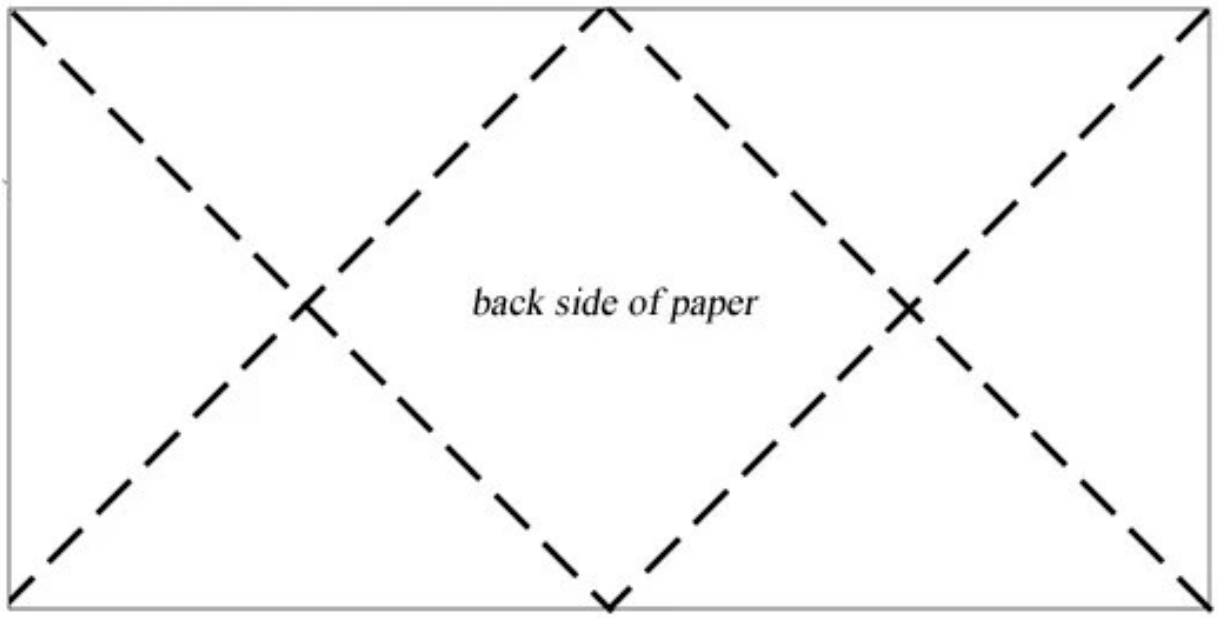
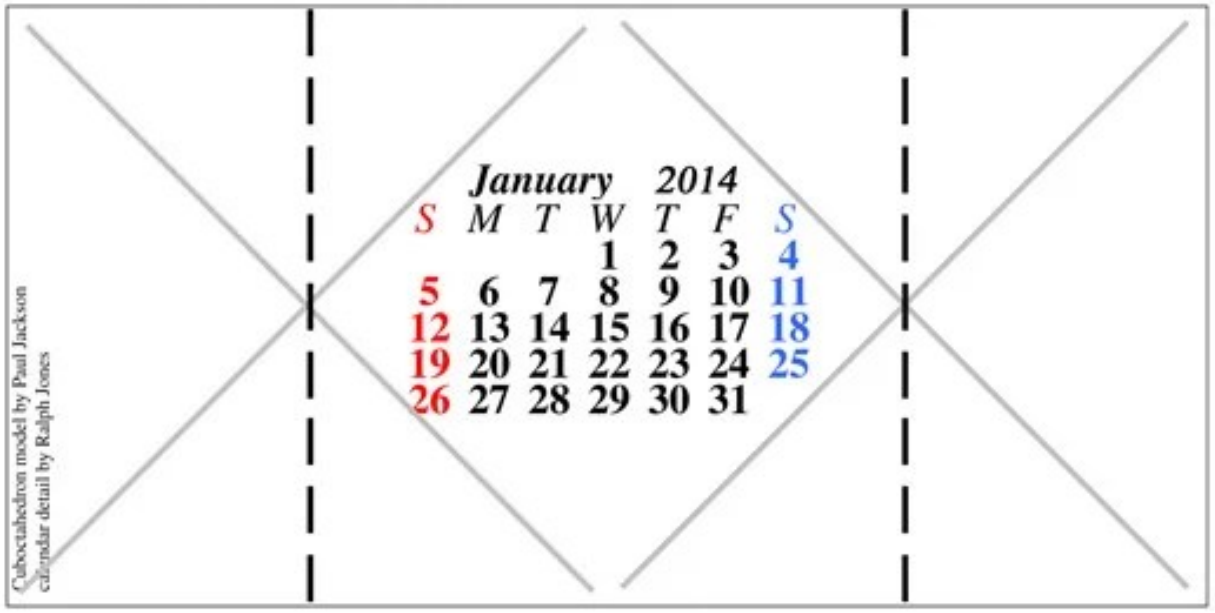
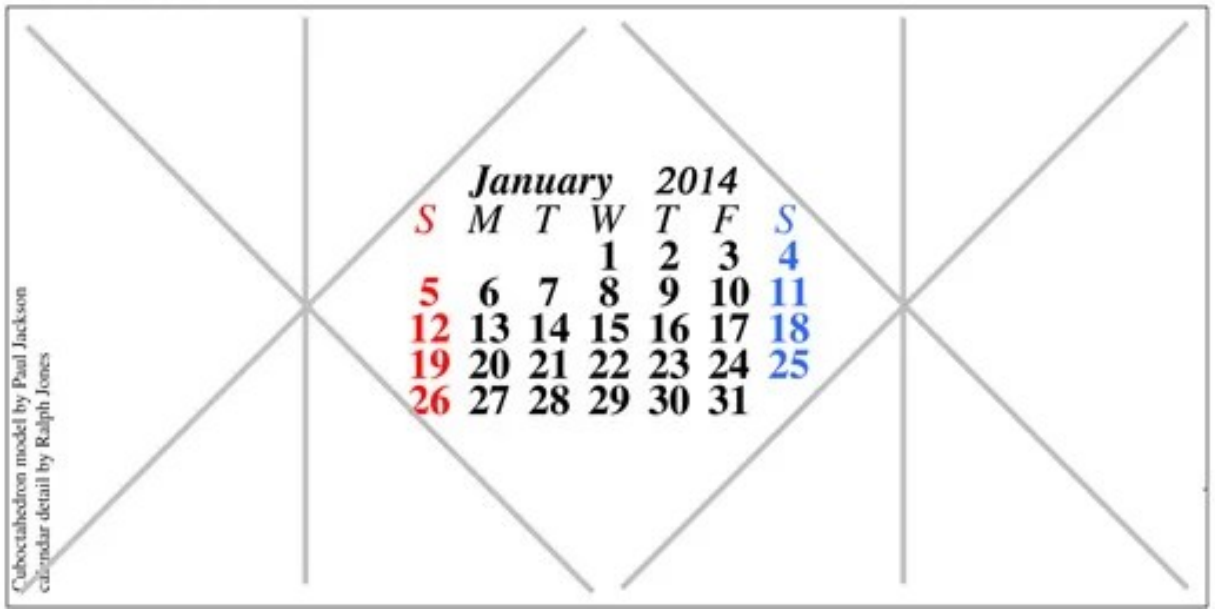
1. Fold and unfold as shown.



2. Turn over. Fold and unfold as shown.



3. Collapse.