

# INSTRUCTIONS FOR RECTANGULAR ORIGAMI POCKET ENVELOPE

Materials: Heavy weight paper

Tools: Metal ruler  
Pencil  
Knife and cutting mat  
Stylus, for scoring (optional)  
Bone folder (optional)

Glue (if needed)  
Glue brush (if needed)

Be sure to work on the **wrong side** of the paper

| <b>WRONG SIDE OF PAPER</b><br><b>SECTION A</b><br>5" wide, 6-3/4" high  | <b>WRONG SIDE - SECTION B</b><br>5" wide, 5" high  | <b>WRONG SIDE - SECTION C</b><br>*6-3/4" wide, 5" high<br>(*Note: measure width only at step 6 so adjustments can be made if needed.)  | <b>WRONG SIDE - SECTION D</b><br>*5" wide, 5" high  |
|---|--|--|---|
| <p><b>Step 1</b> – Cut paper 21-7/8" long (paste 2 sheets together if necessary, with 1/2" overlap), and 6-3/4" high.</p> <p>Leave section below intact (total height 6-3/4" high, bottom of sections B, C &amp; D to be removed, leaving a height of 5".</p> <p>This section 1-3/4" high</p> | <p>← <b>Step 2</b> – Score &amp; fold so right sides are together (check that top &amp; bottom edges line up evenly)</p> <p><b>Step 3</b> – Score &amp; fold so wrong sides are together. Check that edges line up. Adjust if needed.</p> <p><b>Step 4</b> Open up, score &amp; fold this section on the diagonal from top right corner to bottom left corner (wrong sides together). The right side of the diagonal fold should line up with the fold on the right.</p> | <p><b>Step 5</b> – Fold Sections A &amp; B, and fold over onto Section C.</p> <p><b>Step 6</b> – *Check that Section D will fold neatly on top of A, B &amp; C, &amp; depending on the thickness of your paper. Approx. 1/8" may need to be added to the width of C, with D a bit less than 5" wide.</p> | <p>← <b>Step 7</b> – Once satisfied, score between C &amp; D, and score a diagonal line in Section D from the top left corner to the bottom right corner.</p> <p><b>Step 8</b> – Fold and tuck Section D into the envelope.</p> |

**Note:** The bottom corner can be tricky when folding, especially if using cardstock, and can tear easily if not careful.



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