

Stationery Gift Set Kit Tutorial (Pink Roses and Butterflies is shown)

Template Design by Sue Douglas, exclusively at

<http://www.craftsuprint.com/sue-douglas/>

These new Stationery Gift Set Kits, are easy to make, and is a cost effective gift for Christmas, Birthdays and other occasions. Each Kit includes 7 Sheets, and comprises of 6 cards (all different designs), an Envelope and a beautiful Folder to put them in. Whether you give as a gift, or if you sell Handmade gifts, on your craft stall, the recipients are sure to be impressed! Each card fits into a 4in square Envelope, which is also provided, and can either be used as a notelet set, Thank You notes, or can even be used as gift cards, when giving gifts of vouchers or money. Another use, if you like making small cards, is to just print out the notelets and envelope sheets, as 6 beautiful designs are included, in each of the kits.

In order to be cost effective with regard to the printing of your Stationery Gift Sets, all the envelope sheets in the kits are very pale pastel colours, (i.e. hints of white, and likewise the notelet backgrounds are also very pale pastel colours, too.

Finished Sizes:

Notelets	3 3/4in x 3 3/4in (9.6cm x 9.6cm)
Envelope	4in x 4in (10.2cm)
Folder	4 3/8in x 4 3/8in (11cm x 11cm), Depth 1in (2.5cm)
Gift Tag	1 3/8in x 2in (3.5cm x 5cm)

Materials Required:

Notelets	3 Sheets A4/Letter Size 160gsm Cardstock or 200gsm single sided Photo Paper. (N.B. If you use photo paper that is coated on both sides, it will be difficult to write on your notelets!)
Envelopes	7 Sheets A4/Letter Size 160gsm Plain Cardstock
Folder	1 Sheet of Photo Paper (200gsm to 270gsm) 1 Sheet A4/Letter Size 160gsm to 200gsm Cardstock
Ribbon (optional)	1 yard /1 metre of 10mm wide Satin or Organza Ribbon to finish. In this example I have used Satin Edged Organza 10mm wide ribbon and also 1 yard /1 metre of 3mm wide Satin ribbon together, tied into a bow as a closure for the Folder. Alternatively, instead of ribbon you could use either small magnetic closures or Velcro spots.
Gift Tag Ribbon	8in (20cm) 3mm wide Satin Ribbon
Photo Glue or Wet Glue	
Double-sided tape or envelope glue for the Envelope Flaps	
3d Sticky Foam Pads, for the Decoupage on the Gift Tag	

Stationery Gift Set



Stationery Gift Set – Pink Roses and Butterflies kit, is used in this tutorial

Print List

For a Gift Set containing 6 cards and envelopes you will need to print the following:

Notelets A & B print once on to A4/Letter Size 160gsm Cardstock or 200gsm **single sided** Photo Paper.

Notelets C & D print once on to A4/Letter Size 160gsm Cardstock or 200gsm **single sided** Photo Paper.

Notelets E & F print once on to A4/Letter Size 160gsm Cardstock or 200gsm **single sided** Photo Paper.

