

**Richard's Easy
Guide
To
Tea Bag Folding**

**Volume 01
The Folds**

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Richard's Easy Guide To Tea Bag Folding

Introduction

Hello and welcome to my easy to follow guide on tea bag folding.

Many people have heard of this craft but think it is too complicated to do. Well, after using this guide you will see that this is a craft that you can all enjoy.

There is little or no jargon within this guide as it is intended for real people to use as opposed to so called experts.

I am not an expert in folding but I do have a way of showing others the easiest way of doing something. I came to folding due to having a pacemaker inserted after having heart problems and this is how my interest in tea bag folding and designing started.

I would advise you to place these pages within those little plastic folders so you can place them in a file. This way you can have the guide on your knee or table and can easily follow it.

This guide will take you through the very basics of folding and beyond. This will include what tools you will need, the folds, how to make medallions out of the folds and onto making your own cards.

The most important thing is to have fun.

Before we go on here are my conditions for using this guide.

You Cannot

Sell this guide, make available on a web site, CD, DVD, or any format without my permission.

Add this guide to a CD compilation.

You Can

Keep a copy of this guide on your own hard drive for your own personal use.

Have a printed copy of this guide for your own personal use.

Use this guide to show others how to do tea bag folding but you cannot charge craft groups etc. this must be done for free.

Well that's the boring bit over, lets get on with the fun bit!

All the best and happy folding.

Richard

Richard's Easy Guide To Tea Bag Folding

What Tools Do I Require?

You can make this craft as expensive as you want but all you need is the following basic kits.

Basic Tools Kit

A cutting mat to cut onto.

A craft knife, rotary cutter, scissors or a paper guillotine to cut out your tiles.

A metal ruler if using a craft knife or a rotary cutter. **Do not use a wooden one.**

A solid glue stick or PVA glue, whichever you want to use.

You may have some of these around the house, but remember you don't have to buy the most expensive scissors etc. Buy at what you think is a reasonable price.

Basic Materials Kit

Some tiles that you have printed out, I have added some pages of tiles that you can print out within this guide.

Some blank greeting cards so that you can make your own cards.

Card, various colours.

Extras

This can be anything you want, rub downs, buttons, glitter etc. You will add more and more as you get involved with making cards. I will warn you about going into craft shops as this will make you want to buy lots of things you may not need yet. Leave them for later.

The fun thing about this craft is that you can make it as expensive as you want and sometimes the best cards don't have lots of things added to them.

I will show you later how to make your own cards but you will soon get the experience to start designing your own cards.

The only things you will require is your computer and a printer.

I am always asked which fold should I use, well the only way to find out is to experiment and see what the effect looks like.

The folds are the most important things and you will shortly see that it takes less than two minutes to make your first complete fold, so before continuing, go make a nice cup of something to drink, get comfortable with your kits at hand and get ready to start.

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Your Tiles And How To Cut Them Out

Obviously before you can start to fold you will need some tiles. On the following page you will find a set of 15 that you can print out. The reason for all the space around the tiles is to make sure your printer can print them out.

Everyone has their own different way of cutting them out. I use a rotary cutter and a metal ruler on a self healing mat.

Don't worry about getting them perfectly right when cutting out, you can always do a little trimming later. You can always print out more tiles than you require.

Important Note:

If you are using a craft knife or a rotary cutter then **always** make sure you use a metal ruler. If you use a wooden one the knife or cutter will run up the ruler and may damage your fingers.

When cutting out the black line around the tiles is your guide and you need to cut just inside of the line to remove it. You don't want to have little black lines on your tile edges.

Practice makes perfect so take your time when cutting out your tiles.

Now if you have problems such as no ink in your printer, what can you do?

Easy, just use any spare piece of paper cut to **4cm by 4cm** squares to try out the folds. Once you have got your ink sorted out you can use the printable tiles.

The 4cm by 4cm is the standard size for a tea bag tile but if you think this is a bit small for you then make your spare pieces of paper larger but always make sure they are the same for both directions.

E.g. 6cm by 6cm.

On my **Yahoo group** on the internet you can find a set of templates by **Rosemarie Edwards**, these will allow you to make a single tea bag tile into a full page of tiles. The templates also allow you to make the tiles in various sizes.

You will find out how to use the templates later in the guide.

To print out your tiles just use the **Print** option from **Acrobat Reader** and use the **Pages From option**.

Select Pages **5 to 5** and then the **OK button**.. This will then only print out that particular page.

So print out your tiles or make your own practice tiles.

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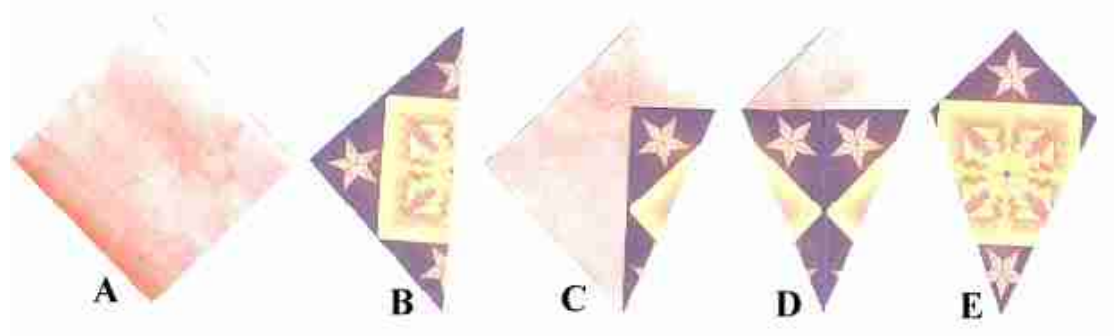


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The Basic Kite Fold

This is the first fold that most tea bag folders do. It will take you less than two minutes to make your very first fold.

All the folds within this guide are hand folded by myself!



A - Start with your tile design face down as above. I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Turn over your tile to complete the Basic Kite Fold.

That's how easy your first fold is!

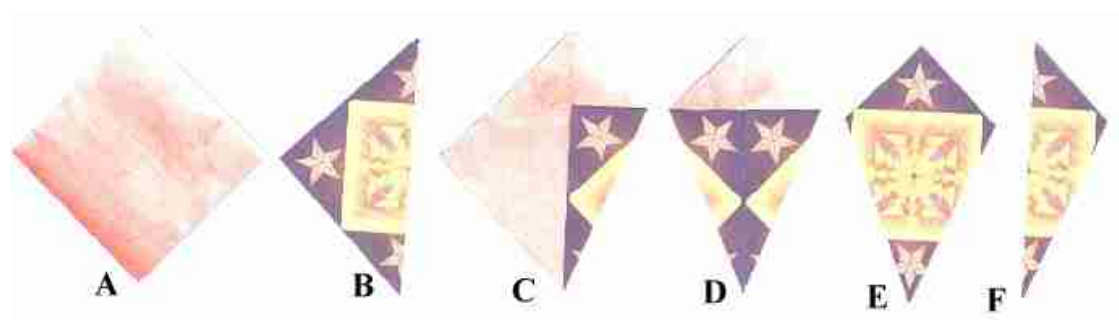
I told you there was nothing complicated about tea bag folding!

