

## Tutorial - Gift Card / Money Envelope with Decoupage Mini Kit

by Sue Douglas

You can see more of my designs at  
[www.CraftsUPrint.com/sue-douglas/](http://www.CraftsUPrint.com/sue-douglas/)

This tutorial will be used for all my Gift Card / Money Envelopes with Decoupage Mini Kits. They are quick and easy to make to use where you are giving a gift of money or a Gift Card. I think it's especially nice to give gifts of money or Gift Cards in handmade Gift Envelopes such as those in this collection, as your recipient will know, that although you haven't spent time to look for a suitable gift for them, and have decided instead to give them money or vouchers, you have created something really special for them, to wrap up the monetary gift!

### Finished size, (when printing actual size):

Gift Card / Money Envelope	6 1/2 inches x 3 1/2 inches (16.5cm x 9cm) approx
Gift Tag	1 7/8 inches x 1 1/2 inches (4.7cm x 3.8cm) approx

### Materials:

2 sheets A4 or Letter size Photo Paper (200gsm to 275gsm)  
3d Foam Pads  
Double Sided Tape  
Wet Glue  
6 inches (15.2cm) of 3mm (1/4") wide ribbon for Tag  
24 inches (60.5cm) of 25mm (1") wide ribbon for Envelope

The kit used in the photographs shown in this tutorial, is:

**Pink Roses - Gift Card / Money Envelope with Decoupage Mini Kit** and it can be purchased exclusively from my store at  
CraftsUPrint, [www.CraftsUPrint.com/sue-douglas/](http://www.CraftsUPrint.com/sue-douglas/)



**N.B. I have realized, from what some of my customers have been saying, that some of you, may printing CUP sheets to Fit the Media you are printing on (i.e. to fit A4 or Letter Size), rather than printing the actual size. If fit to media settings are used when printing, CUP sheets will print out larger than the designer intended (i.e. actual size). For more information and tips on printing CraftsUPrint sheets so that they come out the correct size, that the designer has intended, please go to the last section at the end of this tutorial.**

Print Gift Card / Money Envelope with Decoupage Mini Kit, Sheets 1 and 2.

For best results, use 200gsm photo paper or 250gsm white card. I use 200gsm Photo Paper. Cut out around the solid lines and cut the Slit that holds the fastener on the Under Side. As you cut out the Decoupage pieces, pencil the letter on the back of each piece, which is shown on the sheet. Punch ribbon holes in the Tags, the Front and the Front Flap. For a professional finish, neaten the punched holes with eyelets (optional).

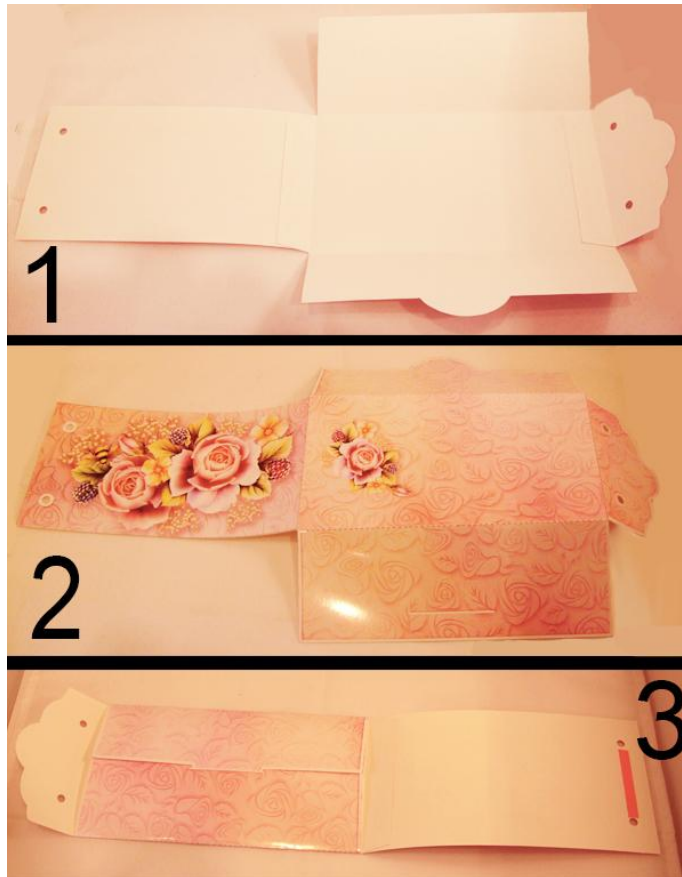


Score along the dotted lines with an embossing tool, or a scoring tool. Turnover and re-score on the wrong side, this will help to stop the fibers of coated card / photo paper from breaking and ripping). Fold along the score lines – all folds are mountain folds.

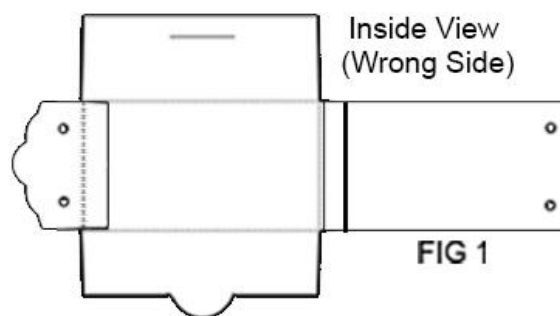


## Assemble Envelope

Attach the Front panel and the Front Flap to the Back and Sides piece as shown in Pictures 1 and 2 in the photo below. Apply double sided tape between the punched holes on the wrong side of the Front panel, as shown in the Picture 3 in the photo below.

