

PRINTING AND COLLATING GUIDE

Title SFST Teacher-Trainer Manual 2/06										
Cover X	Prints				Stock				Ink	Size
	1	2	3	4						
Description					Number of Pages	First Printed Page	Last Printed Page	Blank Page	Size of Page	Special Instructions or Stock
Cover					1	1			9 x 11	Blue Index, Black Print
Spine					1	1			Per Guide	Blue Index, Black Print
Title Page					1	1		1	8 ½ x 11	
Administrator Guide Title Page					1	1		1	8 ½ x 11	
Preface					1	1		1	8 ½ x 11	
Table of Contents					2	1	2		8 ½ x 11	
Contents					5	1	5	1	8 ½ x 11	
Appendix A					1	1		1	8 ½ x 11	
Appendix B					4	1	4		8 ½ x 11	
Appendix C					2	1	2		8 ½ x 11	
Appendix D					7	1	7	1	8 ½ x 11	
Manual Cover Page					1	1		1	8 ½ x 11	
Foreword					3	1	3	1	8 ½ x 11	
Tab - Session I					1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives					2	1	2		8 ½ x 11	
Contents					5	I-1	I-5	1	8 ½ x 11	
Attachments Cover Page					1	1		1	8 ½ x 11	Blue Bond, Black Print
Attachment A					3	1	3	1	8 ½ x 11	
Handouts Cover Page					1	1		1	8 ½ x 11	Blue Bond, Black Print
Handout I-1					2	1	2		8 ½ x 11	
Handout I-2					1	1		1	8 ½ x 11	
Handout I-3					1	1		1	8 ½ x 11	
Handout I-4					1	1		1	8 ½ x 11	
Handout I-5					2	1	2		8 ½ x 11	
Handout I-6					2	1	2		8 ½ x 11	
Pre-Test Answer Sheet					1	1		1	8 ½ x 11	
Overheads Cover Page					1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads					4	1	4	4	8 ½ x 11	One Side Only

Tab - Session II	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	30	II-1	II-30		8 ½ x 11	
Handouts Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Handout II-1	2	1	2		8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	12	1	12	12	8 ½ x 11	One Side Only
Tab - Session III	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	28	III-1	III-28		8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	8	1	8	8	8 ½ x 11	One Side Only
Tab - Session IV	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	2	IV-1	IV-2		8 ½ x 11	
Attachments Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Attachment A	2	1	2		8 ½ x 11	
Attachment B	6	1	6		8 ½ x 11	
Handouts Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Handout IV-1	1	1		1	8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	4	1	4	4	8 ½ x 11	One Side Only
Tab - Session V	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	13	V-1	V-13	1	8 ½ x 11	
Attachments Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Attachment A	1	1		1	8 ½ x 11	
Handouts Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Handout V-1	1	1		1	8 ½ x 11	
Handout V-2	1	1		1	8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	9	1	9	9	8 ½ x 11	One Side Only
Tab - Session VI	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	32	VI-1	VI-32		8 ½ x 11	

Handouts Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Handout VI-1	1	1		1	8 ½ x 11	
Handout VI-1A	1	1		1	8 ½ x 11	
Handout VI-2	1	1		1	8 ½ x 11	
Handout VI-2A	1	1		1	8 ½ x 11	
Handout VI-2B	1	1		1	8 ½ x 11	
Handout VI-3	1	1		1	8 ½ x 11	
Handout VI-4	1	1		1	8 ½ x 11	
Handout VI-5	1	1		1	8 ½ x 11	
Handout VI-6	2	1	2		8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	17	1	17	17	8 ½ x 11	One Side Only
Tab - Session VII	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	12	VII-1	VII-12		8 ½ x 11	
Attachments Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Attachment A	1	1		1	8 ½ x 11	
Attachment B	1	1		1	8 ½ x 11	
Attachment C	1	1		1	8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	5	1	5	5	8 ½ x 11	One Side Only
Tab - Session VIII	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	5	VIII-1	VIII-5	1	8 ½ x 11	
Attachments Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Attachment A	1	1		1	8 ½ x 11	
Attachment B	1	1		1	8 ½ x 11	
Overheads Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Overheads	5	1	5	5	8 ½ x 11	One Side Only
Tab - Session IX	1	1			8 ½ x 11	Blue Index, Black Print
Title Page/Objectives	2	1	2		8 ½ x 11	
Contents	1	IX-1		1	8 ½ x 11	
Attachments Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print
Attachment A	2	1	2		8 ½ x 11	
Handouts Cover Page	1	1		1	8 ½ x 11	Blue Bond, Black Print

Handout IX-1	4	1	4		8 ½ x 11	
Handout IX-2	6	1	6		8 ½ x 11	
Remedial Quiz	4	1	4		8 ½ x 11	
Answer Sheet	2	1	2		8 ½ x 11	
Total Index Pages	318					
Total Blank Pages	120					
Total Pages	438					
Total Tabs	9					