

ESCAPE-NOW

Instructor Materials Checklist

Print the following Instructor Materials.

	Instructor's Manual
	Instructor Masters; File 1: Activity Sheets 1-26, 29, 31, 32
	Instructor Masters; File 2: Activity Sheets 27, 28 (all), 30
	Instructor Masters; File 3: Personal Journal
	Instructor Masters; File 4: Trauma Booklet
	Instructor Masters Stickers: Small Round Stickers
	Instructor Masters Stickers: Large Round Stickers
	Instructor Masters Stickers: Small Rectangle Stickers
	Instructor Masters Stickers: Large Rectangle Stickers
	Instructor Masters Stickers: Square Stickers
	Instructor Masters Cards: DM Cue Cards
	Instructor Masters Cards: Game Cards and Personal Journal ID Cards
	Vignette Booklet

ESCAPE-NOW Printing & Assembly Instructions

Instructor Materials

- Instructor Materials Checklist.....
- Printing and Assembly Instructions.....
 - Instructor’s Manual.....
 - Instructor Masters.....
 - File 1: Activity Sheets 1-26; 29; 31; 32.....
 - File 2: Activity Sheets 27; 28 (all); 30.....
 - File 3: Personal Journal.....
 - File 4: Trauma Booklet.....
 - Sticker Files.....
 - Instructor Masters: Summary of Sticker Files.....
 - Small Round Stickers.....
 - Large Round Stickers.....
 - Small Rectangle Stickers.....
 - Large Rectangle Stickers.....
 - Square Stickers.....
 - Card Files.....
 - DM Cue Cards.....
 - Game Cards and Personal Journal ID Cards.....
- Vignette Booklet.....

Instructor's Manual

Instructor's Manual

To print the Instructor's Manual:

- Open the File: ESCAPE-NOW Instructor's Manual
- Select File, Print
- Print on **portrait orientation**
- Print **double-sided**
- Assemble sheets in order. We recommend using a 3-ring binder, or having your copy bound by a copy service (shown below).

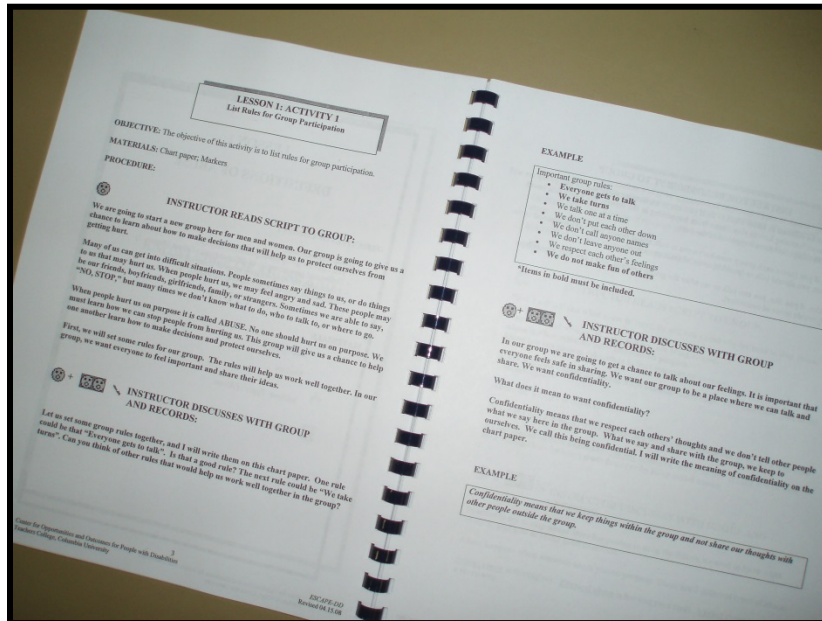


Figure 1: Assembled Instructor's Manual

Instructor Masters

Instructor Masters File 1 (Activity Sheets 1-26, 29, 31, 32)

To print File 1:

- Open the File
- Select File, Print
- Print on **portrait orientation**
- Print **one-sided**

Instructor Masters File 2 (Activity Sheets 27, 28 (all), 30)

To print File 2:

- Open the File
- Select File, Print
- Print on **landscape orientation**
- Print **one-sided**

To enlarge File 1 and File 2 Activity Sheets for poster presentation: (Activity Sheets 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 21, 22, 23, 25, 26, 27, J-1, J-2, J-3, J-4, J-5)