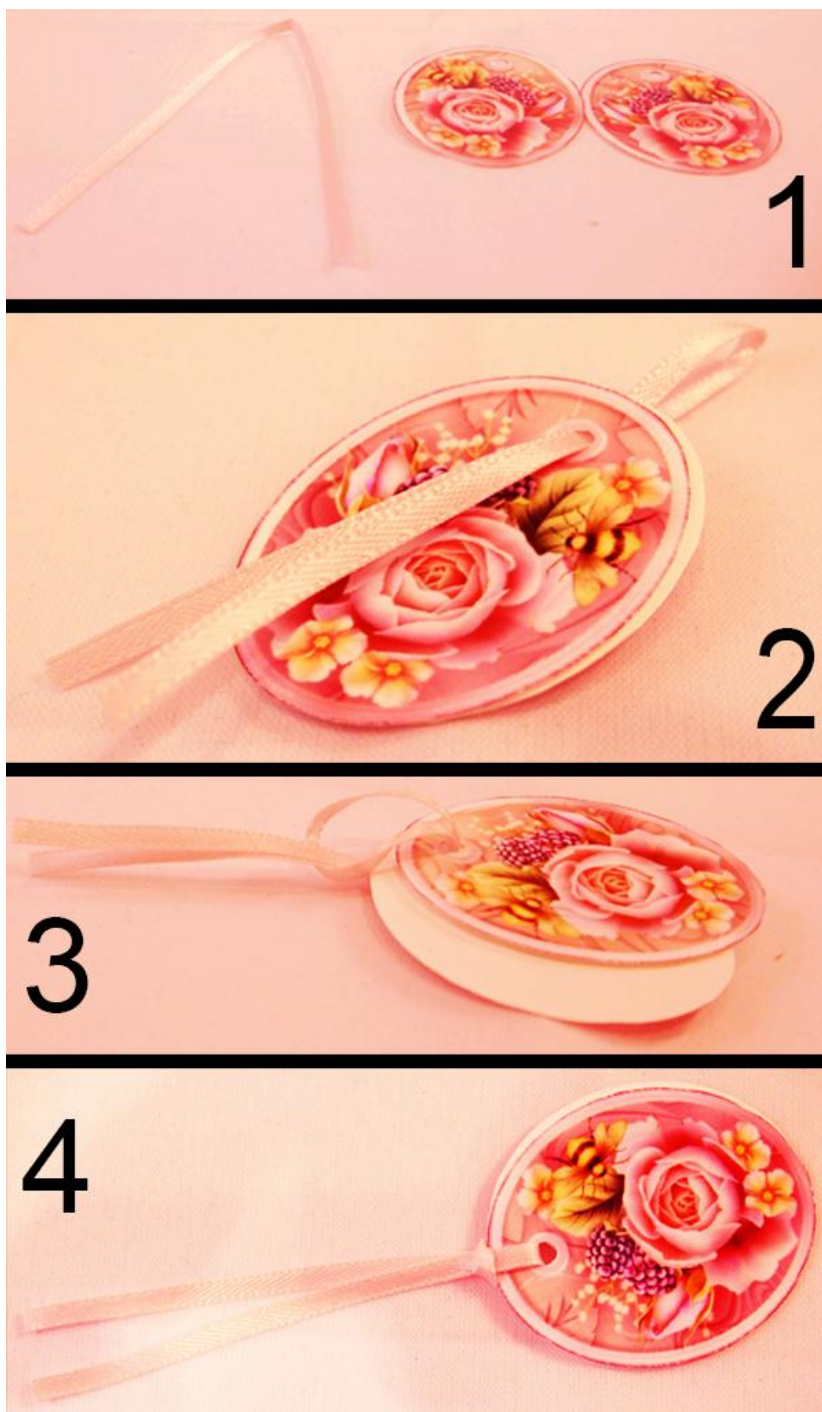


See FIG 1 this is what your finished envelope will look like from the wrong side.



## Tag

Fold the 6 inch (15.2cm) piece of ribbon in half (see Picture 1 in the photo below), and with wrong sides together, thread the fold of the ribbon through both tag pieces (see Picture 2 in the photo below), and then feed the ends of the ribbon through the folded loop (see Picture 3 in the photo below),. Pull tight to secure (see Picture 4 in the photo below).



Thread the ends of the tag ribbon through one of the punched holes, from the right side of the Front panel, and secure with double sided tape on the wrong side. (See Picture 1 in the Photo below). Apply the Decoupage pieces to the Front panel in the alphabetical order specified on the sheet with 3d Foam Pads (see Picture 2 in the photo below). Remove the carrier tape between the punched holes on the wrong side of the Front panel. With the wrong side facing uppermost, feed the two ends of the 24 inch (60.5cm) piece of ribbon through the punched holes and secure the mid part of the ribbon over the double sided tape, (see Picture 3 in the photo below). Place the gift card or money into the envelope and thread the fastener through the slit, to close. Fold the Front Panel up and over the fastener and thread the ribbon ends through the holes on the Front Flap (see Pictures 4 and 5 in the Photo below)



### Front View of finished Envelope

Tie the ribbon into a bow to close the Front Flap and cut off the excess ribbon, by cutting a 'V' shape at each end of the ribbon as shown in the photo to the right.





Gift Card  
Money  
Envelope with  
Decoupage  
Mini Kit

Pink  
Roses

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I

**Pink Roses** is the design used in this tutorial

So that's it, all done! An original and fabulous Gift Card Money Envelope!

So if you like it, please take a look at the other designs available in my 'Gift Card Money Envelope Mini Kits' collection below, but depending on when you purchased the design with this version of the tutorial included, there may be other designs available that are not shown below, because I will be uploading more designs in due course.

Please click on the '[Gift Card Money Envelope Mini Kit](#)' links below, in order to see my full range of Mini Kit collections.

Template ©2013 Sue Douglas

<http://www.craftsuprint.com/sue-douglas/>



[Gift Card / Money Envelopes Mini Kits](#)



[Gift Card / Money Envelopes Mini Kits](#)



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### [Gift Card / Money Envelopes Mini Kits](#)

[Please see below some other designs in other collections available at CraftsUPrint](#)



### [Time for Tea Pop-Up Kits](#)

## Silac Roses & Gingham

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[www.CraftsUPrint.com/sue-douglas/](http://www.CraftsUPrint.com/sue-douglas/)

There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat; Tea Bag; Teaspoon; Card Front with Decoupage; Card Back with Text Plate for your own greetings; A range of Sentiments for the Card Front and the Tea Bag

Folds flat for posting!

Time for Tea Pop-up Kit

## Mixed Floral

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Folds flat for posting!

Time for Tea Pop-up Kit

### Time for Tea Pop-Up Kits

## Morning Glory

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Folds flat for posting!

Time for Tea Pop-up Kit

## Pansies with Polka Dots

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat; Tea Bag; Teaspoon; Card Front with Decoupage; Card Back with Text Plate for your own greetings; A range of Sentiments for the Card Front and the Tea Bag

Folds flat for posting!

