Step-up Foldable

1. Take two sheets of paper and place one on top of the other so that the bottom sheet layers about ½ or ¾ inch from the top sheet.

2. Fold the two sheets and align the layers so that they are all of equal size or distance from each other. This will create a four-tab step-up booklet. To create a six or eight-tab booklet just add additional sheets.

3. When you have all layers required and they are all equal in size or distance from each other, fold the sheets to create a smooth crease and staple or glue the sheets at the fold.
Four-corner Foldable

1. Fold a plain sheet of paper and cut the 2½ excess strip of paper to create a squared sheet.

2. Fold the squared paper diagonally to mark it with a crease-line X to determine the center point.

3. Fold each corner in towards the center point. Each corner will create a shutter.

4.
Two or Four-shutter Foldable

1. Find the center of the plain sheet of paper by folding it in half and creating a crease line.

2. Fold each side towards the center of the paper and align the each edge with the center crease line. Crease each fold well. This forms a two-shutter foldable.

3. Take the two-shutter fold and fold it in half. Create a crease line. Cut along the two shutters at the crease line. This forms a four-shutter foldable.
1. Fold a plain sheet of paper in half lengthwise and make a smooth crease.

2. Fold it into three equal parts to create crease lines.

3. Cut along the crease lines on one side to form three flaps.

NOTE
You can create a two-flap fold in this orientation too. Just fold the paper in step #2 into two equal parts instead of three equal parts.