Some of the following folds rely on the same fold as above but I will still be putting all the steps on each page as this will stop you having to go backwards and forwards through the guide.

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The Half Basic Kite Fold

Just a little step on from the **Basic Kite Fold**.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Turn over your tile to complete the **Basic Kite Fold**.

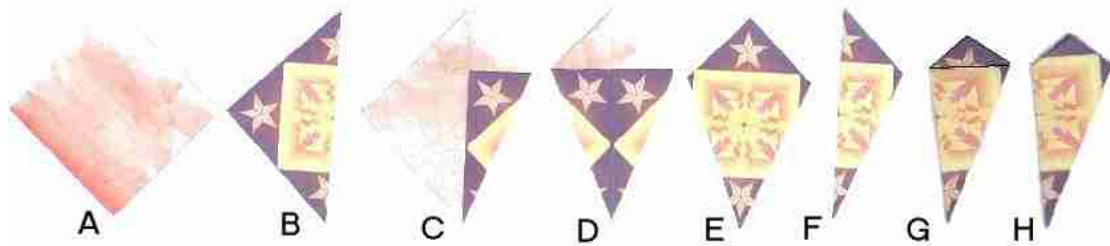
F - To complete the fold just fold the left point behind to the right point as shown.

Now this is only a little variation on the original **Basic Kite Fold** but it can make a very interesting card as you will see later with the **Fan Card**.

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The Alternative Half Kite Fold

Another way of making a **Half Kite Fold**, again this is great for making fan cards.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Turn over your tile to complete the **Basic Kite Fold**.

F - Then fold the left point behind to the right point as shown.

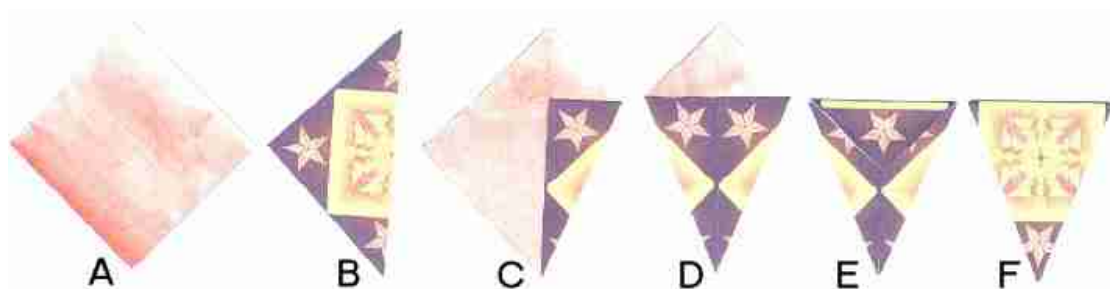
G - Take hold of the top point and fold down to the right point as shown.

H - Now unfold back to it's original position. Now place your finger along the back crease and press forward so that the new top part of the fold goes inside the kite as shown.

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The Cone Fold

Yet another simple fold for you to enjoy.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Now fold the top point down as shown.

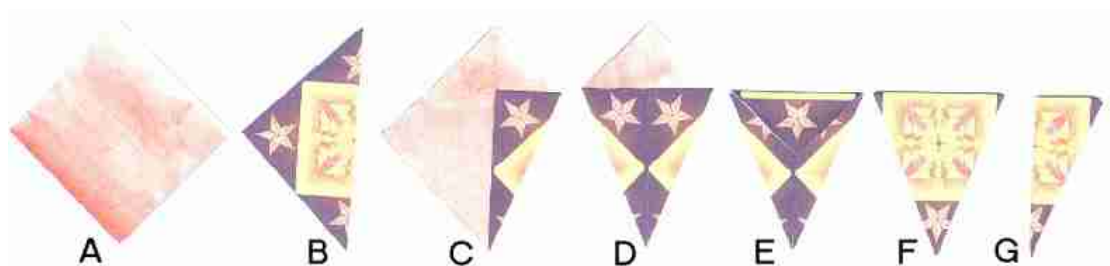
F - Turn over your tile for the complete **Cone Fold**.

Now to turn this fold into a half folded version.

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The Half Cone Fold

Only one little step to make this one from the Cone Fold.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Now fold the top point down as shown.

F - Turn over your tile for the complete **Cone Fold**.

Now to do the last little fold.

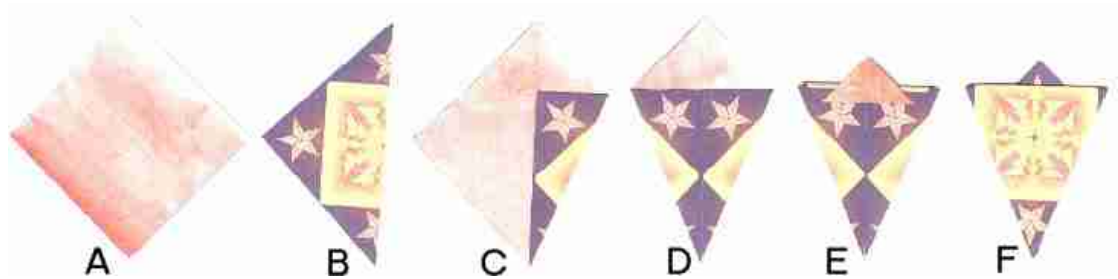
G - Fold the left hand point over behind to the right hand point as shown.

Again just a few more steps to make the **Spike Top Cone Fold**.

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The Spike Top Cone Fold

A nice variation of the **Cone Fold**.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Fold the top point down as in the **Cone Fold**, but now fold the point back up as shown. This will make the point appear over the top of the top of the **Cone Fold**.

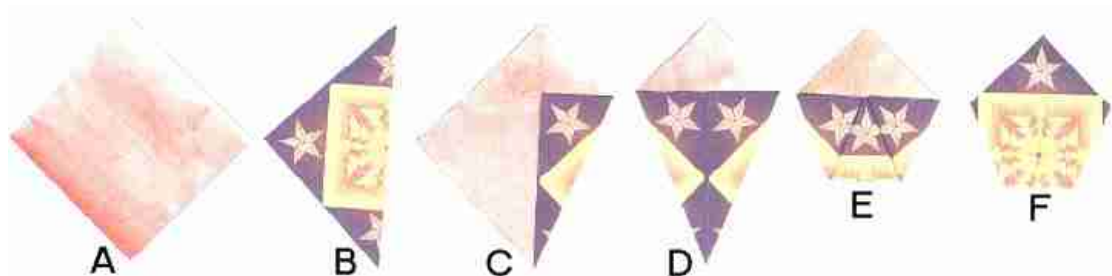
F - Turn your tile over to complete the **Spike Top Cone Fold**.

