

Make Your Own Apple Logo 5.25" Disk Envelopes

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5.25" floppy disks are becoming rare, and disk envelopes for them even rarer! If you're interested in the Apple II world consists of playing games on an Apple emulator on your Mac or PC, you can stop reading here. If, on the other hand, you're like me and like the full Apple II experience including use of real floppy disks and drives, read on!!!

Making your own 5.25" floppy disk envelopes are an easy, albeit a bit time consuming activity that is ideal for these stay-at-home days of the CoVid-19 pandemic. These disk envelopes are quite simple to make, are functional and look great!

Materials Needed:

32 lb White Paper
Elmers Gluestick (or other adhesive)
Color Printer
Steel straight edge
Cutting blade, such as a box cutter or knife with a new, sharp blade!
Cutting board

The last three items can be replaced by a pair of scissors, but I find it difficult to make straight cuts with scissors, so using a straightedge with razor blade boxcutter on a cutting board gives a smooth, straight cut to all edges for a very professional looking envelope!

Step 1. Make a test print of the Template provided. The reason for making a test print is to allow you to measure the width of the printed envelope. Some printers print larger or smaller, and so you may need to play with the

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template in order to get it to print properly on your printer (that is, to print with a width of 5.375”).

If you need to adjust the template size to print properly on your printer, I suggest you bring the template (provided as a .JPG file) into a good photo editor and use its Selection tool to select the entire template, and expand or contract the size using the lower right corner – grab it and move it accordingly – in order to maintain the proper proportions.

Step 1. Print the template. Measure the width below.



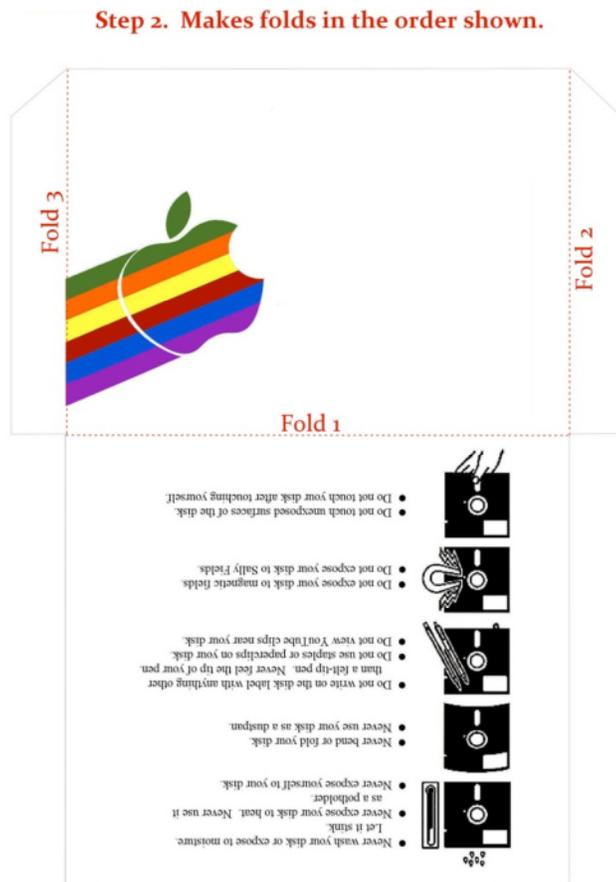
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Once you have the template printing at the proper size, print the template on 32 lb paper.

Using a steel straightedge, box cutter with brand new blade, and a cutting board, cut the disk envelope out of the paper. Cut along each of the light gray lines. [The lines are purposefully light gray so that they do not show once the final disk envelope is constructed.] Once you have the entire envelope cut from the sheet, proceed to Step 2.

Step 2. Make the folds as indicated below.

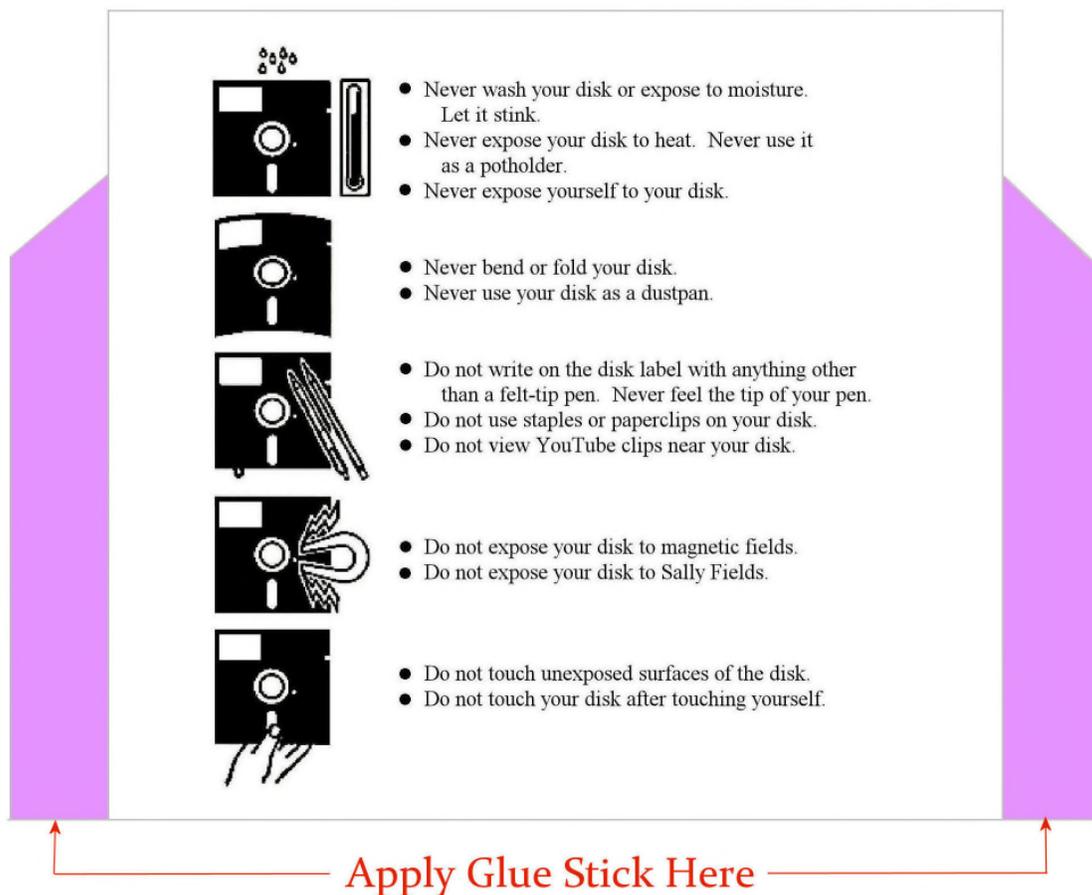
First, fold the back and front halves together, printed sides out. It is a good idea to use the straightedge to make the fold. Once the back and front halves have been folded together, proceed to fold each side flap in toward the back, as illustrated.



