that it just comes down, it doesn't cover the inside left and right or this bottom flap, it just tucks into that main portion of the envelope. So we can go back to our template. This is our top. I'm gonna use a decorative paper here, I'm actually just going to flip it over so I can't see my pencil marks. And I'm gonna draw my lapel shape, so that's my lapel shape, and then I'm gonna come down about a half of an inch and this is actually where my liner will start. And then you just need to draw down, straight down, you can use your ruler or you can eyeball it. Usually only need to draw down about an inch or two. You don't even have to go to the bottom of the envelope. So you're making a little house shape, it's what it looks like. So I can just go something like that. Cut this guy out. You can get more than one out of a sheet. Carefully around that corner to retain the shape. Again we're gonna use our glue stick, working on the wrong side of the pattern paper. And you don't have to glue the whole thing, you can actually just glue the edges, which is pretty cool. If you do glue the whole thing you can potentially get it stuck in the envelope before

you have it in the right spot. I'm just gonna slip this in. You can see the corners, this little tiny corner here, and where that's gonna go. Place it inside and press it down. You can score this if you're working with a thicker pattern paper, you may want to just score that line where it's gonna fold. And then you've got a sweet little envelope with a printed liner.