Now how about a **Pentagon Fold**?

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The Pentagon Fold 01

This is another easy variation of the **Basic Kite Fold** and I will show you two versions.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Now fold the bottom point up to the cross line as shown.

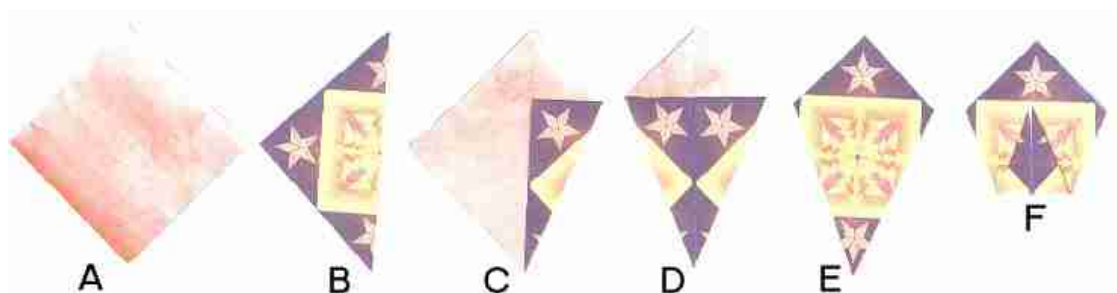
F - Turn your tile over to complete the **Pentagon Fold**.

Now on to making the second version.

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The Pentagon Fold 02

Just a different turn from the first version.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Open your tile back to the right, you will see a crease down the centre. Now fold the bottom right edge to the centre crease as shown.

D - Repeat with the bottom left edge.

E - Turn your tile over.

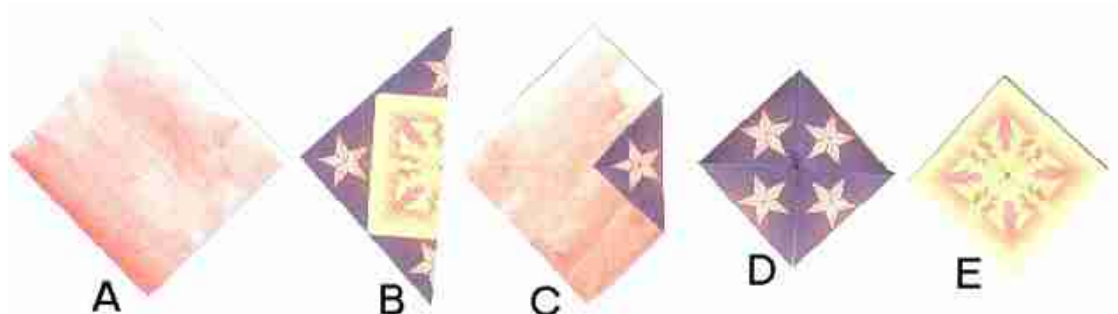
F - Fold the bottom point up to be online with the left and right points as shown.

As you have seen with most of the folds within this guide, it only takes a little change to make a completely different fold.

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The Converter/Basic Square Fold 01

This fold allows you to change the size of the previous folds to a smaller version and makes a very **Basic Square Fold 01**.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the right point over to the left point.

C - Open up the tile and now fold the right point to the centre of the tile as shown.

D - Repeat with all the other points.

From this position you can make a smaller version of the previous folds. This comes in handy if you want to make a smaller card. Just think of this as the normal start position of **A** in the fold sequence.

E - Turn over the tile and you have completed the **Basic Square Fold 01**.

This fold will also allow you to have different sized folds on a single card.

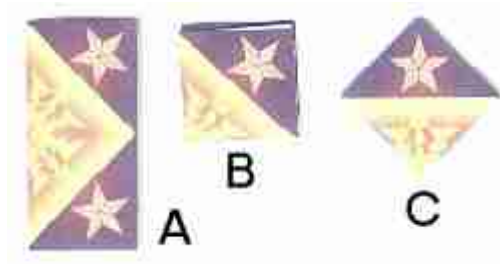
So as an example you could make a card that looks like a kite festival by having both large and small kites.

Just one idea, as you go through the folds you will start getting your ideas for cards, tags etc.

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The Basic Square Fold 02

So easy to do!



A- Start with tile face down and then fold the left hand edge over to the right hand edge.

B - Now fold the bottom edge up to the top edge.

C - Now rotate it so that the **folded edge** is in the **bottom left** hand side as shown. The **open edges** should be to the **top left, top right** and **bottom right**.

Yes that's all there is to it, just three instructions!

Folds don't have to be complicated but they can, as you will find out later in this guide.

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The Basic Square Fold 03

Only one extra step but it does give a windmill effect as a medallion as you will see later.



A- Start with tile face down and then fold the left hand edge over to the right hand edge.

B - Now fold the bottom edge up to the top edge.

C - Now rotate it so that the **folded edge** is in the **bottom left** hand side as shown. The **open edges** should be to the **top left, top right** and **bottom right**.

Now the extra step!

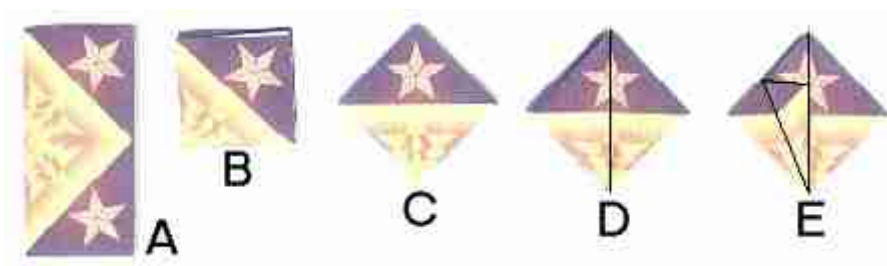
D - Fold the top right point over to the left point. I have added a black line to indicate the right edge of the top section of fold.

You don't fold the bottom section at all.

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The Basic Square Fold 04

Again just one more step to make this variation.



A - Start with tile face down and then fold the left hand edge over to the right hand edge.

B - Now fold the bottom edge up to the top edge.

C - Now rotate it so that the **folded edge** is in the **bottom left** hand side as shown. The **open edges** should be to the **top left, top right** and **bottom right**.

D - Fold the top right point over to the left point. I have added a black line to indicate the right edge of the top section of fold.

Now the extra step.

