

How to Make a Printed Sourcebook

One of the key features of the *BNL* program is a *Sourcebook* of reference materials for you to use within the *BNL* process. These materials are available on this page of the website.

Having a printed copy of the *Sourcebook* can be useful and convenient. As you go through the *BNL* process, any information you highlight in a printed copy is quicker and easier to access the next time you use it. In addition, a printed copy of the *Sourcebook* has binder pockets at the back for holding fresh sets of worksheets, also for short-term storage of worksheets currently in use. This means that a printed copy of the *Sourcebook* is a complete, self-contained unit, something you can take with you anywhere to do spiritual work—to the park, to the beach, to a lake, etc. When you reach your destination, open the *Sourcebook*, pull out a set of worksheets, and go through the process in writing or on an electronic device. If you do the process in writing, you can use the *Sourcebook* as backing.

In addition to binder pockets, the *Sourcebook* utilizes several sets of tabbed dividers. This makes the *Sourcebook* expensive for the *BNL* organization to mass-produce, and for you to purchase. The least expensive way to obtain a printed copy, therefore, is to purchase the necessary materials yourself, and make one at home.

Creating a *Sourcebook* is easy. The cost is about thirty U.S. dollars for materials, plus the cost of printing or photocopying (approx. 225 pages total). Here are the materials you'll need, plus instructions for assembly. Materials can be purchased and photocopying can be done at most office supply stores.

Material needs

- Access to a printer or photocopier for double-sided printing/copying.
- Access to a three-hole punch.
- A three-ring binder.
 - The binder will ideally have a clear plastic window/pocket over its entire front cover (see Picture 1, below), a clear plastic window/pocket over its entire back cover, and a clear plastic window/pocket over its entire spine (Picture 2). The reasons for this will come clear as you read through the instructions for assembly, below.
 - A "D-ring" binder works better than a binder with round rings (Picture 3).
 - You will need a one-inch binder if the reference materials will be double-sided, and a two-inch binder if they'll be single-sided. (Note: A one-inch binder will make your *Sourcebook* less bulky, lighter in weight, and easier to transport.)
- One set of eight-tab dividers with blank, white tabs (Picture 4).
- One set of ten-tab dividers with white tabs, factory numbered 1 through 10 (Picture 5).
- One set of ten-tab dividers with *colored* tabs, factory numbered 1 through 10 (Picture 6).
- Three plastic binder pockets for housing worksheets in the back of the *Sourcebook* (Picture 7).
- An indelible marker, fine or medium point.
- Some paper clips.

Continued...

Instructions for assembly

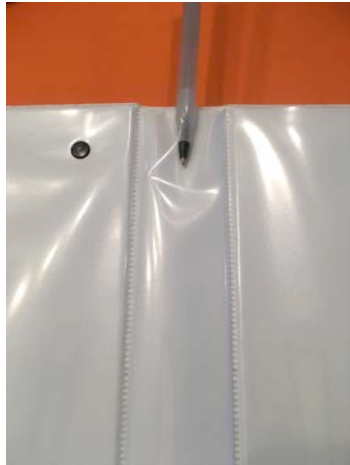
- Label the eight-tab set of dividers using the indelible marker. Label them “A” “B” “C” “D” “E” “F” “G” and “H” (Picture 8).
- Print out one copy of the *Sourcebook* Front Cover/Title Page.
- Print out the *Sourcebook* Table of Contents.
- Print out each section of the *Sourcebook* (Sections A through H), also Quick Reference #s 1 – 10 of Section D and Quick Reference #s 1 – 10 of Section F. Do all of this double-sided.
- Punch holes in everything you’ve printed so far.
- Assemble the *Sourcebook* beginning with the Title Page and Table of Contents. After that, use the Table of Contents as a guide for further assembly.
- Print out one set each of the Full Version, the Condensed Version, and the One-Page Version of the *BNL* worksheets. (Print these from the Worksheets page of the *BNL* website.) Print each version single-sided. Don’t punch holes in any of them.
- Paper clip the Full Version of the worksheets together, also the Condensed Version; then slide all three versions into the *first* plastic pocket in Section H of the *Sourcebook*.
- Print out ten copies of the Step 1 Filler Sheet. Don’t punch holes in them. Put all ten in the *second* plastic pocket in Section H.
- Note: The *third* plastic pocket in Section H will be for short-term storage of any worksheets you’re currently using.
- Print out another copy of the *Sourcebook* Front Cover/Title Page. Slip this into the clear plastic window/pocket on the outside of the three-ring binder front cover.
- Print out the *Sourcebook* Back Cover. Slip this into the clear plastic window/pocket of the three-ring binder back cover.
- Print out the *Sourcebook* Spine. Slide this into the clear plastic window/pocket of the three-ring binder spine.
 - Note: A printout of the Spine may need to be stiffened before insertion into the spine pocket of the binder. This can be done either by printing the image on card stock, or by printing it on paper and gluing it to a piece of card stock or thin sheet of cardboard.

Congratulations, you now have your own hard copy of the *BNL Sourcebook*—ready for use in the *BNL* process!

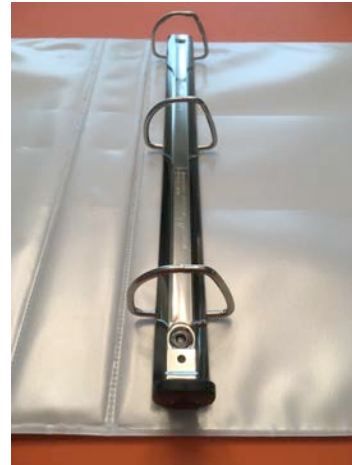
Picture 1



Picture 2



Picture 3



Picture 4



Picture 5



Picture 6



Picture 7



Picture 8