- Use a photocopier to enlarge:
 - Select 'Copy Ratio'
 - Select 'LTR[®] 11x17' or '129% ratio'
 - Select paper source
 - Select 11x17 paper bin

Instructor Masters File 3 (Personal Journal)

- Open the File
- Select File, Print
- Print on **portrait orientation**

- Print **one-sided**

To enlarge File 3: Personal Journal for presentation:

- Use a photocopier to enlarge:
 - Select 'Copy Ratio'
 - Select 'LTR ® 11x17' or '129% ratio'
 - Select paper source
 - Select 11x17 paper bin

Instructor Masters File 4 (Optional Trauma Booklet)

To print File 4, in booklet form

- Open the File
- Select File, Print
- Select **Print on Both Sides; Flip on Short Edge or Left Short Edge**
- Print on **landscape orientation**
- Fold Booklet in half, and assemble in page order

Assemble your Instructor Set of Masters in sequential order, by Activity Sheet. Be sure to note that Activity Sheets 27 and 28 (all) are printed from File 2 and must be inserted before Activity Sheet 29. Activity Sheet 30 is also printed from File 2 and must be inserted before Activity Sheets 31 and 32 in File 1. We recommend keeping your set of masters in one packet with all materials needed for each lesson including stickers and posters.

Stickers

Printing Guide For Instructor Masters Sticker Files

Before assembly or printing, order the appropriate Avery labels (available at Avery.com). The Avery label #'s that you will need are provided. Note that additional stickers may need to be ordered for the Participant Binders.

Label #	Amount to Order
5293	1 package (300 labels)
5294	1 package (300 labels)
5163	1 package (300 labels)
5160	1 package (300 labels)
22846	1 package (300 labels)

Use the Summary of Sticker Files document as a reference for printing stickers. Sticker name, the corresponding activity sheet, and Avery label # are provided. Note that additional stickers may be needed for the Participant Binders.

1. To print stickers:
 - Open the desired sticker file (i.e. Large Rectangle Stickers, etc.)
 - Locate corresponding Avery Label # sheet
 - Print a **test sheet** to determine which direction to insert the Avery label page into your printer
 - Select File, Print
 - Select **Page Sizing: Fit to Page**
 - Print on **portrait orientation**
 - Print **one-sided**

*Stickers for Activity Sheet 30 need to be cut to size after printing.

Printing Guide for Instructor Masters Cards

1. Purchase Avery Index Cards (available at Avery.com) and generic cardstock.

Label #	Amount to Order
5388	1 package
Cardstock	1 package

2. To print *Reporting Abuse Game Cards* and *Personal Journal Identification Cards*:

- Locate card file and corresponding Avery card sheet
- Print a **test sheet** to determine which direction to insert the Avery card page into your printer
- Select File, Print
- Print **one-sided**
- Print **portrait orientation**

2. To print and assemble *DM Cue Cards*:

- Locate DM Cue Card File
- Insert cardstock in printing tray
- Select File, Print
- Print **one-sided**
- Print **portrait orientation**
- Once printed, use scissors to cut out individual DM Cue Cards.

3. To create *Activity Sheet 20: Ways to Cope with Distress Card Game (Lesson 5, Activity 1)*

- Cut out cards located in Activity Sheet 20 in each individual Participant Binder.

Vignette Booklet

The Vignette Booklet is printed as a *double-sided* booklet, so that the vignette description is facing the instructor, while the vignette picture is facing the participants.

- Open the File: ESCAPE-NOW Vignette Booklet
- Select File, Print
- Print on **landscape orientation**
- Print **double-sided; Flip on long edge/top edge**
- Assemble sheets in order. We recommend that instructors use either a 3-ring binder, or have it bound by a copy service (shown below).

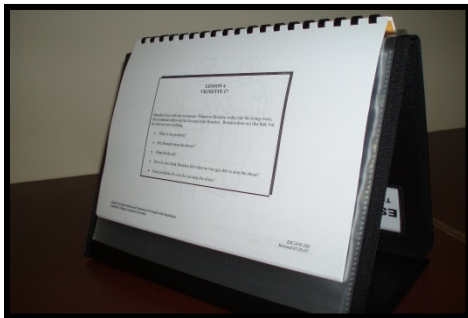


Figure 2 shows the side of the booklet that should be facing you, the instructor.



Figure 3 shows the correct positioning of the trainer in relation to the booklet.