Envelope print six times on to A4/Letter Size 120gsm to 160gsm Cardstock

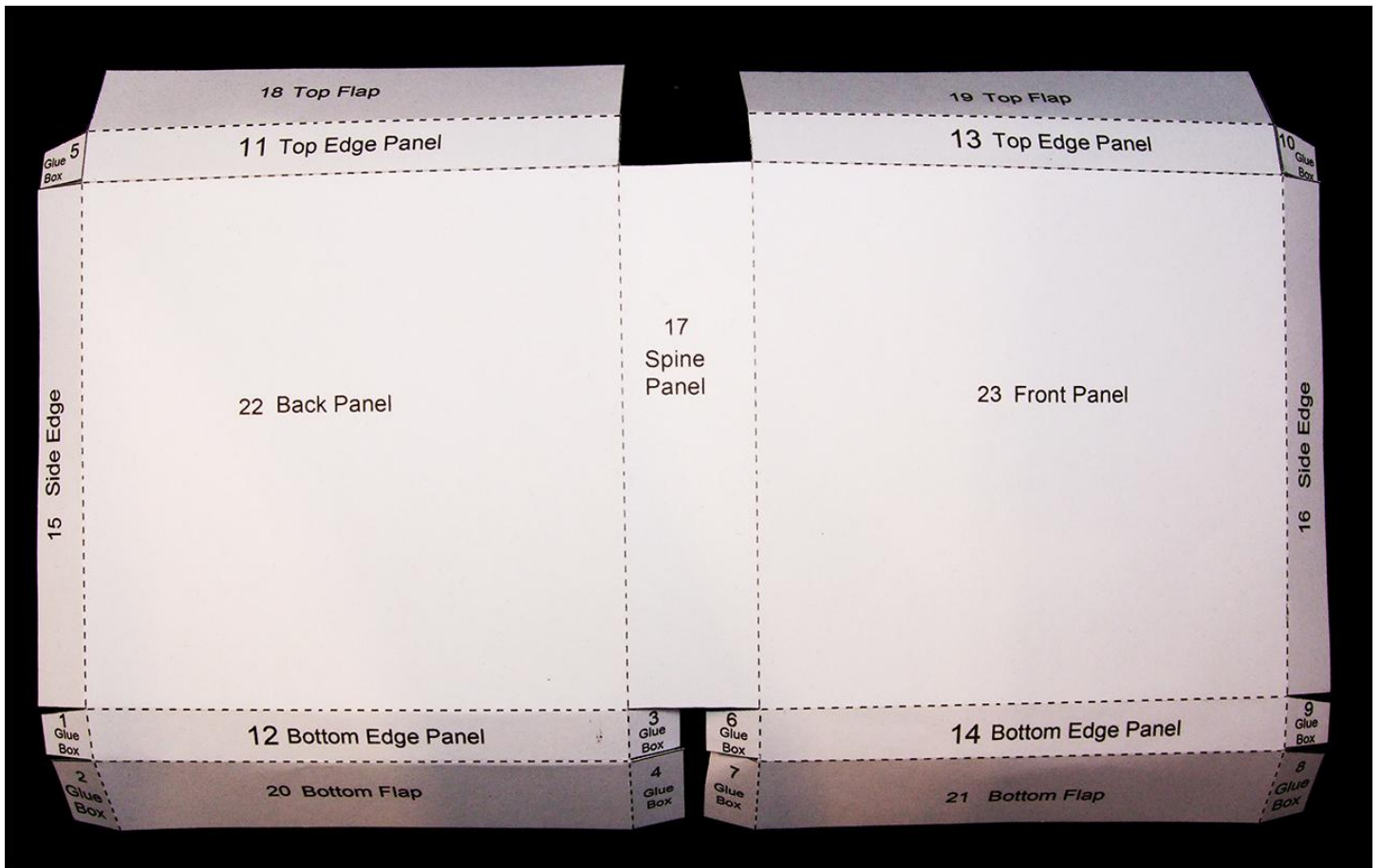
Envelope Flaps print once on to A4/Letter Size 120gsm to 160gsm Cardstock

Notelet Folder Inside print once on to A4/Letter Size 160gsm to 200gsm Cardstock

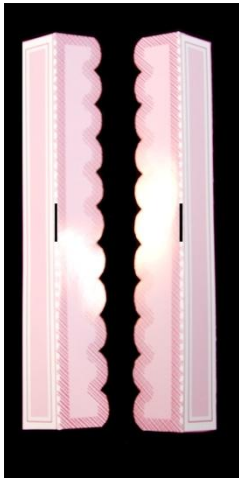
Notelet Folder Outside print once on to A4/Letter Size 200gsm to 270gsm Photo Paper

Cut out all pieces on the printed sheets. When cutting the Notelet Folder Outside sheet please mark on the back of each piece, with its number in pencil.

Score and Fold along the dotted lines on the Notelet Folder Inside. All folds are Mountain Folds.



Folder Inside



Score and Fold the Scalloped Side pieces (15 & 16)

Folder Outside

Using a photo glue or wet glue, attach the following pieces on to the Folder Inside, N.B. glue will need to be applied on to the Folder Inside for some of the pieces, or directly to the Folder Outside pieces on others, they are listed below. Once the pieces are applied, peg into place until dry:

- 15. Scalloped Left Side Piece (apply Glue to Folder **Inside** marked 15)
- 16. Scalloped Right Side Piece (apply Glue to Folder **Inside** marked 16)
- 18. Top Flap Left Side (apply Glue to Folder **Inside** marked 18)
- 19. Top Flap Right Side (apply Glue to Folder **Inside** marked 19)

20. Bottom Flap Left Side (apply Glue to Folder **Inside** marked 20)

21. Bottom Flap Right Side (apply Glue to Folder **Inside** marked 21)

11. Top Edge Panel Left Side (apply Glue to Folder **Outside** piece, and position centrally leaving a small border all round, on the Folder Inside marked 11)

12. Bottom Edge Panel Left Side (apply Glue to Folder **Outside** piece, and position centrally leaving a small border all round, on the Folder Inside marked 12)

13. Top Edge Panel Right Side (apply Glue to Folder **Outside** piece, and position centrally leaving a small border all round, on the Folder Inside marked 13)

14. Bottom Edge Panel Right Side (apply Glue to Folder **Outside** piece, and position centrally leaving a small border all round, on the Folder Inside marked 14)

17. Spine Panel (apply Glue to Folder **Outside** piece, and position centrally leaving a small border all round, on the Folder Inside marked 17)

4. Tab Glue Box Left Side (apply Glue to Folder **Inside** marked 4)

7. Tab Glue Box Right Side (apply Glue to Folder **Inside** marked 7)



Cut Slits and Add Ribbon



The Ribbon is optional, alternatively, you could use small magnetic closures or Velcro to close the two sides of the folder together.

