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I've been collecting security envelopes for a while now and I still am surprised by the different designs that are in use. These are very simple and quick projects to make using the patterns found on the insides of the envelopes. The gift tag is the most elaborate of the group and is explained in detail on page 2.

The pencils were covered by using a glue stick and a long rectangle of paper that is as long as the pencil and a bit wider than 1" (2.5cm).

I cut out a template that is the size of the top of the wooden clips in order to cut out the paper to cover the clips. I also used a glue stick for this part of the project.

The stationery was made with blank stationery cards, a marker to draw the branches, a hole

punch for the flowers and a glue stick. The leaves were cut with an Xacto and by free-hand.

#### MATERIALS

- security envelopes
- Xacto blade or scissors
- ruler
- stapler
- cutting mat
- fine tip marker
- glue stick
- hole punches of different sizes and designs
- white card stock
- envelopes
- pencils
- wooden clips

## GIFT TAG

### STEP 1

Cut out the window of a security envelope. Leaving a 1/4" frame around it. (Fig 1).

### STEP 2

Using hole punches of different sizes punch out circles from security envelopes of different patterns and colors. The yellow paper is part of a manila envelope (Fig 1).

### STEP 3

Using white card stock, cut out two identical rectangles that are slightly wider than the plastic (Fig 2).

### STEP 4

Cut out small square windows in the same location on each card. They need to be slightly smaller than the width of the plastic (Fig 2).

### STEP 5

Punch a hole at the top of each card for ribbon or string. The corners of both cards can be rounded off with a corner punch (Fig 2).

### STEP 6

Fold the plastic in half and fill it with the security and manila envelope circles. Add a couple of staples at the top to seal the that area off. Seal the other two edges with a glue stick. Cut the corners on a diagonal so that they don't peek out from behind the card stock when the tag is put together (Fig 3).

### STEP 7

Glue both cardstock pieces together with the sealed plastic in between them and in full view through the window. Make sure the plastic edges are well hidden behind the card stock.

The tag on the left was made with two windows from different envelopes. They were glued face to face (Fig 4).



Fig. 1

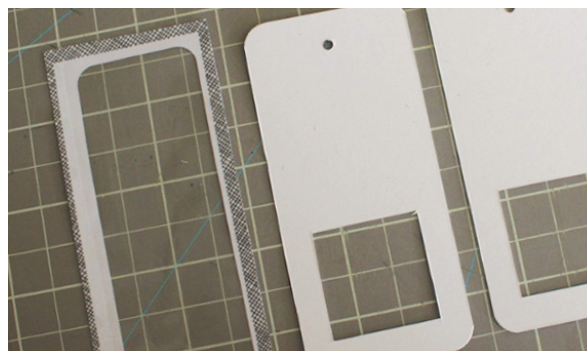


Fig. 2



Fig. 3



Fig. 4