



### Assembling Podia

The PODIA™ Image capsule assembles in seconds with no tools. It is ready to use in these 6 easy steps.

1. Begin by removing the top of your Podia and removing the enclosed base.
2. Attach the base by pressing the capsule firmly in the base.



3. Print your graphics directly from your printer using any layout or word-processing software.

PODIA™' s capsule will accommodate **standard A4 paper** ( 210 x 297 mm) once 18/20 mm are trimmed from the top or the bottom (or 9/10 mm from both ends).

Originally designed for US letter size paper, standard 8½" x 11" sheets folded lengthwise can also be used.



4. Simply fold print lengthwise in half.
5. Insert in capsule.



6. Then replace the top. Your PODIA™ is now ready to promote your goods and services.