If you are using ribbon you will need to cut the six slits, which hold the ribbon found on the side fold lines and either side of the spine on the Folder.

With the folder right side up, thread one end of the ribbon down through the slit marked 3 above and back up through the slit marked 4. Bring the two ends of the ribbon together so that the ribbon already threaded behind the spine, is at the centre part of the full ribbon length.

Taking the left hand length of ribbon thread down through the slit marked 2 and then back up through the slit marked 1. Likewise, taking the right hand length of ribbon thread down through the slit marked 5 and then back up through the slit marked 6. Using a single sided sticky tape (sellotape) stick the ribbon centrally in place on the Front and Back panels as shown below.

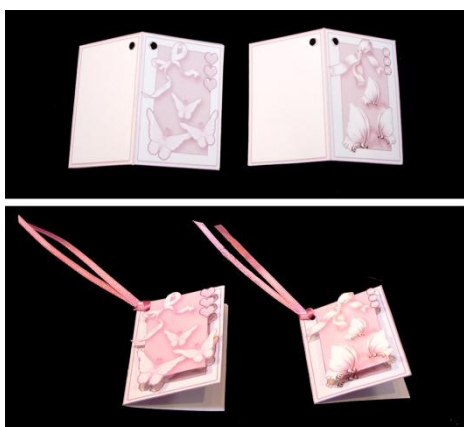


Apply the Front and Back Panels to the Folder Inside

Apply glue to the Front Panel and Back Panel pieces (22 & 23) (apply Glue to Folder **Outside** pieces, and position centrally on the Folder Inside leaving a border all round, on the Folder Inside marked 22 and 23) You can choose which of the two panels to put on the Front and the Back of the folder. (2 choices of Gift Tags are also included in the kit, so that whichever panel you choose for the Front of your folder, you can use the matching Gift Tag)



Gift Tag



Choose the Gift Tag (G) that matches your Front Panel, and Score and Fold along the dotted line (mountain fold). While the gift tag front and back are folded together, using a small hole punch, punch the holes required for the ribbon.

Add the Gift Tag Decoupage (H) with 3d Sticky Foam Pads

Fold the Gift Tag ribbon in half, and thread the folded edge through the punched hole. Open the folded ribbon edge into a loop, and thread the two ends of the ribbon through it, and pull to secure the ribbon at the top of the punched holes. Cut off the excess ribbon

Making the pockets inside the folder which will hold the Notelets and Envelopes

Written instructions follow on how to make up the Folder, but use these with the next two photographs, which aid you visually what steps need to be followed.

RED STEP

Apply wet glue to each of the corner tabs (1, 5, 9, 10) and attach them to each of the sides (15 & 16), and peg in place until dry. This step is similar to the way you would make a box lid. See photograph below marked in **RED**.

