

# ***ESCAPE-NOW***

## ***Participant Binder Checklist***

Print the following Participant Binder Materials. Print one set for each participant.

	Participant Binder; File 1: Activity Sheets 1-26, 29, 31, 32
	Participant Binder; File 2: Activity Sheets 27, 28 (all), 30
	Participant Binder; File 3: Personal Journal
	Participant Binder Stickers: Small Round Stickers
	Participant Binder Stickers: Large Round Stickers
	Participant Binder Stickers: Small Rectangle Stickers
	Participant Binder Stickers: Large Rectangle Stickers
	Participant Binder Stickers: Long Rectangle Stickers
	Participant Binder Stickers: Square Stickers

# ***ESCAPE-NOW Printing & Assembly Instructions***

## ***Participant Binder***

Participant Binder Checklist.....

Printing and Assembly Instructions.....

File 1: Activity Sheets 1-26; 29; 31; 32.....

File 2: Activity Sheets 27; 28 (all); 30.....

File 3: Personal Journal.....

Sticker Files.....

    Participant Binder: Summary of Sticker Files.....

    Small Round Stickers.....

    Large Round Stickers.....

    Small Rectangle Stickers.....

    Large Rectangle Stickers.....

    Long Rectangle Stickers.....

    Square Stickers.....

Participant Binder File 1 (Activity Sheets 1-26, 29, 31, 32)

To print File 1, with color coding:

- Open the File
- Select File, Print
- Print on **portrait orientation**
- Print **one-sided**
- Select Print Custom Range/Pages
- Print on green paper; **Cover and End-of-Lesson pages:** pages 1, 18, 30, 39, 51, 61, 64
- Print on yellow paper; **Assessments:** pages 12-17, 24-29, 37-38, 49-50, 59-60, 65
- Print on white paper; **Activity Sheets:** pages 2-11, 19-23, 31-36, 40-48, 52-58, 62-63

Participant Binder File 2 (Activity Sheets 27, 28 (all), 30)

To print File 2 on white paper:

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

Participant Binder File 3 (Personal Journal)

To print File 3 on **green paper**, 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 in binder in sequential order.**

\*Be sure to note that Activity Sheets 27 and 28 are printed from File 2 and must be inserted before Activity Sheet 29 in File 1. Activity Sheet 30 is also printed from File 2 and must be inserted before Activity Sheets 31 and 32 in File 1.

### Printing Guide for Participant Binder Sticker Files

1. Purchase Avery labels (available at Avery.com). Note that additional stickers may be needed for the Instructor Masters.

Label #	Amount to Order
5293	1 package (300 labels)
5294	1 package (300 labels)
22846	1 package (300 labels)
5163	1 package (300 labels)
5160	1 package (300 labels)
5161	1 package (300 labels)

2. To print stickers:

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

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

### ***Additional Notes about assembling the Participant Binder***

\*Instructor should cut out *Activity Sheet 20: Ways to Cope with Distress Card Game* participant cards, found in the Participant Binder, prior to leading activity.

\**Activity Sheet 24: Reporting Abuse Game* has two versions of Game Boards. Provide participant with either Game Board 1 or Game Board 2.

\*Instructor may hold File 1, *Activity Sheet 31: Certificate of Completion* until participant completion of the ESCAPE-NOW curriculum.