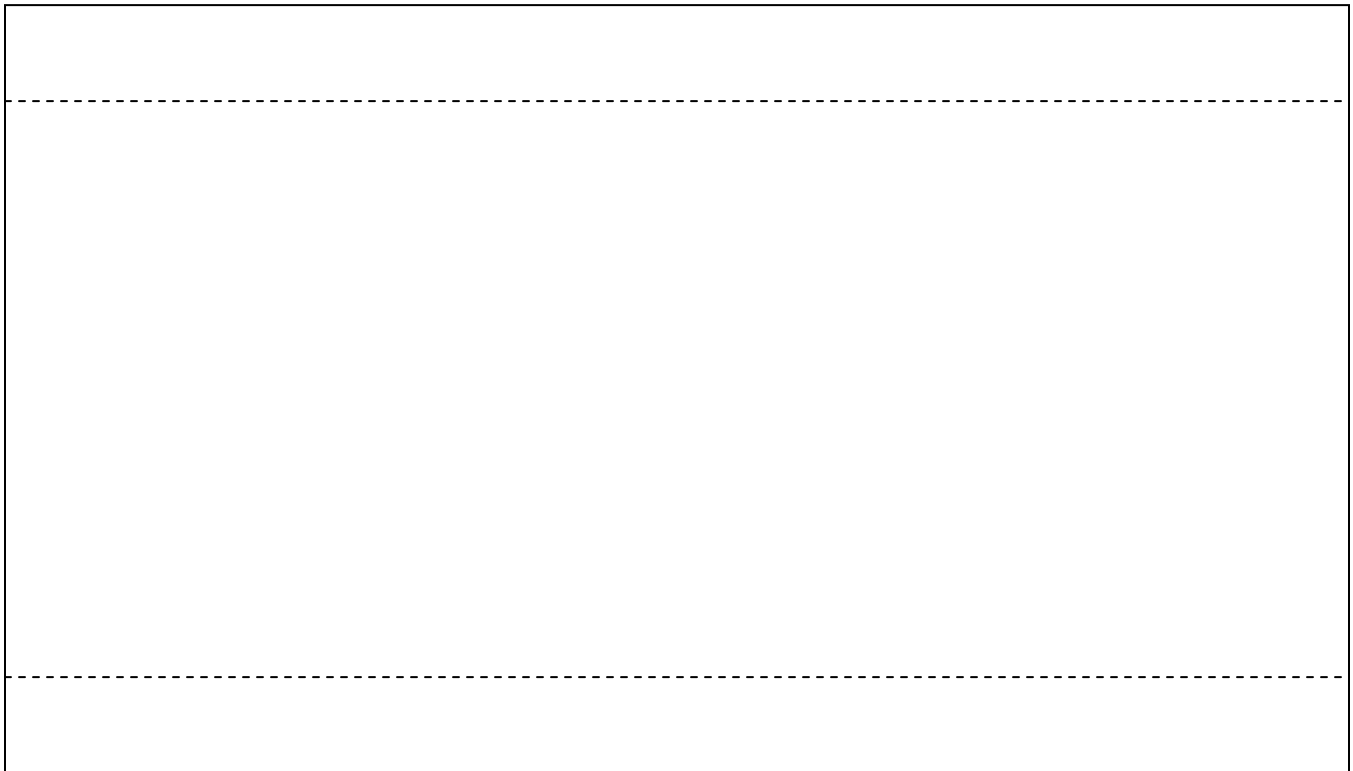


## CD-ROM/DVD Mailer

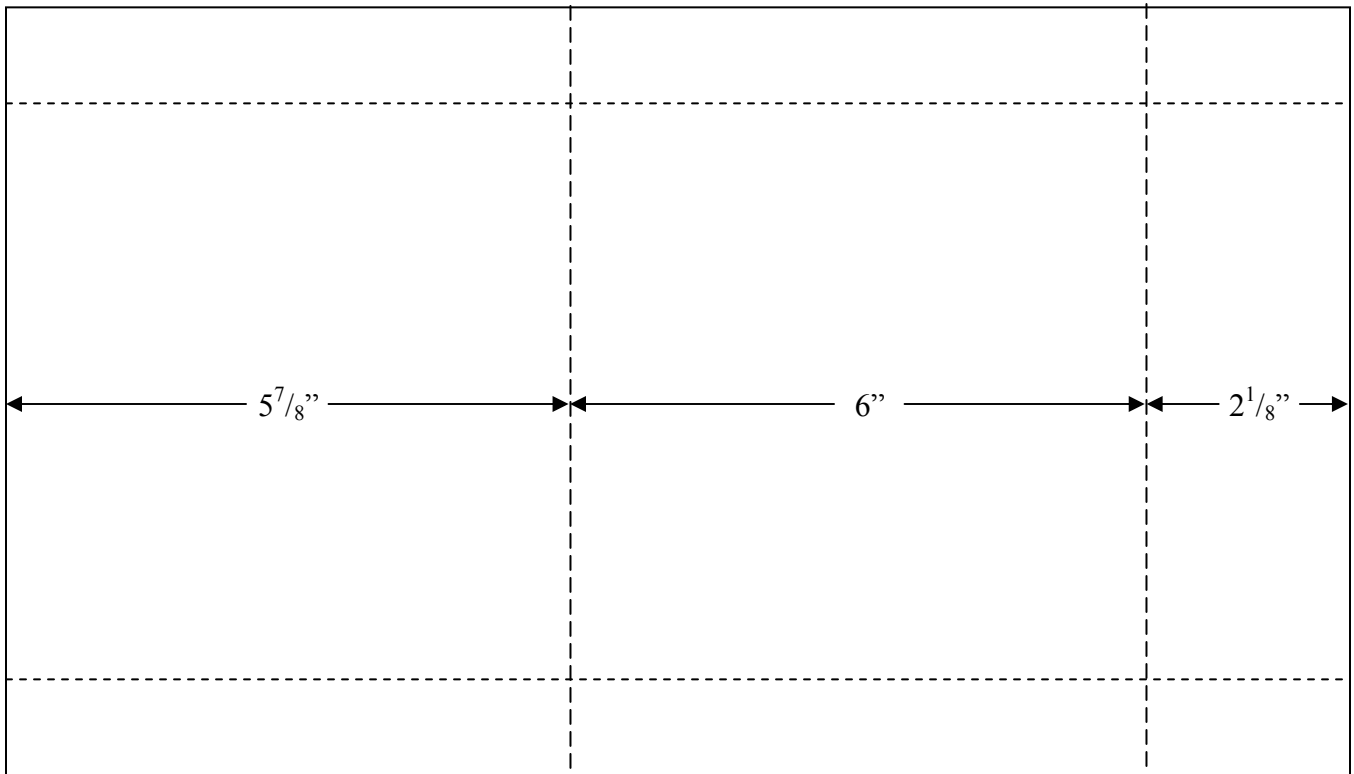
Here's a simple mailer you can make for CD-ROM and DVD disks that come 5" x 5" paper envelopes, or the square paper CD envelopes you make for your own disks. These are very easy to make. All you need are these items:

