Boo's Jewellery

Gift envelope tutorial

Paper required *approx.* 2½ x taller and 35mm (1.4") wider than finished envelope.

4" x 3½"

Fig. 1

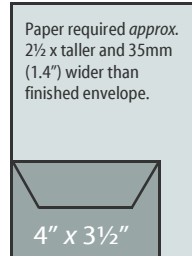Paper required *approx.* 2½ x taller and 35mm (1.4") wider than finished envelope.

2¾" x 4 ½"

Fig. 2

Tip:

The approximate shapes of envelope you'd get by cutting an A4 sheet of paper in half, either widthways (above) or in length (right).
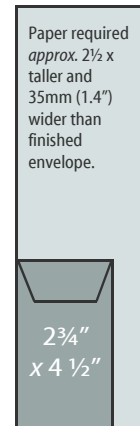
This is a supplementary tutorial to my **origami gift box tutorial** available from **http://www. boojewels.etsy.com** for making easy gift envelopes. I send out my jewellery in envelopes made this way and they're very quick and easy to make - I settle down and make a large batch in one sitting, so they don't take long per envelope and they then last me a while. I tend to do each stage (paper cutting, scoring, folding, gluing etc.) to them all at the same time, then move to the next step. I also make a selection of sizes and colours to give me flexibility.

Fairly obviously, the shape and size of your envelope is determined by the paper you start with.   A tall thin rectangle will give rise to a taller envelope (bottom envelope above with red organza ribbon and fig.2), but a squarer starting shape will give a shorter, wider envelope like the red envelope above with a pink bow and fig.1. As a rough guide, an A4 sheet of paper cut in half the long way will give you 2 tall thin envelopes about 67mm (2½") wide x 120mm (4¾") tall (fig.2), but if cut in half across the width (giving 2 x A5 sheets) will give you 2 envelopes each approximately 110mm (4.3") wide by 90mm (3½") tall (fig.1). Your starting paper needs to be *very approximately* 2 and a half times taller (i.e. 2 x height plus flap) than your required envelope and around 35mm (1.4") wider (i.e. 2 x glue flaps width).

Any decent weight of paper will do - but heavier paper will need scoring to take a good crease. Some papers fold more smoothly than others, where some may crack where you fold it.   I also put decorative scores in my papers too, as in the photo above, but not all paper is suitable for this.

You won't need to actually measure anything (unless you want a specific size of envelope), just follow the basic instructions and measure by eye. All you need is your paper, some scissors and glue or double sided adhesive tape. A paper scoring tool and scoring board will certainly make it faster and more accurate - I use one - but a ruler or other straight edge will work just fine.

Origami gift box tutorial available from
http://www.boojewels.etsy.com

www.boo-jewellery.co.uk

GIFT ENVELOPE TUTORIAL:

The basic method is to make some folds to crease the paper and these creases form the guide lines for some trimming with scissors - you won't need to measure any more than that, unless you need to make a specific size of envelope. You're left with an easy assemble envelope with just two side flaps to glue it all together. You'll need a method to close your envelope, once filled, too.
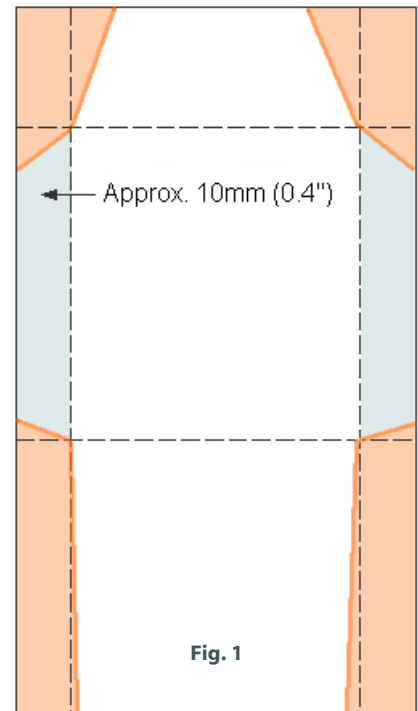
I use a scoring tool and board to reliably position the long creases and I also take the opportunity to place some decorative scored lines, parallel to the edges, in the papers that take it well - it needs to be a slightly soft paper to allow this - more brittle papers are likely to crack or make holes if you try this, so a little trial and error may be necessary. Starting with accurately cut paper and making the two initial creases parallel to each other and to the edges of the paper will make your resulting envelope much neater and easier to assemble.

THE FOLDING:

Make a fold along each long side at least 10mm (0.4") from the edge - the measurement isn't critical, you're creating a flap to glue the front to the back, so you just need enough to apply some glue or double-sided tape to. Folding against a ruler or scoring first makes it easier to keep it straight. I use a scoring board and when I butt my papers against the stop of my board and use the first scoring slot, it gives me a crease 18mm (0.7") from the edge, which is a generous amount for gluing etc. ~ you don't need any wider than that.

With those two flaps folded in, fold the short end upwards towards the other short end (fig.2 below). You need to leave an area at the top which will form the closing flap of the envelope, so just judge what would make a good proportion for your size of envelope - I tend to leave at least 30mm (1.2") or more - longer is better for use with bulkier contents.
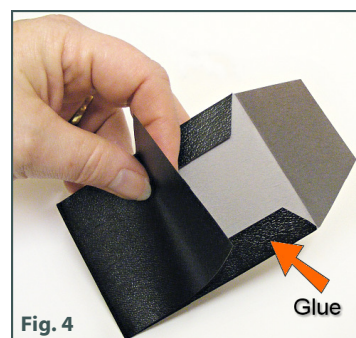
Crease that fold, then fold the 'flap' section down over the body, (fig.3 below) leaving a little gap between the edge of the paper you just folded up and the crease, it just allows it to sit nice and flat there. Flatten it out and you will have a creased sheet like the diagram to the right (fig.1 right) - the dashed lines indicate the 4 creases you now have.

Approx. 10mm (0.4")

Fig. 1

CUTTING THE SHAPE:

With scissors cut the excess areas off - as marked by the orange areas in fig.1. By cutting a little shy of the creases, as shown, at slight angles, you ensure that all of your edges will sit nice and flat when the envelope is assembled (fig.4 below).

Re-fold your envelope and carefully crease and burnish all the edges and ensure that it sits together nicely (fig. 4) and then glue the two small side flaps - blue in fig.1 - you need to fold them into place and **apply glue to the outside surface** of the paper (fig.4) - you then stick the front of the envelope over the top of the flaps - I think it looks neater than gluing them on the outside of the envelope. You'll then need a method to close the envelope flap once you've filled it with your contents, I use either a printed adhesive name sticker or tie with ribbon. Some coated or textured papers may need a good quality glue to stick reliably. I use a concentrate PVA craft glue and have found this will stick anything reliably.

Fig. 2

Fig. 3

Fig. 4

Glue

Tip:

Don't apply glue too close to the outer (creased) edge of the flap, to prevent glue from showing on the outside, if you trimmed your front a little narrower, as indicated in fig.1.