## Gift Bag Instructions



## Instructions

1. Put decorative paper with the back side (white) up. This template is designed for paper that is $11 \times 17$.
2. Layout the above diagram measurements lightly with a pencil. Measure and mark twice to assure that a line is parallel with the paper's edge. You will have approximately one inch left over on the end but depending on the accuracy of the paper's cut, this may vary. Visually check your diagram to the one above.
3. Fold the horizontal .5 inch horizontal line down and leave it folded down.
4. Fold over all the vertical lines and the one remaining horizontal line. Use your fingernail or the side of your pencil to make a crisp fold. On the vertical lines that are labeled "valley folds" fold in the opposite direction, fold inward.
5. Cut on the dotted lines and take care to only cut the ones indicated. Stop cutting at the horizontal fold. Cut off the area that corresponds with the gray area on the above diagram.

6. Your folded diagram will look like this. Note the flap that stays folded down, in gray on the diagram.

7. Start pulling the sides together, allowing the shape of the bag to start forming. The gray flap along the right inserts into the top flap and side. Add glue (glue stick is recommended) and hold for a minute.
8. Turn over and fold the smaller flaps in. Add glue and repeat with one of the larger flaps. Glue and add fold in the last flap. Turn over again and fish by punching holes, and adding ribbon

