Folding a piece of filter paper for insertion into a conical filter consists of a simple set of steps shown here in the six photographs below. From left to right and top to bottom, one first folds the round piece of filter paper in half and creases it. Then it is folded again and creased to produce a quarter circle. One outer layer of paper is separated from the other three (not two and two!) and the opening made wider by squeezing slightly together at the creases. The conical shaped piece of filter paper is placed into a glass or plastic funnel and wetted slightly with distilled water from your wash bottle: