Fold a 12" by 16" piece of parchment paper in half to create a 12" by 8" rectangle.
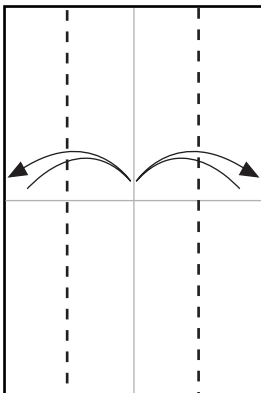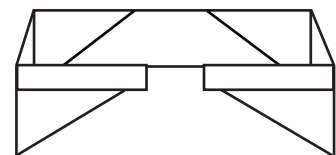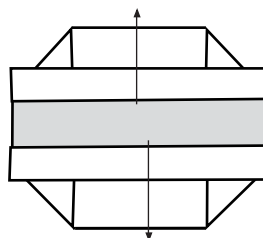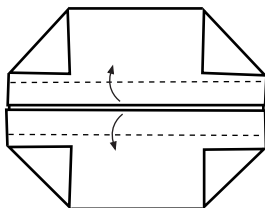Fold lengthwise and crease; reopen. Fold widthwise and crease; reopen.
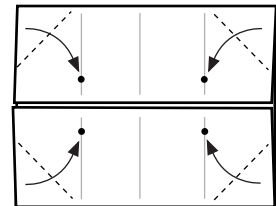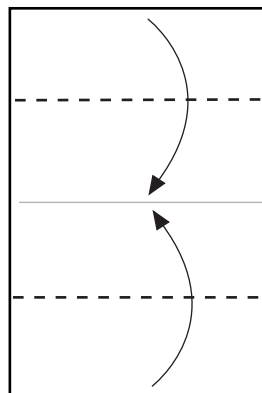
Fold long edges into center and crease; reopen. Fold short edges in toward center.
Fold each corner in to a point about an inch from the opening in the center.

Fold inside edges out, covering the points of the corners.
Grab the two folds you have just created and gently pull two sides out.
Push the other two sides in and crease corners to create box.