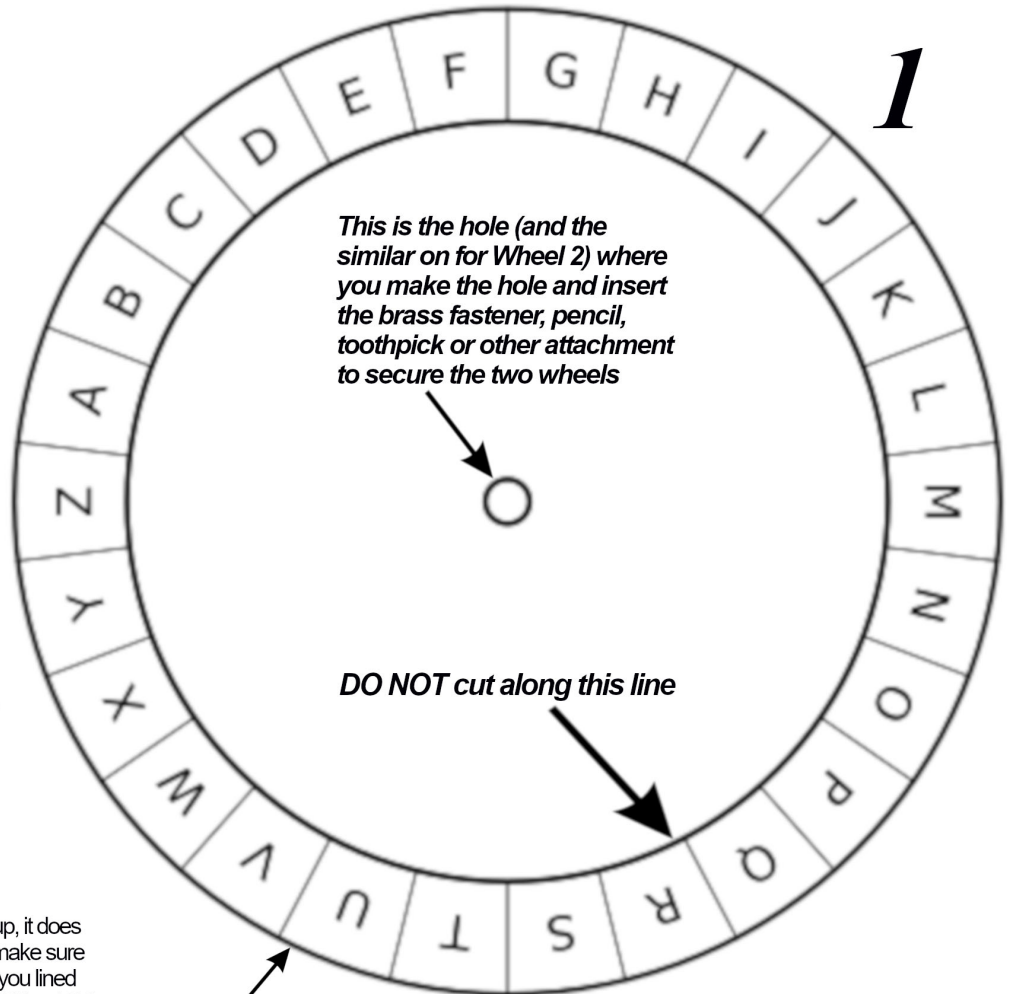


ALPHA CIPHER WHEEL

HOW TO ASSEMBLE THE CIPHER WHEEL

1. Cut out *Wheel 1* & *Wheel 2*
2. Place *Wheel 2* on top of *Wheel 1*
3. Attach the two Wheels by poking a brass fastener through the middle of the two Wheels. If you don't have a brass fastener you can use any item which will allow *Wheel 2* to spin on *Wheel 1* (e.g. opened paperclip, pencil, toothpick, etc.).



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HOW TO USE THE CIPHER WHEEL

CREATE A KEY

1. Spin *Wheel 2* so that the spoke-like lines line up, it does not matter how much you spin *Wheel 2*, just make sure the spoke lines match up. This is your **KEY**. If you lined up the letter "A" (on *Wheel 1*) and letter "c" (on *Wheel 2*) your **KEY** would be A3 (because the "3" is under the small letter "c").

2. Once you've created your key, use a paperclip, piece of tape or binder clip to keep the wheels from spinning.

ENCODE YOUR MESSAGE

- 1: Write the message you want to send. For example: "HELLO"

- 2: Take your Cipher Wheel and assuming you used the **KEY A3**, you would look for the upper case "H" and the coded letter below it would be a "j". Repeat for each of the upper case letters (or character). When completed your coded message would be: **jgnnq**.

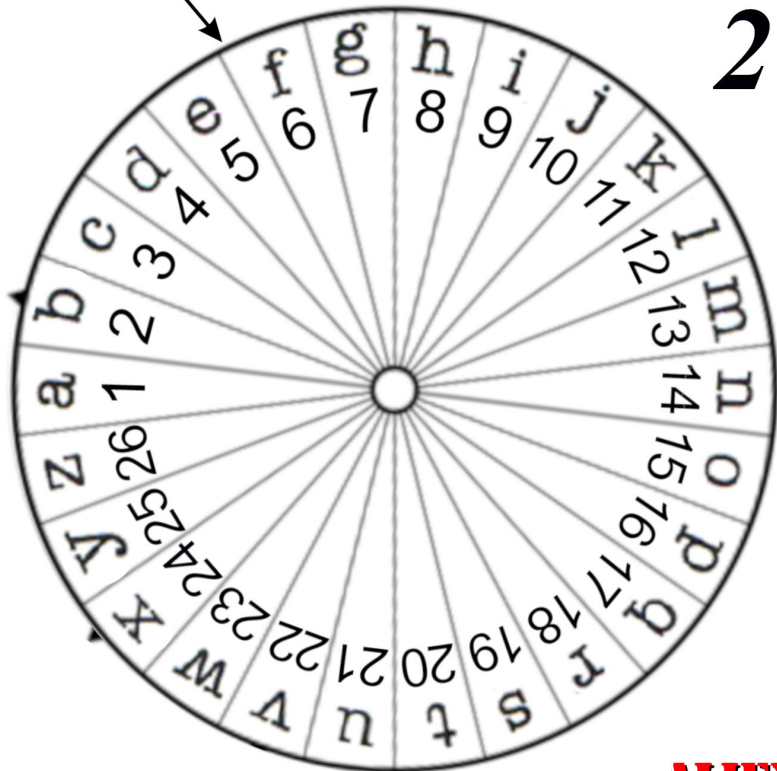
*** NOTE: If there are any numbers in your message you would need to spell them out.

HOW TO DECODE

1. Take the **KEY** (e.g. "C5") and message sent to you by your partner and spin *Wheel 2* so the number "5" is under the upper case "C". Secure the two wheels so they don't move (e.g. paper clip, tape, your fingers - don't let go!!).

2. Find the first letter/character from the coded message, and look for the upper case letter above it – that's your decoded letter. For example: if the **KEY** is "C5" and the first letter of the coded message was "p", the decoded letter would be an "N". If the coded message was "pkernng" the decoded message would be "NICKLE".

Cut along these lines



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