

Instruction Manual for Making Newspaper Gift Bags



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Getting Started

A newspaper gift bag makes for a unique and creative way to wrap a gift for any occasion. This set of instructions will give you detailed steps to create one of your own. A newspaper gift bag makes a great craft for anyone who likes to use their hands to make new things. Also, the person you give this gift bag to will appreciate the extra time and creativity you put into their gift. This simple project requires no experience; however, this is an adult-friendly project. You will need a few household items and you can begin this project.

How This Manual is Organized

This manual includes the following:

- **Preparation Information**
This section explains how to prepare for this project.
- **Materials Needed**
This section includes a specific list of materials and images of the materials needed for this project.
- **How to Make a 5” Tall, 4.5” Wide, and 3” Deep Newspaper Gift Bag**
This section provides step-by-step instructions for making a basic newspaper gift bag.
- **How to Make a 8” Tall, 4.5” Wide, and 3” Deep Newspaper Gift Bag with a Birthday Theme**
This section provides step-by-step instructions for making a taller newspaper gift bag for a birthday present.
- **How to Make a 6” Tall, 6.5” Wide, and 5” Deep Newspaper Gift Bag with a Ribbon Bow and Ribbon Accents**
This section provides step-by-step instructions for making a slightly taller and wider newspaper gift bag using ribbon.
- **Clean-up Information**
This section shows how to properly clean your workspace.
- **Troubleshooting Information**
This section contains a set of problematic questions you may encounter and answers to these questions.

Preparation Information

In order to make the newspaper gift bags, you must prepare adequately. Make sure you have a large surface space to spread out the newspaper sheets. Also, make sure that your large surface space is clean. Cleanliness is important because an unclean surface can make your newspaper gift bag dirty. Finally, having a nearby waste basket will help you keep your surface clean and organized.

Materials Needed

If You Wish to Make a 5" Tall, 4.5" Wide, and 3" Deep Newspaper Gift Bag Then You Will Need the Following

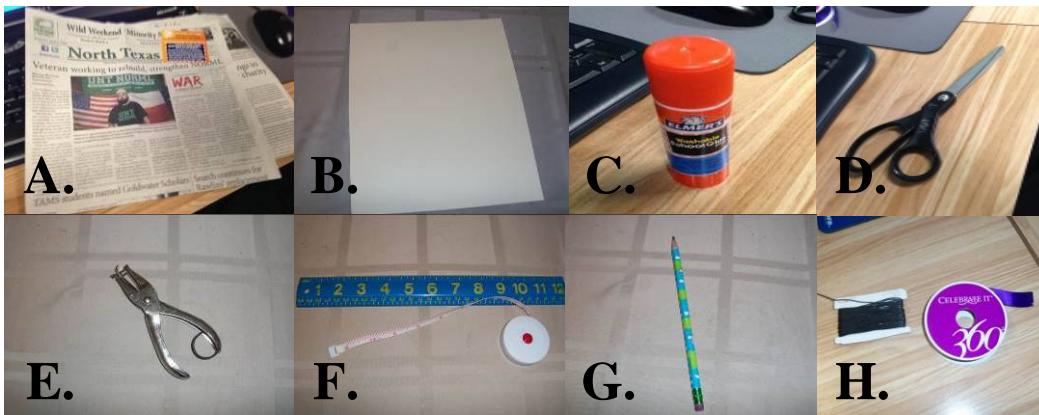
- A. Two sheets of newspaper
- B. One sheet of standard 8 ½ " by 11" cardstock
- C. Glue Stick
- D. Scissors
- E. Hole Puncher
- F. Ruler and/or tape measurer
- G. Pencil
- H. 28" length of cord

If You Wish to Make a 8" Tall, 5.5" Wide, and 4" Deep Newspaper Gift Bag with Birthday Theme Then You Will Need the Following

