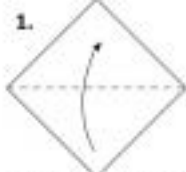**1.**

Color side down, fold square place of paper in half.

2.

Fold one point in at the dotted line.

3.

Fold other point in at the dotted line.

4.

Fold backward at the dotted line.