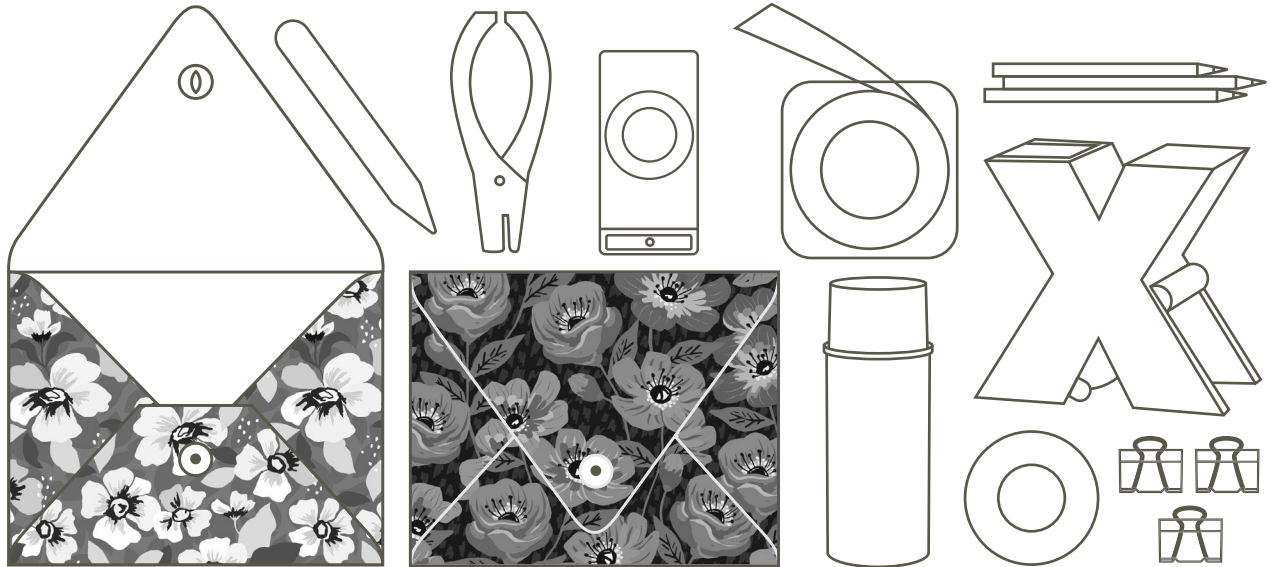


# DIY MOMENTS

*Your wrapping paper calendar can transform into three easy, yet stylish, desk accessories.*



## MATERIALS NEEDED:

- |  |   |
|--|---|
| <input type="checkbox"/> Presentation Envelope   | <input type="checkbox"/> Ribbon                 |
| <input type="checkbox"/> Wrapping Paper Calendar | <input type="checkbox"/> Xyron 150 (optional)   |
| <input type="checkbox"/> 1/4" Hole Punch         | <input type="checkbox"/> Bone Folder (optional) |
| <input type="checkbox"/> 1" Circle Punch         | <input type="checkbox"/> Craft Knife (optional) |
| <input type="checkbox"/> Spray Adhesive          | <input type="checkbox"/> Pencil                 |
| <input type="checkbox"/> Super Tape              | <input type="checkbox"/> Scissors               |

## INSTRUCTIONS:

1. Dismantle presentation envelope carefully, keeping the flaps intact (Try using a craft knife to gently loosen the flaps or steam the envelope to deactivate the glue).
2. Lay the envelope flat on one of the month of your choice from the Wrapping Paper Calendar and trace it. Cut along the outline.
3. Once trimmed out, lay design side down with the blank side facing up. Coat with a thin layer of spray adhesive.
4. Adhere the decorative paper to the outside of the presentation envelope, lining up the edges and smoothing out any ripples.

*Directions continued on back...*

## INSTRUCTIONS CONTINUED:

### 5. Create your portfolio fastener

- a. Using your 1/4" Hole punch, punch the top flap and the bottom flap in the same place so the holes align when the envelope is closed.
- b. With the 1" Circle Punch, punch out 4 circles and adhere them to both the inside and outside of the 1/4" holes in the envelope to reinforce them (we used the Xyron 150 Sticker Maker to adhere them to the envelope, but you can use any adhesive of your choice).
- c. Tie the ribbon in a double knot and feed the tails through the bottom flap's hole and seal it to the inside with a piece of scrap paper adhered over it to keep it in place.
- d. If needed, expand the hole in the top flap with a craft knife for your knot to fit through.

### 6. Seal the bottom and side flaps shut with super tape.