- A. Two sheets of newspaper
- B. Two sheets of standard 8 ½ " by 11" cardstock
- C. Glue Stick
- D. Scissors
- E. Hole Puncher
- F. Ruler and/or tape measurer
- G. Pencil
- H. 32" length of 5/8" ribbon

If You Wish to Make a 6" Tall, 6.5" Wide, and 5" Deep Newspaper Gift Bag with a Ribbon Bow and Ribbon Accents Then You Will Need the Following

- A. Two sheets of newspaper
- B. 1 sheet of standard 8 ½ " by 11" cardstock
- C. Glue Stick
- D. Scissors
- E. Hole Puncher
- F. Ruler and/or tape measurer
- G. Pencil
- H. 102" length of 5/8" ribbon (20" length of ribbon is optional for a second bow)



How to Make a 5" Tall, 4.5" Wide, and 3" Deep Newspaper Gift Bag

1. Cut Out a Section of the Newspaper



Photographed by: Giselle Cardenas

- 1.1. Stack two sheets of newspaper on top of each other. Make sure you use the full pages with two panels
- 1.2. Use a ruler or measuring tape to measure a section 8.25" tall and 15.5" wide
- 1.3. Mark the section with a pencil
- 1.4. Cut out a rectangle along the marks
- 1.5. Discard the leftover newspaper or put it aside for other crafts

2. Fold the Newspaper

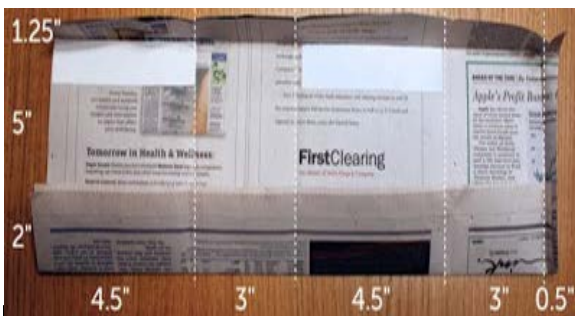
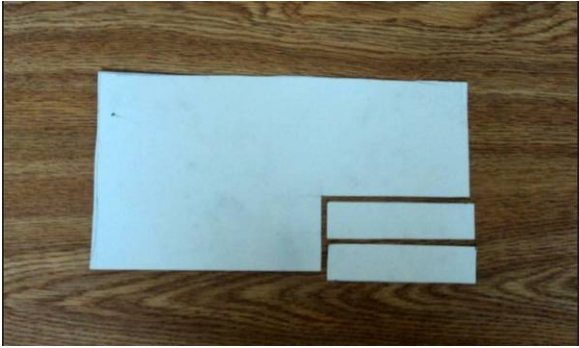


Photo from:
<http://howaboutorange.blogspot.com/2010/07/how-to-make-gift-bags-from-newspaper.html>

- 2.1. Lay the newspaper section in front of you the inside of the bag facing up
- 2.2. Mark a flap 1.25" down from the top
- 2.3. Fold this flap down
- 2.4. Mark a flap 2" up from the bottom
- 2.5. Fold this flap up
- 2.6. Open these flaps back up
- 2.7. Mark what will become the sides of the bag going from left to right at 4.5"; 3"; 4.5"; 3" and the section left should measure 0.5" as shown in the picture
- 2.8. Create folds at these places
- 2.9. Lift the top sheet of newspaper and glue the outer edges of the bottom sheet
- 2.10. Press the sheets back together, lining up the edges

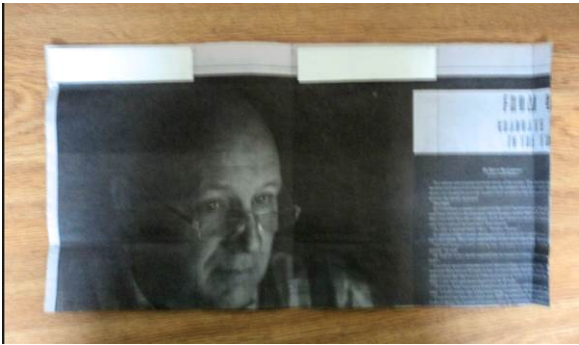
3. Cut Cardstock to Reinforce the Rim



Photographed by: Giselle Cardenas

- 3.1. Lay a sheet of cardstock in front of you
- 3.2. Measure two pieces of card stock to 4.25 x 1"
- 3.3. Cut the cardstock along your marks
- 3.4. Two strips of cardstock with the measurements of 4.25 x 1" should lie in front of you

