
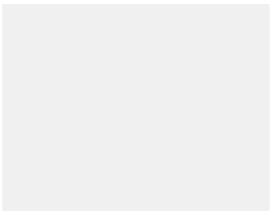
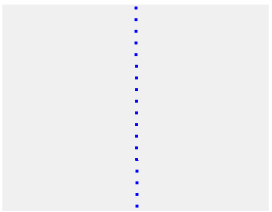
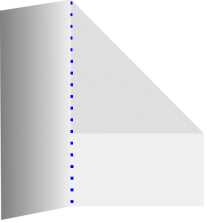
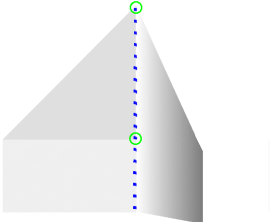
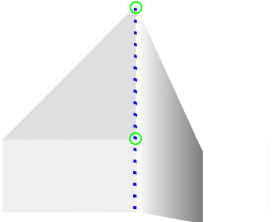




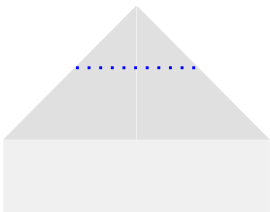
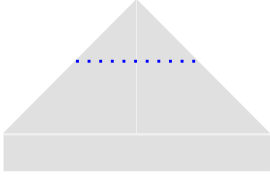
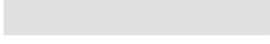
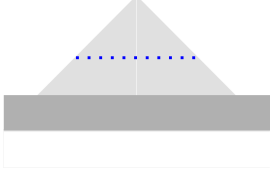





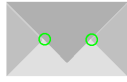
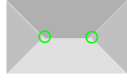


## usletter (8.5x11in) to 3x5in (postal size)

This was the most common method of folding letters in the United States and United Kingdom for at least two centuries before World War II. The resulting 3x5in size, set the standard for the first index cards in 1760, by  Carl Linnaeus, "the father of modern taxonomy", and "postal size" library catalog cards published by the American Library Association from 1877.

<p>Start with a sheet of paper, writing side up. Aspect ratio, <math>\frac{\textit{height}}{\textit{width}}</math>, must be between <math>\frac{6}{5}</math> and <math>\frac{4}{3}</math></p>	
<p>Fold the paper in half, crease it in the middle, and unfold.</p>	
<p>Hint: This crease and the following corner folds are critical. Aligning and holding the corners while scoring toward center helps ensure a fast, accurate, crisp crease.</p>	
<p>While holding the left side up, bend the right corner in, push the right top against the left side, and fold the corner down.</p>	
<p>Hint: These corner folds are critical. Aligning and holding top side against the upheld left while scoring from top middle outward helps ensure a fast, accurate, crisp fold.</p>	
<p>While holding the right side up, bend the left corner in, push the left top against the right side, and fold the corner down.</p>	
<p>Hint: These corner folds are critical. The folded corners must not overlap, and the gaps (green) should be less than 1/16in.</p>	

<p>Fold the bottom section up over the folded-down corners.</p>	
<p>Hint: The flattened crease in the bottom section should align with the very small gap between the folded-down corners. The fold between the bottom section and folded-down corners should leave the section lying smooth over smooth folded-down corners.</p>	
<p>Fold the point down over the section.</p>	
<p>Hint: The point should lie smooth over the section, leaving the section and folded-down corners smooth.</p>	
<p>Unfold the point and section enough to perform the next steps.</p>	
<p>Fold the lower half of the section up.</p>	
<p>Hint: While holding the folded corners up, push the page bottom into the fold between section and folded-down corners, and fold the bottom section in half.</p>	
<p>Fold the bottom section, now halved, back up onto the folded-down corners.</p>	
<p>Fold the point back down onto the section.</p>	
<p></p>	

<p>Fold the right side in.</p>	
<p>Hint: The bottoms should align, and the section should come close without overlapping the point.</p>	
<p>Unfold the right side enough, and fold the left side in.</p>	
<p>Hint: (same as above for right side)</p>	
<p>Fold sides up.</p>	
<p>Hint: On each side, while holding up the side, fold the bottom edge in-and-up, push into the fold, and crease. The folded side should not go past the top. If imperfect prior folds require, adjust the fold corner outward, so that the gaps (green) is small without overlapping.</p>	
<p>Tuck sides under point.</p>	
<p>Hint: Section should lie flat. To smooth section, hold section center with fingernail and score side fold outward.</p>	
<p>Tuck point in. Fix paper where 3 meet (green) with wax, glue and ribbon, stamp, cellophane tape, ...</p>	
<p>The letter is sealed.</p>	