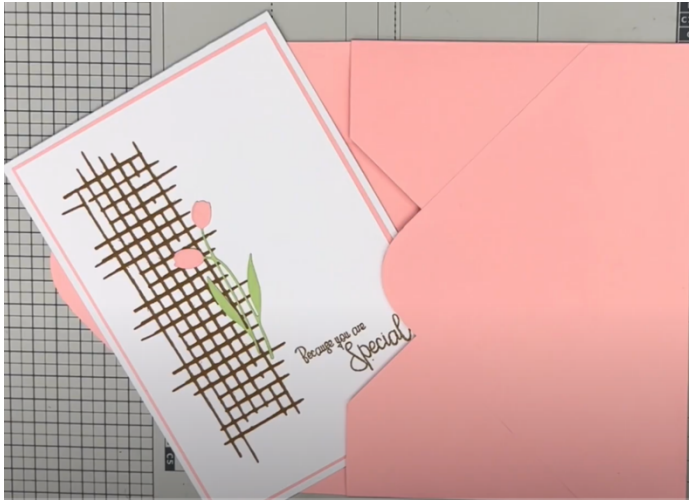


## 5" x 7" Envelope & Card - by John Lockwood



Instructions compiled by June Smith.

John has created a 'You Tube' video using the new 2 in 1 Scoreboard & Self-Healing mat to make a 5x7 envelope and card, dated 4<sup>th</sup> August 2024, I have incorporated these in this set of Instructions. I would advise that you visit them as well as following these instructions through to the end before commencing the project.

### Information:

The Triangle guide is in millimetres, we want centimetres, so you ignore the end zero. Therefore, if we want 15cm, we score down at the 150mm mark, this is the same for all the measurements on the triangle.

### Materials:

CT9026 2 in 1 Scoreboard & Self-Healing Mat  
A3 White or coloured Card  
Crafts Too corner punch  
Craft Kit

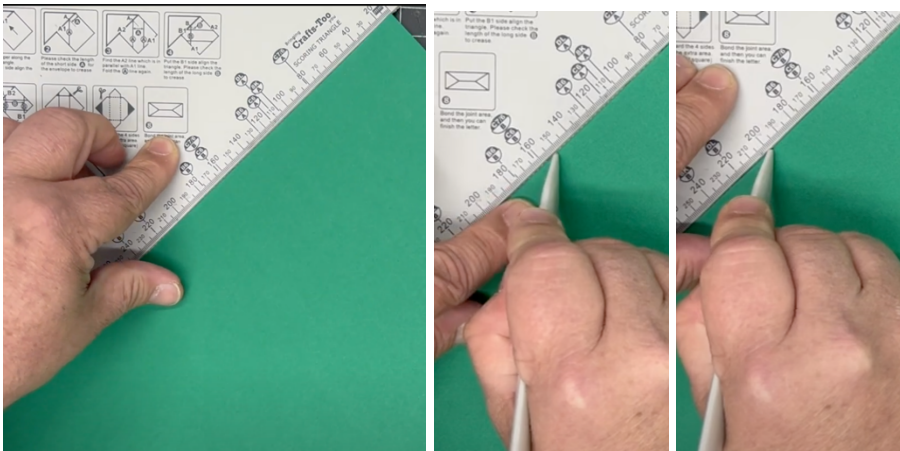
### Method:

- Using the Scoreboard self-healing mat and rule, which clips onto the top. You will notice that there are no measurements on the ruler for an A3 card, but you can see at the bottom of the ruler that there is a black bar running across which goes from 40cm to 40cm. Place the card roughly into the centre of the rule then take your bone folder which comes with the set and score down at the '0' mark, which is in the middle, the board is not long enough to go right to the bottom so carefully slide the card up so you can continue scoring down the line. Fold the card in half and use your score tool to burnish the fold.
- For speed bring in your 12" Guillotine and with the fold at the top cut down at 5", turn it and cut that to 7". From the piece that is left cut that down to a 6" x 6" card blank.

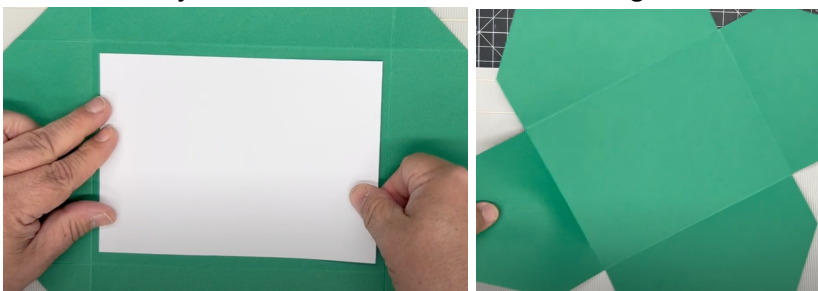
- We now want to work out the measurements and scorelines for the envelope, so position the fold line along the top measurements on the rule and it is just under 13cm, so I write down 15cm (put an 'S' beside this to denote scoreline). Then turn the card around and measure the length, which is just slightly below 18cm, so we add 2cm onto this to make it 20cm (add the 'S') at the side. Then take the 20 and as always add on the 10cm making 30cm, so for our envelope we need to cut the card to 30cm x 30cm, this will make the perfect envelope to fit our 5" x 7" card.



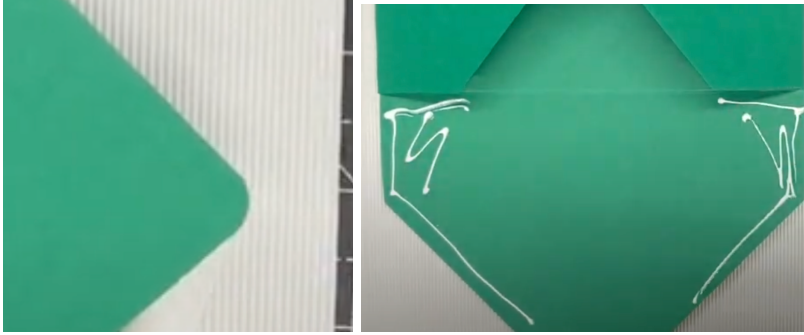
- We don't need the rule along the top for this next bit, so put this to one side. Bring in the corner measurement guide and clip this onto the top left-hand corner, as long as the left-hand edge is straight you can move this up as far as is necessary.
- Place the bone folder scorer on the 15 mark and score down. Rotate the card once and we will now do the 2<sup>nd</sup> score line this is at 20 mark, turn again and score down the 3<sup>rd</sup> side at 15, then finally turn again and score down at 20.



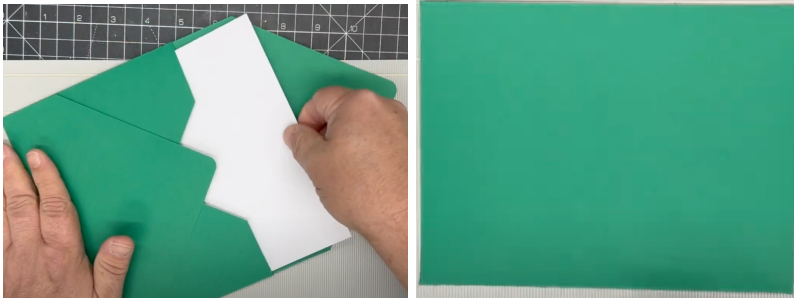
- Using your bone folder reinforce the folds, then position your card into the centre to confirm that it is the correct size.
- Take your scissors and cut the 4 triangles out



- Then using a corner punch, John is using the Crafts Too one which is perfect for this, so feed the card point into the punch and press down, this rounds the points up



- Fold both side piece over first, then on the bottom flap add CA Super Tacky Glue onto the left side and up to about half way, repeat on the other side and fold this bottom flap upwards over the 2 sides and give it a good press down to make sure it is secure. Take your card and place this inside.



Your card and envelope are then complete.