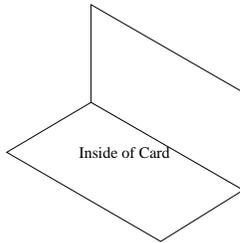
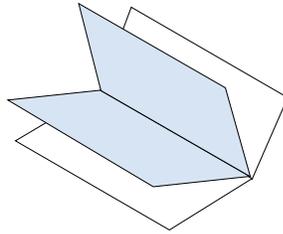


## *Hints and Tips for Making Cards* *Courtesy of Kiva Design*

### Add a message insert to half-fold card:

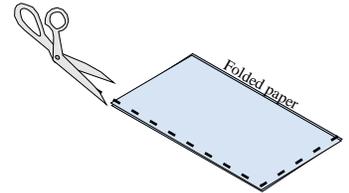


1. Print the card as usual on your chosen card stock and allow ink to dry. Carefully fold the card down the center with the picture on the outside. Be sure and get a good crease.

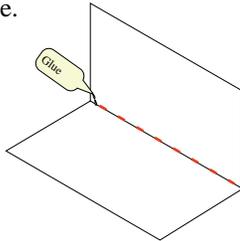


2. Use an 8-1/2" x 11" plain or colored (your choice) sheet of paper. Fold the paper in the same manner as the card, so that the card and the paper are the same size.

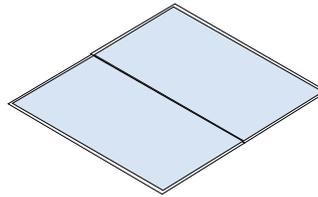
*You may opt to print a message on your paper from your word processing program before attaching the insert to the card.*



3. Trim off approximately 1/4" from two adjacent sides of the paper so that it fits inside the card easier.

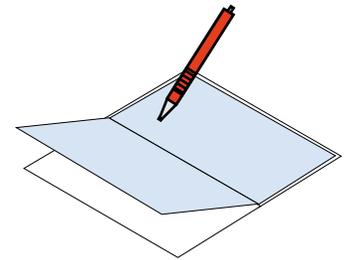


4. Run a very fine line of glue (suitable for paper) along the inside fold of the card.



5. Lay the fold of the paper exactly on top of the fold of the card so that the two will be glued together on the folds.

Allow glue to dry before handling.

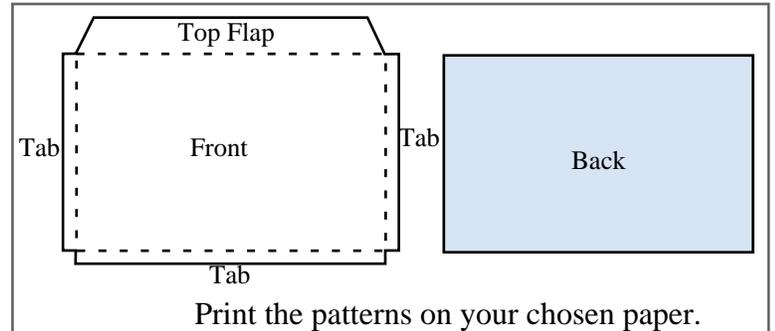


6. Use the inside of the folded paper to write your message. *If you are really gabby, you can use the front and backs of the paper as well.*

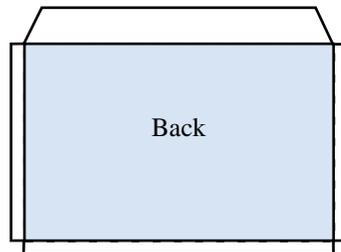
### Make a matching envelope for your half-fold card

You can make an envelope from two matching 8-1/2" x 11" sheets of paper if you don't have the proper sized envelope to hand. Use the patterns on the following two pages.

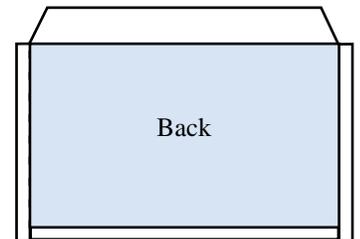
*The trick is applying a very fine film of paper glue. Otherwise the paper may crinkle.*



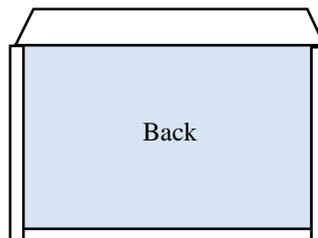
1. Lay Front on a flat surface with inside broken fold lines up. Lay Back on top of Front, directly over the broken fold lines.