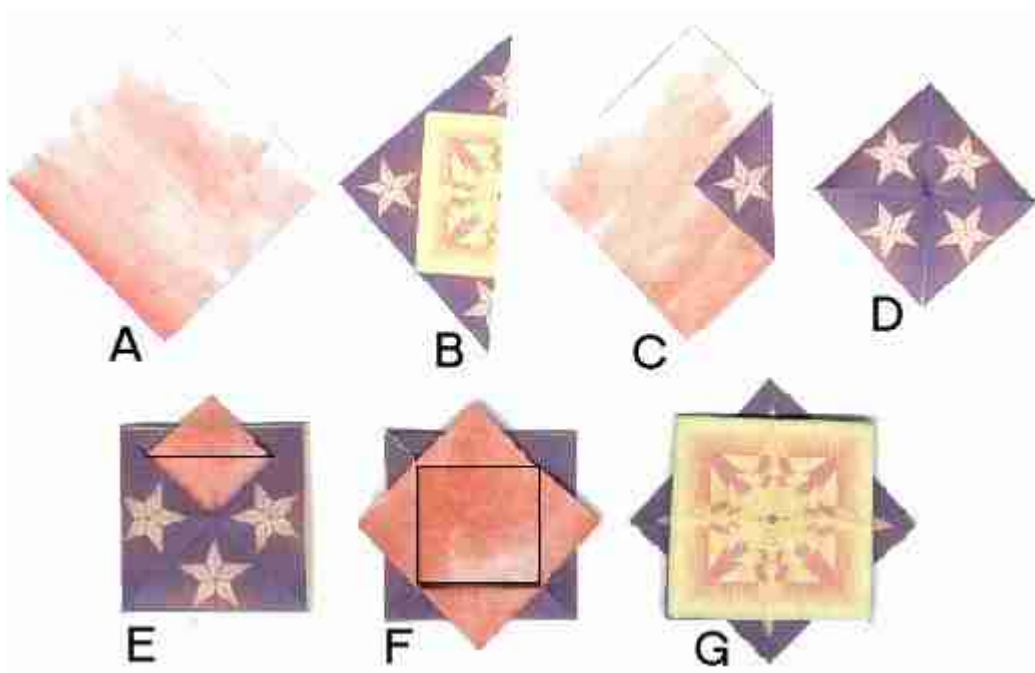
E - Take hold of the bottom left edge of the top section and fold along the centred right hand edge. This will look like the back of a half kite fold. Again I have added a black outline to make it easier to see.

As you have seen it only takes a extra step to make a different variation.

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The Converter Spike Square Fold

A nice way to make a centre for a medallion.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the right point over to the left point.

C - Open up the tile and now fold the right point to the centre of the tile as shown.

D - Repeat with all the other points.

E - Now rotate so that it looks like a square. Then just fold the top flap up as shown..

F - Now repeat with the rest of the flaps.

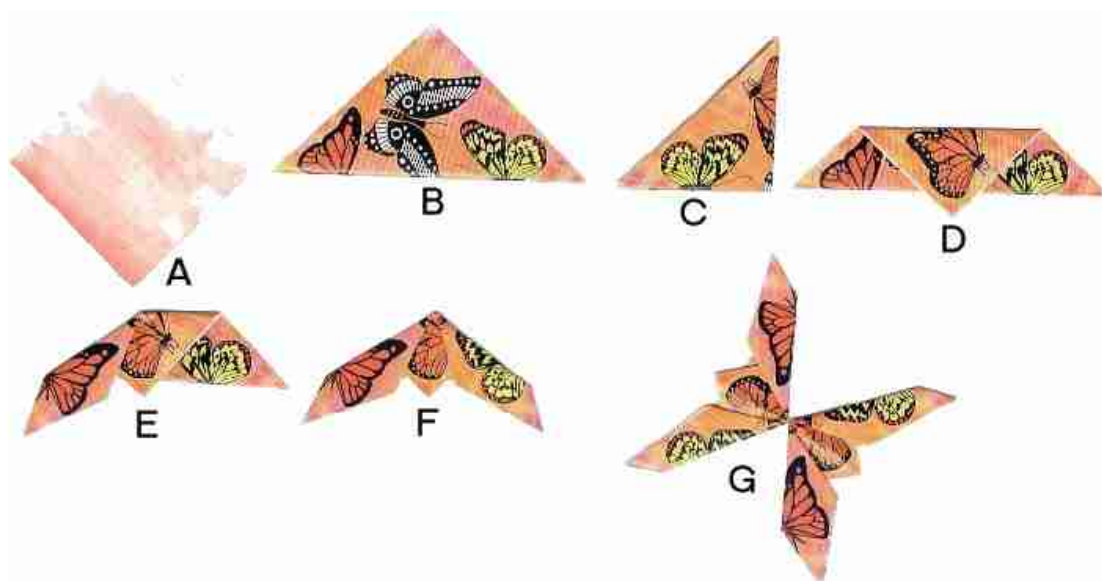
G - Turn over your tile to see the effect.

You can use this as a cover for the centre of a medallion or any other effect you need.

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The Butterfly Fold

An amazingly easy fold that only takes two tiles to make a complete butterfly!



A - Start with the tile face down and in the diamond shape as shown.

B - Fold the bottom point up to the top point.

C - Fold the right point over to the left point.

D - Open the tile back up and you will have a crease down the centre. Now fold both the top points down to just below the bottom edge as shown.

E - Take hold of the top left hand edge and fold down as indicated and line up with the bottom point.

F - Repeat with the top right hand edge.

You now have part of a butterfly! Repeat the above with a second tile.

G - Shows how to put your butterfly together.

Make sure you glue down your butterfly as it may fly away!

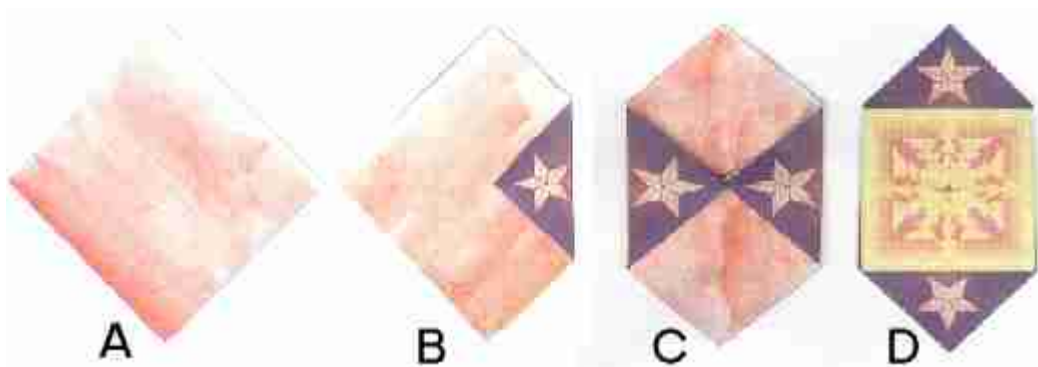
Don't forget to use the **Converter Fold** so that you can make smaller butterflies!

