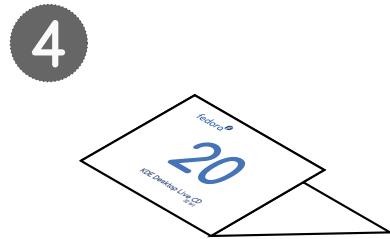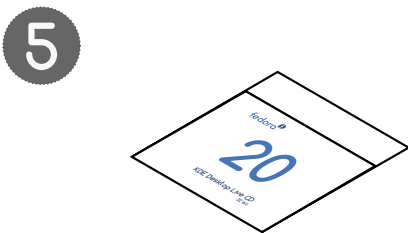**1** Print out the sleeve

2 Fold the left hand flap underneath
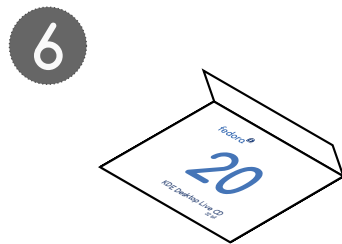
3 Fold the right hand flap underneath
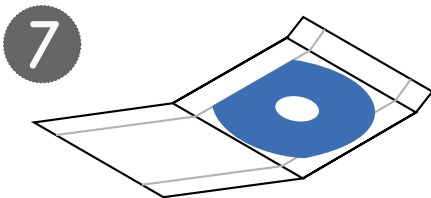
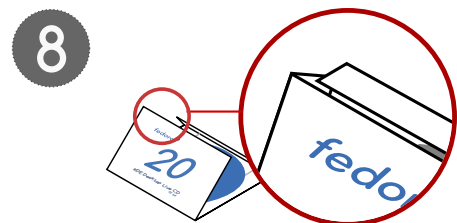**4** Fold the back cover underneath

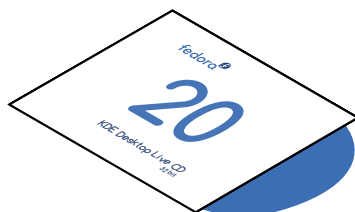**5** The cover should look like this.

6 fold the top flap over the top of the front cover

7 open the sleeve up, and place the disc under just the left side flap

8 Fold the sleeve back together, inserting the entire top flap into the side flaps of the front cover

finished sleeve