4. Attach Cardstock Strips to Bag



Photographed by: Giselle Cardenas

- 4.1. Place the newspaper in front of you with the top 1.25" flat laying on the table
- 4.2. Glue one of the strips that you cut out to the inside of the flap of the widest 4.5 section so it lays parallel to the top of the bag
- 4.3. Do the same with the second strip of cardstock at the 4.5" section
- 4.4. Glue the top 1.25" flap down so the newspaper covers the cardstock

5. Glue the Sides of the Bag Together



Photographed by: Giselle Cardenas

- 5.1. Unfold the 3" flap so it sticks down
- 5.2. Glue the outside of the 0.5" flap
- 5.3. Align the cut edge of the panel with the folded edge of the flap

6. Fold the Bottom Flaps



Photo from:
<http://howaboutorange.blogspot.com/2010/07/how-to-make-gift-bags-from-newspaper.html>

- 6.1. Set the top of the bag flat on the table with the 2" long flap facing straight up
- 6.2. Fold the 3" sides inward
- 6.3. Make creases where the long flaps fold in, so you have two triangle flaps as shown in the picture

7. Glue the Bottom Together



Photo from:
<http://howaboutorange.blogspot.com/2010/07/how-to-make-gift-bags-from-newspaper.html>

- 7.1. Lay the bag on its side with one of the triangle flaps lying flat on the table
- 7.2. Glue the left and right sides of the inside of both of the triangle flaps
- 7.3. Fold the flap up
- 7.4. Press the flap against the 3" long flaps
- 7.5. Repeat steps 7.3 – 7.4 for the second triangle flap

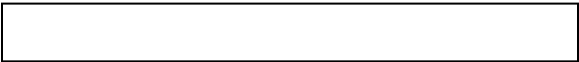
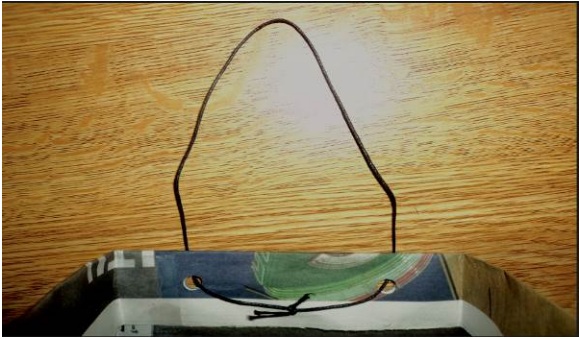
8. Glue Cardstock to the Bottom of the Bag



Photo from:
<http://howaboutorange.blogspot.com/2010/07/how-to-make-gift-bags-from-newspaper.html>

- 8.1. Measure a cardstock 4.25" long by 2.75" wide
- 8.2. Cut the section out
- 8.3. Place glue on one side of the cardstock
- 8.4. Press the glue side down onto the bottom of the bag

9. Add Handles



- 9.1. Punch holes into the top of one of the long sides of the bag, roughly 0.5" from the top and 1" from the ends
- 9.2. Measure a strip of cord 14" long
- 9.3. Cut the cord at the measurement
- 9.4. Put either end of the cord through the holes so the loop rests on the outside of the bag and about 2" – 3" of cord sticks inside the bag
- 9.5. Grab the two ends from the inside
- 9.6. Tie a knot with the two ends
- 9.7. Repeat steps 9.1 – 9.6 with the opposite side of the bag

