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Step 1: Cut the flap off envelope 1 **Step 2:** Apply adhesive to the flap of envelope 2 **Step 3:** Insert the flap of envelope 2 inside envelope 1.
TIP: Be sure to have both envelopes facing the same direction. **Step 4:** Fold in half. Wrap and adhere ribbon around the outside of the portfolio to tie it together. You now have a portfolio to house note cards (sized 3 1/2" X 5") in one side and envelopes (sized 3 5/8" X 5 1/8") in the other. **Step 5:** Decorate the outside of your portfolio and stamp customized note cards and envelopes to slip inside.

