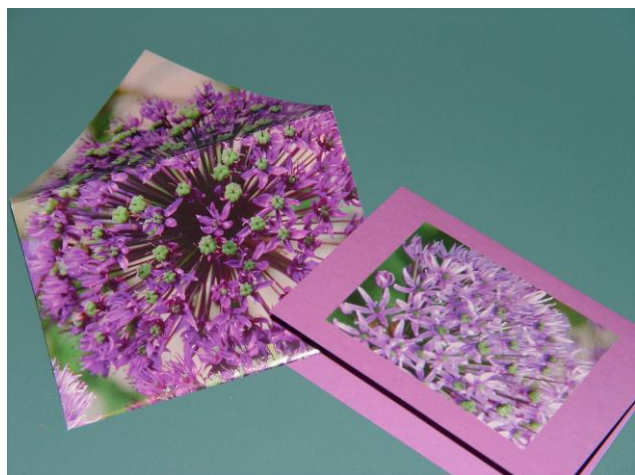




I hate to throw used-up beautiful calendars into the recycle bin at the start of a new year – here’s a way to recycle those calendar pages into beautiful and functional envelopes. It’s really easy and fun. You only need a few supplies



Supplies Needed:

Used Calendars (any size)

Scissors

Yardstick/Ruler/Tape Measure (any of these, ideally one long and one short)

Pencil/Eraser

Double-stick tape

Rotary cutter/mat/rulers (optional, but they make trimming easier)

Optional Supplies:

Address Labels

Cardstock and/or pretty paper for notecards/letters inside envelopes

Double-stick tape with paper covering (optional for "self-seal" envelopes)

Instructions:

Starting Square (")	Envelope ~H" x ~W"	1 st Fold A"	2 nd Fold B"	Notes
6	2-1/2 x 4	1-3/8	1-1/2	gift card size
8-1/4	3-5/8 x 5-1/8	1-1/2	2-3/8	
8-1/2	3-1/2 x 5-3/4	1-3/4	2-1/4	
12	4-1/2 x 8-7/8	1-7/8	3-1/8	will hold 8-1/2"x11" folded

Sizing Chart for reference

Preparations:

- 1) Disassemble your calendar carefully – remove staples individually, unwind or open up wire binding. Do not tear the pages out. Taking the time to carefully disassemble your calendar will be MUCH neater than tearing. If your calendar has little "mini-images" of the pages (usually on the back cover), save these for embellishments later.
- 2) Use scissors or rotary cutter to cut apart the pages for the image(s) that you want to use (if needed – some calendars come apart into double pages that need to be separated).
- 3) Square up your page using scissors or rotary cutter (if needed – some are already square). If you do trim, save the trimming for embellishments later.

Folding:

- 4) Decide which corner of your calendar image is going to be on the back sealing flap. Lay your calendar page image side down on point (like a diamond) with your selected corner at the top.
- 5) Referring to the sizing chart, draw a very light vertical line on your top corner with a cross mark at the **Fold A** distance. You can see this mark on some of the example photos.
- 6) Fold the bottom corner up to the mark that you just drew. Fold carefully from the center out so that the corner doesn't come off the mark. This is Fold A. See Photo 1.

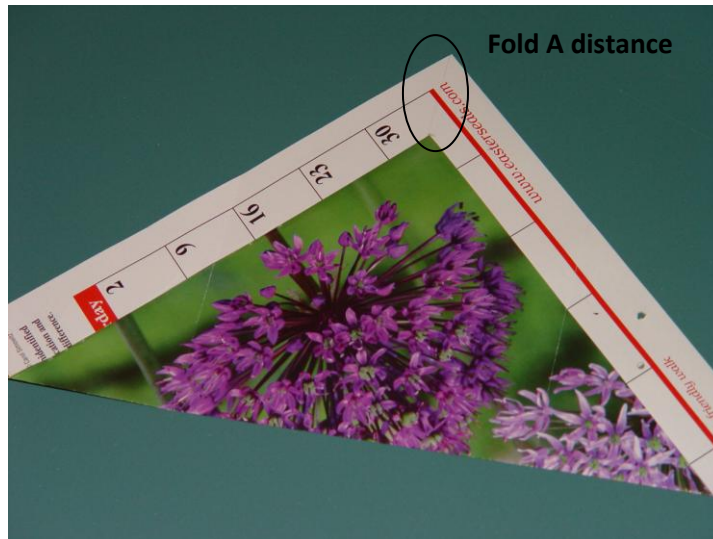


Photo 1

- 7) Referring to the sizing chart, fold both the right and left sides in **Fold B** distance so that the flaps created stay flush with the bottom created by Fold A. With any luck, this will produce a symmetrical set of folds.

