Steps in Making a Druggist or Pharmacy Fold

1. Start with a piece of paper. It can be any size, but for the first time try a half a sheet of regular binder paper. It would be about 5.5” X 8.5”.
2. Fold it lengthwise into thirds.
3. Now, unfold it and refold it widthwise into thirds.
4. Unfold it.
5. Place your trace evidence onto the center square. (Practice with a hair as the first piece of trace evidence.)
6. Fold the right side of the paper over the middle portion.
7. Fold the left side of the paper over the middle portion.
8. Fold the bottom third of the paper up over the middle.
9. Fold the top third of the paper over the middle by tucking it inside the slot that was made by the other folds.

You now have an envelope without any opening where your evidence can slide out. Write down a description of the evidence, the case number and any other pertinent information on the paper and turn it in as evidence.