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Step 3. Once you have good folds, you are ready to seal them to the back of the disk envelope. You may use whatever paper paste/adhesive you wish. I found that the Elmer's School Gluestick, which applies purple but dries clear, to be a very good selection. You want to apply an even thin layer the full length of the side panels.

Step 3. Apple Gluestick As Shown.

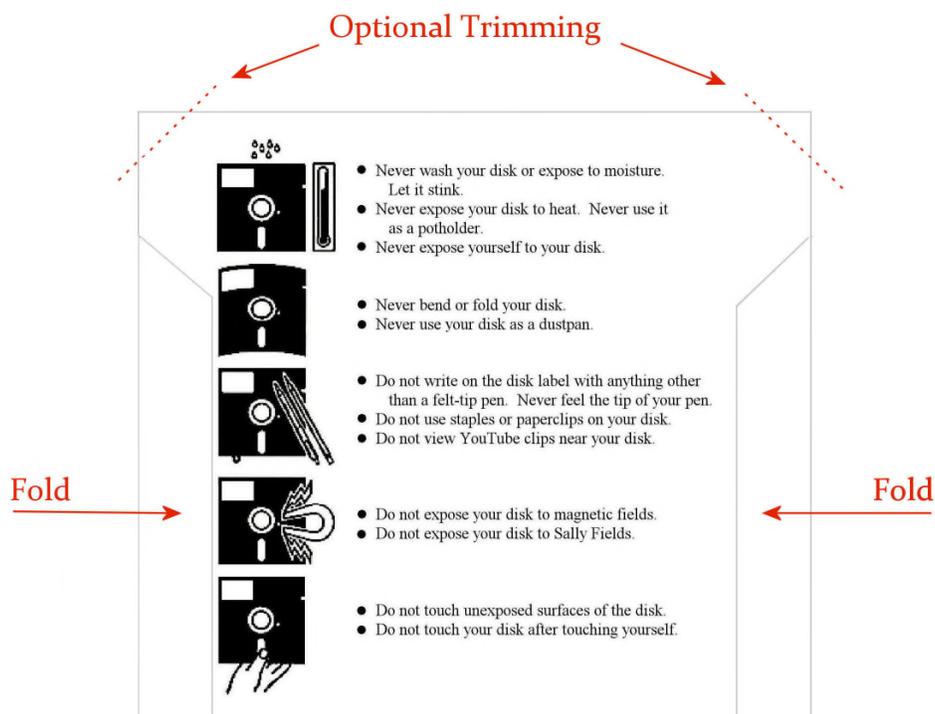


Elmers School Gluestick works well. They make one version which is purple on application that then dries clear.

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Step 4. Once you have your adhesive applied, fold the side flaps back onto the back panel of the envelope, making sure to have a smooth, even fold with no creases. Apply pressure along the entire flap to make sure you have a good seal. Remove all excess adhesive that may be squeezed out from under the flaps.

Important! Make sure you allow the adhesive sufficient time to dry. **DO NOT** put a disk in the sleeve until you are absolutely positive the adhesive has set/dried. I recommend letting the envelope sit overnight.



Step 4. Fold the sides in as shown, pressing down to smooth the flap against the body of the disk envelope. Let dry for several hours or better still, over night.

You may trip the top corners as you wish. To get symmetrical corners, bend the disk in half without folding/creasing & trim the corners simulatneously.

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Optional: You may trim the top corners of the disk envelope as desired. In order to get a symmetrical cut, bend the envelope in half without creasing, align the two top corners and make a single cut with scissors.

Your finished product should look like this:



The TEMPLATE is a separate .JPG file in order to prevent resizing when the PDF was constructed. When printing, you might get best results by using your printer's photo "print to edge" or "edgeless photo print" settings.