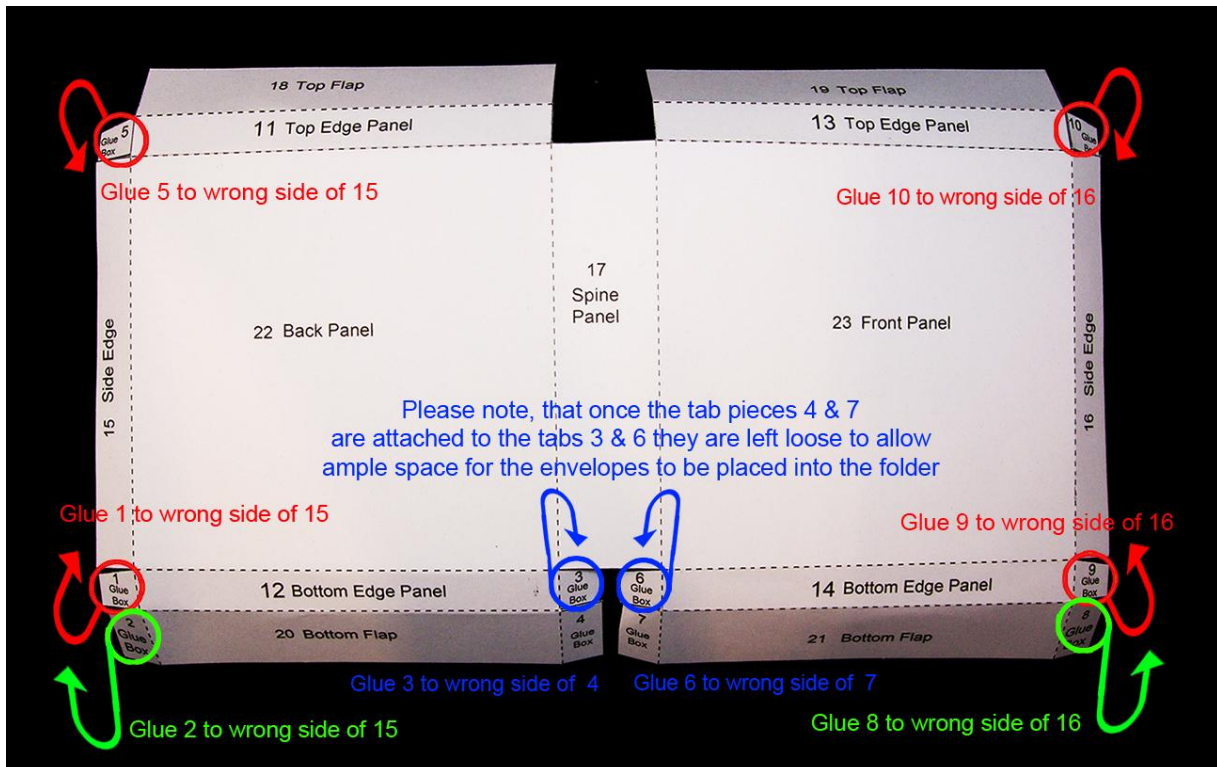
BLUE STEP

Apply wet glue to the tabs marked 3 & 6 and attach them to the WRONG sides of the small tabs, which were initially labelled 4 & 7. See photograph below marked in **BLUE**.

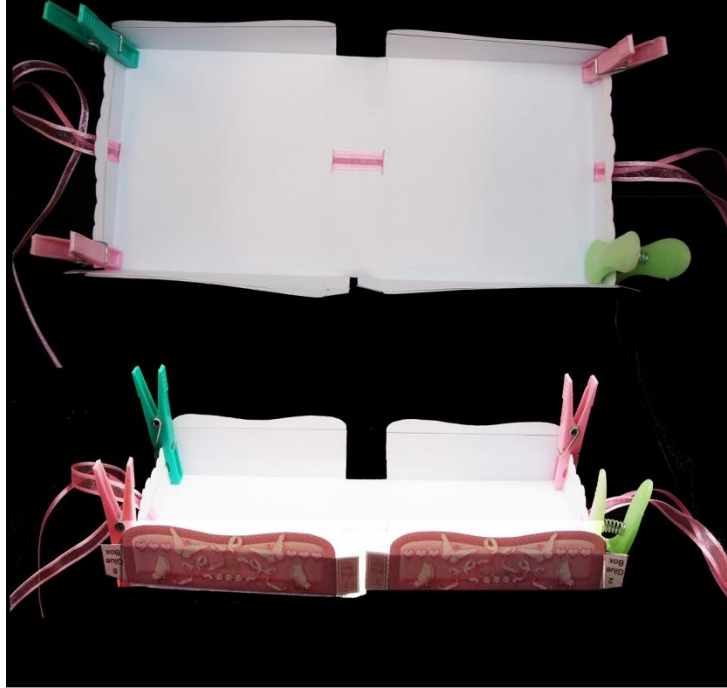
GREEN STEP

Apply wet glue to the tabs marked 2 & 8 and attach them to the WRONG side of the sides (15 & 16). See photograph below marked in **GREEN**.

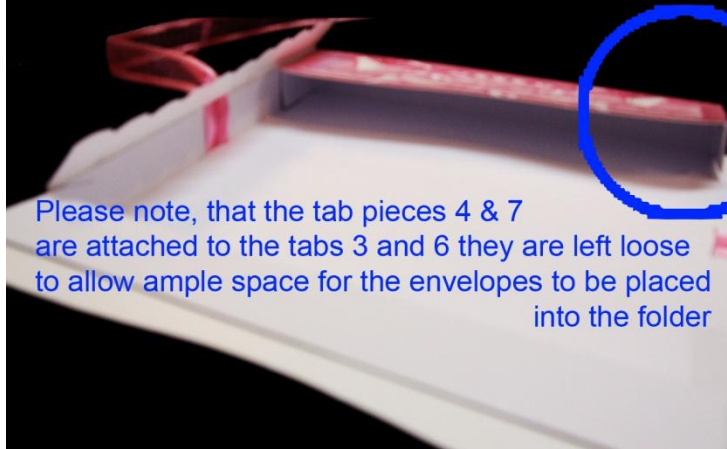
This photograph shows the Folder Inside before the Folder Outside decoration was added, to make it clearer to see how the tabs are glued to make up the Inside of the folder. Your folder, by this stage, will obviously be decorated!



