Make a Handmade Correspondence Set

Two coordinated 100 x 70 mm notes and their measured 120 x 90 mm envelope

These are original digital patterns for adult paper crafts. Dimensions describe the printable drawing, not physically measured assembled items. Paper weight, printer margins, folding and adhesives change actual clearance. Steadleaf Press has not printed, cut, folded, glued, inserted, mailed, or strength-tested a sample. This is a handmade gift and personal stationery exercise, not a postal-standard envelope, archival enclosure, child toy or security package. Keep scissors, wet glue and loose supplies safely away from children and work on a clean, dry table.

What makes a correspondence set coherent?

An envelope and note are more personal when they look as though they belong to each other. This small set uses two 100 x 70 mm note cards, a simple repeatable margin system, and one enclosing paper envelope. The notes are flat rectangles suitable for a few handwritten lines or a little botanical sketch. The envelope keeps them together for hand delivery; it is not designed as a compliant mailing envelope for a particular country's postal service. You can later place the whole set inside a commercially appropriate outer mailing envelope if you plan to post it.

The note size is 100 mm across by 70 mm high, with one 80 x 52 mm suggested content area centered within it. That gives 10 mm margins at left/right and 9 mm at top/bottom. The two notes are separate pieces; they do not share a perforation or central fold. The first note can carry a greeting and short personal message; the second can carry a continuation or a separate small invitation. You can leave their reverses blank or use them to finish a thought instead of shrinking the handwriting to an unreadable size.

The enclosing net has a 120 x 90 mm central back panel, with narrow side glue tabs, a lower pocket flap and an upper closing flap. Its folded outside face is nominally 120 x 90 mm. In ideal flat geometry, the two inward side tabs occupy 7 mm each, leaving a nominal lateral space of 120 - 7 - 7 = 106 mm before paper thickness and glue. That leaves 6 mm of arithmetic clearance for a 100 mm wide note, or about 3 mm at either side before real tolerances. The lower flap is 60 mm high; a 70 mm tall note extends above it, and the top flap is 55 mm high so it covers the exposed top when folded down.

A consistent design rule

A hand-made set does not need matching decoration at every corner. Choose one ink colour, one line thickness, and one simple motif repeated on both notes and the visible upper flap. For example, a fine leaf outline in the same corner can connect the set without overwhelming the message. Leave a clear writing field and avoid heavy collage at any paper crease. A two-colour approach can be attractive, but the words should still remain readable under ordinary room light.

If a note carries private information, do not post its photograph online. A heartfelt note may include an address, phone number or personal story that belongs to another person. The supplied pattern contains only blank guides and original generic motifs; the reader supplies their own words. The design does not grant permission to reproduce a commercial letterhead, branded paper or someone else's illustrations.

Printing and choosing materials

Use a light paper or thin card for notes, approximately 100-180 gsm as an initial comparison, and a foldable paper around 140-220 gsm for the envelope, if compatible with the printer and your adhesive. These ranges are examples rather than verified requirements. Prepare a millimetre ruler, pencil, ordinary scissors, blunt scoring tool, scrap paper, a legible pen and a labelled paper adhesive suitable for the chosen stock. Plain uncoated paper often receives handwriting more predictably than heavily glittered sheets, but test your own pen and actual sheet before committing a personal message.

Choose the corresponding A4 or US Letter full-size guide. Each format has a separate measured envelope net and a separate sheet with both 100 x 70 mm note shapes. Print at Actual Size / 100%, turn off automatic Fit or Shrink, and check the 50 mm calibration bar on each pattern page with a physical ruler. Inspect the entire cutting outline. Adobe Acrobat's printing advice makes clear that Actual Size does not magically overcome a printer's unprintable margins: if a line is clipped, reprint or redraw from the numeric dimension table.

The envelope cutting net is 134 mm wide and 205 mm high overall. Its back panel occupies x = 7..127, y = 60..150 mm when measured from the lower-left of the bounding box, giving 120 x 90 mm. Each side tab is 7 mm wide: x = 0..7 on the left and x = 127..134 on the right, attached only from y = 60..150. The bottom flap runs x7..127, y0..60; the top flap runs x7..127, y150..205. Four scores form the hinges: x7 and x127 along y60..150, and y60 and y150 along x7..127. The silhouette shoulders are cuts, not fold lines.

