

## How to Make a Gift Box

### **Materials needed**

- Large piece of slightly thick paper like a paper bag or a page from a calendar
- Scissors
- Pen/Pencil
- Ruler
- Glue Stick

### **STEP 1: Getting a piece of paper large enough. This could be a paper bag or a page from a calendar.**

- If you choose to use a paper bag, remove the handles and bottom panel from it.
- Then cut along the folds to remove the bottom panel.

### **STEP 2: Making it the right dimensions**

- Now you have a large piece of paper but you need a perfect square.
- Take one corner of the bag and fold it at an angle to reach the bottom.
- Cut off the excess. If you can avoid creasing - that would be best.
- Save the remaining part of the bag as the bottom of the box.

### **STEP 3: Find the center of the square**

- Using a straightedge or a ruler, draw a line from corner to corner diagonally. This is so you can find the center of the square. The center will be where the lines intersect.
- Draw a dot there.

### **STEP 4: Begin shaping the box**

- Situate the paper in a diamond (rather than a square shape).
- Take each corner and fold it so the tip of the triangle touches the dot in the center.
- Crease the paper.
- Repeat with all 4 corners.
- Turn the paper now so it is in the shape of a square.
- Fold each edge up so the edge meets the dot in the center.
- Crease the paper.
- Repeat this for all 4 sides.

### **STEP 5: Begin constructing**

- Next with the paper still in the shape of a square, draw a line in the following places so you know where to cut:
  - Draw a line along the first vertical crease you see when you look at the paper. Draw the line up until it meets the first horizontal crease.
  - You will repeat this step on the same edge you are working on with the second vertical crease.
  - Turn the paper so the edge you cut is the farthest edge from you, and repeat with the edge closest to you, drawing lines along the first vertical crease until it meets the first horizontal crease and the second vertical crease. You should have 4 vertical line total.

### **Optional STEP 5.5: Decorate the top of your box.**

- Flip the paper over.
- If you want to decorate your box now is the time to do so as it is easier when the paper is flat and not a box. There is a natural square that is made by all the creasing you've done. This is the portion that will be the top of the box.

### **STEP 5 Continued: Complete Construction**

- Flip the paper back over and cut along the vertical lines you drew.

### **STEP 6: Assembly**

- On an edge that **has not been cut**, glue the triangle portion of the paper down in it's folded position.
- Repeat on the other side that **has not been cut**.
- On the side that has been cut, unfold the flap. It will look like 2 rectangles and a triangle.
- The square flap that was made by the cut will go underneath the flap you just unfolded, flush against the rectangle furthest from the triangle.
- Fold the flap over the two squares and glue the triangle part of the flap to the bottom.
- Repeat on the remaining side

### **You should now have the lid of your box complete!**

### **Step 7: Make the bottom part of the box**

- You will do the same thing as before, but you will need to cut the large square so that it is 1 inch smaller all the way around, or  $\frac{3}{4}$  inch smaller if you would like it to be more snug.

### **Step 8: Put the box together!**

- You now have a finished gift box! If you didn't decorate it earlier, you can still do that now, it might just be a bit harder.