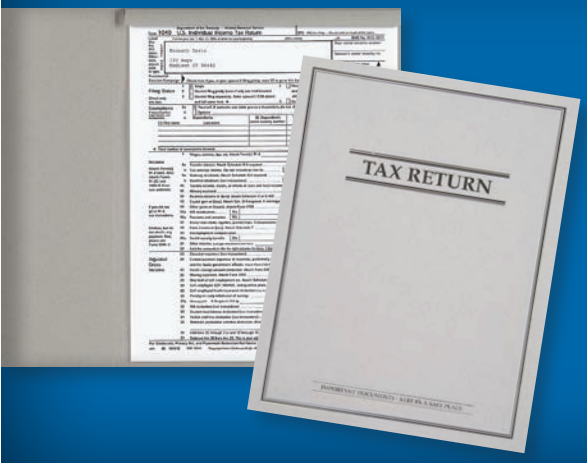
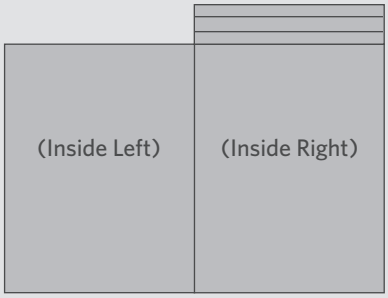


How to *Successfully Assemble* Your **TOP STAPLE FOLDER**

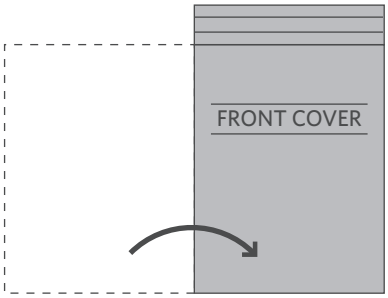
1

Folder should have arrived flat.



2

Fold to close with front cover facing up.

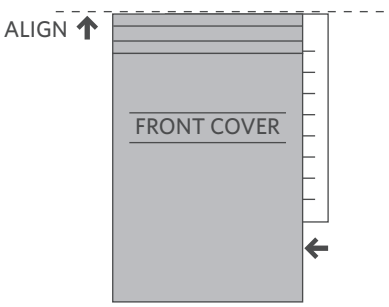


3

Prepare pages to go inside. Pages should be in order, front side facing up.

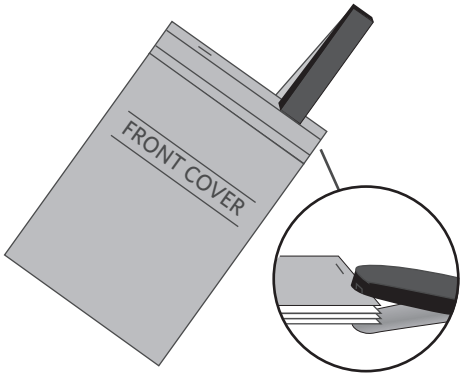
4

Center the folder on top of pages. (Pages should be facing the back of the folder.) Align them at the top.



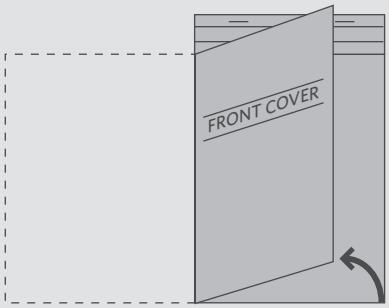
5

Staple at the very top, making sure to capture the folder and the pages.



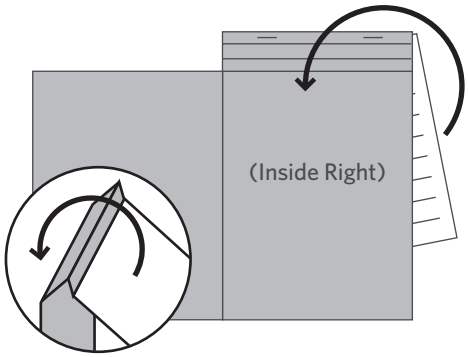
6

Open the folder.



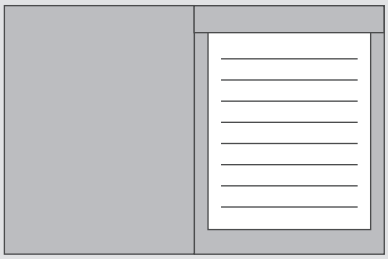
7

Flip the pages as you fold along score lines to bring pages inside the folder.



8

Your document is now assembled with staples hidden from view.



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