



HOW TO CREATE LITTLE B™ TAPE ENVELOPE LINERS!

LITTLE B PRODUCTS

Decorative Paper Tapes – Variety
Specialty Foil Tapes – Variety

OTHER SUPPLIES

Envelopes, Wax Paper, Pencil
Metal Ruler, Straight Blade Knife, Grid Cutting Mat

HOW TO CREATE LITTLE B™ TAPE ENVELOPE LINERS!

- Measure the width of envelope. Subtract 3/8 inch = envelope liner width. (A2 envelope liner width = 4.75 inches)
- Tear off a piece of wax paper from the roll that is wider than your envelope width. Most wax paper rolls are 12 inches long. Start with a 6x12 inch piece for the A2 envelope.
- Trim the wax paper to the desired width using a paper trimmer. (A2 = 4.75 x 12 inches)
- Open flap of envelope. Lay the envelope on top of the wax paper – centering the width.
- Trace the outside edge of the flap onto the wax paper with a pencil. Hint: notice that your traced outside edge of the envelope is the same angle (or straight top edge for square flap envelopes) needed for the envelope liner once you have passed the gummed edge of the envelope.
- Fold the wax paper at four inches down from the traced edge. Keep the traced edge wax paper portion on top.
- Lay the wax paper on top of grid cutting mat. You can see the grid lines through the wax paper. Center the point of the envelope (or middle of square flap envelope) evenly on the grid.
- Cut the first piece of Tape (Decorative Paper Tape or Foil Tape) long enough so that it will extend 1 inch or so above the flap trace line and 1 inch or so below the folded wax paper edge.

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HOW TO CREATE LITTLE B™ TAPE ENVELOPE LINERS! cont.

- Lay this first piece of Tape vertically down the center of the wax paper. The Tape below the folded edge will extend below the folded edge and stick to the cutting mat.
- Cut and lay down the second piece of Tape vertically to the right side of the first Tape – matching the pattern of the Tape.
- Cut and lay down the third piece of Tape vertically to the left side of the first Tape – matching the pattern of the Tape.
- Continue adding Tape to the wax paper until you have covered the entire width. It is OK if you extend beyond the wax paper, as you will cut off any excess with scissors.
- Place a ruler parallel and about 1 inch away from the folded wax paper edge, covering all the Tape that is sticking to the cutting mat.
- Cut across the Tape with a straight blade knife to make the Tape ends even.
- Pick up the entire piece of wax paper. If any Tape extended beyond the width of wax paper, cut that off now.
- Next you will want to cut ONLY THROUGH A SINGLE LAYER OF WAX PAPER along the flap trace line. Make sure that the 2nd layer of wax paper is kept out of the way and use scissors to cut on the trace line, which will cut off the excess Tape and wax paper above the line.
- Refold the wax paper at the bottom edge – make sure that the excess Tape is NOT sticking to the wax paper.
- Pick up the envelope with the back facing you and the flap still open. Insert your left hand fingers into the envelope to open it up.
- Insert and slide the Tape/wax paper carefully into the envelope leading with the exposed Tape ends – do not let the Tape stick down yet.
- Continue sliding the Tape/wax paper into the envelope until the trace line edge is just below the gummed line of the envelope flap.
- Once you like the placement, press the exposed tape down through the outside of the envelope.
- Now for the exciting part! With your left hand, hold firmly on the envelope where the exposed tape is stuck down. With your right hand, hold onto the long wax paper end and begin pulling it away from the envelope. This will release the Tape from the wax paper and you can press the Tape into place to create the Tape Envelope Liner. How fun!