



INSTRUCTIONS:

Begin by sealing envelope. Fold and unfold sealed envelope into quarters (A). Run bone folder along folds for strong creases. Use these fold creases as your cut marks. Using paper cutter, cut envelope into four equal sections. Flip square piece over (B). Fold bottom corner up and back (C), then tuck point under, using a bone folder (D). Embellish or use as-is to save all those important places in your books, notebooks and/or journals! Tip: color code you planner!