

Directions for photocopy and assembly of Estuary Field Study journals - covers

1. Locate appropriate amount of cardstock paper (65 lb. 8.5” x 11”). The stock may be color coded to the activity (Green = tidal marsh; Blue = tidal flat; Yellow = eelgrass; Orange = forest).
2. Place the cardstock in the “stack bypass” fold out bin to the right side of the copier.
3. Locate the double-sided master or print out a new double-sided master from the file (Public/education programs/forms & templates/field study journal exterior) and (Public/education programs/forms & templates/field study journal interior)
4. Place the master with the front cover “Estuary Field Study Journal” upside down at the top of the copier face down and close the copier carefully.
5. The stack bypass menu should appear. Select “letter” at the first screen and “Heavy 1” for paper type at the next screen. Then choose done.
6. Now press the copy button and the copier will begin printing the exterior of the cover.
7. IMPORTANT – Once the exterior covers are printed, lift the copier cover and turn the master over along the long edge. This will place the map face down at the top of the copier glass. Now, take the stack of exterior cover and move them from the print output bin to the stack bypass bin face down without turning them around.
8. The stack bypass menu should appear again. Select “letter” at the first screen and “Heavy 1” for paper type at the next screen. Then choose done.
9. Now press “copy” and the printing should commence.
10. Once the printing has completed, take the stack to the paper cutter and cut each cover in half to make two journal covers. Make sure that the covers are even, as 4.25” on the paper cutter scale is not exactly centered for the sheet.

Directions for photocopy and assembly of Estuary Field Study journals – inserts

1. Select the insert pages from TIDES curriculum or any activity that identifies Estuary Field Study journals and has a file of pages.
2. Print orientation is essential so that the pages print properly front and back for the assembly of the journals. Since the interior pages will be double-sided, they are typically saved as .pdf files and should be printed as double-sided outputs if possible. If the double-siding has to be performed manually, attention must be paid to how the master is placed in the copier.
3. Once all interior pages are printed and cut, assembly can begin. Place the individual set of pages inside the cover and staple twice at the center fold with the interior pages on the bottom.
4. Now fold the booklet and stack in groups of 5, alternating directions with each group of 5 until a bundle of 25 can be banded with a rubber band.