

This is the outer page used for addressing and protection. If your letter runs long, tuck another bifolium inside; this page will then become page 8.

After FOLD 5, make a hole. Pass 60cm of floss through the hole and around this top, bottom and edge. Seal with wax both sides.

supercription
Delivery instructions: name, title, address, commands, drawings of gallows

FOLD 5;
fold left to right

FOLD 2:
top folds down to centrefold

salutatio which runs into the
Narratio main part of the letter
ending with the *conclusio*.....

The text block typically has a wide left-hand margin and narrow right one. The text runs on without breaks.

FOLD 4:
centrefold up

First, do FOLD 1.
Almost all personal letters were bifolia, with one sheet folded to make four pages. After FOLD 1 this becomes page 1 of 4 (eg A3 folds in half to A4 portrait)

FOLD 1 ; to make bifolium.
This is a mountain fold; this page 1 ends up on top

Postscript

FOLD 3:
bottom folds up to centrefold 4

Date and location
Signature:
close to the body of text if writing to an equal/inferior

at the bottom of the page if writing to a superior

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<http://webcentre.co.nz/kk>

Inspired by Jana Dambrogio and Daniel Starza Smith
<http://letterlocking.org>

