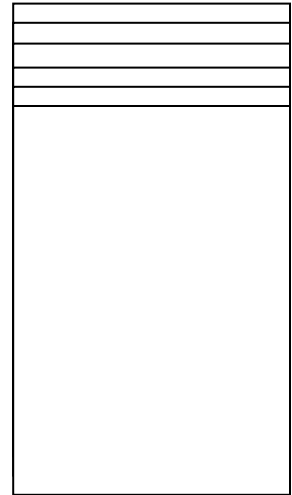
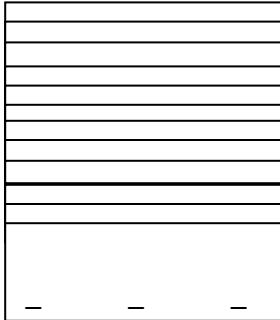


Take 6 pieces of white paper. Stack the paper portrait style (short side on top). Stack the 2nd page top edge a half an inch down from the top edge of the first page. This is an example of how it should look. Repeat until all six papers are stacked.



Take bottom edge of page one and fold it up. Crease the bottom edge to hold in place.



Staple bottom edge making sure you get all of the pages in place. Turn this over and label each flap according to your needs.