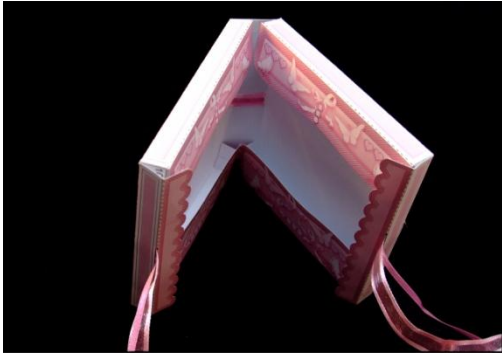
Photographs after Red Step is completed



Photograph after Green & Blue Steps are completed



Inside View of the Finished Folder



Top Inside view of the finished folder

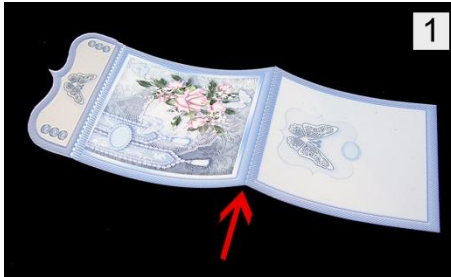


Top Front view of the finished folder



Top back view of the finished folder

Score and Fold Notelets



Score and Fold (Mountain Fold), along the dotted line between the main Front design and the Back on each Notelet. (See arrow left on photograph 1) For the second fold line between the front and flap of the Notelet, it is best to score on the wrong side, once you know how far the folded bottom portion of the Notelet comes to, (see photograph 2). This will ensure that your folded Notelets will lie completely flat.

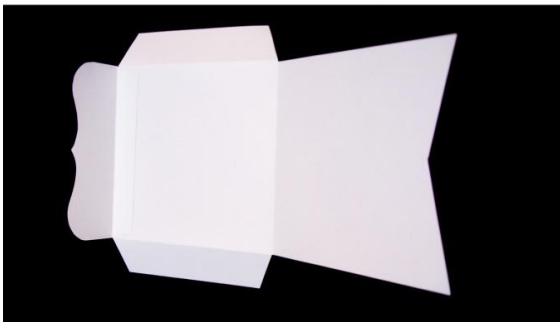
This photograph shows the front portions of the notelets, included in the Stationery Gift Set called Pink Roses and Butterflies

The whole collection of my Stationery Gift Set Kits, all contain a collection of 6 different Notelet designs.

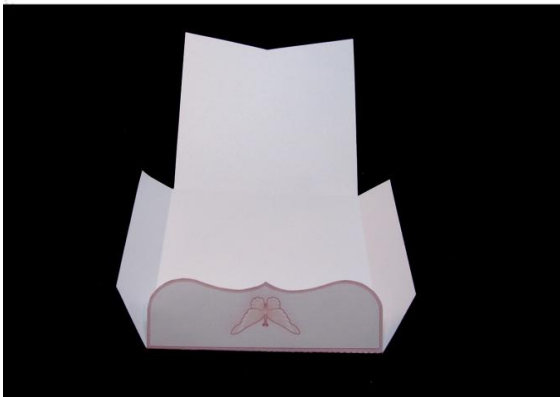
Envelope Instructions



Score and Fold along the dotted lines on the Envelope and Envelope Flaps (Mountain Folds)



With the wrong sides facing upwards, attach the flap on top the envelope, using wet glue applied to the glue box on the flap.



Apply glue to the Glue Boxes on the envelope sides



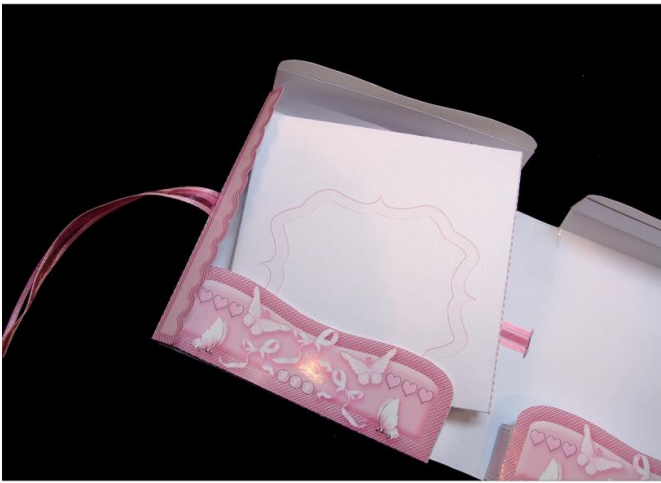


Fold the back of the envelope up and over, the glue boxes on the sides of the envelopes.