Finished 5" Tall, 4.5" Wide, and 3" Deep Newspaper Bag



How to Make a 8" Tall, 5.5" Wide, and 4" Deep Newspaper Gift Bag with a Birthday Theme

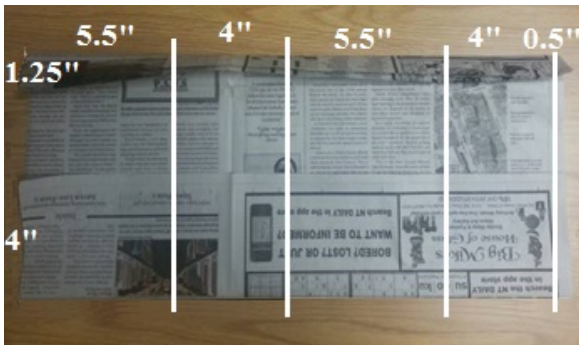
1. Cut Out a Section of the Newspaper



Photographed by: Miranda Doss

- 1.1. Stack two sheets of newspaper, opened all the way, on top of each other. Make sure you use the full pages with two panels
- 1.2. Use a ruler or measuring tape to measure a section 13.25" tall and 19.5" wide
- 1.3. Mark the section with a pencil
- 1.4. Cut the section out along your marks
- 1.5. Discard the leftover newspaper or put it aside for other crafts

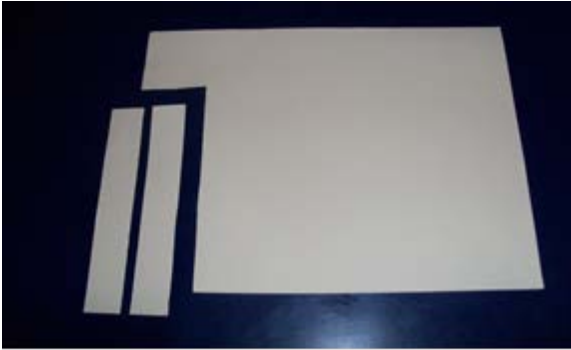
2. Fold the Newspaper



Photographed by: Ray Cannon

- 2.1. Lay the newspaper section in front of you with the inside of the bag facing up
- 2.2. Mark a flap 1.25" down from the top
- 2.3. Fold this flap down
- 2.4. Mark a flap 4" up from the bottom
- 2.5. Fold this flap up
- 2.6. Open these flaps back up
- 2.7. Mark what will become the sides of the bag going from left to right at 5.5"; 4"; 5.5"; 4" and the far right section should measure 0.5" as shown in the picture
- 2.8. Create folds at these places
- 2.9. Lift the top sheet of newspaper and glue the outer edges of the bottom sheet
- 2.10. Press the sheets back together, lining up the edges

3. Cut Cardstock to Reinforce the Rim



Photographed by: Miranda Doss

- 3.1. Lay a piece of cardstock in front of you
- 3.2. Measure a section 5.25" by 1"
- 3.3. Cut out this section
- 3.4. Repeat with a second piece of cardstock
- 3.5. Two strips of cardstock measuring 5.25" by 1" should lie in front of you

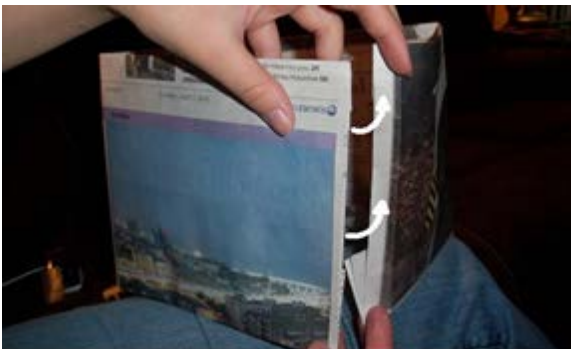
4. Attach Cardstock Strips to Bag



Photographed by: Miranda Doss

- 4.1. Lift the top 1.25" flap on the newspaper
- 4.2. Glue one of the cardstock strips to the inside of this flap on the widest, 5.5" section, so it lies parallel with the top of the bag
- 4.3. Repeat with the second cardstock strip on the second 5.5" section
- 4.4. Glue the top 1.25" flap down along the length of the bag so that the newspaper covers the cardstock