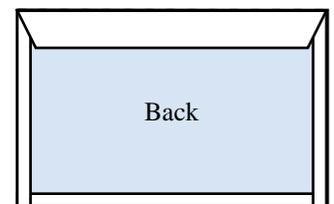
2. Fold Bottom Tab up over the back. Use a minimal amount of paper glue and glue tab to back.



3. Fold Side Tabs toward the center over the back. Glue in place, again using a minimal amount of glue. Allow to dry completely before inserting card.



4. Insert card. Fold Top Flap over back. Glue in place, using as little glue as possible.

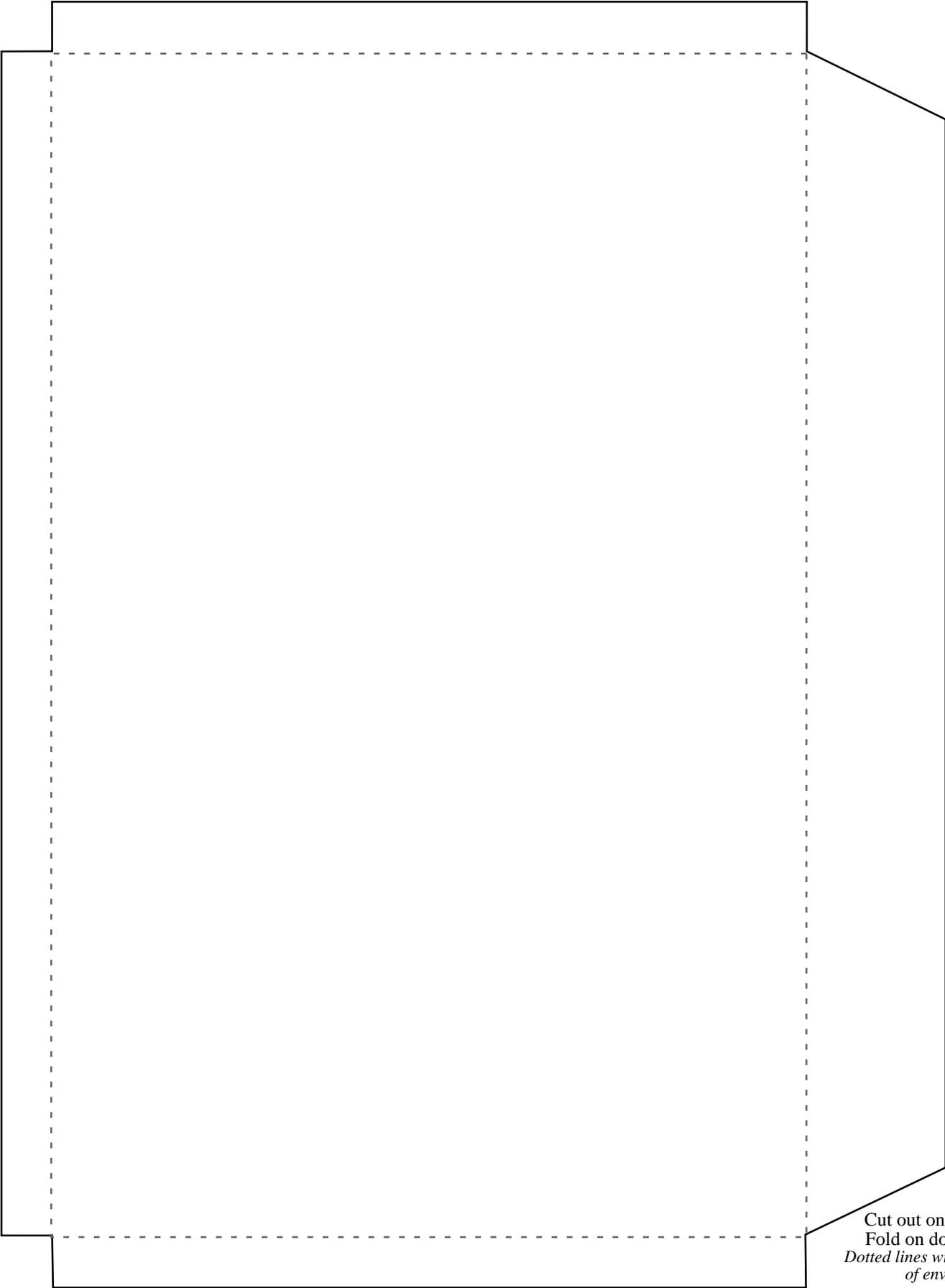


