

Envelope Tutorial

Tutorial by Toni Storie



This tutorial makes an envelope for a 4¼" x 5½" card, which is also known as an A2 sized card. Directions for additional sized envelopes are available on the Scor-Envi.

Paper:

- One 8" x 8" piece of patterned paper

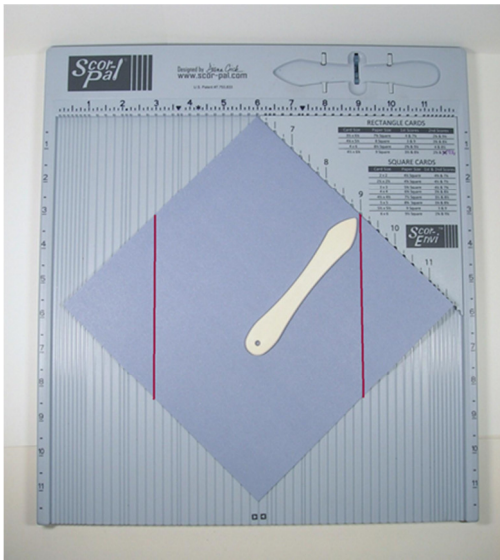
Supplies:

- Scor-Pal® (latest version with grooves every ¼", blue)
- Scor-Envi™
- Scor-Tool™
- Scor-Tape™
- Scissors

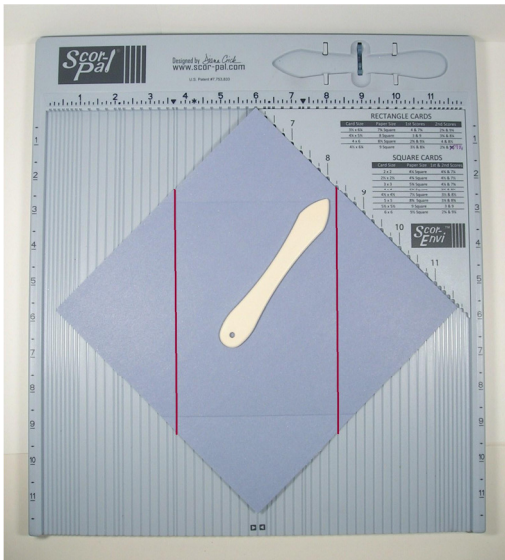


Step 1:

Insert your Scor-Envi into the top right hand side of your Scor-Pal. Align one corner of your patterned paper (desired pattern side up) with the 6" groove on the top fence. The opposite corner will align with the same 6" groove at the bottom where the two arrows meet and the upper right hand side of your patterned paper will lay flush against your Scor-Envi.



Step 2:
Score at 3" and then again at 9".



Step 3:
Rotate paper 90 degrees and score at $3\frac{3}{4}$ " and $8\frac{1}{4}$ ".

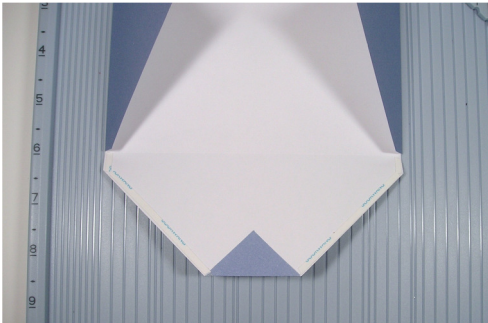


Step 4:
The intersecting score lines will create four small triangles. Trim the triangles from your designer paper.



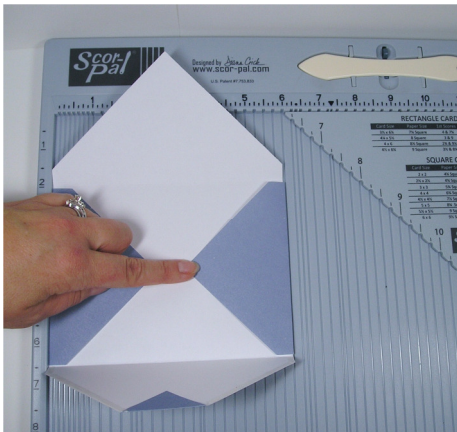
Step 5:

Replace the paper back into your Scorer-Pal with corners aligned with the 6" groove and upper right hand side of your paper flush against the Scorer-Envi. Score one more time at 10³/₄", creating a small triangle shape.



Step 6:

Burnish all of the score lines on your patterned paper with your Scorer-Tool. Adhere the small triangle shape to the inside of the envelope. This becomes the bottom flap of your envelope. Line the right and left outer edges of this flap with Scorer-Tape.



Step 7:

Remove backing from Scorer-Tape. Fold in the right and left hand flaps of your pattern paper and adhere your bottom flap to them.



Step 8:

Finally, line the inner top of the top flap of your envelope with Scorer-Tape and leave the backing on until you are ready to seal your envelope.

There is one misprint on the Scorer-Envi. The largest rectangle 4 1/2" x 6 1/4", the second set of scores should be 2 3/4" x 9 1/4" NOT 9 1/2".

Other envelope sizes are listed on the front of the Scorer-Envi.