



## HOW TO MAKE A BOW



### Step 1

Choose the size of bow you want to make. Then use the Bow Size chart to determine how long to cut each of the three papers. (Note that all three will be the same width.)



### Step 2

Use the 12-inch Trimmer to cut papers A, B and C according to the size chart.



### Step 3

Fold paper A gently in half, and on the edge where both papers meet, notch the left and right corners with it still folded. To do this, line up the edge of the paper in the middle of the V-shaped guideline on the Notch Punch.



### Step 4

Unfold paper A and notch at the center crease. Then turn the paper 180 degrees and notch the other side.



### Step 5

Fold paper B gently in half, and on the edge where both papers meet, notch the middle with it still folded. Then unfold paper B and punch the notch in the center on both sides like you did with paper A.



### Step 6

To assemble the bow, gently fold over the left and right sides of paper A to meet in the middle and adhere.



### Step 7

Next, adhere the folded paper A on top of paper B.



### Step 8

Wrap paper C around the center of the bow and adhere. Your bow is complete!

## HOW TO MAKE AN ENVELOPE



### Step 1

Determine the size of the card that will go in the envelope in inches. Choose the closest size from the Card Size chart, using a slightly larger one if it does not match the chart exactly.



### Step 2

If making a standard-size envelope with the Kraft Paper, the paper is already cut to size. If creating a non-standard size, trim the paper to the correct square paper size that matches the selected card size. Note that the dimension listed is the width and the height of the paper since it must be square.



### Step 3

Fold out both arms. Align the left edge of the paper to the Punch Guide measurement that matches the selected card size.



### Step 4

Using the scoring Stylus from the bottom compartment, score Line A and Line B.



### Step 5

Rotate the paper 180 degrees and repeat steps 3 and 4, once again lining up the left edge of the paper to the Punch Guide measurement that matches the selected card size.



### Step 6

Use the Notch Punch to punch the four places where the scored lines intersect. Use the guides on the Notch Punch to line up the scored lines.



### Step 7

Use the Corner Punch to punch all four corners of the paper.



### Step 8

Fold on the scored lines to make into an envelope. Tip: Use the Bone Folder (sold separately) to crease the folds more easily.



### Step 9

Adhere the bottom flap over the left and right flaps using a Tape Runner or other adhesive. (Note: For some envelope sizes, you may need to fold or trim any overhang on the bottom flap.) Your envelope is ready for a card!