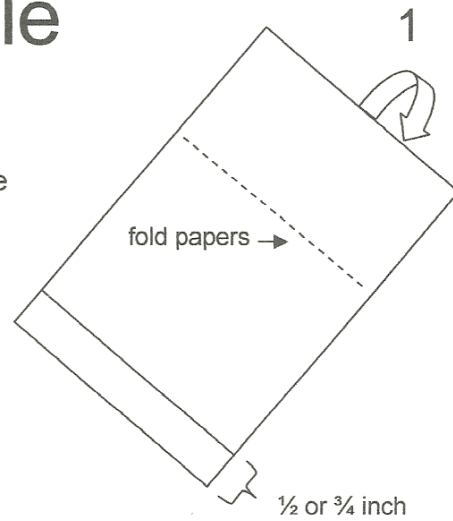
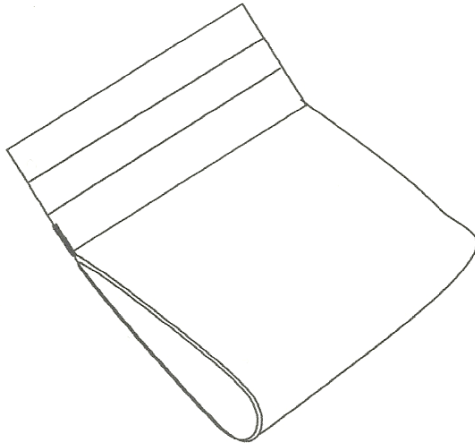


Step-up Foldable

1. Take two sheets of paper and place one on top of the other so that the bottom sheet layers about $\frac{1}{2}$ or $\frac{3}{4}$ inch from the top sheet.



2



2. Fold the two sheets and align the layers so that they are all of equal size or distance from each other. This will create a four-tab step-up booklet. To create a six or eight- tab booklet just add additional sheets.

3. When you have all layers required and they are all equal in size or distance from each other, fold the sheets to create a smooth crease and staple or glue the sheets at the fold.

3