5. Glue the Sides of the Bag Together



Photographed by: Miranda Doss

- 5.1. Unfold the 3" flap so it sticks down
- 5.2. Glue the outside of the 0.5" tab
- 5.3. Align the edge of the left-most panel with the folded edge of the flap
- 5.4. Hold for a few seconds so the glue sets

6. Fold the Bottom Flaps



Photographed by: Miranda Doss

- 6.1. Set the top of the bag flat on the table so the bottom with the 4" flap faces straight up
- 6.2. Fold the short sides inward to look like the picture
- 6.3. Make creases where the long flaps fold in to compensate for the short sides so you have two triangle flaps

7. Glue the Bottom Together



Photographed by: Miranda Doss

- 7.1. Lay the bag on its side with one of the triangle flaps lying flat on the table
- 7.2. Glue the inside of both triangle flaps like in the picture
- 7.3. Fold one flap down and press it against the shorter flaps (pressing from the inside too will help secure the flap)
- 7.4. Fold the second flap down in the same manner

8. Glue Cardstock to the Bottom of the Bag



Photographed by: Miranda Doss

- 8.1. Measure a piece of cardstock 5" by 3.5"
- 8.2. Cut out the section
- 8.3. Place glue on one side of the cardstock
- 8.4. Press the glue side down onto the bottom of the bag from the inside, like in the picture

9. Add Handles



Photographed by: Miranda Doss

- 9.1. Punch holes into the top of one of the long sides of the bag roughly 1” from the top and 1”-1.5” from the ends
- 9.2. Measure a strip of ribbon 18” long
- 9.3. Cut the ribbon at the measurement
- 9.4. Feed either end of the ribbon through the holes so the loop rests on the outside of the bag and roughly 2” – 3” stick inside the bag
- 9.5. Tie a knot with each of the ends, big enough so the ribbon is unable to slip through the holes
- 9.6. Repeat with the opposite side of the bag

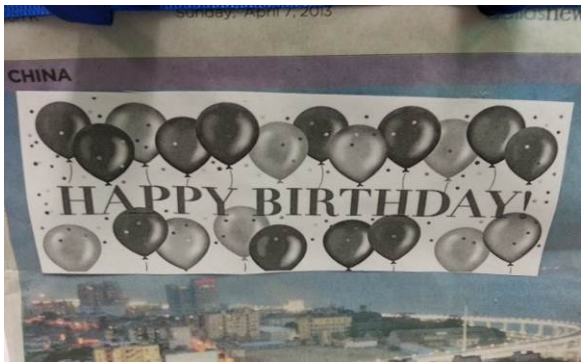
10. Obtain Birthday-Themed Picture



Photographed by: Ray Cannon

- 10.1. Find or take an image or picture of your choosing, such as a picture of balloons, that seems suitable for a width of 5.5”
- 10.2. Print the image on a sheet of cardstock, with the image scaled to 5.5” wide

11. Glue Picture to the Side of the Bag



Photographed by: Ray Cannon

- 11.1. Cut out the printed image carefully
- 11.2. Place glue on the blank side of the cardstock
- 11.3. Press the side with glue onto one of the 5.5" sides of the bag
- 11.4. Hold for a few seconds so the glue sets

Finished 8" Tall, 5.5" Wide, and 4" Deep Birthday Theme Newspaper Bag



How to Make a 6" Tall, 6.5" Wide, and 5" Deep Newspaper Gift Bag with a Ribbon Bow and Ribbon Accents

