On your Bristol paper:
Use pencil, eraser, and ruler
You will create 4, 4" x 4" squares, outlined very lightly in pencil
Measure 1 inch spaces between squares on the short end
Measure 2 inch spaces between squares on the long end
Erase extra pencil marks, leaving just the squares
(The light grey area is just to show you where the squares are, do not shade yours in light grey, do not label them)