



## How to Create the Index Cards (Updated October, 2024)

- A. Paper - use a sturdy cardstock or Avery index cards #5388. The index cards are pre-scored and easy to break apart. However, cardstock is much less expensive.
- B. Index card PDF file - use the file as is. DO NOT change the text in any way.
  - 1. Open the PDF file and load the paper into your printer.
  - 2. Print the pages 2-sided. So page 1 will be backed with page 2 and page 3 will have nothing on the back.
  - 3. Separate or cut apart the cards.
- C. Laminating - the index cards will be more durable if you laminate them. Use a laminator or self-laminate pages available online or at office supply stores. When you cut the excess plastic off, ensure you leave some space to punch a hole for the fastener.
- D. Attaching the cards together - use a small binder ring or other clip.
- E. If you have any questions, contact the program agency.