A wonderful little fold for those summer cards.

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The Lozenge Fold

A twist on the **Kite Fold**.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the right point to the centre of the tile as shown.

C - Repeat with the left point.

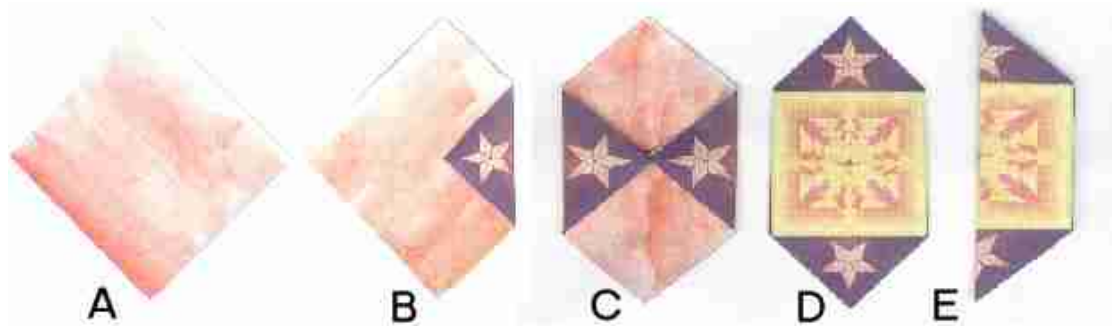
D - Turn over your tile to complete the fold.

You can also use this and add one more step to make the **Half Lozenge Fold**.

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The Half Lozenge Fold

Just a simple extra step



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the right point to the centre of the tile as shown.

C - Repeat with the left point.

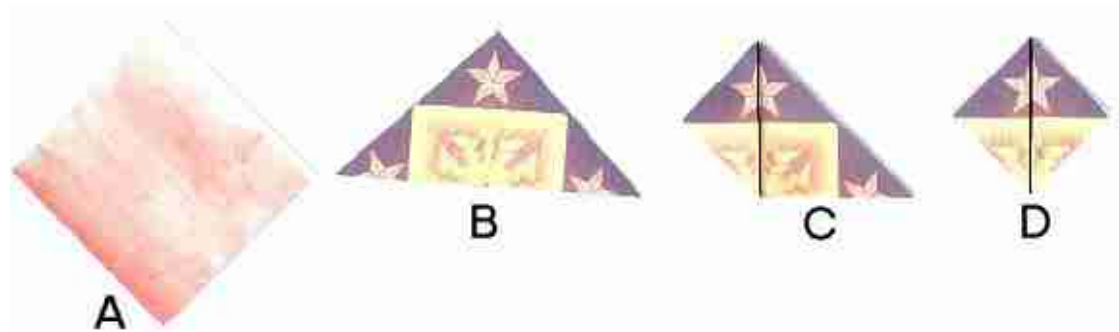
D - Turn over your tile.

E - Fold the left hand edge behind to complete the **Half Lozenge Fold**.

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The Simple Diamond Fold

Now onto diamonds!



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the bottom point up to the top point.

C - Fold the bottom left point up to the top point as shown.

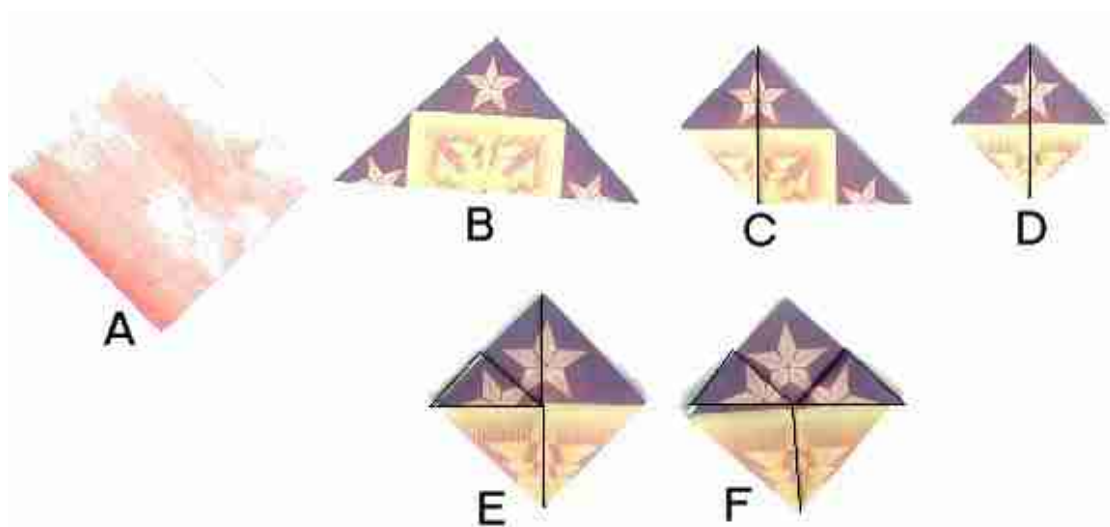
D - Repeat with the right point.

This very easy fold will allow you to go onto the diamond folds.

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The Diamond Flap Fold

A couple of wings to play with.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the bottom point up to the top point.

C - Fold the bottom left point up to the top tip as shown.

D - Repeat with the right point.

E - Take hold of the top left point and fold down to the left point as shown.

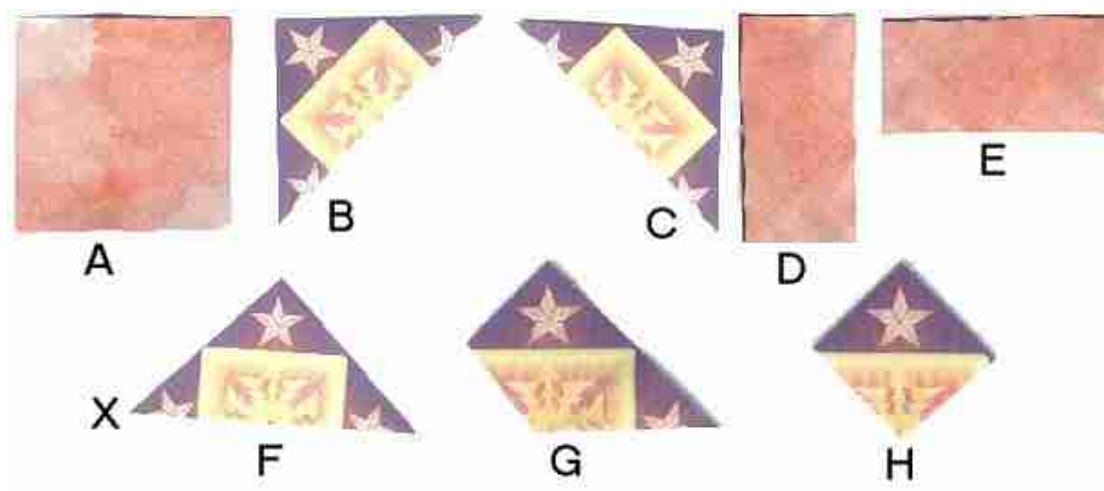
F - Repeat with the right top point.

