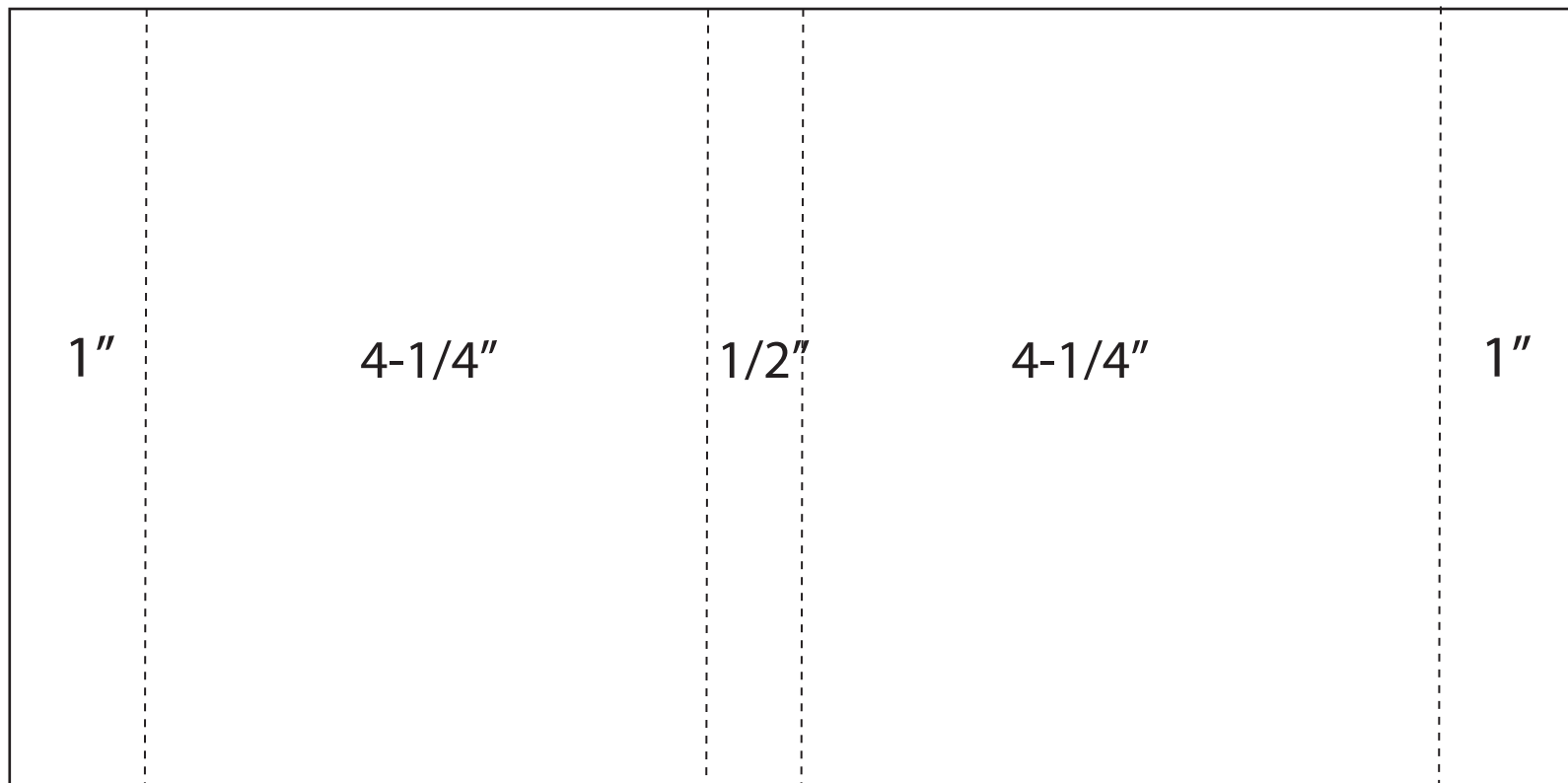


Step 1: Cut an 8-1/2" X 11" in half, long side, to a 4-1/4" X 11" piece.



Step 2: Score 1" and 5-1/4" in from each short side.