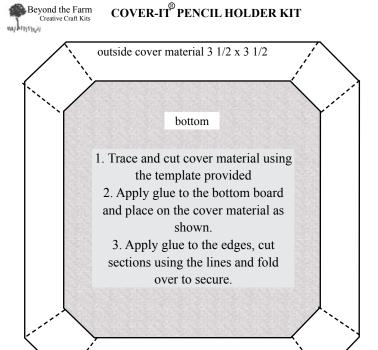
check print settings for NO SCALING so templates print at 100%



FIRST:

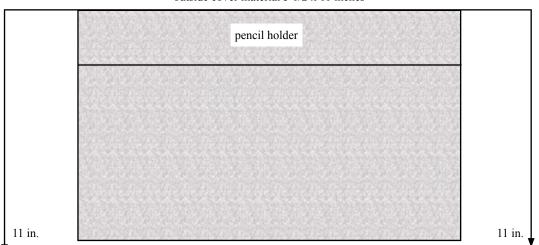
Bend the pencil holder into shape, opening all of the score lines.

inside cover material approx. 2 1/2 x 2 1/2 inches

1. Trace and cut cover material using the template.

2. Apply glue to the cover material and cover the other side of the bottom to finish.

outside cover material 5 1/2 x 11 inches



OUTSIDE COVER MATERIAL

- 1. Cut a piece of cover material 5 1/2 x 11 inches
- 2. Apply glue to the outside of the pencil holder.
- 3. Line the board up with one edge and carefully secure the paper.
 - 4. Roll the form into a tube while covering to avoid air bubbles.
- 5. Apply glue to the long edges and fold over to secure.
- 6. LEAVE THE END TAB UNSECURED UNTIL IT IS TIME TO ASSEMBLE.

inside cover material 3 2/4 x 10 inches

INSIDE COVER MATERIAL

- 1. Cut a piece of cover material
- $3 \frac{3}{4} \times 10$ inches for the inside.
- Apply glue to the inside of the pencil holder and carefully apply the inside cover material.
- 3. Roll the form into a tube while covering to avoid air bubbles.

ASSEMBLY

- Place the bottom about 1/2 inch from the edge.
 Roll the covered pencil holder around the bottom until the ends meet..
- Apply glue to the outside cover material end tab and secure well.

10 in.

10 in.