

The **A-2 Envelope-it** is an aluminum template that lets you cut out your own A-2 envelopes from any sheet of paper. The A-2 envelope is made to hold an A-2 card that measures 5 ½” x 8 ½” flat and 4 ¼” x 5 ½” folded. The cutout circle allows you to position the template, on any designed paper, showing you what aspect of the design will be centered on the front of your envelope. Because it’s made from aluminum, you cut around the template with a craft knife or you can trace around it and then cut out the envelope with a pair of scissors.



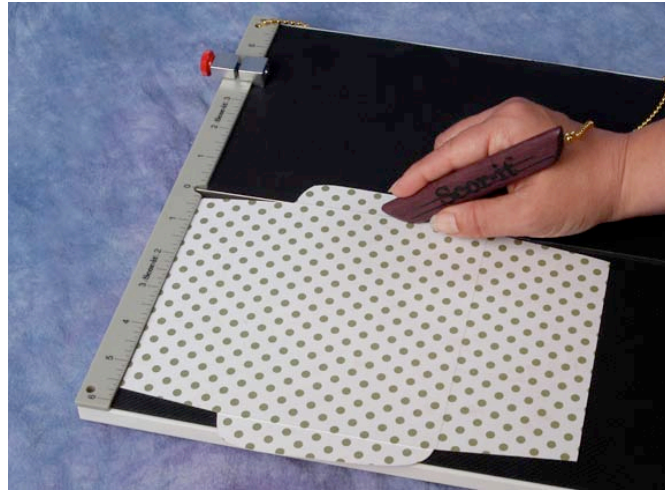
Make sure you have attached the feet to the back of your Envelope-it as shown.

To cut out an A-2 envelope with a craft knife...

- place your paper on top of a self healing cutting mat. If you are using patterned paper, place the Envelope-it on top of the paper, using the cut-out circle to identify what part of the design you want to appear on your envelope.
- hold the Envelope-it in place with one hand as you carefully cut around the template with the other hand.



- place cut-out envelope, outside of envelope face down, on the Scor-it Board. Score all four flaps from corner to corner as indicated on the template.



- fold in the two smaller side flaps and then apply glue to the bottom flap as shown. Fold up the bottom flap and apply pressure for a few moments to make sure glue Adheres



To cut out an A-2 envelope with scissors...

- lay the Envelope-it on top of desired paper and trace around it with a pencil. Cut out the shape and continue with the steps above.