Time for Tea Pop-up Kit

### Time for Tea Pop-Up Kits

## Pink Lilies & Gingham

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat;  
Tea Bag; Teaspoon; Card Front with Decoupage;  
Card Back with Text Plate for your own greetings;  
A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**



Time for Tea Pop-up Kit

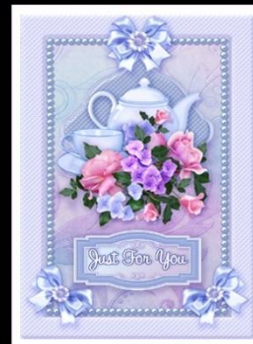


## Pink Roses & Bows

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat;  
Tea Bag; Teaspoon; Card Front with Decoupage;  
Card Back with Text Plate for your own greetings;  
A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**



Time for Tea Pop-up Kit



### Time for Tea Pop-Up Kits

## Roses & Butterflies

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There are 6 pages in the kit and the following items are included:  
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Tea Bag; Teaspoon; Card Front with Decoupage;  
Card Back with Text Plate for your own greetings;  
A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**



Time for Tea Pop-up Kit



## Spring Tulips & Butterflies

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat;  
Tea Bag; Teaspoon; Card Front with Decoupage;  
Card Back with Text Plate for your own greetings;  
A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**



Time for Tea Pop-up Kit



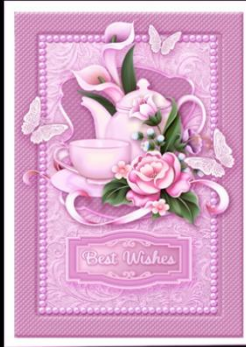
### Time for Tea Pop-Up Kits

## Pink Peonies & Butterflies

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat; Tea Bag; Teaspoon; Card Front with Decoupage; Card Back with Text Plate for your own greetings; A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**



Time for Tea Pop-up Kit



## Lilac Magnolias & Butterflies

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat; Tea Bag; Teaspoon; Card Front with Decoupage; Card Back with Text Plate for your own greetings; A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**



Time for Tea Pop-up Kit



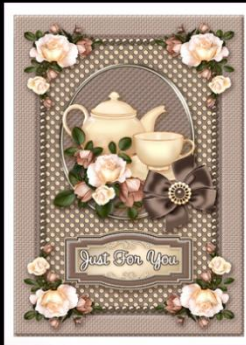
### [Time for Tea Pop-Up Kits](#)

## Cream Roses with Polka Dots

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There are 6 pages in the kit and the following items are included:  
Hexagonal Cup and Saucer Pop-up; Tray Mat; Tea Bag; Teaspoon; Card Front with Decoupage; Card Back with Text Plate for your own greetings; A range of Sentiments for the Card Front and the Tea Bag  
**Folds flat for posting!**

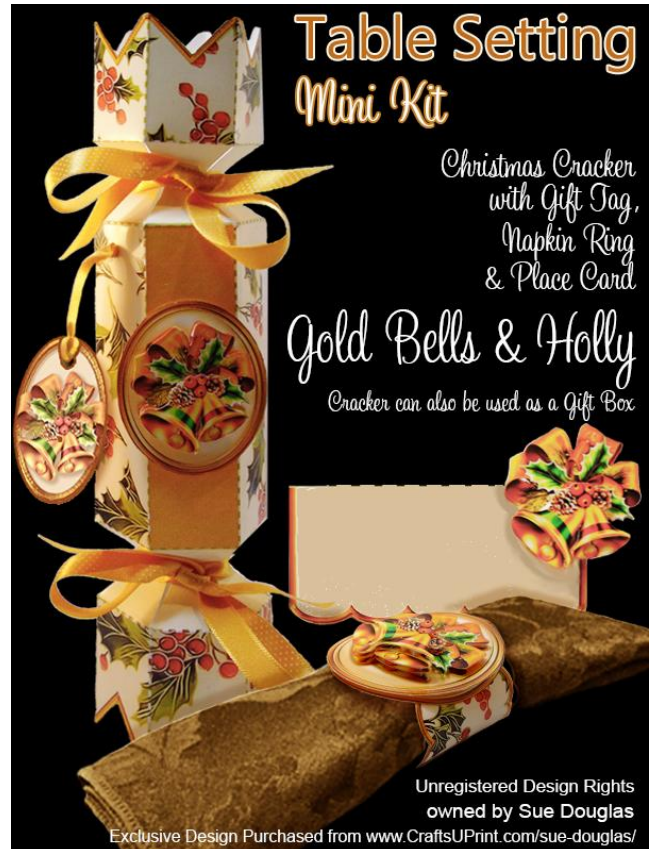


Time for Tea Pop-up Kit



### [Time for Tea Pop-Up Kits](#)

## Table Setting Mini Kit collection.



### Table Setting Mini Kits



### Table Setting Mini Kits



**Table Setting  
Mini Kit**

Christmas Cracker  
with Gift Tag,  
Napkin Ring  
& Place Card

**Red Poinsettias**  
Cracker can also be used as a Gift Box

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**Table Setting  
Mini Kit**

Cracker with Gift Tag,  
Napkin Ring  
& Place Card

**New Year**  
Cracker can also be used as a Gift Box

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### Table Setting Mini Kits



**Table Setting  
Mini Kit**

Christmas Cracker  
with Gift Tag,  
Napkin Ring  
& Place Card

**Snowy Pine Cones**  
Cracker can also be used as a Gift Box

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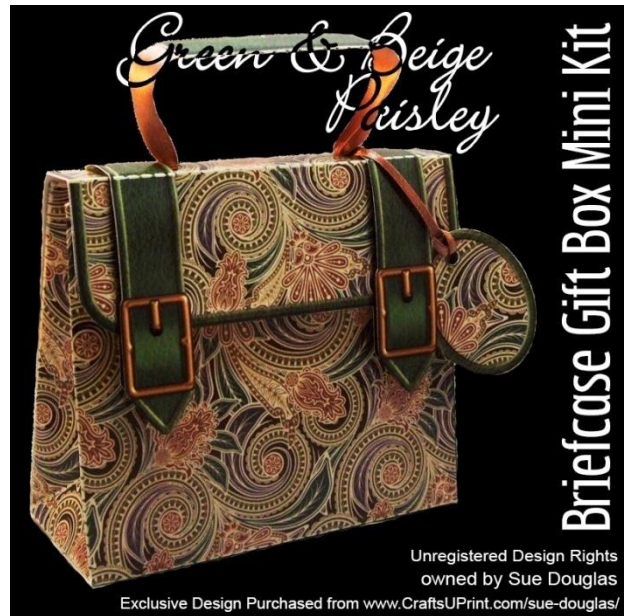
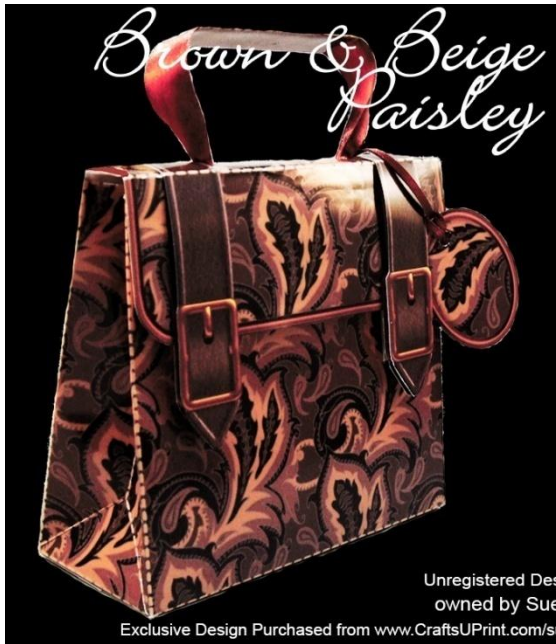
**Table Setting  
Mini Kit**

