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## **ASSEMBLY INSTRUCTIONS**

- 1. Fold on 4 horizontal dashed lines A
- 2. If necessary, refold to end up with a valley fold at the top that accordions to a mountain fold at the bottom
- 3. Cut center line from point B to C
- 4. Cut off excess paper at exterior crop marks D and E
- 5. Fold vertically in half then half again into 4 columns
- 6. Refold vertically into a mountain fold middle and 2 valley folds
- 7. Cut out white areas on 4 corners leaving tabs attached
- 8. Fold corner to corner to create angled folds through Middle Square
- 9. Cut out Middle Square
- 10. Refold letter triangles inside Middle Square into mountain folds
- 11. Roll fold from back cover to front cover to check that mountain and valley folds are correct
- 12. Attach each tab to next page with double-sided tape, and attach covers



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