

## Instructions on how to Cut the Coaster Calendar.

1. Cut sheet at 10" at the top.
2. Cut sheet in half on the long side at 4 1/4".
3. Turn the sheet so that the calendars are upside down and trim down to 3 3/8"—this will remove the excess along one side.
4. Turn the calendars right side up and trim the other long side down to 3 1/4".
5. Turn paper and cut at 2 3/4"—this should cut off the top month—set it aside.
6. Turn paper and cut to 7 1/8"—this will remove the excess above the middle month.
7. Turn back and cut the middle month off at 2 3/4"—set it aside.
8. Turn paper and cut to 4 1/4"—this will remove the excess above the bottom month.
9. Turn paper and cut the bottom month off at 2 3/4"—set it aside.
10. Take the other half sheet—with calendars right side up—trim long side down to 3 3/8"
11. Turn paper and trim the other long side down to 3 1/4".
12. Turn paper and cut at 2 3/4—this should remove the top month—set it aside.
13. Turn paper and cut to 7 1/8"—this will remove the excess from the middle month.
14. Turn paper and cut off the middle month at 2 3/4"—set it aside.
15. Turn paper and cut to 4 1/4"—this will remove the excess above the bottom month.
16. Turn paper and cut the bottom month off at 2 3/4"—set it aside.
17. Repeat this entire process with the other page of calendars.

Each calendar month measures 3-1/4 x 2-3/4