Dinner Party Cracker with Gift Tag,  
Napkin Ring  
& Place Card

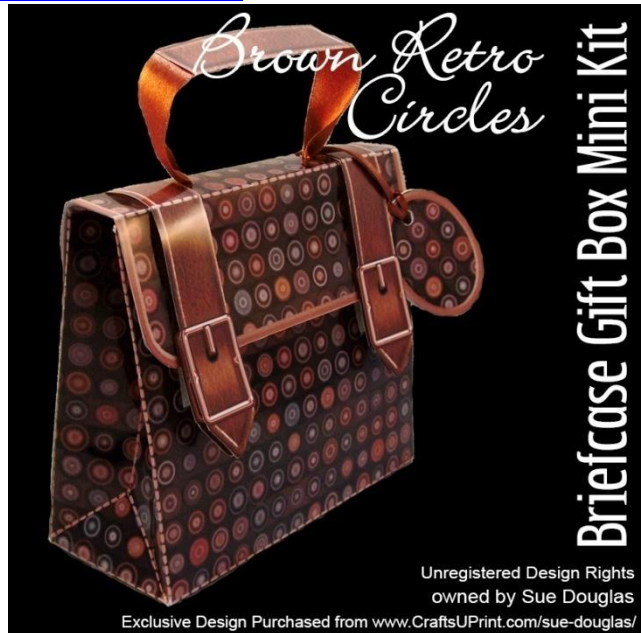
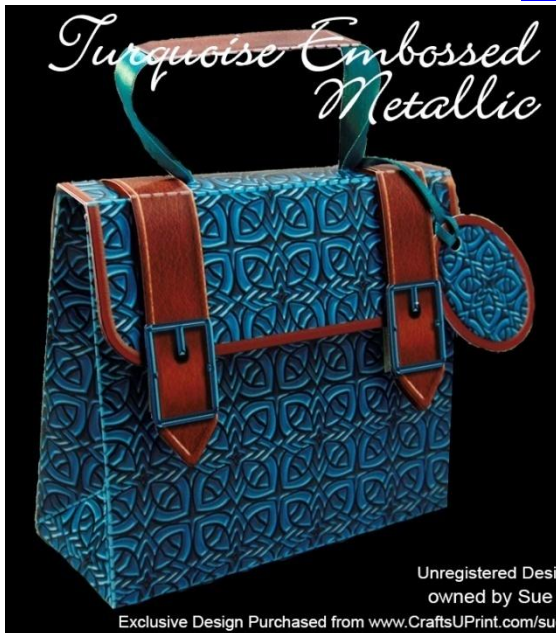
**Coffee & Cream Butterflies**  
Hexagon Cracker can also be used  
as a Gift Box

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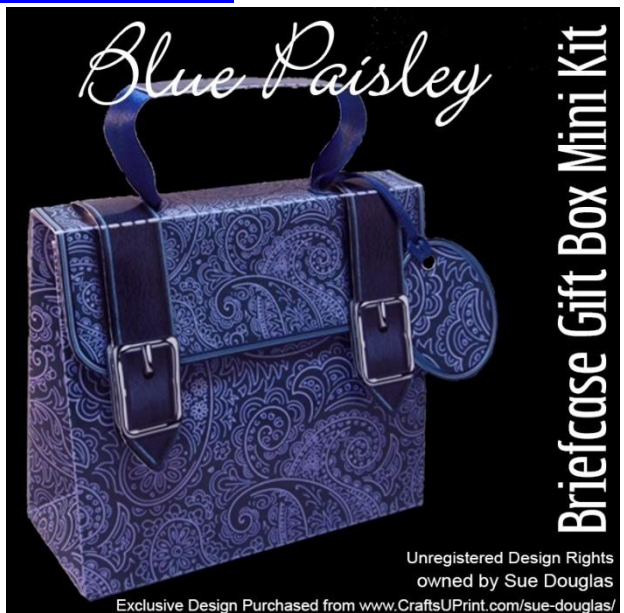
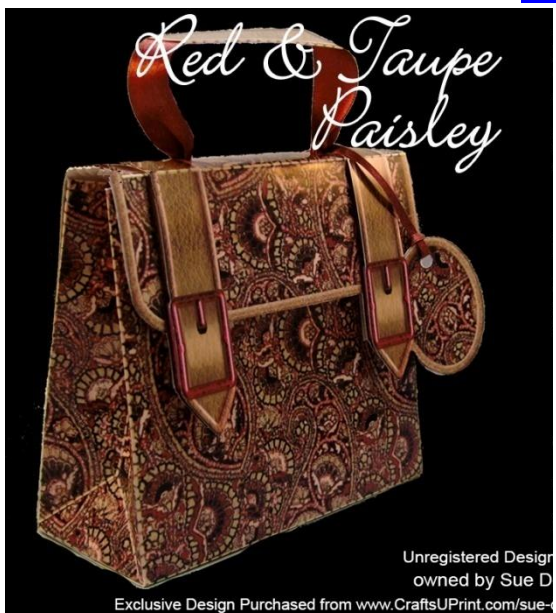
### Table Setting Mini Kits



