

A free project, compliments of...

Terri Stegmiller

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Quick and easy

Postcard Envelope

Create beautiful custom envelopes for your postcard creations

Materials

- Paper - Scrapbook paper or other paper that is large enough
- Ruler
- Scissors
- Craft knife
- Bone folder
- Glue or double-sided tape
- Pencil
- Template material or a piece of cardboard

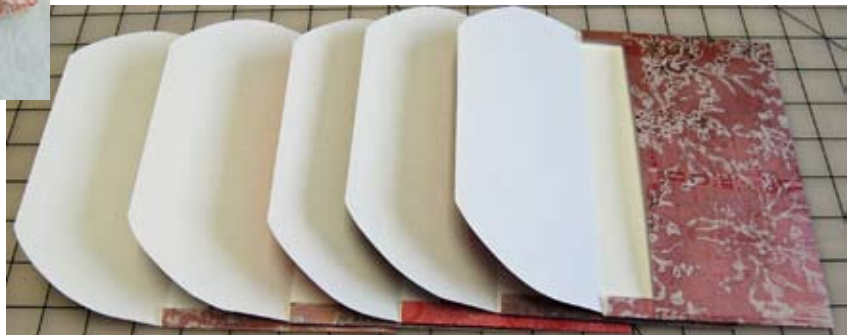


Over the past few years, I have sent many handmade postcards through the Post Office mail system and I've also received many in return. The cards I've sent and received have been mailed in several different ways. One way, referred to as "naked", means the postcard is dropped into the mail with no protection like an envelope or clear, plastic wrapper or sleeve. This method is my least favorite. I worry that somewhere along the card's travels that it will get soiled or damaged because it is exposed to hands, equipment, etc.

The method I've used most often is to put the postcard into a clear, plastic sleeve. This method still allows the card to be seen as it travels through the postal journey, and it does allow some protection to the beautiful card inside.

Recently I decided I'd like to send some cards enclosed in an envelope. I didn't have any envelopes on hand that would accommodate the basic postcard size of 4" x 6", so I decided to make my own custom envelopes. One bonus of making a custom envelope to go along with your handmade postcard is that you can coordinate the two by color or theme.

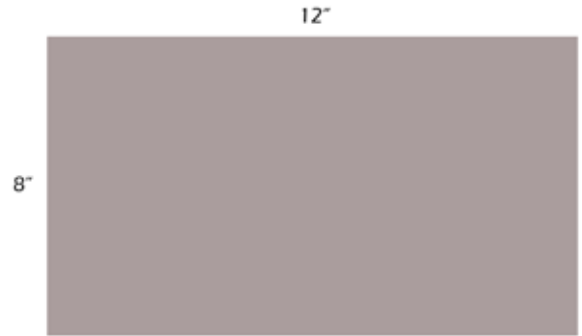
This tutorial shows you how to make a custom envelope to hold a 4" x 6" postcard. Once you understand the basic concept, you can adjust the size to your needs so that you can send other items in a beautiful handmade envelope.



Step 1 - Cut the paper to size

I start with a sheet of scrapbook paper that is 12" square. Scrapbook paper is available in different weights, some are heavier like cardstock and some are thinner. I've used both successfully. Feel free to use any paper. Papers such as gift wrap, hand painted craft papers, watercolor paper, handmade paper, etc., are all great choices. Cut the paper to measure 8" x 12".

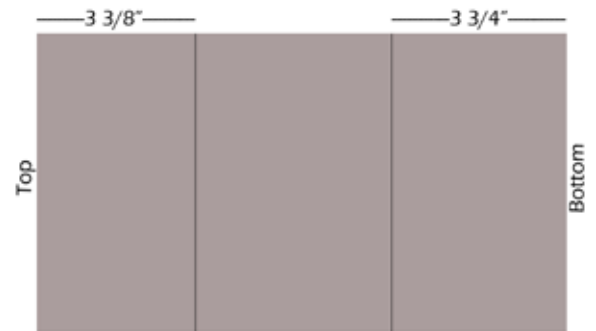
I find that my rotary cutting tools, used for quilting, work really well for this step.



Note: Not to Scale

Step 2 - Mark the top and bottom fold lines

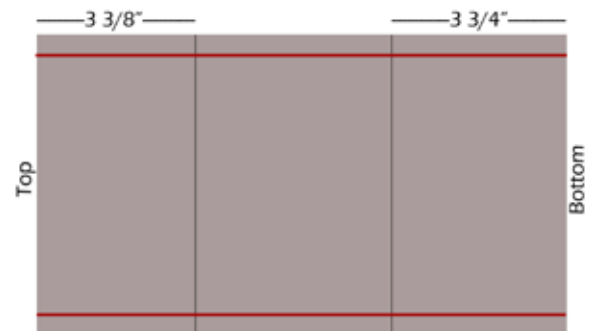
Using the bone folder, mark folding lines at $3\frac{3}{8}$ " from one 8" edge, and $3\frac{3}{4}$ " from the opposite 8" edge. These fold marks are made on the wrong side of the paper.



Note: Not to Scale

Step 3 - Mark the side fold lines

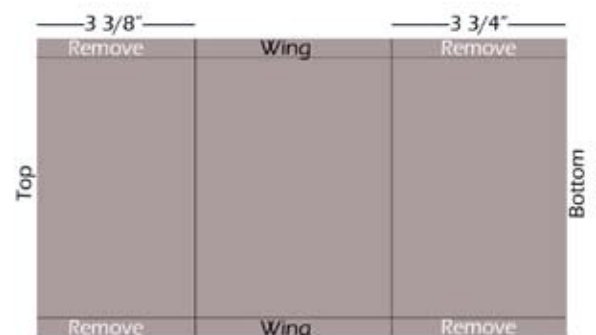
Using the bone folder, mark the folding lines on both 12" sides. These folding lines are $\frac{3}{8}$ " from the edge.