I have added the black outlines to make it easier to see the flaps.

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The Alternate Diamond Fold

A different way to make a diamond.



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold the right hand side of the triangle and then press point X up and inside of the tile..

G - This is what you will have at present.

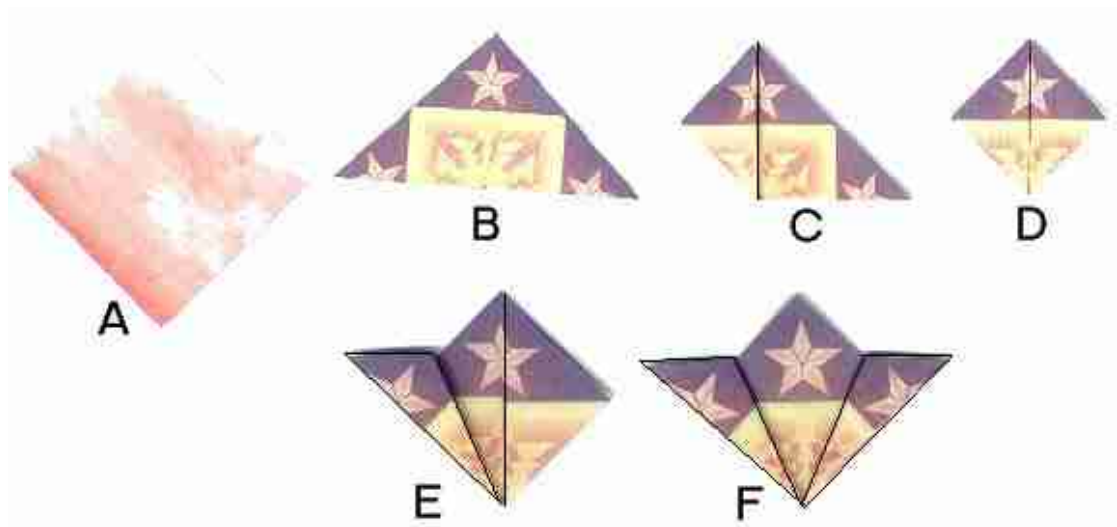
H - Repeat with the right point.

You will now have a diamond that you can make into a different type of medallion as you will see in Volume 2.

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The Diamond Kite Fold

A mixture of two folds.



A - Start with your tile design face down as above. Again I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Fold the bottom point up to the top point.

C - Fold the bottom left point up to the top point as shown.

D - Repeat with the right point.

E - Take hold of the left top point and fold down so that the right edge is online with the bottom left edge as shown.

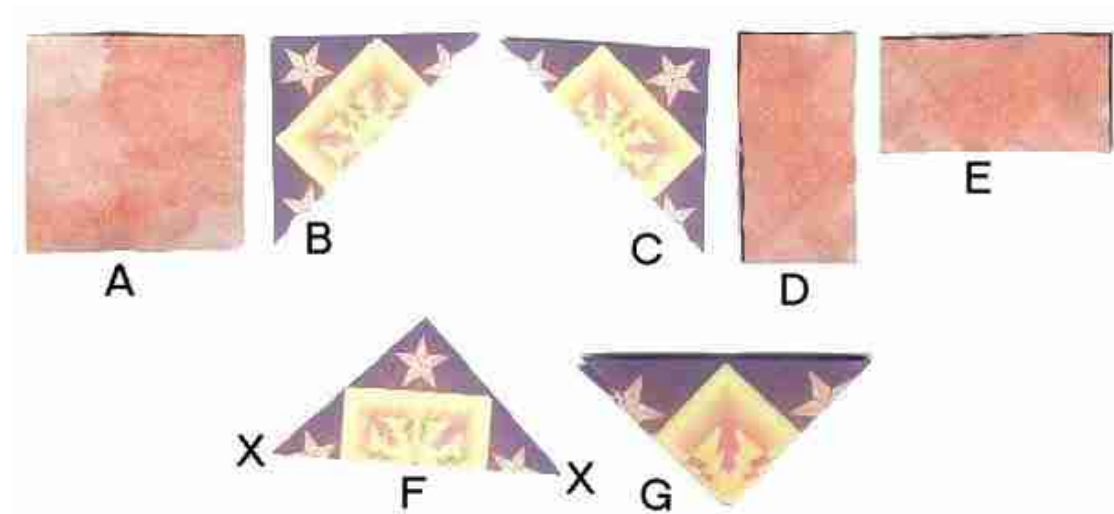
F - Repeat with the right top point.

A very nice effect when put together as a medallion. As you will see in Volume 2.

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The Basic Triangle Fold

This will help you with the following folds.



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

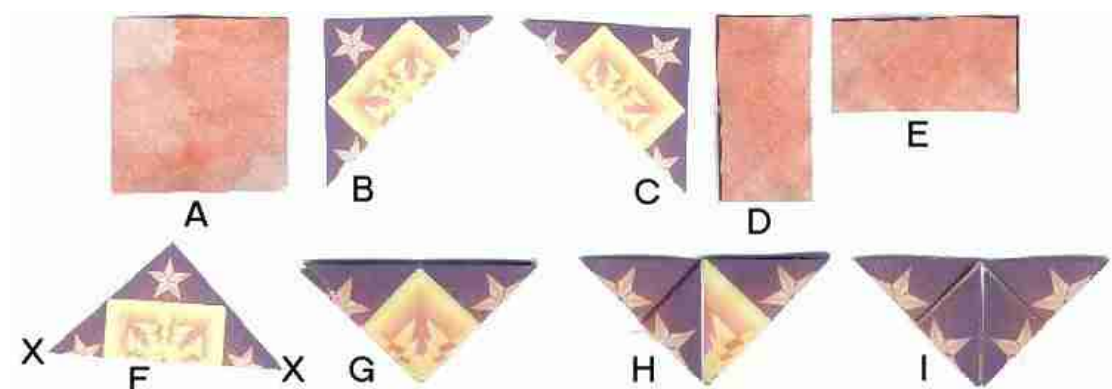
F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold both points marked as X. Now push upwards and together. You will now have a triangle pointing down with a point pointing towards and away from you as well as the left and right points. Fold the front one to the **left** and the back one to the **right**.

G - You will now have an inversed triangle as shown. This is the completed **Basic Triangle Fold**.

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The Triangle Diamond Fold

A triangle and a diamond!



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold both points marked as X. Now push upwards and together. You will now have a triangle pointing down with a point pointing towards and away from you as well as the left and right points. Fold the front one to the **left** and the back one to the **right**.

G - You will now have an inversed triangle as shown.

