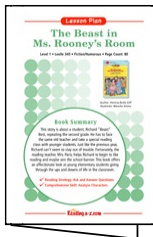
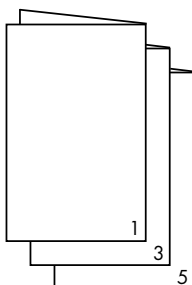


ASSEMBLING THE TRADE BOOK LESSON PLANS



Step 1

1. Fold the front/back cover page in half, taking care to line up the corners. (Illustrations should be on the outside.) Set it aside.



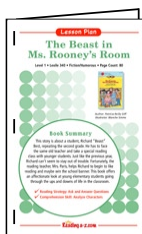
Step 2

2. Fold the remaining lesson plan pages in half and stack them with the folded edge on the right. Place in sequence as shown in the illustration at left (1, 3, 5, and so on). The odd-numbered pages should be stacked sequentially.



Step 3

3. Insert the stack of pages into the cover so that the loose edges are tucked into the fold of the cover.



Step 4

4. Square up the edges of all the pages. Tuck the inner pages as tightly as possible into the fold. Staple three times as near as possible to the vertical line at the left edge of the lesson plan cover.