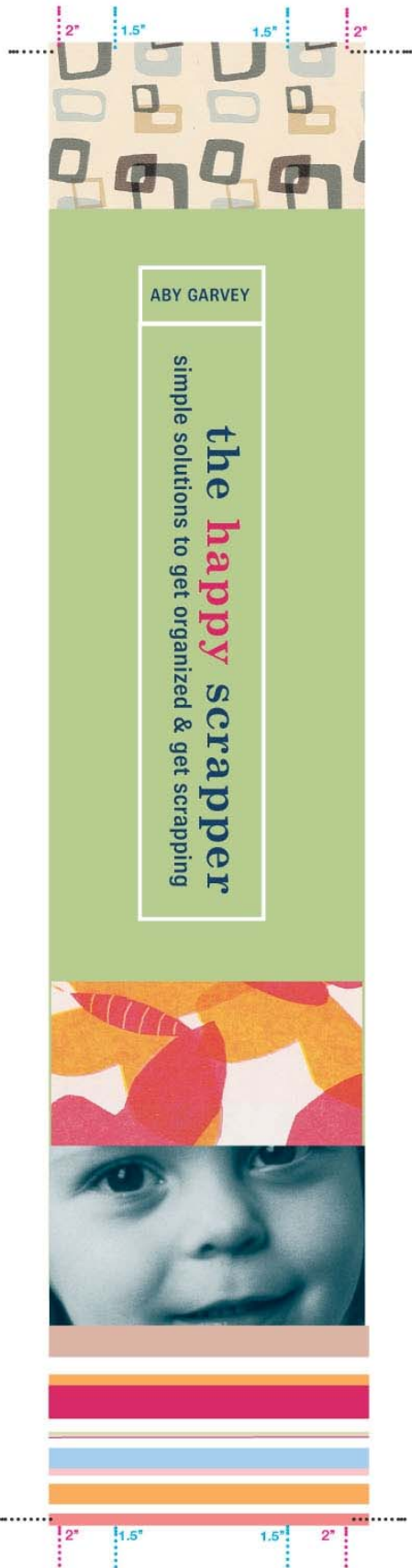


Turn your **happy scrapper** e-book into a handy reference manual.



what you'll need

- 1-1/2" or 2" three-ring binder with clear overly to insert cover sheet and spine
- binder tabs*
- three-hole punch
- printed copy of the happy scrapper and happy scrapper workbook
- paper trimmer

* The inserts (separate document) are sized to fit either the 8-Tab Avery® Worksaver® Insertable Big Tab Dividers (see Avery item # 11124) or the 5-Tab Avery® Worksaver® Insertable Big Tab Dividers, (look for Avery item # 11122)

step-by-step instructions

1. Print your binder spine by printing this page.
2. Use your paper trimmer to trim the spine to fit your binder. Use the blue crop marks for a 1 1/2" binder. Use the pink trim marks for a 2" binder.
3. Slide the spine insert into your three ring binder spine label holder.
4. Slide the cover page of **the happy scrapper** into the clear overlay on your binder's cover.
5. Punch holes in the printed copy of **the happy scrapper** and **happy scrapper workbook**.
6. Go back to <http://www.simplify101.com/happyscrappersupport.asp> and open the appropriate binder tab insert pdf.
7. Print the pdf document onto plain paper to print binder tabs. Once aligned properly, print tabs directly onto the inserts provided with your binder tabs. **IMPORTANT:** Adjust alignment if necessary prior to printing the binder tabs.
8. Once tabs are printing correctly, print the document directly onto the binder inserts from your binder tabs.
9. Once binder tabs are set up, insert tab sheets into your three ring binder, splitting the book into appropriate sections.