binder supplies

* One 1 1/2-inch binder.
* One set of tab dividers per binder, numbered 1-5.
* Four tab dividers lettered “A”, per binder.
* Four tab dividers, lettered “B”, per binder.

Print

* All documents should be printed in color
* Documents in front and back pocket should be printed separately, double-sided
* Session slides should be printed double-sided. (Tab 1-4 A)
* Session handouts should be printed single-sided. (Tab 1-4 B)
* Additional Resources should be printed double-sided. (Tab 5)
* Front cover, back cover & spine should be printed in color

assemblY INSTRUCTIONS

Before Tab 1

First place the PTTC (in back), then the TOC (in front)

After Tab 1, place:

Tab A. Session One Slides

Tab B. Session One Handouts

Follow the same procedure for tabs 2-4

At the end of the binder, behind Tab 5, insert Additional Resources.