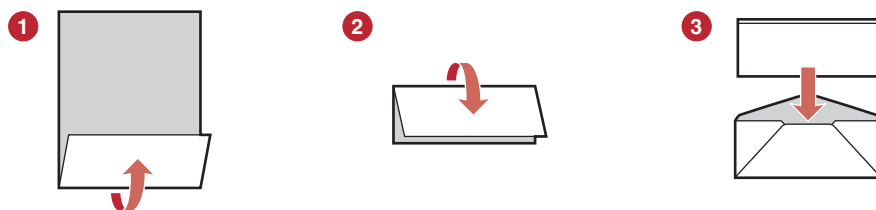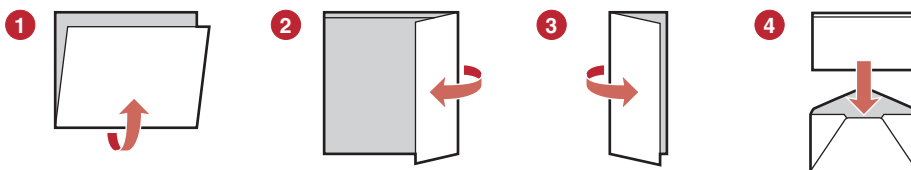**FIGURE WH3.11** | Instructions on Folding Letter for No. 6 $^3/_4$ and No. 10 Envelopes

To fold a letter for a large envelope:
1. Place the letter face up and fold up the bottom third.
2. Fold the top third down to 0.5 inch from bottom edge.
3. Insert the last crease into the envelope first, with the flap facing up.

To fold a letter for a small envelope:
1. Place the letter face up and fold up the bottom half to 0.5 inch from the top.
2. Fold the right third over to the left.
3. Fold the left third over to 0.5 inch from the right edge.
4. Insert the last crease into the envelope first, with the flap facing up.