The lower flap, folded upward, covers y60..120. The top flap, folded downward, covers y95..150. Their nominal overlap is the shared area y95..120, 25 mm. When the top closes, it should sit over the lower flap without glue at the pocket mouth. The two side tabs support the lower pocket only where the bottom flap overlaps them (y60..120). An envelope made from the drawing has no engineered sealing system or moisture rating; a removable paper band is a decoration, not a secure seal.

Cut, fold, letter and assemble

1. Decide the recipient and message before choosing colours. Draft one short greeting and a second-note option so the layouts serve a purpose rather than just becoming empty boxes.
2. Print the matching two pattern pages at 100%. Use a ruler to measure both separate 50 mm bars. Do not cut if the envelope shoulder or any note edge is missing.
3. On the note sheet, identify two 100 x 70 mm outer cut borders. Inside each is a faint 80 x 52 mm writing guide. Cut only the outer lines: the inner guides are not windows.
4. If transferring the notes to final stationery paper, mark and trim two independent 100 x 70 mm rectangles. Use pencil to define the suggested 10 mm side margins and 9 mm top/bottom margins before lettering.
5. Letter a title, greeting or date lightly, then add the main message at readable size. Leave enough space for a natural signature; use the back or second note for longer content.
6. On the envelope pattern, locate the 120 x 90 mm back panel, side tabs 7 mm wide, lower flap 60 mm high and upper flap 55 mm high. Make a small pencil mark on the side that will face inward.
7. Score before cutting: gently score the two vertical tab hinges and both horizontal flap hinges. Never turn a dashed fold line into a slit.

8. Cut the outer silhouette slowly with scissors. Keep the two narrow side tabs attached to the central rectangle; do not discard the shoulders as scraps.

9. Fold the side tabs inward over the inside of the back. Fold the lower flap up over the tabs, then dry-fold the upper closure down. Reopen and inspect the crease quality.

10. Before any glue, place a flat 100 x 70 mm expendable note-size gauge against the back. Fold the lower flap up and assess available side clearance. If the gauge catches, redraw a larger envelope or select thinner material; do not force the original note into it.

11. Remove the gauge. Apply a thin film of labelled paper adhesive only between the two folded side tabs and the portions of the lower flap that overlap them, near the left and right edges from y60 to y120. Keep the upper flap and pocket mouth unglued.

12. Use a clean removable scrap-paper guard to stop glue accidentally sealing the inner pocket; take it out before glue sets, and allow drying according to the manufacturer's label while the envelope lies open.

13. Once dry, insert both flat finished notes gently if their combined thickness allows. Fold the upper flap down. Do not close it with wet glue or attach adhesive to the actual message surface.

14. If desired, add a separate loose band with the set's small motif. Confirm that it can be removed without tearing the recipient's message or exposing private details on the outside.

15. Enter the real paper types, scale readings, note sizes, dry-fit observations, handwriting decisions and any changes on the two printable maker records.

A useful message rather than a perfect prop

The writing guide's purpose is to hold a legible message, not to demand exact handwriting. A polite note might need only two lines; a longer explanation may fill both sides. The envelope should complement the note, never dictate how much a person may say. If the planned words do not fit the 80 x 52 mm suggested field, use another page or a bigger design and record the change. Do not omit important context solely to fit a decorative rectangle.

Before finishing, read the message from the recipient's viewpoint: Is the greeting clear? Is the main point stated? Is a date meaningful? If you include a quoted poem, a licensed photograph or a borrowed illustration, check its permission separately. This guide licenses no third-party text or image. If your set is intended for a private occasion, do not publish the recipient's address or personal information as an example.

Troubleshoot dimensions and adhesive

A note catches at the side. The ideal 106 mm open width is not a guaranteed physical opening. Glue, two side tabs and the thickness of the note or envelope stock may reduce clearance. Compare actual note width and whether the tabs overlap more than planned. Do not tug the note by one corner; remake the envelope to measured larger dimensions when necessary.

The pocket is sealed shut. Excess adhesive may have crossed the top of the lower flap or transferred onto the back panel. Use less glue and keep the disposable scrap-paper guard in place only until safe to remove. Never pry apart wet or delicate paper in a way that could damage a personal note; recreate the expendable envelope.

A flap hangs outside the fold. Check the score positions at y60 and y150 and the full 134 x 205 mm original net, not a photo thumbnail. A 50 mm calibration bar printed as 49 mm means every dimension has been multiplied by 49/50 = 0.98. The intended 120 mm back width would then be 117.6 mm. This is arithmetic, not an observation about a tested printer.

