

Place the capsule over the base on a solid, flat surface .



Check to see that all 4 snap tabs have seated into the base.



Insert the paper into the capsule top-side first.





Firmly press the capsule into the base until it snaps into position.



Fold your 8.5" x 11" paper lengthwise with a gentle crease.



Spread the sides of paper apart so they fill the capsule walls.