Apply Double Sided tape (or Envelope Remoistenable Glue), to the Envelope Flap, leaving the carrier in place until the envelope is to be used.

Place the Envelopes into the Folder

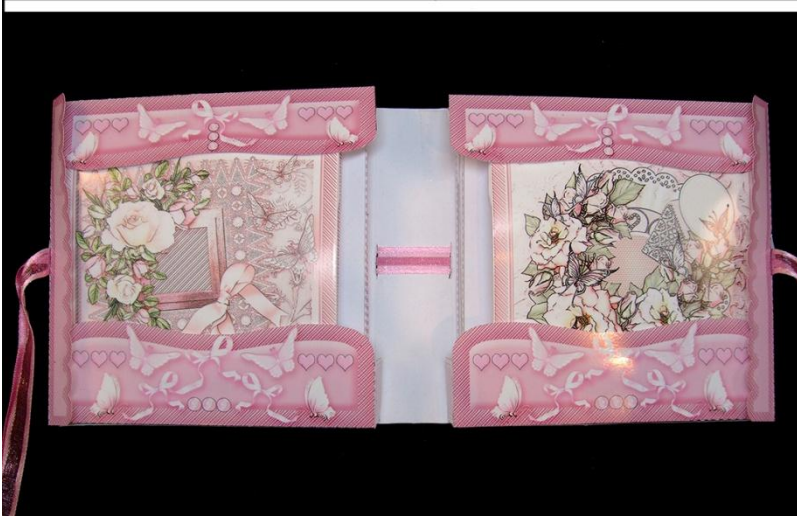


Lift up the top flaps of the folder and place 3 finished envelopes in each side of the folder pockets, sliding them into place as shown

Place the Notelets into the Folder



Lift up the top flaps of the folder and place 3 finished notelets in each side of the folder pockets, sliding them into place as shown



Fold the Top Flaps over the Notelets and Envelopes, folding the Scalloped Sides over the Top and Bottom Flaps.

Close the Stationery Gift Set Sides together and Tie the Bow



Close the two sides of the folder together, and tie the ribbon into a bow at the side.

(If you are using the alternative method to ribbon, for closure of your gift set, place the Velcro Spots or Magnetic Closures to the top and bottom of each of the scalloped side pieces, and close the folder to fasten.)

Finished Views of the Stationery Gift Set



So that's it, a beautiful Stationery Gift Set which is ideal for cost effective Birthday or Christmas Presents.

I do hope you are pleased with your finished results, and find that this is a cost effective gift which your recipients / customers will love! Thank you for purchasing!

Other designs in my Stationery Gift Sets (see below) are available for you to purchase, please click on the links below, to see them! Also below, is a small collection of my other kits that are available to purchase exclusively from CraftsUPrint!

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Please see below for other designs in my Stationery Gift Kits, available exclusively from **CraftsUPrint** <http://www.craftsuprint.com/sue-douglas/> – please click on the links below the previews:



[Stationery Gift Sets](#)

Summer Roses

Stationery Gift Set



Includes
6 Notelet Designs
Envelope, Folder & Gift Tag

[Stationery Gift Sets](#)

Painted Flowers

Stationery Gift Set



[Stationery Gift Sets](#)



[Stationery Gift Sets](#)



[Stationery Gift Sets](#)

A few of my other designs follow, which are available exclusively from **CraftsUPrint**
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3d Room with a View Kit
Church Wedding