The pen bleeds. Test a different pen or paper on expendable scraps and allow ink to dry. Do not presume a higher gsm automatically produces a better handwriting surface; coating and ink matter. If an original family photograph inspires a motif, use a duplicate or a new drawing rather than gluing the original to disposable stationery.

Altering the set without losing its proportions

The note and envelope have linked but not identical dimensions. Enlarging a note width without enlarging the envelope's central back panel can eliminate all clearance. Increasing the envelope width without reconsidering side-tab glue may cause loose corners; changing its height without adjusting the bottom flap can produce a pocket that is too shallow. Record each dimension explicitly and draw a new net rather than expanding a screenshot.

The first note can be a thank-you and the second a follow-up invitation; or one can be a letter and one a small illustrated keepsake. The concept is flexible, but the supplied physical outline remains the original 100 x 70 mm note and 120 x 90 mm envelope. If mailing the set, use current official postal rules for the mailing address, size, sealing, postage and thickness; this pattern makes no assertion of postal acceptability.

Sources, provenance and limits

Adobe Acrobat Help, Adjust page size for printing PDFs: https://helpx.adobe.com/acrobat/desktop/print-documents/set-up-and-print-pdfs/page-size.html . Background on actual-size printing; does not certify a printer's output.

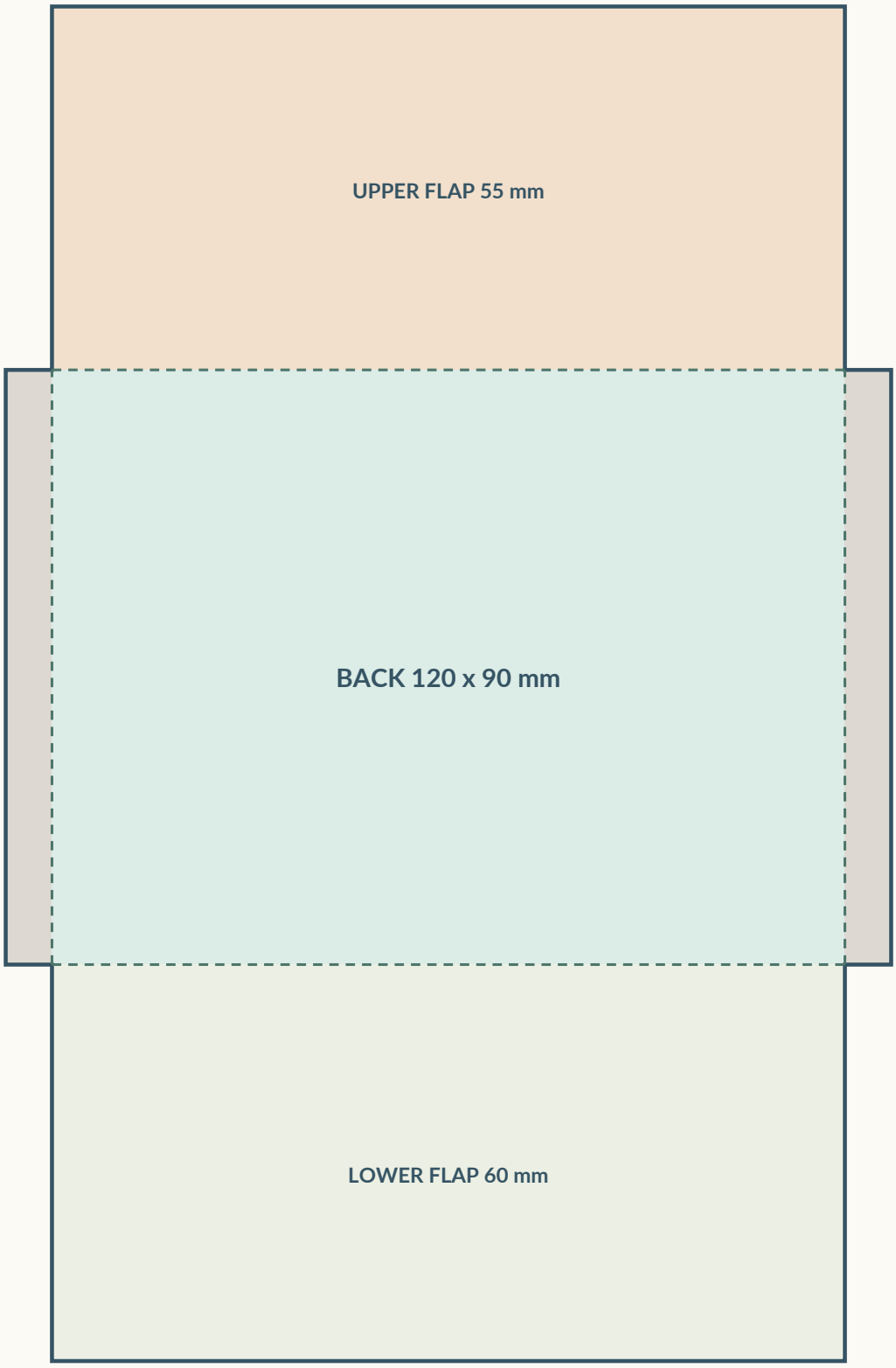
Library of Congress, Care, Handling and Storage of Works on Paper: https://www.loc.gov/preservation/care/paper.html . General caution about handling original paper, not an endorsement of this envelope for conservation.