1. Cut Out a Section of the Newspaper



Photographed by: Miranda Doss

- 1.1. Stack two sheets of newspaper, opened all the way, on top of each other. Make sure you use the full pages with two panels
- 1.2. Use a ruler or measuring tape to measure a section 10.25" tall and 23.5" wide
- 1.3. Mark the section with a pencil
- 1.4. Cut out the section along your marks
- 1.5. Discard the leftover newspaper or put it aside for other crafts

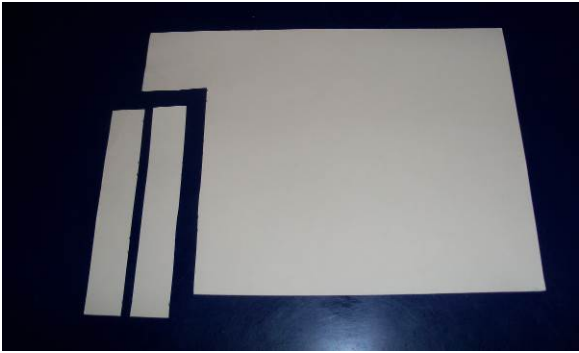
2. Fold the Newspaper



Photographed by: Miranda Doss

- 2.1. Lay the newspaper section in front of you with the inside of the bag facing up
- 2.2. Mark a flap 1.25" down from the top
- 2.3. Fold this flap down
- 2.4. Mark a flap 3" up from the bottom
- 2.5. Fold this flap up
- 2.6. Open the flaps back up
- 2.7. Mark what will become the sides of the bag, going from left to right, at 6.5"; 5"; 6.5"; 5" and the far right section should measure 0.5" as shown in the picture
- 2.8. Create folds at these places, shown by the white lines in the picture
- 2.9. Lift the top sheet of newspaper and glue the outer edges of the bottom sheet
- 2.10. Press the two sheets back together, lining up the edges

3. Cut Cardstock to Reinforce the Rim



Photographed by: Miranda Doss

- 3.1. Lay a piece of cardstock in front of you
- 3.2. Measure a section 6.25" by 1"
- 3.3. Cut out this section
- 3.4. Repeat steps 3.2 – 3.3
- 3.5. Two strips of cardstock measuring 6.25" by 1" each should lie in front of you

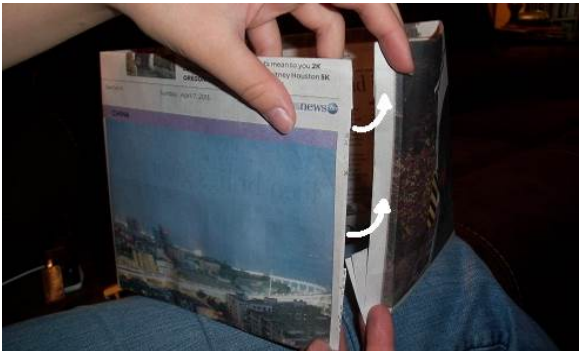
4. Attach Cardstock Strips to Bag



Photographed by: Miranda Doss

- 4.1. Place the newspaper in front of you with the top 1.25" flap laying flat on the table. The inside of the bag should still lay facing up
- 4.2. Glue one of the cardstock strips to the inside of this flap on one of the widest, 6.5" sections, so it lays parallel with the top of the bag and lays in the middle of the flap
- 4.3. Repeat with the second cardstock strip on the second 6.5" section
- 4.4. Glue the 1.25" flap down so that the newspaper covers the cardstock

5. Glue the Sides of the Bag Together



Photographed by: Miranda Doss

- 5.1. Unfold the 3" flap so it sticks down
- 5.2. Glue the outside of the 0.5" flap
- 5.3. Align the edge of the left-most panel with the folded edge of the flap
- 5.4. Press from the outside and inside of the bag to secure the edges