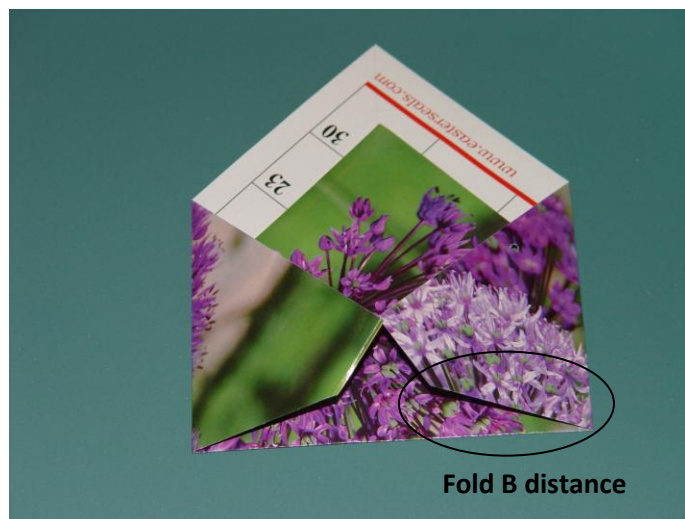


Photo 2

- 8) Holding your folded envelope nice and flat, now fold down the corner that is sandwiched under your side flaps so that it is pointing down instead of up – use the side flaps to guide you where to make the fold. See Photo 3.



Photo 3

- 9) Now open up all your folds and reverse the order of folds A and B. Also, refold the Step 8 fold so that it goes to the inside. (Open, side folds in, refold Step 8 fold, then fold up from bottom). See Photos 4 and 5.



Photo 4



Photo 5

10) Fold over the top flap so that the envelope is your desired height (note that if you're making a smaller envelope that the height has to be at least 3-1/2" in order to send through the mail). Also, the flap can be trimmed straight across for aesthetics, or to accommodate a shorter envelope. See Photo 6.



Photo 6

Finishing:

11) Now it's time to finalize the envelope shape. Using double-stick tape, apply tape to the circled areas and then carefully press the envelope into shape. Try to get the tape fairly close to the outside edges so your envelope will be nice and secure. Pay attention to not get the tape overlapped too far to the inside – you don't want to stick your envelope shut. See Photo 7.



Photo 7

12) That's it! Your envelope is complete. You can add paper-backed double-stick tape to the flap if you're going to give this as a gift, or you can just use the regular double-stick tape to seal shut if you're the one sealing it. You can also add a cardstock notecard or pretty paper to the inside. See Photo 8. Here's where you can use the trimmings and mini-images to embellish a notecard or piece of cardstock/paper. Use double-stick tape to adhere the embellishments. (You could also scan in your original calendar page and create your own stationary – for you over-achievers)



Photo 8

If you're going to send your envelope through the mail, be sure to use an address label so that the address is clearly visible. Also be aware of size/shape restrictions of the USPS (square envelopes, for instance, require special handling and cost more to post). From the USPS website (<http://pe.usps.com/businessmail101/mailcharacteristics/letters.htm>):

To be eligible for mailing at the price for letters, a piece must be:

Rectangular

At least 3-1/2 inches high x 5 inches long x 0.007 inch thick.

No more than 6-1/8 inches high x 11-1/2 inches long x 1/4 inch thick.

Also, in order to be eligible for regular first-class postage, the envelope and contents cannot weigh more than one ounce – any additional weight is an extra charge.

Once you have one envelope made, you can use it to help you decide how to orient the "diamond" so you get your desired image on the front and flap of your next envelope.