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

Exclusive Design Purchased from www.CraftsUPrint.com/sue-douglas/

3d Room with a View Kit
Secret Garden

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

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Left
Inside View

Right Inside
View

Left
Inside View

Right Inside
View

3d Room with a View Kits

3d Room with a View Kit Gone for a Cuppa Garden Shed

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

Exclusive Design Purchased from www.CraftsUPrint.com/sue-douglas/

3d Room with a View Kit Pamper Yourself

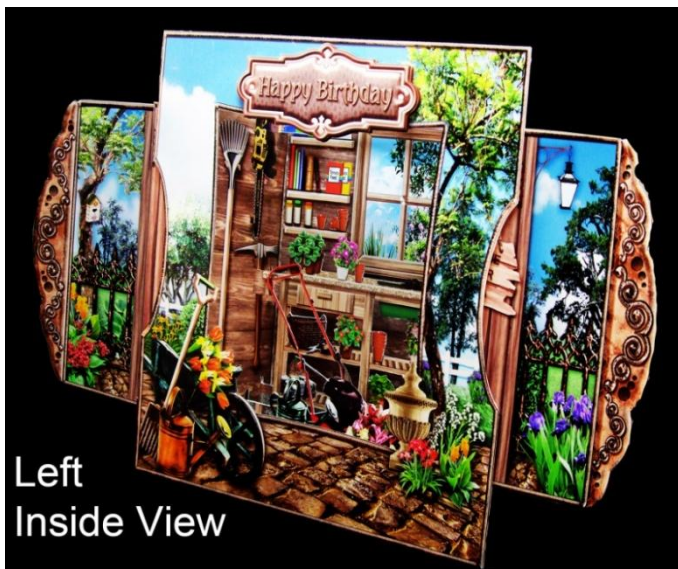
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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

Exclusive Design Purchased from www.CraftsUPrint.com/sue-douglas/



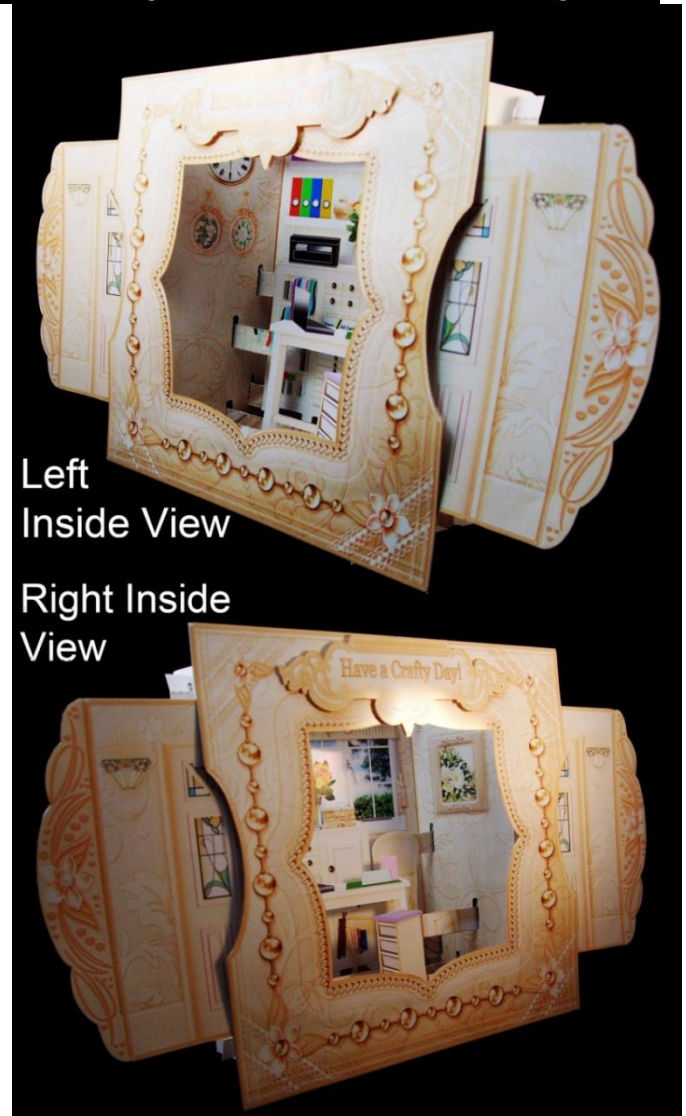
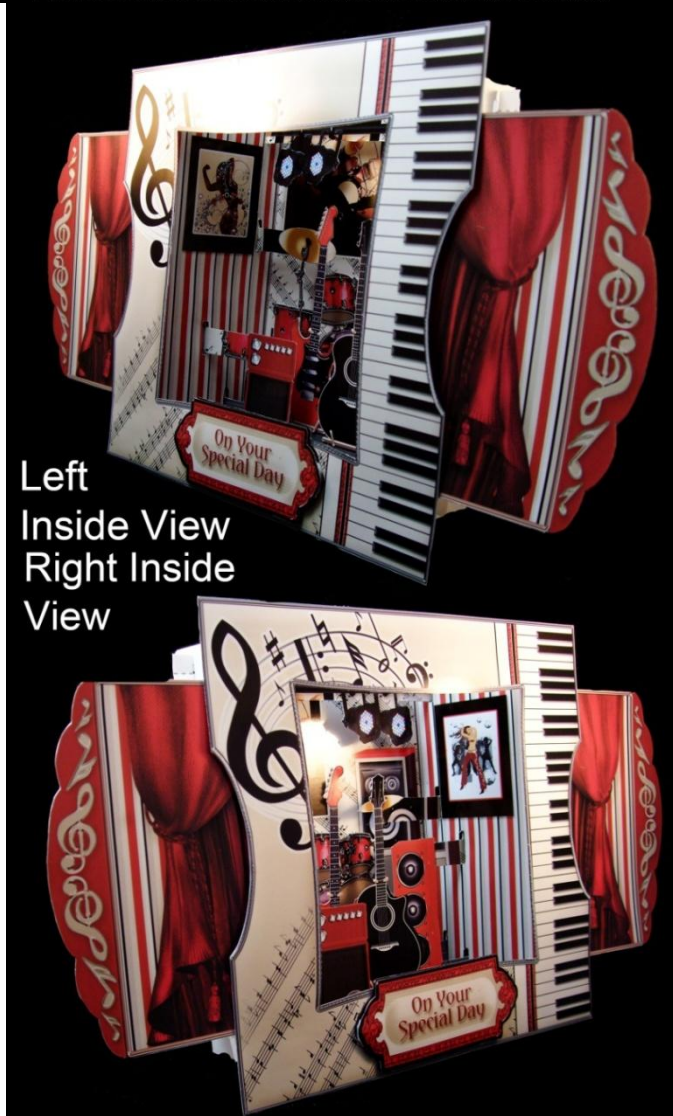
Right Inside
View