All envelope net coordinates, note borders, matching motifs, original English instructions, cover illustration and worksheets are new Steadleaf Press digital work. No third-party envelope template, calligraphy design or licensed photo is reproduced. No note, envelope, glue bond or mailing configuration has been physically made or tested for this edition.

Printable full-size patterns and original maker records follow. No physical prototypes were made or tested.

FULL-SIZE CORRESPONDENCE ENVELOPE NET

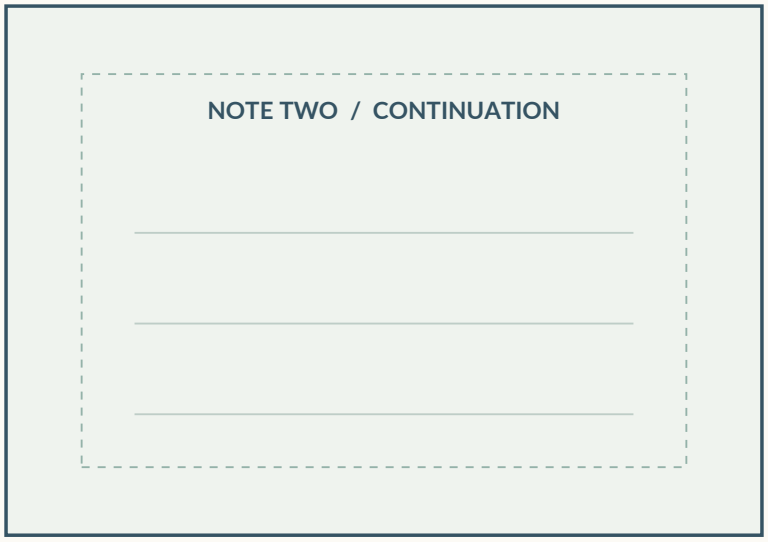
NET: 134 x 205 mm. TABS: 7 mm each. SCORING: green dashed.
GLUE: folded tabs under lower flap only. Upper flap remains free.



50 mm SCALE CHECK - measure with a ruler

TWO MEASURED NOTE TEMPLATES





Each note: 100 x 70 mm. Suggested content window: 80 x 52 mm.

Cut outer borders ONLY. Pale inside rectangles are writing guides.

50 mm SCALE CHECK - measure with a ruler

MAKER RECORD / PAGE 1

Two 100 x 70 mm notes / writing field 80 x 52

Envelope net 134 x 205 and back 120 x 90

Left and right 7 mm tabs; pocket glue zone

50 mm readings on BOTH pattern sheets

Paper/pen compatibility / recipient privacy

Message legibility and any continuation pages

Pocket fit with BOTH notes; real observations

Only record observations if you actually make the craft. Publisher physical test: NOT PERFORMED.

Changes / postal suitability NOT CLAIMED

50 mm SCALE CHECK - measure with a ruler



MAKER RECORD / PAGE 2

What changed from the supplied original pattern?

Where did paper resist, rub, crack or wrinkle?

Which fold, score, adhesive or image rule mattered?

Were all 50 mm calibration marks actually measured?

Does the real paper object close or open as intended?

What remains UNTESTED or uncertain?

Next version or alternative dimension to try

Only record observations if you actually make the craft. Publisher physical test: NOT PERFORMED.

Date / initials / safely stored tools and materials

50 mm SCALE CHECK - measure with a ruler