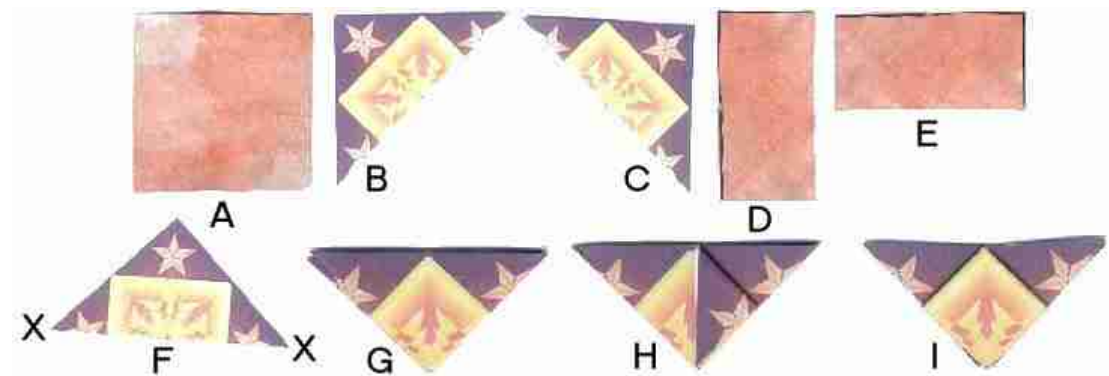
H - Fold the top left point down to the bottom point as shown.

I - Repeat with the top right point to complete the fold.

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The Reverse Triangle Diamond Fold

Just as it says!



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold both points marked as X. Now push upwards and together. You will now have a triangle pointing down with a point pointing towards and away from you as well as the left and right points. Fold the front one to the **left** and the back one to the **right**.

G - You will now have an inversed triangle as shown.

H - Fold the left top point over to the top right point. Now take hold of the new right point and fold down to the bottom point as shown. It will look like a little triangle.

I - Fold the top point of the little triangle back to the left hand side Now repeat by folding the top right point over to the left top point and folding the top left point down to the bottom point. Again this will make a little triangle, fold back to the right to complete the fold.

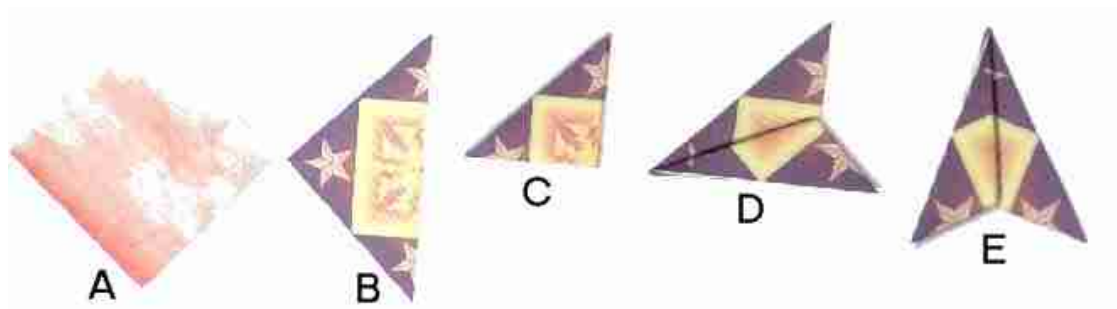
The difference is that the first version has a split line down the front of the diamond and this version is a solid diamond Both versions will have the diamond on top of the triangle.

Wow, that was a bit complicated!

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The Easy Star Fold

A nice easy star to fold.



A - Start with your tile design face down as above. I have used red to indicate the blank back area of your tile. You will notice that the square is like a diamond.

B - Now fold the right hand point over to the left hand point.

C - Fold the bottom point up to the top point.

D - Now fold the top point down so that the angled top edge of the triangle is level with the bottom of the triangle as shown.

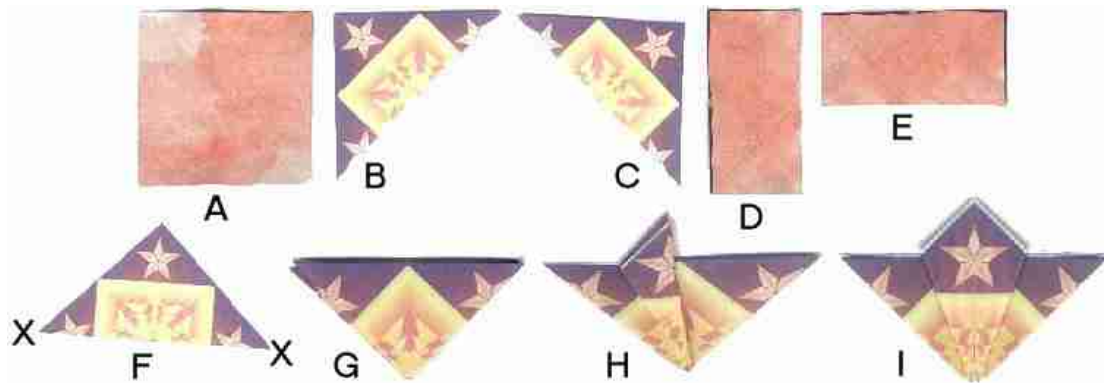
E - Now just rotate so that the top point is pointing straight up.

Now at the moment this does not look a lot like a star, but once you have put it together as a medallion you will see the result as in Volume 2.

Richard's Easy Guide To Tea Bag Folding

The Star Fold

A bit more complicated than the Easy Star Fold.



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold both points marked as X. Now push upwards and together. You will now have a triangle pointing down with a point pointing towards and away from you as well as the left and right points. Fold the front one to the **left** and the back one to the **right**.