Right Inside
View



[3d Room with a View Kits](#)



[3d Room with a View Kits](#)

3d Room with a View Kit
Sweet Dreams New Baby Girl

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

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3d Room with a View Kit
Sweet Dreams New Baby Boy

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

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**Left
Side View
Right Side
View**

**Left
Inside View
Right Inside
View**

3d Room with a View Kits

3d Room with a View Kit Vintage Music Room

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Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

On Your Special Day

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3d Room with a View Kit The Boudoir

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Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

Just For You

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Left
Inside View
Right Inside
View

On Your Special Day

Left
Inside View
Right Inside
View

Just For You

[3d Room with a View Kits](#)

3d Room with a View Kit Vintage Christmas

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

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3d Room with a View Kit Christmas at Home

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Back Text Plate & a
Range of Sentiments are Included

Pull the Slider Sides Apart to Reveal a
Free Standing 3d Room!
that Folds Flat
for Posting

Flattened View
Fits an 8in x 8in
Envelope

Exclusive Design Purchased from www.CraftsUPrint.com/sue-douglas/

Left
Inside View
Right Inside
View

Left
Inside View
Right Inside
View

[3d Room with a View Kits](#)



Acetate Window Card & Envelope Kits



Acetate Window Card & Envelope Kits



8in x 8in Easel Kits



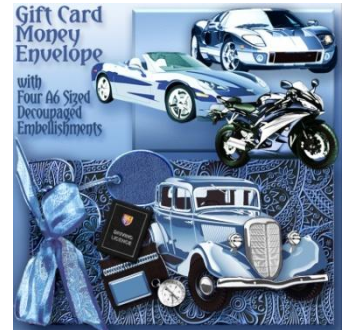
8in x 8in Easel Kits



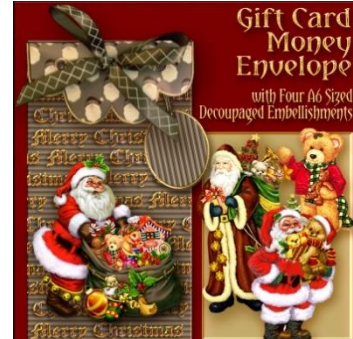
[Gift Card Money Envelope Kits](#)



[Gift Card Money Envelope Kits](#)



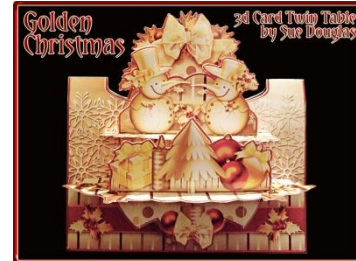
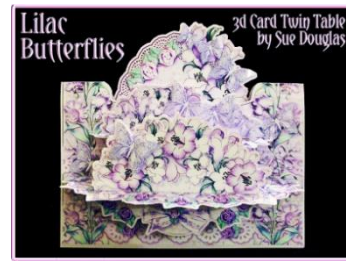
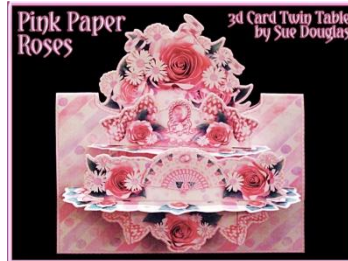
[Gift Card Money Envelope Kits](#)



[Gift Card Money Envelope Kits](#)



[Gift Card Money Envelope Kits](#)



[3d Card Twin Table](#)



[3d Card Twin Table](#)

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Look out for more new concepts coming soon!

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