

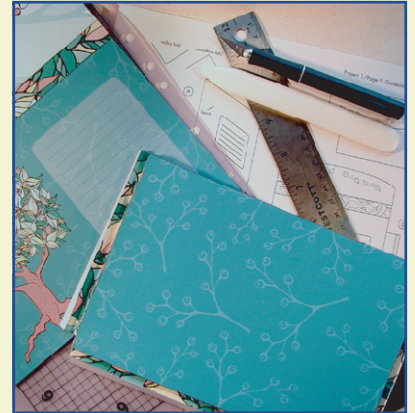
Project 1 — Genealogy Envelope

Materials

- 3 sheets cards stock
- Cutting mat
- X-acto knife
- Metal-edged ruler
- Butter knife or scoring tool
- Double-sided tape
- Scissors
- Spoon
- Velcro dot or square, 1/2" x 1/2"

Instructions

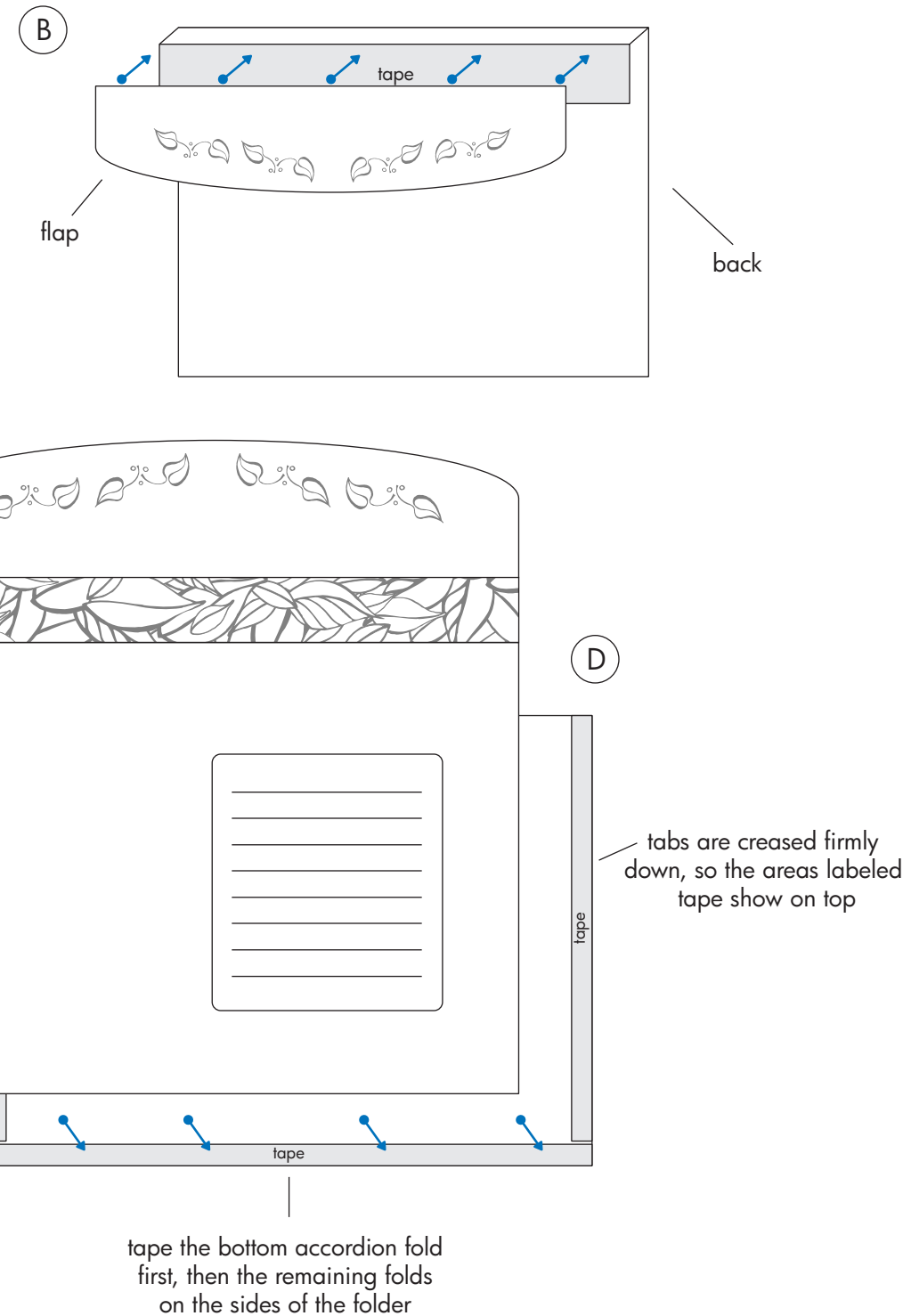
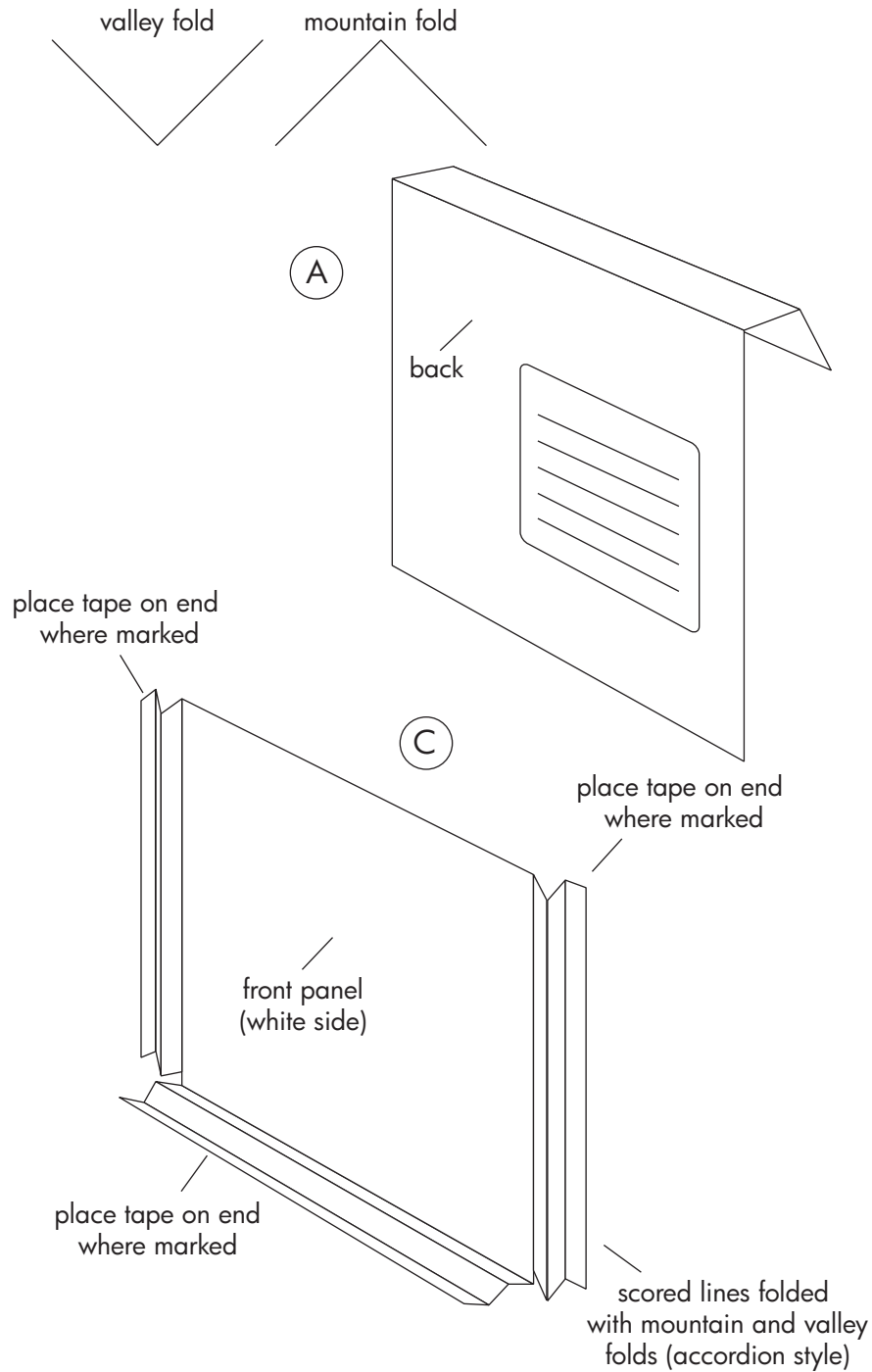
1. Print all pages. Set aside to dry completely
2. To make folding easier, score along all of the red dotted lines on the pages labeled front and back. To do this, lay a ruler along the red dotted lines, and run a butter knife or scoring tool along the ruler, using medium pressure to create an indentation on the paper. You will score the front nine times and the back twice.
3. Trim away the white areas on the front, back and flap pages. To do this, use the X-acto knife with the metal-edged ruler as your guide and the cutting mat underneath.
4. Fold the scored lines on the back page so that the white areas fold toward each other. These folds should form a "U" shape. See illustration A.
5. Using the back of a spoon, press folds firmly to crease.
6. Put double-sided tape on the area of the back page that is labeled tape. Make sure that the tape is no larger than the gray area.
7. Attach the flap piece to the back piece as shown in illustration B.
8. Next, fold the scored lines on all three sides of the front piece with mountain and valley folds. See illustration C. When finished folding, the areas marked tape should face up.
9. Using the back of a spoon, press folds firmly to crease.





Project 1 — Genealogy Envelope (continued)

10. Cut a piece of double-sided tape to fit the bottom fold labeled tape. Make sure that the tape is no larger than the gray area.
11. Adhere the back envelope piece to the bottom, lining up the bottom edges. See illustration D.
12. Repeat steps 10 and 11 with each side of the envelope.
13. Finally, with the Velcro dot fastened together, remove the protective backing from one side and center it on the back of the envelope flap, firmly in place. Then, remove the remaining protective backing and close the envelope flap to affix the Velcro to the front of the envelope, again press firmly in place.
14. Label and fill your envelope with all of your genealogy findings!





tape



