WESTERN UNION TELEGRAM PRINTING AND FOLDING

Print on light yellow paper, if possible, or newsprint.
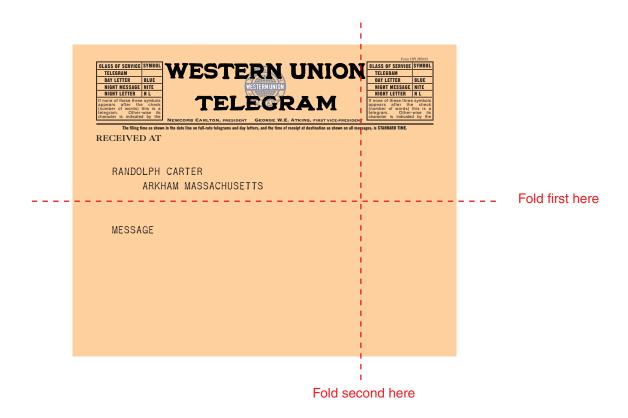
Type name, address, message, etc.
Option 1: use built-in Acrobat form fields.
Option 2: delete default entries in Acrobat form and print telegram "blank." Then put blank prop into an actual typewriter, or use your choice of word-processor / page layout software with alternative fonts. Using a real rubberstamp for the date adds authenticity. NOTE: sometimes telegrams were handwritten by the clerk, so you can also write the message in longhand if desired.

After address, message, etc. are entered, trim the telegram to the correct size. Real Western Union telegrams were 8 inches wide and $6\frac{1}{2}$ inches high. Fold telegram according the the diagram below. When properly folded, the telegram fits into a standard #$6\frac{3}{4}$ window envelope. The name and address of the recipient should be visible through the window.

TIPS ON TYPING TELEGRAMS: The first line of most telegrams was called the "check," and consisted of in-house Western Union codes and abbreviations indicating where the message was sent from and how many words it contained. Telegrams were priced by the word, so people used the smallest number of words possible. Many telegrams were sent in code, since it was one way to convey lots of information with very few words. Standard commercial code books were commonly available.

Fold first here

Fold second here

CLASS OF SERVICE	SYMBOL
TELEGRAM	
DAY LETTER	BLUE
NIGHT MESSAGE	NITE
NIGHT LETTER	N L

If none of these three symbols appears after the check (number of words) this is a telegram. Otherwise its character is indicated by the symbol appearing after the check.

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NEWCOMB CARLTON, PRESIDENT   GEORGE W.E. ATKINS, FIRST VICE-PRESIDENT

The filing time as shown in the date line on full-rate telegrams and day letters, and the time of receipt at destination as shown on all messages, is STANDARD TIME.

RECEIVED AT