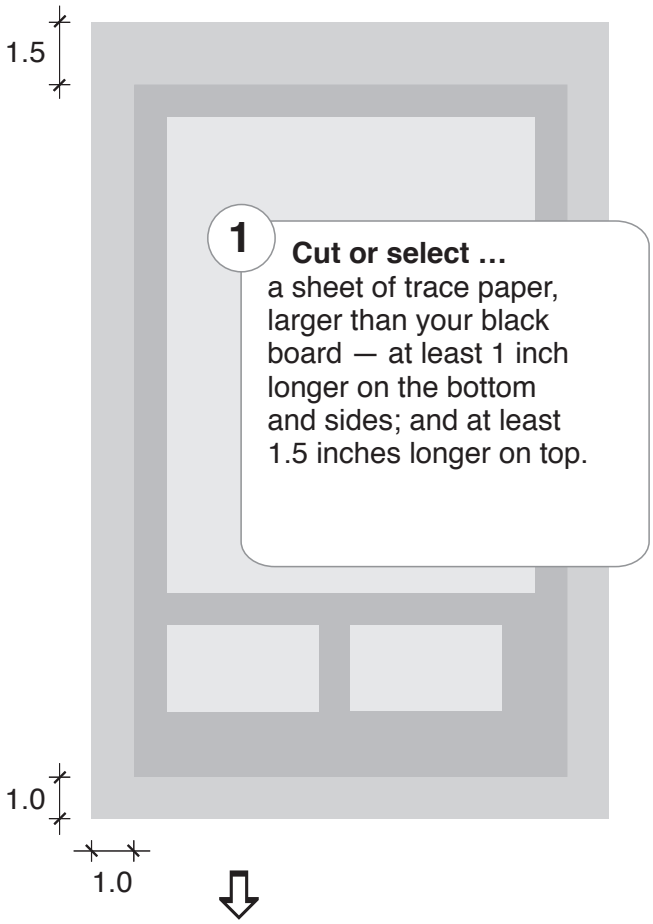
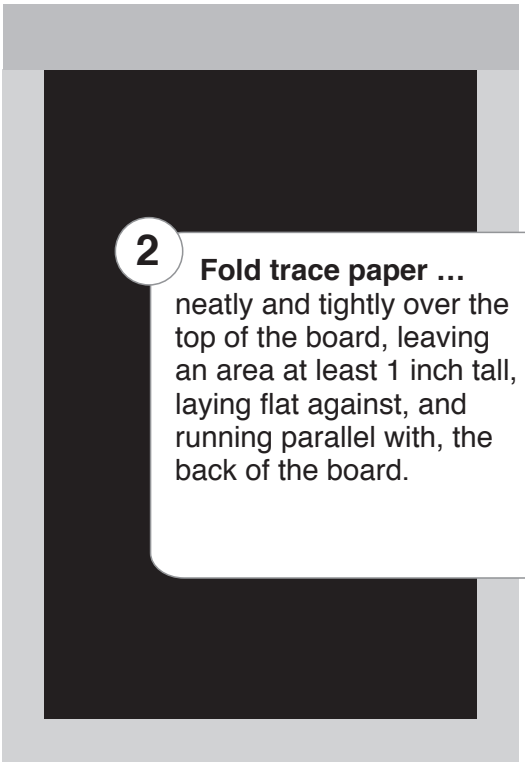
note: measurements are in inches; board = 10 x 16 inches (vertical format).

front



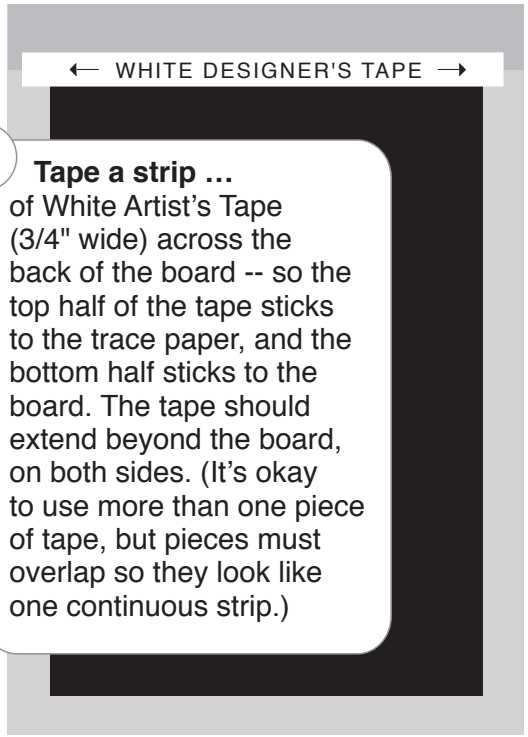
1 **Cut or select …**
a sheet of trace paper, larger than your black board — at least 1 inch longer on the bottom and sides; and at least 1.5 inches longer on top.

back



2 **Fold trace paper …**
neatly and tightly over the top of the board, leaving an area at least 1 inch tall, laying flat against, and running parallel with, the back of the board.

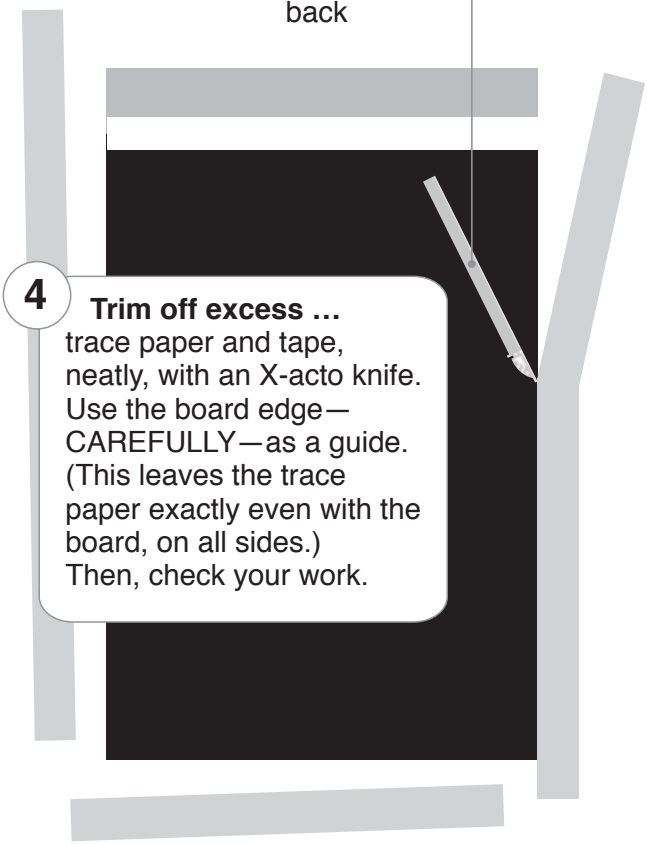
back



3 **Tape a strip …**
of White Artist's Tape (3/4" wide) across the back of the board -- so the top half of the tape sticks to the trace paper, and the bottom half sticks to the board. The tape should extend beyond the board, on both sides. (It's okay to use more than one piece of tape, but pieces must overlap so they look like one continuous strip.)

back

(X-acto knife)



4 **Trim off excess …**
trace paper and tape, neatly, with an X-acto knife. Use the board edge—CAREFULLY—as a guide. (This leaves the trace paper exactly even with the board, on all sides.) Then, check your work.