

CD-ROM/DVD Envelope

Easily print and fabricate a professional-looking envelope for your CD-ROM and DVD disks. This standard 5” square paper envelope is very easy to make. All you need are these items:

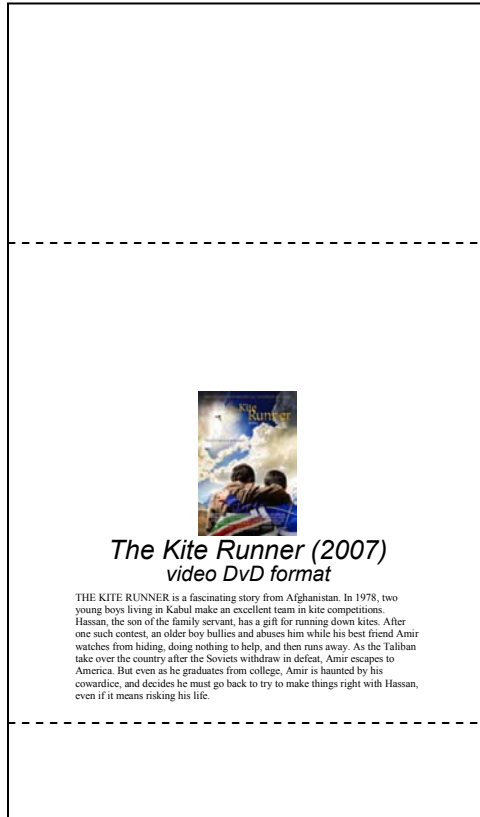
- Standard 110# card stock
- glue stick
- paper cutter

Here are the step-by-step instructions. After you get the hang of it, you’ll be able to produce a professional-looking mailer like this whenever you need on in only two or three minutes.

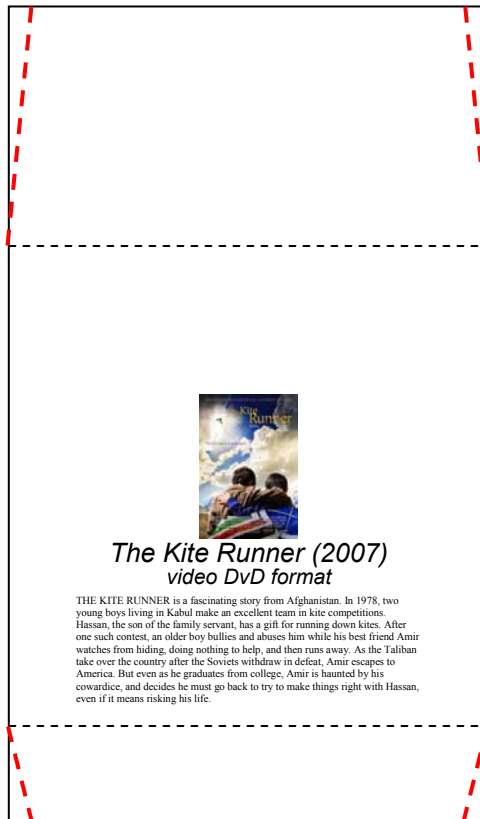
1. Load the template “cdenvelopetemplate.doc” and customize it as desired for your disk. Copy, paste and resize your own photo or graphic, revise the title and provide an appropriate description, save your work, and then print a copy.

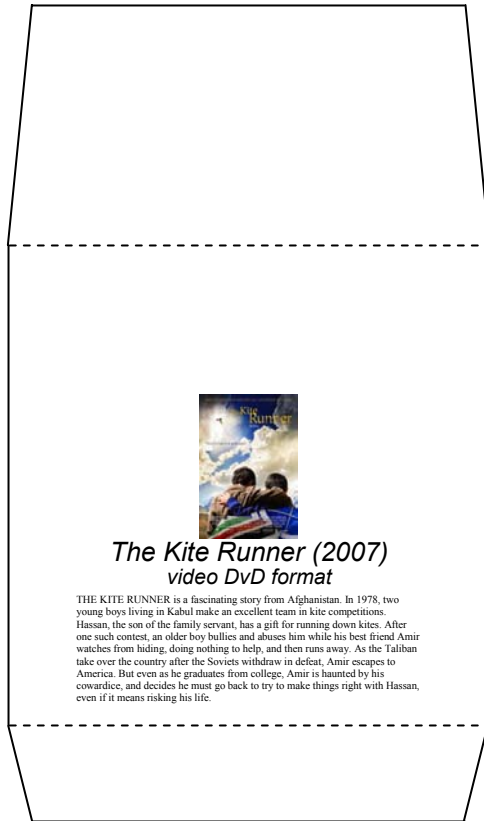


2. Crease 3” from both ends. Apply glue stick to one 8-1/2 edge, then fold and glue.



3. Crease 1” and 6” from the bottom (above). Use scissors to slightly bevel the edge of the top and bottom flaps, as show below.





4. Fold the front sides of the top and bottom flaps down over the front of the envelope. Fold the back (seamed) flaps down over the back of the envelope and remove them by slicing along the bend with the snap-blade box cutter. Apply a strip of glue stick to the inside surface of the 1” bottom flap and seal to close the bottom of the envelope.

