

How to Make a Sourcebook in Hard Copy

One of the key features of the *Begin a New Life* program is a sourcebook of materials that are utilized within the process. Those materials are available on this website, and they can be printed out and placed in a three-ring binder.

A hard copy of the sourcebook is useful and convenient to have. For example, Steps 2.1 and 4.2 of the process invite you to highlight information in the sourcebook, then transfer it to the worksheets. Once that information is physically highlighted in a hard copy of the sourcebook, it is quicker and easier to access, the next time you go through the process. In addition, a hard copy of the sourcebook has binder pockets for holding fresh sets of worksheets, and for short-term storage of worksheets currently in use. This means that a sourcebook is a complete, fully contained, portable item, one that can go with you anywhere—to the park, to the beach, to a lake, etc. When you reach your destination, you open the sourcebook, pull out a set of worksheets, and go through the process in writing, using the sourcebook as backing.

The sourcebook uses tabbed dividers throughout, which means that it isn't easy to mass produce. Therefore, the way to obtain a hard copy is to purchase materials and create it yourself.

Creating a sourcebook is easy. The cost is about thirty dollars for materials, plus the cost of printing or photocopying (approx. 225 pages total). Here are the materials you'll need, plus some instructions for assembling a sourcebook:

Materials

- A computer, printer, and a photo copier that can do double-sided copying.
 - Ideally, a computer hooked up to a photo copier that does double-sided printing.
- A three-hole punch.
- A three-ring binder.
 - A binder with a clear plastic pocket over the outside front cover and back cover is optimal (as you will see in the instructions for assembly, below).
 - A "D-ring" binder works better than one with round rings.
 - You will need a one-inch binder if the sourcebook contents will be double-sided, and a two-inch binder if they will be single-sided. (Note: A sourcebook in a two-inch binder is thicker, heavier, and not as easy to transport.)
- One set of eight-tab dividers, having blank white tabs for writing on.
- One set of ten-tab dividers, having white tabs, factory numbered 1 through 10 in black.
- A second set of ten-tab dividers, having tabs of different colors, factory numbered 1 through 10.
- Three plastic binder pockets of different colors for housing 8½ x 11 inch sheets of paper.
- An indelible marker.
- Paper clips.

Instructions

- Label the eight-tab, blank white dividers using the indelible marker. Label them "A" through "H".
- Print out Image #1: Title page/Front Cover of the sourcebook.
- Print out the Table of Contents.
- Print out each section of the sourcebook (Sections A through H), also parts 1 through 10 of Section D and parts 1-10 of Section F. Print each of these things double-sided.
- Punch holes in everything you've printed so far.
- Assemble the sourcebook, beginning with the title page and table of contents. Use the table of contents as a guide to further assembly.
- Print out one set each of the *Full Version*, the *Condensed Version*, and the *One-Page Version* of the worksheets. Print them single-sided. Don't punch holes in them. Paper clip each version, then stack them together and slide them into the *first* plastic pocket in Section H of the sourcebook.
- Print out ten copies of the *Step 1 Filler sheet*, single-sided. Don't punch holes in them. Put these in the *second* plastic pocket in Section H. (The *third* plastic pocket in Section H is for short-term storage of worksheets that you're currently using.)
- Print out another copy of Image #1: Title Page/Front Cover. Slip this into the clear plastic pocket on the outside front cover of the binder.
- Print out Image #2: Back Cover. Slip this into the clear plastic pocket on the outside back cover of the binder.
- Print out Image #3: Spine. Slide this into the clear plastic pocket on the spine of the binder. (Note: The print-out that you make may need to be stiffened before you insert it into the spine pocket. You can accomplish this by printing the image on card stock to begin with, or by printing the image on paper, then gluing it onto a piece of card stock or a thin sheet of cardboard.)