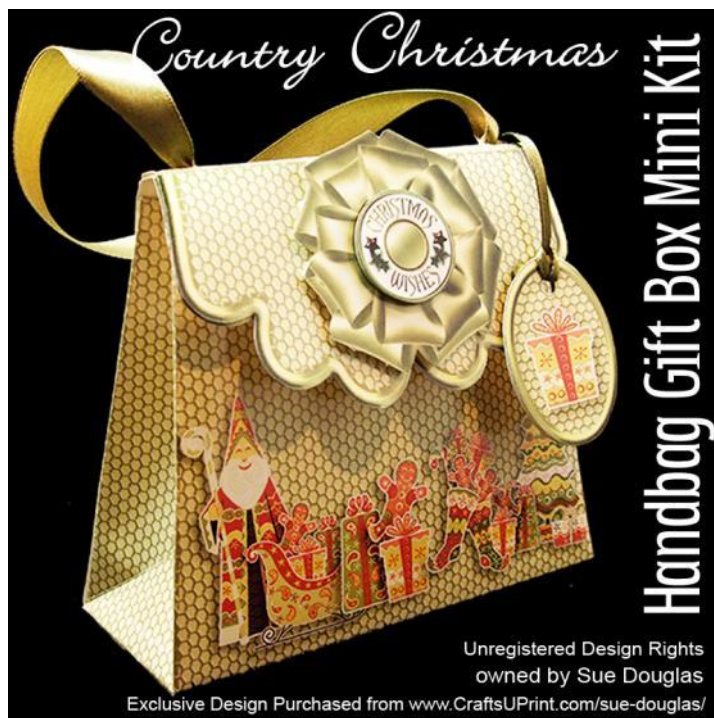
### Briefcase Gift Boxes



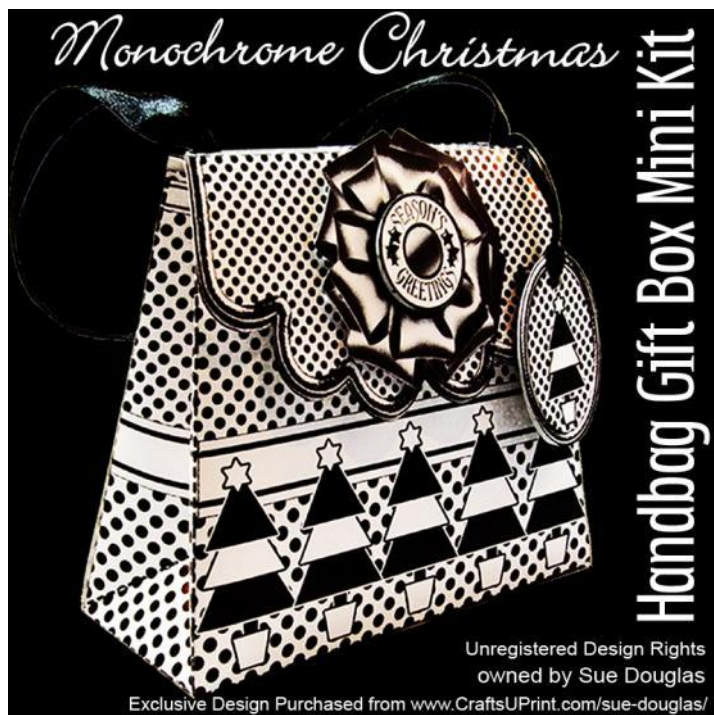
### Briefcase Gift Boxes



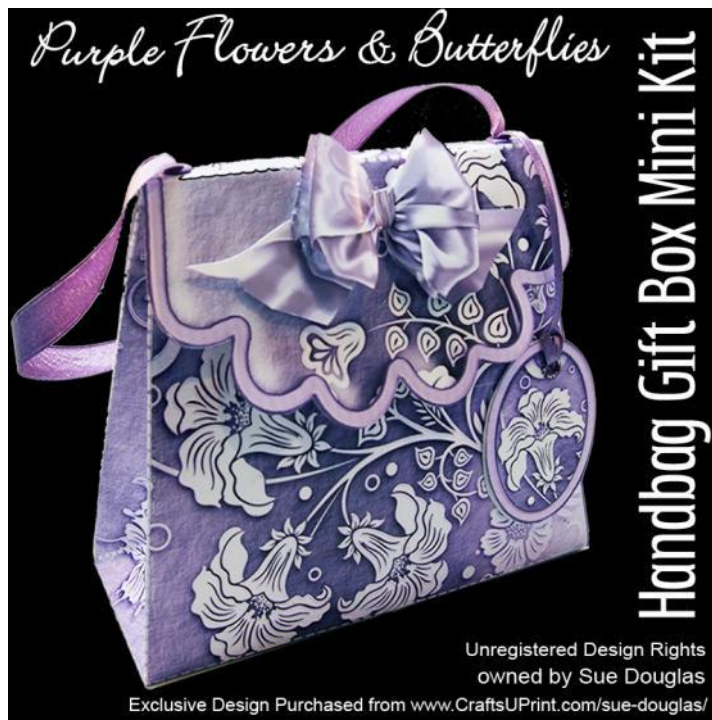
## Briefcase Gift Boxes



## Handbag Gift Boxes



## Handbag Gift Boxes



### [Handbag Gift Boxes](#)



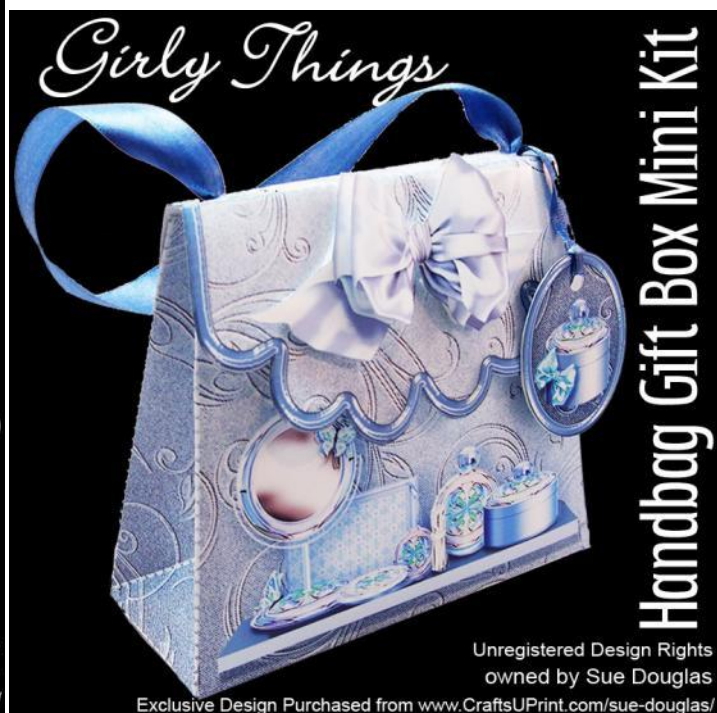
### [Handbag Gift Boxes](#)