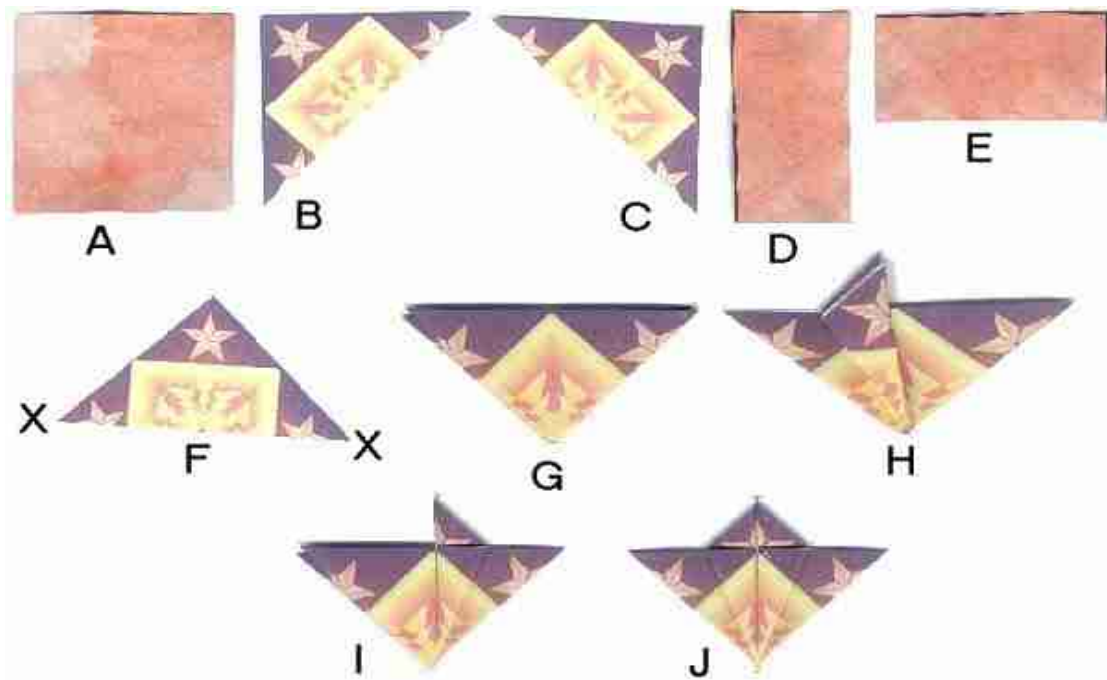
G - You will now have an inversed triangle as shown.

H - Now take the top left point and fold so that the angled left edge is on line with the centre crease as shown.

I - Repeat with the right point to complete the fold.

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The Reverse Star Fold



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold both points marked as X. Now push upwards and together. You will now have a triangle pointing down with a point pointing towards and away from you as well as the left and right points. Fold the front one to the **left** and the back one to the **right**.

G - You will now have an inversed triangle as shown.

H - Fold the top left point over to the right top point. Now take the new top right point and fold back so that the right angled edge is online with the centre crease as shown.

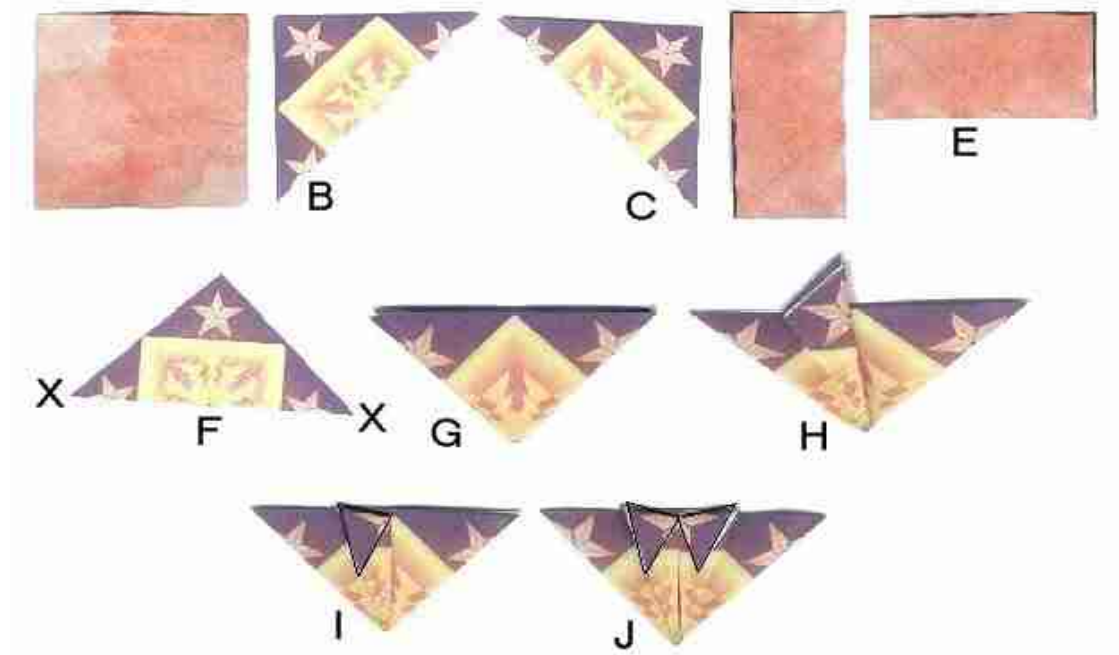
I - Turn the new half kite so that the left edge of the kite now becomes the right edge of the kite as shown.

J - Repeat **H** - **I** with the new top left point but fold so that the right edge goes back to the left side to complete the fold

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The Shirt Fold

A bit of fun and the final fold for Volume 01.



A - Start with the tile design face downwards.

B - Fold the bottom right corner up to the top left corner as shown.

C - Open up the tile and repeat with the bottom left hand corner up to the top right hand corner.

D - Open up the tile and turn the tile over so that it is design side up and that the creases look like a big X, now fold the right edge over to the left edge.

E - Open up the tile and now fold the bottom edge up to the top edge.

F - Open up the tile, rotate to the diamond position and turn over the tile so that it is design side down. Fold the bottom point up to the top point. Hold both points marked as X. Now push upwards and together. You will now have a triangle pointing down with a point pointing towards and away from you as well as the left and right points. Fold the front one to the **left** and the back one to the **right**.

G - You will now have an inversed triangle as shown.

H - Now take the top left point and fold so that the angled left edge is on line with the centre crease as shown.

I - Fold down the top point to the left hand edge as shown.

J - Now repeat **H - I** with the top right point to complete the shirt fold.

Richard's Easy Guide To Tea Bag Folding

Conclusion

Well that's it for Volume 01.

I hope you have enjoyed this little guide.

You can always get in touch with me at:-

rheagle@ukonline.co.uk

Just type the above into your Send To part of your email.

Here are many other folds in Tea Bag Folding, but this guide along with the rest of the Volumes in this series will help your card crafts to be a lot more fun!

If you haven't got them already, here are the other Volumes:-

Volume 02 - The Medallions.

Volume 03 - Card Making.

Volume 04 - Making Your Own Tiles.

These Volumes may or may not be available at the moment, it does take some time to do all the folds, medallions etc. as I do them all by hand so please be aware that this may take a while to do.

If this guide has been sold to you, then please get in touch at the above email address and tell me who has done this. I have made this guide available for **FREE**, by using this guide you have to abide by my conditions as set out earlier in the Volume.

Everything within this guide, text, graphics etc. are all copyrighted by Richard H. Eagle, and I will bring legal action if I find that the conditions of this guide have been violated.

I have had to add that last bit after someone was caught selling my instructions within a tea bag kit that had nothing to do with the person selling it, in fact they even stole the tiles from another site.

Just because this guide is free does not mean you can do what you please with it. Please re-read the conditions if unsure.

All the best and happy folding.

Richard