- chipboard or poster board
- glue stick
- paper cutter

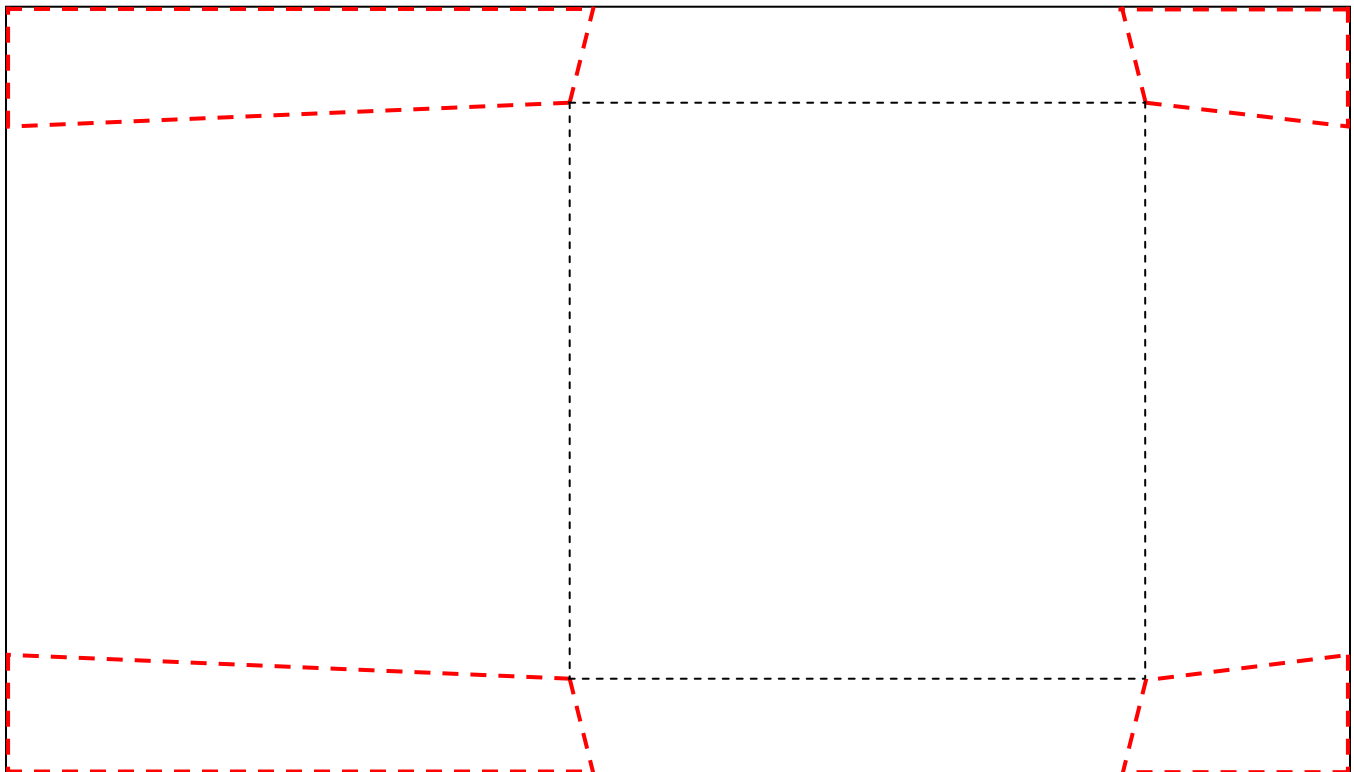
Here are the step-by-step instructions. After you get the hang of it, you'll be able to produce a professional-looking mailer like this whenever you need on in only two or three minutes.



