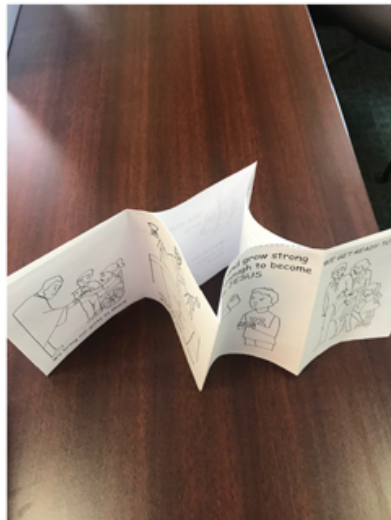Fold sheet in half horizontally then fold in half vertically and fold in half again

Open and fold in half vertically, cut along dotted line.

BACK

Fold in half again horizontally then bring the sides together by pushing toward each other. This forms the booklet. Fold flat