6. Fold the Bottom Flaps



Photographed by: Miranda Doss

- 6.1. Set the top of the bag flat on the table so the bottom with the 3" flap faces straight up
- 6.2. Fold the short, 5" sides inward to look like the picture
- 6.3. Make creases where the long flaps fold in to compensate for the short sides, so you have two triangle-like flaps as shown in the picture. You may want to lay the bag on its side and press against the table to make the creases

7. Glue the Bottom Together



Photographed by: Miranda Doss

- 7.1. Lay the bag on its side with one of the triangle flaps laying flat on the table
- 7.2. Glue the left and right sides of the inside the triangle flap, like in the picture
- 7.3. Fold the flap up and press it against the shorter, 5" long flaps. Pressing from the inside too will help secure the flap in place
- 7.4. Repeat this step for the second triangle-like flap

8. Glue Cardstock to the Bottom of the Bag



Photographed by: Miranda Doss

- 8.1. Measure a piece of cardstock 6" long by 4.5" wide
- 8.2. Cut out the section
- 8.3. Place glue on one side of the cardstock
- 8.4. Press the glue side down onto the bottom of the bag from the inside so that it looks like the picture

9. Add Handles



Photographed by: Miranda Doss

- 9.1. Punch holes into the top of one of the long sides of the bag roughly 1” from the top and 1”-1.5” from the ends
- 9.2. Measure a strip of ribbon 18” long
- 9.3. Cut the ribbon at the measurement
- 9.4. Feed either end of the ribbon through the holes so the loop rests on the outside of the bag and roughly 2” – 3” of ribbon stick inside the bag
- 9.5. Tie a knot with each of the ends, big enough so the ribbon is unable to slip through the holes
- 9.6. Repeat steps 9.1 – 9.5 with the opposite side of the bag

10. Add Ribbon to the Bottom



Photographed by: Miranda Doss

- 10.1. Measure a piece of ribbon 23.5” long
- 10.2. Cut the ribbon at this measurement
- 10.3. Glue the length of the ribbon, on one side only. If it seems easier for you, instead you might want to add glue to smaller sections as you wrap the ribbon or apply the glue directly to the bag
- 10.4. Place one end of the ribbon a fourth of the way across the back panel and wrap the ribbon around the bottom of the bag, putting the bottom edge of the ribbon flush with the bottom of the bag. The ends should overlap slightly once you have finished wrapping
- 10.5. Press from the outside and inside to secure the ribbon in place

11. Add Ribbon to the Top



Photographed by: Miranda Doss

- 11.1. Measure a piece of ribbon 23.5" long
- 11.2. Cut the ribbon at this measurement
- 11.3. Glue the length of the ribbon, on one side only. If it seems easier for you, instead you might want to add glue to smaller sections as you wrap the ribbon or apply the glue directly to the bag
- 11.4. Place one end of the ribbon a fourth of the way across the back panel and wrap the ribbon around the top of the bag, putting the top edge of the ribbon flush with the top of the bag. The ends should overlap slightly once you have finished wrapping
- 11.5. Press from the outside and inside to secure the ribbon into place

12. Tie the Bow



Photographed by: Miranda Doss



Photographed by: Miranda Doss



Photographed by: Miranda Doss

- 12.1. Measure a piece of ribbon 20" long
- 12.2. Cut the ribbon at this measurement
- 12.3. Pinch the ribbon at roughly 1/3 of the way from one end, holding it up
- 12.4. With your other hand, pinch the two sides of the ribbon together about an inch below your first pinch
- 12.5. Release your first pinch while still holding your second pinch. This should leave a loop of ribbon above your fingers as shown in **picture 1**
- 12.6. With your other hand, take hold of the ribbon 2" to 3" away from the loop on the longer side, then twist the ribbon back around your finger, the first loop, and your thumb, as shown in **picture 2**
- 12.7. Pinch the ribbon you just wrapped around, as shown in **picture 3**
- 12.8. Poke the pinched part from the previous step into the hole over your finger, as shown in **picture 4**
- 12.9. Grab hold of both loops and take care to keep them from slipping back through their holes or you will have to start over
- 12.10. Slowly pull them out so they become fuller loops, as shown in **picture 5**. Stop before you pull them so far that you pull the ends all the way through, or your bow will undo and you will have to start over
- 12.11. To tighten the knot, carefully pull the loops away from each other, as shown in **picture 6**. Pinch both sides of the loop together while pulling so the ends stay in place

