



Ruling Up

Step 1:

Place your ruler on the top red line of the page

Step 2:

Space fingers across the ruler and hold tightly

Step 3:

Rule from left to right

Step 4:

Place the ruler down the left hand margin

Step 5:

Space fingers down the ruler and hold tightly

Step 6:

Rule down the page from top to bottom

Step 7:

Write the date neatly on the first line

Step 8:

Rule off on the line underneath your last entry using your ruler and red pen

You need:

- Ruler
- Red pencil