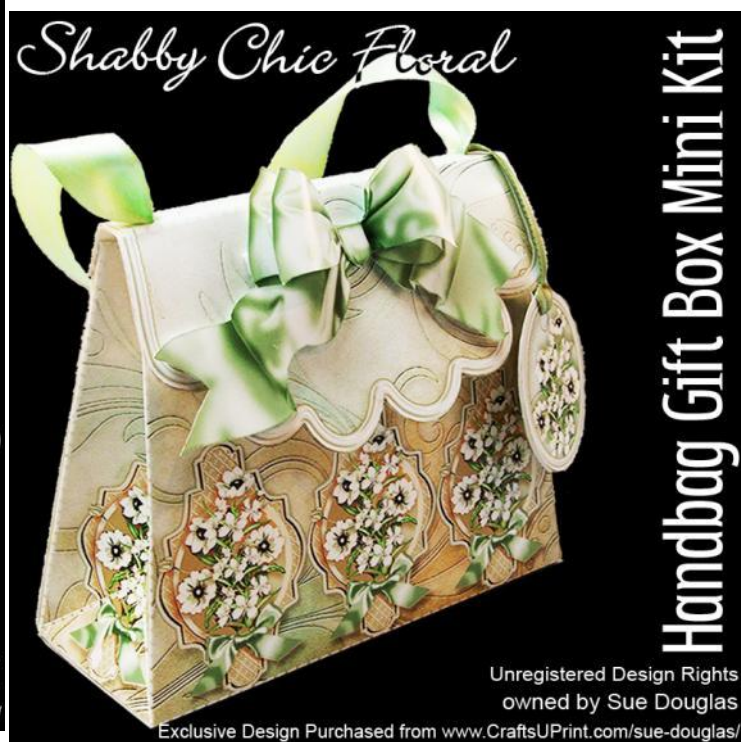
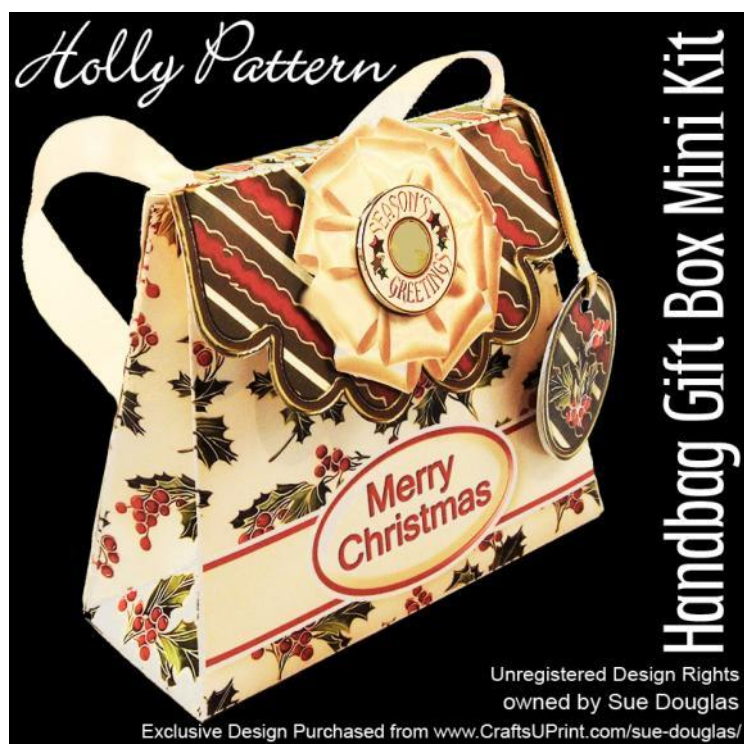
### Handbag Gift Boxes



### Handbag Gift Boxes



### Handbag Gift Boxes



### Handbag Gift Boxes



### Handbag Gift Boxes



### Handbag Gift Boxes



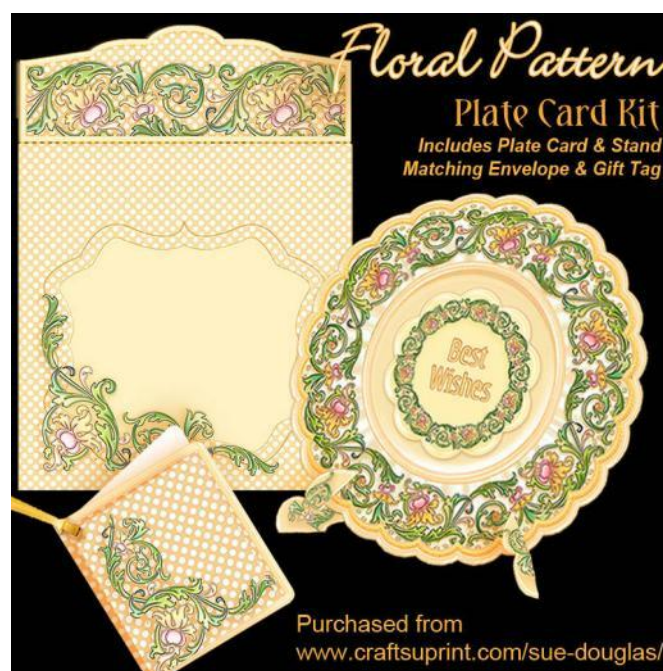
### Floral Surprise Card Kits



### Floral Surprise Card Kits



### Floral Surprise Card Kits



### Plate Card Kits



### Plate Card Kits



### Plate Card Kits



### Plate Card Kits



### Plate Card Kits



### Plate Card Kits



### Stationery Gift Sets



## [3d Room with a View Kits](#)



## [Acetate Window Card Kits](#)



## [8in x 8in Easel Card Kits](#)



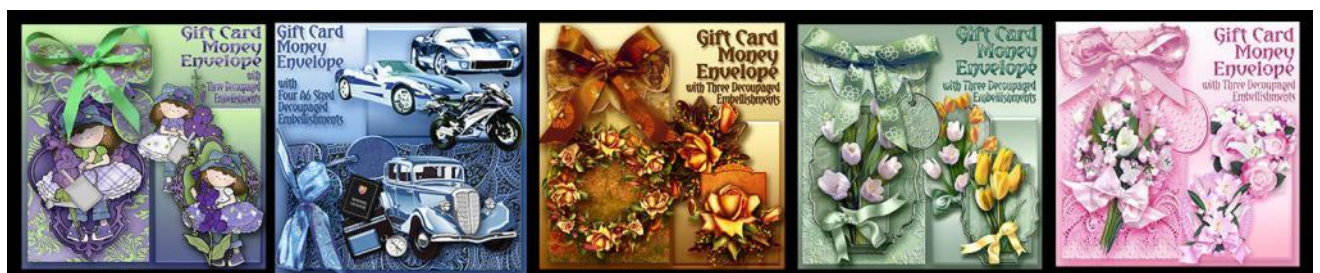
[Gift Card Money Envelope Kits](#)



[Gift Card Money Envelope Kits](#)



[Gift Card Money Envelope Kits](#)



[Gift Card Money Envelope Kits](#)



### 3d Card Twin Table Kits



### Designer Resources

My Designer Resources are licensed to use as Commercial Use for Commercial Use (CU4CU), and can be used in your own graphics programs that can import files in .png format, such as Serif Craft Artist Professional / Serif Craft Artist 2 Professional, which I know is popular with UK Crafters at the moment. My Designer Resource files can be used in exactly the same way as you would use the Serif DigiKits within Craft Artist Professional / Craft Artist 2 Professional.



