

Print out Power Point indicating “notes pages” on the print set up window. This will print the slide on the upper half of the page with the notes directly underneath. For clarity’s sake do not make double sided copies unless heavy weight paper is used.

To add some variety, copy inserts on colored paper – suggestions listed below.

Insert handout materials at the following intervals:

- Green - Communicating with/ about People with Disabilities after slide #3;
- Beige - Alternative Accessible Formats after slide # 15
- Blue - Parking Quick Reference after slide #19
- Goldenrod - Polling Site Interiors after slide #27
- Pink - Election Day Reminders after slide #29

Suggestions for binding:

The manual is approximately 50 pages so using screw posts, 3/4” ring binders, comb binders (if you have a machine for it), or prong fasteners would all work.



Consider this a work in progress!! If you have suggestions for additional material please forward them.

As always, if you have any questions do not hesitate to call or write:

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