13 Attach the Bow



Photographed by: Miranda Doss

- 13.1. Glue the back of the knot and the back of the ends of the ribbon
- 13.2. Press the back of the knot and ends against the outside of the bag in a position, so the bow appears centered on the front of the bag, as shown in the picture
- 13.3. The bow should lay underneath the ribbon handle
- 13.4. If desired, repeat steps 12 and 13 to attach a bow to the back of the bag as well. This will require the extra 20" of ribbon

Finished 6" Tall, 6.5" Wide, and 5" Deep Newspaper Bag with a Ribbon Bow and Ribbon Accents



Clean-up Information

Make sure you pick up all excess newspaper. Place the cap back on the glue stick. Place the scissors in a safe place. Before using or storing the bag, make sure that the glue dries completely. You may store the bag by folding it so that it lies flat. Bring the bottom up, fold the top shut, and fold the creases together on the side.

Troubleshooting Information

In the event that you encounter a problem while making the gift bag, you may want to start a new bag. Before starting over, reference the following questions and answers for problems that you could possibly fix yourself.

Question: What if I cut the newspaper crooked?

Answer: You will fold and glue down most edges. As long as you can fold the edges of the newspaper, slightly crooked edges present no problem. However, you will need to cut the right edge of the newspaper as straight as possible because it will end up on the outside of your bag when you complete the bag.

Question: What if I glue the two pieces of newspaper together and they are unaligned?

Answer: You can cut off the newspaper that hangs off so that the edges still form a perfect rectangle.

Question: What if my measurements are inexact?

Answer: The measurements have to be very close. As long as long as you cut them proportionally, it will work. If you cut them without these proportions, your bag may come out crooked.

Question: What if the newspaper tears?

Answer: You could tape the newspaper back together. If it seems very noticeable, you could cover it with decorations like in the birthday bag.

Question: What if I fold the newspaper in the wrong place?

Answer: Unfold the newspaper, and fold it backwards to get rid of the crease. Then, make a new fold in the correct place.

Question: What if I glue the two pieces of cardstock in the wrong place?

Answer: If the glue is still wet, try to remove them and glue them in the right place. If the glue has dried, you can leave them. You can cut two new pieces of cardstock and glue them in the right place. Or, if the cardstock in the wrong place seems noticeable, you can cover them with decorations.

Question: What if I punch the holes too close to the edge?

Answer: You could use these holes for a smaller, lighter bag. If the bag and its contents are too heavy, the handles will fall off, tear the holes, and fall off. We recommend adding new holes below the old holes. Also, you could add ribbon to the edge of the bag to cover the old holes.

Question: Can I use super glue?

Answer: The super glue may leak through the newspaper and you could super glue your finger to the bag or anything you touch. It is safer and easier to use a glue stick.

Question: Can I use liquid glue?

Answer: Liquid glue makes the newspaper wet and easier to tear and thus we recommend using a glue stick.

Question: What if I cut the cord/ribbon too short?

Answer: A shorter cord/ribbon will work as long as you can still create the handle. The measurements given are just estimates.

Question: For the third bag, can I use a different method to tie the bow?

Answer: These instructions help you create the bag, and then suggest how to decorate it. Feel free to add your own creativity to these bags.

Question: What do I do if the knot on my bow is loose and the ends slip out?

Answer: Try again and wrap the ribbon tighter around your finger to make a smaller hole to push the second loop through.

Question: What if my bag keeps coming apart?

Answer: If the glue is too weak, you can try using tape. Clear tape and double-sided tape work well for this project.