### Designer Resources

My designs are available to purchase, exclusively from [CraftsUPrint](http://www.craftsuprint.com/sue-douglas/) Please do not share.

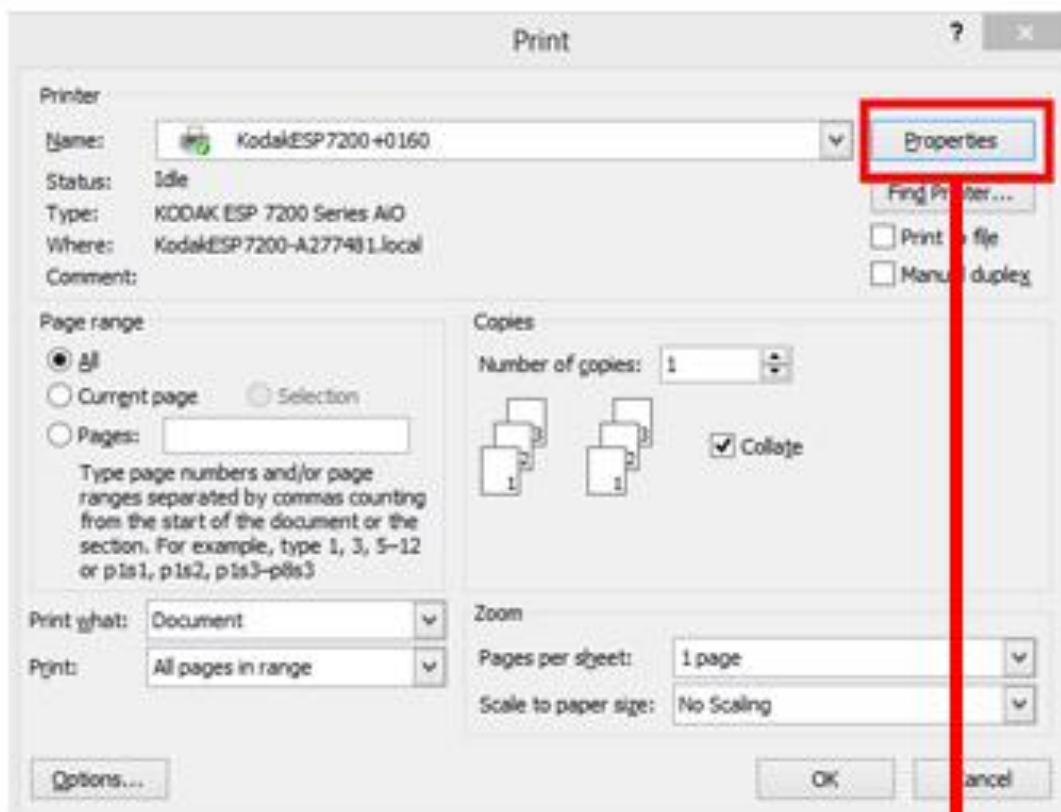
Look out for more new concepts coming soon!