**Making an envelope for your half-fold card**

*Hints and Tips for Making Cards  
Courtesy of Kiva Design*

Print this page on your chosen paper

**Front**



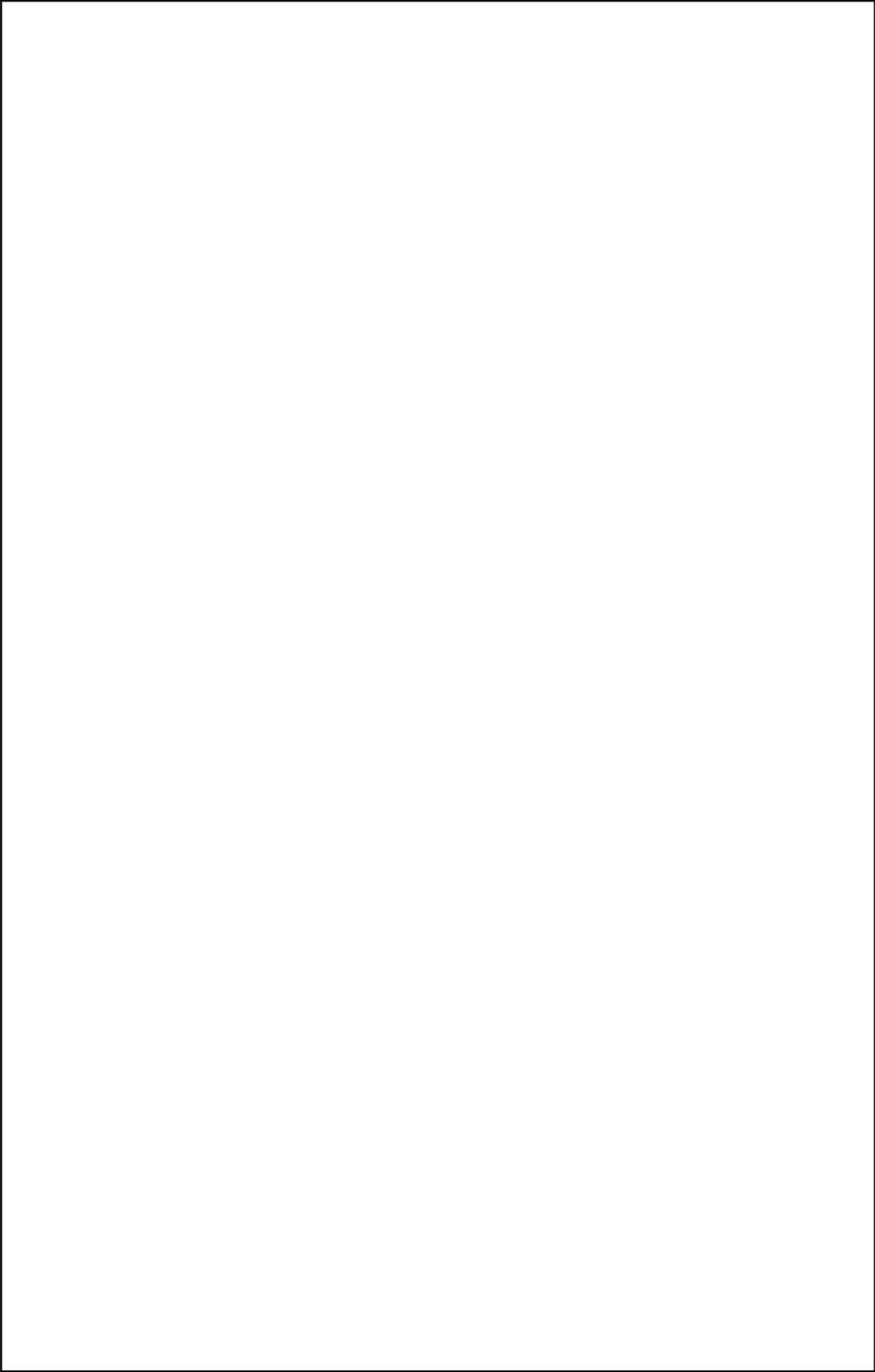
Cut out on bold lines  
Fold on dotted Lines  
*Dotted lines will be on inside  
of envelope*

**Making an envelope for your half-fold card**

Print this page on your chosen paper

*Hints and Tips for Making Cards  
Courtesy of Kiva Design*

**Back**



Cut out on solid line