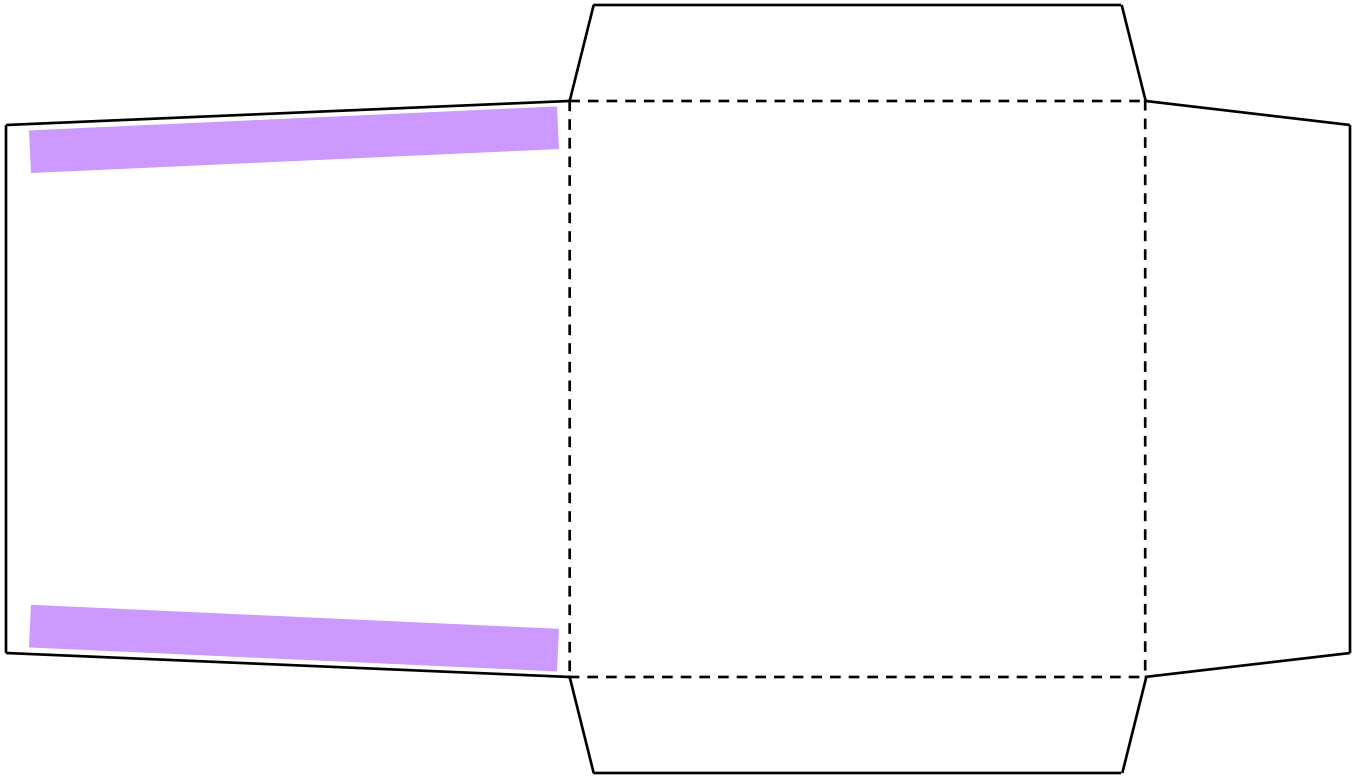
1. Select poster board, .022" chipboard, or similar material for this project. Cut a 8" x 14" rectangular piece of the material as shown above and bend down 1" flaps on both sides.



2. Bend at  $4\text{-}\frac{7}{8}$ " and  $9\text{-}\frac{7}{8}$ " across the width of the piece, as shown above.



3. Remove the sections show within the heavy (red) dashed lines above; easily done by folding in the 1" tabs and trimming off the excess using a paper cutter. The trim angles (somewhat exaggerated above) are not critical.



4. Provide glue strips along the side edges of the back flap, as shown (using a glue stick). Fold the 1” side flaps in, then fold the back flap onto the side flaps to close the mailer.

Use your glue stick to seal the closing flap when mailing. Use one of your envelope addressing templates to print a 4” square mailing label, and glue stick that too. A single CD in a paper envelope will weigh about an ounce and a half in this mailer, so the domestic postage will be 75¢ (go ahead and use two first-class stamps – the convenience is worth 6¢).