<http://www.craftsuprint.com/sue-douglas/>

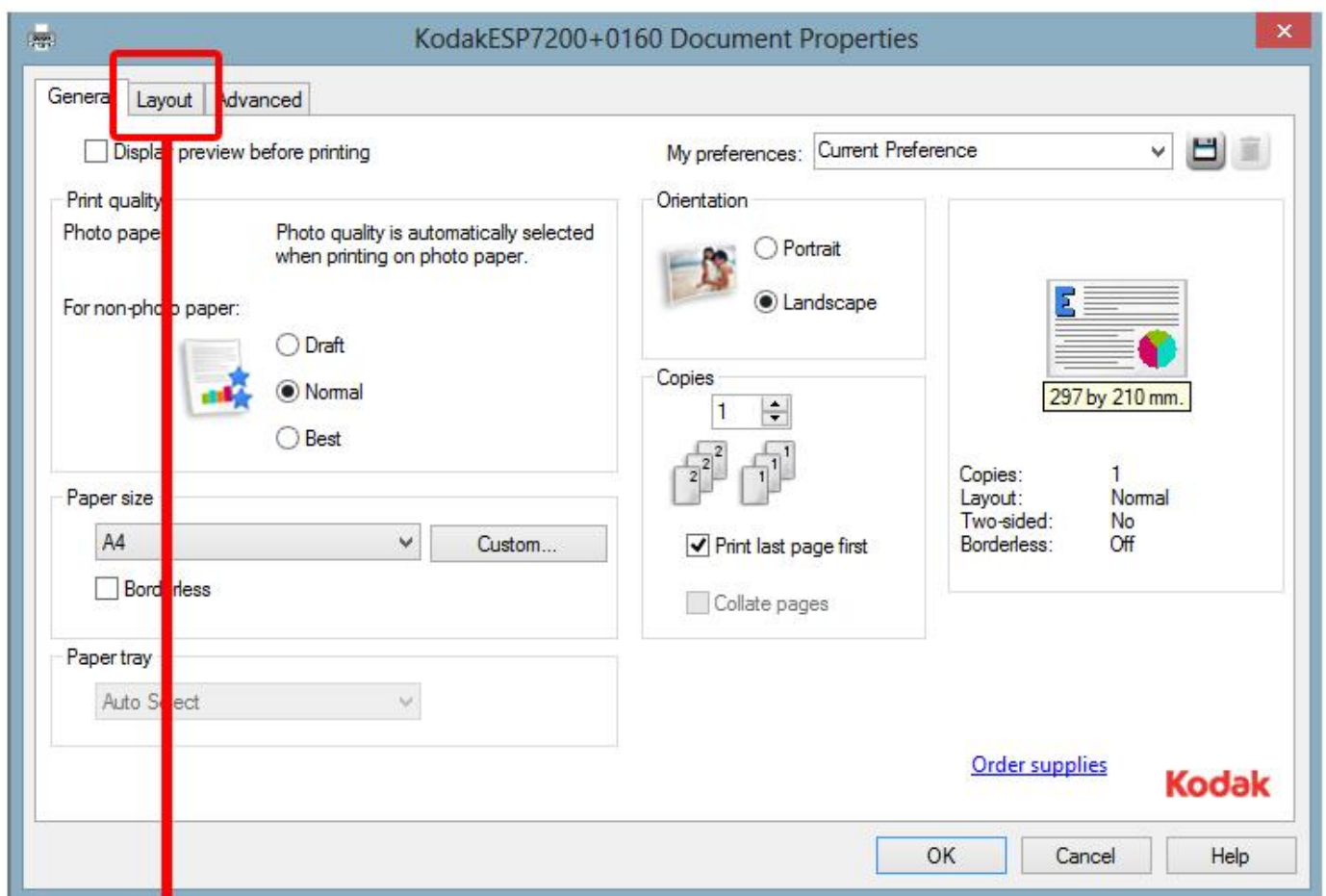
## Printer Settings for CUP sheets

**Please note that the measurements / Card Blank sizes in this tutorial are correct sizes, providing you print the sheets with your printer settings set to 'Actual Size', rather than 'Fit to Media', which some of my customers seem to be doing. The effect of printing CUP sheets with the 'Fit to Media' setting, will cause the sheets to print out larger than the design size actually is, and larger than the designer intended, and you will most likely (certainly with my designs!), have to cut into the Card Front design to get it to fit! So if that's happening to you, please see details below of how to correct this problem, which is simple to fix, so that when I say in my instructions that the design tutorials that the design will fit a specific Card Blank size, it will fit, and you won't have to cut into the card front design to make it fit, because your settings have printed it out too big! The fault is with a setting you are using on your printer at the time when you send a sheet to your printer to print. Here are the settings that I use on my printer, when sending CUP sheets to my printer. The screen shots below may be different on your printer, in respect of the layout and the terms that are used, and the software that you use to print, but I don't think you should have any problems seeing what the equivalent terms being used on your own printer are.**

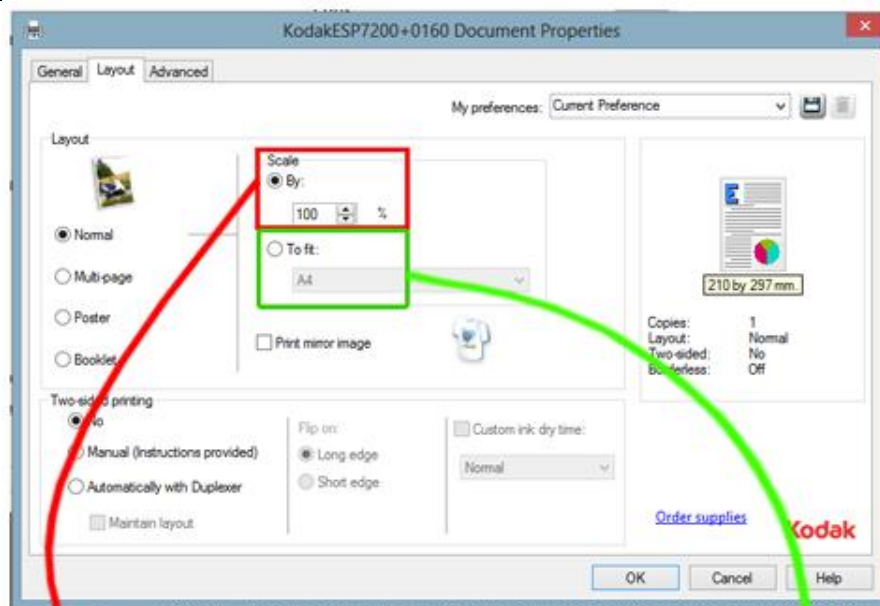
**You don't need to do anything on the actual printer, provided when you print your CUP sheets you go through the Printer dialogue box (Press CTRL & P together, on your keyboard to bring up the Print Box)**



**Click on the Property Button**



Click on the Layout Tab



This 'Scale' option is checked/ticked which shows that I print any CUP sheets at their 'Actual Size' i.e. 100%

You will see that this 'To Fit A4' option, (i.e. the equivalent to 'Fit to Media' ) is not checked / ticked on my settings above. If it was, then because a CUP sheet has a printable area, which is less than A4, the effect of checking / ticking this option will increase the printable area to A4 and the sheet will be printed in a size larger than the designer intended.

***This 'Scale' option is checked/ticked, which shows that I print any CUP sheets at their 'Actual Size' i.e. 100%***

***You will see that this 'To Fit A4' option, (i.e. 'Fit to Media' ) You will see that this 'To Fit A4' option, (i.e. the equivalent to 'Fit To Media') is not checked / ticked on my settings above. If it was, then because a CUP sheet has a printable area, which is less than A4, the effect of checking / ticking this option will increase the printable area to A4 and the sheet will be printed In a size larger than the designer intended. If it is on yours, (N.B the term used on your printer may be called something different, but it will have the meaning of 'Fit to Media' (i.e. Fit to A4 (or Letter size in the US)), then you may find that you have to cut into the printed design on my card fronts (and other designers card fronts), in order for them to fit on the card blanks that I, and other designers, indicate the size the sheets are designed for. In actual fact, when you print my designs at the correct setting of Actual size, there will ALWAYS be a small margin around my card fronts when you apply them to the card blank size I have instructed, if there isn't, or you have to cut into my card front design to make it fit the card blank, then you are printing as 'Fit To Media' instead of printing to 'Actual Size' which is the correct setting for it to fit on the card blank size, I say it is for. The reason for this, is because on CUP sheets the printable area, we have to design with, is smaller than A4, so that every printer that each customer may have (including international paper sizes), will easily be able to print the sheets without any clipping occurring. If the printable area at CUP was A4 then there would be problems if the customer had a printer that wasn't able to print borderless A4 prints, and also those international customers who print on paper sizes that are different sizes to A4 (such as Letter Size which is the paper size that is used in the US) Once you change this setting to 'Actual Size', or the equivalent term used on your printer. I have a Kodak printer, and my printer setting to print to actual size is called 'Scale' and the percentage I have set against it is 100%. I hope that helps...***