Note: Not to Scale

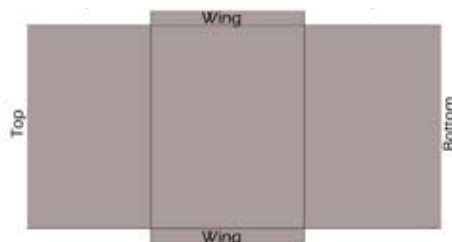
Step 4 - Remove unneeded paper

Note in the diagram at right that there are four small sections of paper that need to be removed. I use my craft knife to trim these away, but a scissors will work just fine.



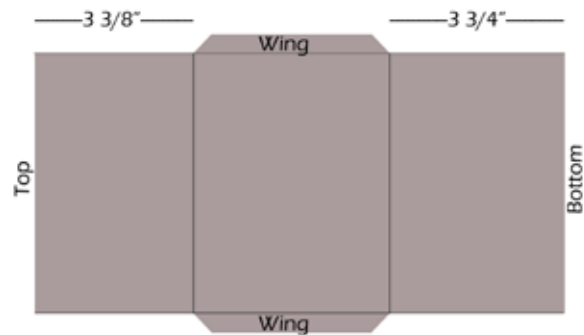
Note: Not to Scale

This is what your paper should look like after removing the four sections.



Step 5 - Shape the wings

Clip the corners of the wings with your scissors. I don't worry about marking these so they all match. I prefer to just eyeball the angle and make my cut.



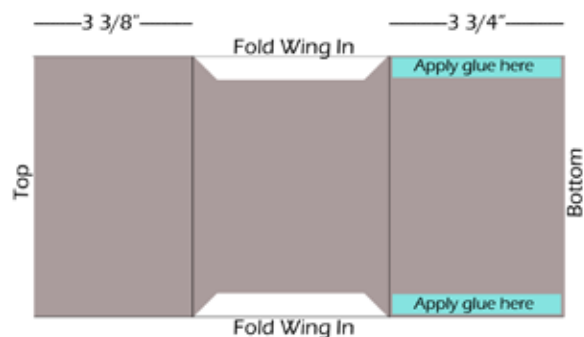
Note: Not to Scale

Step 6 - Fold and glue

Fold the wings along the fold line toward the inside of the envelope. Burnish the folded wings with your bone folder.

Prefold the bottom section along the 3 3/4" fold line you marked earlier. Open the section back again and apply glue to the two edges on the bottom section, as shown in the diagram at right.

I like to use a permanent glue tape for its ease of use. Feel free to use any type of permanent glue or double-sided tape you have. Keep in mind that the glue line should not be wider than the folded wing.

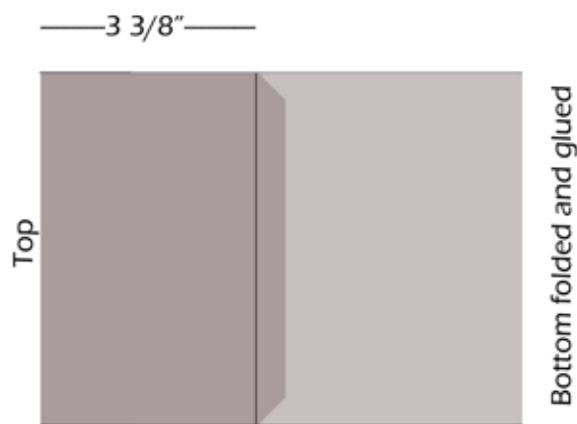


Note: Not to Scale

Step 7 - Fold up bottom section

After you have applied the glue in Step 6, fold the bottom section up and adhere the glued areas to the wings. Press along the glued area well. I like to use my bone folder to burnish it.

This forms the pocket area of your envelope.

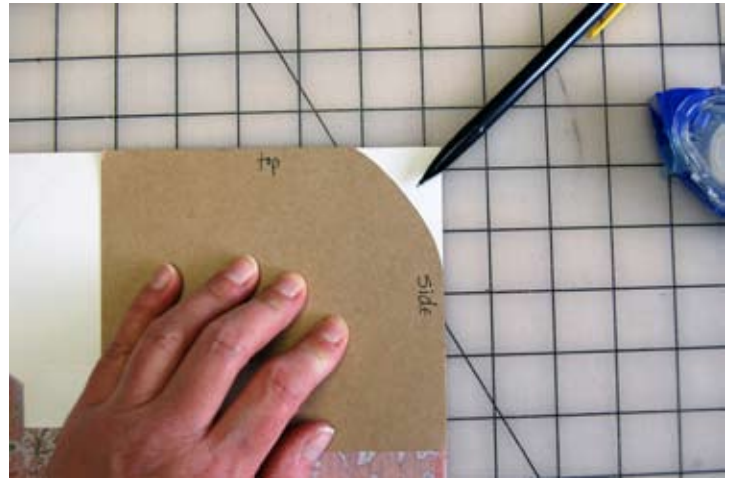


Note: Not to Scale

Step 8 - Shape the flap

This step is optional, but I like to add a little curve to the flap on my envelopes. I created a template from a piece of cardboard to use for this step. I flip the template over to shape the opposite side of the flap.

Mark the flap shape with a pencil and cut.



Your envelope is now ready for use. Use glue or double-sided tape to seal your envelope once you have inserted your postcard.

I have found that I can create several envelopes in a matter of minutes, once I have my tools and material at hand. So you don't have to invest a lot of time to make these.

The envelopes also have ample room inside that you can even put your postcard inside a clear plastic sleeve for added protection while in the mail.