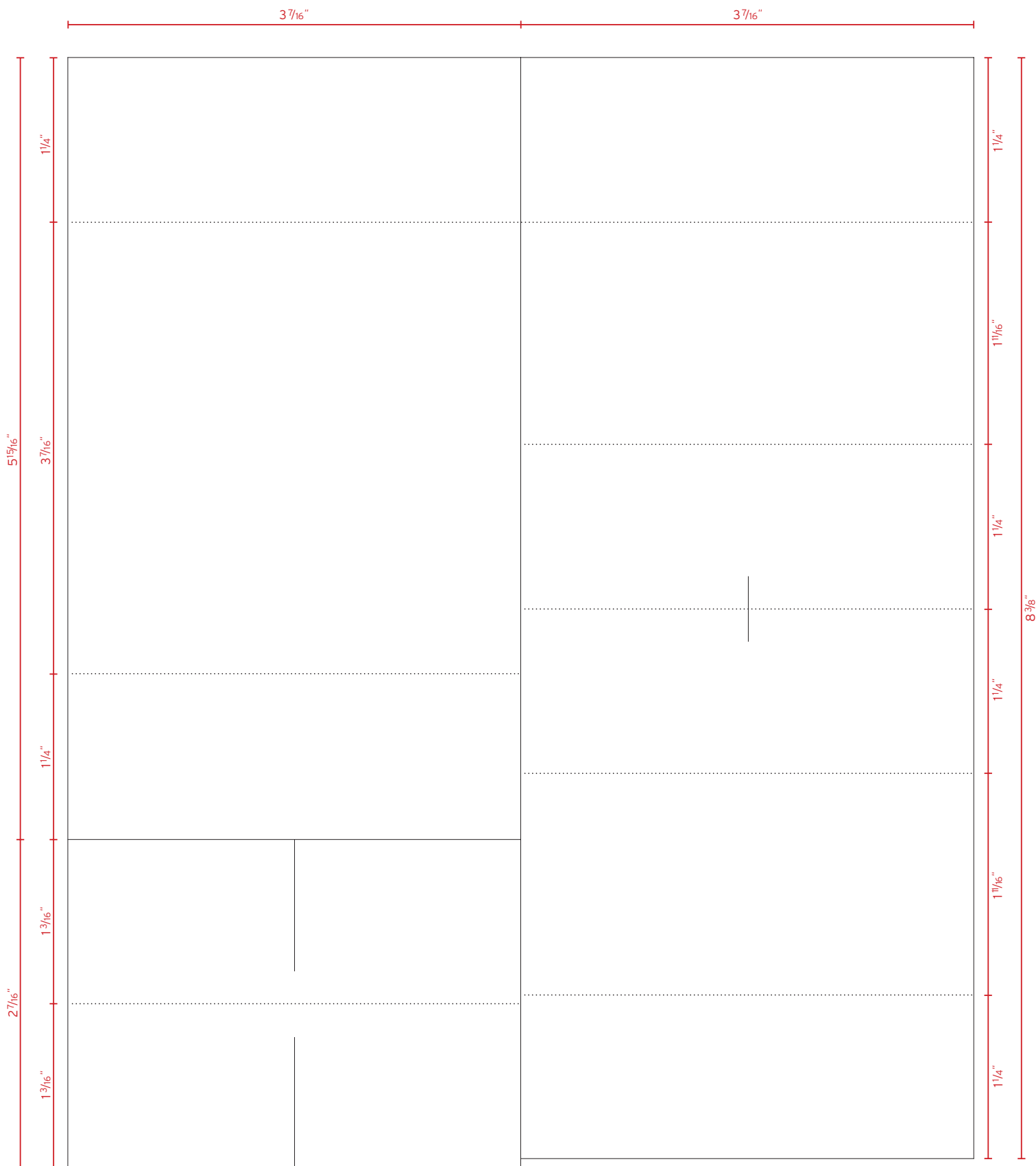


# TEMPLATE



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These dividers are sized to fit inside a 3 1/2-inch-square box that's 2 inches high. One piece of 8 1/2-by-11-inch paper will make the pieces for a single box. The solid lines on the template indicate where the paper should be cut; the dotted lines indicate where it should be scored and folded.

If you want to cut these yourself, an inexpensive paper trimmer (available at crafts and office-supply stores) will make short work of the task. You can use the dimensions printed on the template to guide your cuts as you make the main pieces. Use a bone folder (with its blunt, thin point) to crease the paper before folding; use a ruler or other straightedge to guide the bone folder as you pull it across the paper. Either lay the template over the paper and position the ruler on the dotted lines, or use the dimensions on the template to mark your position. Use scissors or a knife and metal straightedge to cut the center slits after the pieces have been folded.

If you need a large number of dividers, you may want to take the template to a copy shop or a professional printer. There, an employee can use a professional paper-cutting machine, capable of cutting through about 250 sheets at once. The charge is typically \$1.50 per cut. If you want to eliminate two of the per-cut charges, modify our template by trimming it along the top and right sides; then place it on a plain sheet of paper so that those trimmed edges align with the paper's top and right edges, and tape in place. Set this new template on your stack of paper to guide the cutting.

Ask the copy center to cut down the center of the template before cutting either of the lines at the bottom. Do not have the copy center cut the slit in the center of the dividers; these should be cut with scissors or a knife and a metal straightedge after the dividers have been folded.

## To fold and assemble each liner

Fold the ends of the bottom layer (3 7/16 by 5 15/16") up by 1 1/4"; place it in the box.

Fold the middle layer (3 7/16" by 8 3/8") down in the center, and then fold it up 1 1/4" away from the center on each side, and fold each end up by 1 1/4". Then cut a 1/4"-long slit in the middle of the center divider. Place the middle layer in the box, perpendicular to and on top of the bottom layer.

Fold the top layer (3 7/16" by 2 7/16") in half crosswise as marked. Cut a 3/4" slit at the middle, cutting up from the open bottom of the divider, instead of down from the fold. Place it in the box so it is perpendicular to the center divider of the middle layer, and interlock them at the slits.

