



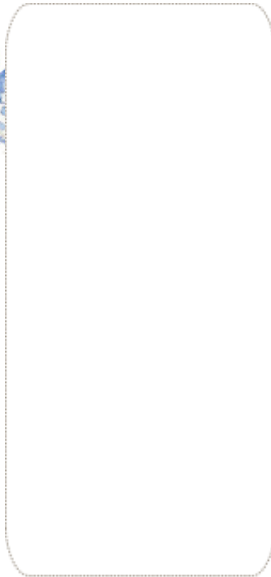
Place  
Stamp  
Here



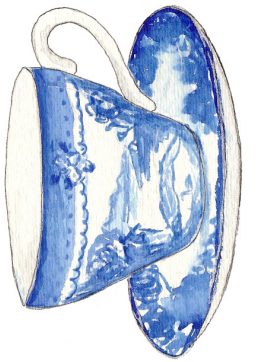
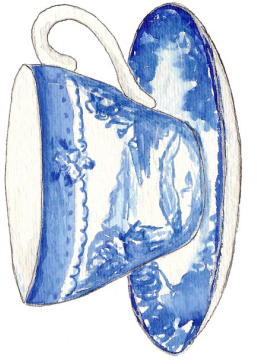
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Place  
Stamp  
Here



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## Directions for Fold-a-Notes:

1. Save this PDF file onto your computer and read through all of these directions before printing.
2. For best results, print Fold-a-Notes onto cardstock. Look for a minimum weight of 110 lb.
3. You may want to run a practice sheet or two through your printer, before printing on the cardstock, until you get the hang of how to feed the print out through for printing on both sides.
4. Print only page 1 of this PDF.
5. When page 1 is finished printing, return the sheet of cardstock to the paper tray. If your printer is front loaded, make sure that the printed side is up and do not turn the sheet. This is where a few practice sheets of paper (junk paper from the recycling bin) come in handy. Once you get the hang of how to do it on your printer, printing on both sides is easy!
6. Now print page 2 of this PDF.
7. Cut the two note cards apart along the dotted line.
8. After penning your beautifully worded correspondence, fold inward along the two light gray lines. The address box and “Place Stamp Here” text should be on the outside of the folded note card. Seal the flap with a piece of tape or a favorite sticker. Add the stamp and mail!