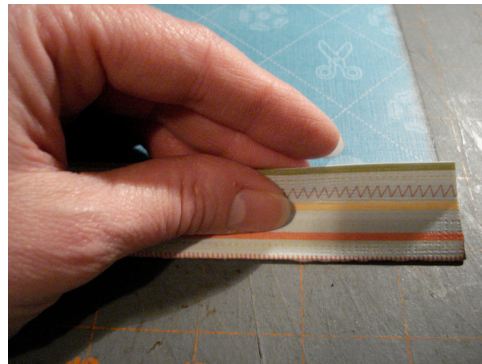
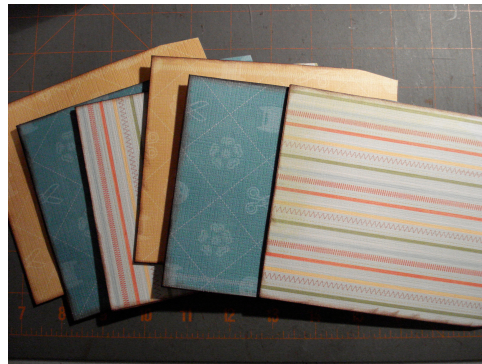
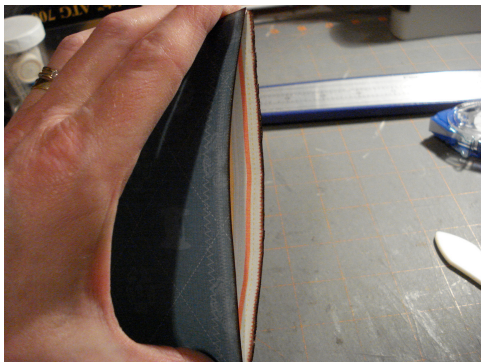


Repeat for all envelopes.



Score the envelope flap one inch in, which will line up with the score line already in place on the envelope. Gently fold the score using only your fingers...**DO NOT BURNISH THIS SCORE!!! YOU DON'T WANT IT FLUSH!!!** (This is what will provide the “catch” for your tags.) Then, with your fingers, lightly bend the flap toward you again, this will create a curved shape to the flap.



Gently fold the flap inside of the envelope. Now, ink the edges of the pocket opening. Place the covered envelopes in the Bind-it-All, and punch. Bind with the o-wires.