

1

3

½ in from top edge

1¼ in from left edge

**Card 1**

3 × 5 in

5

4¼ in from left edge

2

7¼ in from left edge

**Card 2**

3 × 5 in

6

5½ in from top edge

**Card 3**

3 × 5 in

4

10½ in from top edge

**Card 4**

3 × 5 in

# How to cut your 3" × 5" Bullet Cards

One letter sheet makes 4 cards. You need two files: the printable sheet of cards, and this template.

## 1. Print

- Print the card sheet on letter paper (8.5 × 11 in). Cardstock between 65 and 110 lb holds up best; regular paper works for practice.
- Set the scale to 100% or "Actual size" — not "Fit to page", or the cards come out smaller than 3 × 5 in.
- Check one card with a ruler before you cut: it should measure exactly 3 × 5 in.

## 2. Cut

Page 1 of this template is the card sheet at actual size, with every cut numbered in the order to make it. The pale gray lines and the crop marks on the card sheet are those same lines.

- a. Trim the left and right margins: cut lines 1 and 2, top to bottom.
- b. Trim the top and bottom margins: cut lines 3 and 4, side to side.
- c. Cut line 5 to split the sheet into 2 columns.
- d. Stack the columns, edges lined up, and cut line 6 through the stack to separate the cards.

### Where each cut goes

Measured from the edges of the whole, uncut sheet — the first cut moves an edge, so mark every line with a ruler before you make it.

- |               |                                  |
|---------------|----------------------------------|
| <b>Line 1</b> | Vertical, 1¼ in from left edge   |
| <b>Line 2</b> | Vertical, 7¼ in from left edge   |
| <b>Line 3</b> | Horizontal, ½ in from top edge   |
| <b>Line 4</b> | Horizontal, 10½ in from top edge |
| <b>Line 5</b> | Vertical, 4¼ in from left edge   |
| <b>Line 6</b> | Horizontal, 5½ in from top edge  |

## Tips

- A paper trimmer gives the straightest edges. With scissors or a craft knife, cut along the pale gray lines round each card; a ruler laid across the crop marks keeps the cut straight.
- Every inside line cuts two cards at once, so there is nothing to throw away between cards.
- For rounded corners like our printed cards, finish with a ¼ in corner punch.

Want them printed? We print Bullet Cards with your logo and name, die cut with rounded corners. Design yours at [my.patsflashcards.com](http://my.patsflashcards.com).