Printing Instructions (Instructor Guide):

1. The ER Webinar Instructor Guide is designed to be printed <u>double-sided</u>. Single-sided printing could yield unexpected results.

2. The PDF files have been compressed for faster downloading. Compression can reduce the clarity of some graphics or slide thumbnails.

3. The course will fit in a 1-1/2 inch 3-ring binder

4. Tabs, Spine, and a CD Label files have been provided for your convenience.

5. To create the IG Binder, download and print the following files (double-sided):

Table 1: Printing Reference

TAB NAME	DOCUMENT	NUMBER OF PAGES
	ER_IG_Cover_MasterTOC.doc	20
IG Folder		
	ER_IG_Overview.doc	48
	ER_IG_Session1.doc	130
	ER_IG_Session2.doc	86
	ER_IG_Session3.doc	72
	ER_IG_Session4.doc	90
Handouts Folder		
	HO 1-1_Essential_Records_Final_07-2010	2
	HO 1-2_NIMS_Concepts_Principles_Final_07-2010	4
	HO 1-3_Potential_Candidates_for_ER_Status_Final_07-2010	2
	HO 1-4_Examples_by_Function_Final_07-2010	2
	HO 1-5_ER_Questionnaire_Final_07-2010	2
	HO 1-6_DPR_Overview_Final_07-2010	4
	HO 1-7_Determine_Essential_Functions_Activity_Final_07-2010	6
	HO 2-1_Risk_Assessment_Sample_Hazards_Final_07-2010	2
	HO 2-2_Possible_Hazards_Final_07-2010	2
	HO 2-3_Identify_and_Evaluate_Risks_ER_Activity_Final_07-2010	8
	HO 3-1_Protection_Strategies_Based_on_Media_Final_07-2010	4
	HO 3-2_Deter_Protection_Strategies_Measures_ER_Activity_Final_07-2010	8
	HO 4-1_Access_Priorities_Table_Final_07-2010	2
	HO 4-2_Establishing_a_Duplication_Schedule_Final_07-2010	2

Tab Name	Document	Number of Pages
	HO 4-3_Determine_Timeframes_for_Accessibility_Activity_Final_07-2010	2
	HO 4-4_Essential_Records_Template_Final_07-2010	4
References Folder		
	REF_01_ER_ResourceCenter_Refs_ReadList_Final_07-2010	6
	REF_02_KeyTerms_Final_07	16
	REF_03_Webinar Reference Guide_Final_07	14
	REF_04_Instructor_iLinc_Quick_Ref_Guide_Final_07	48
	REF_05_Webinar_Troubleshooting_Guide_Final_07	8
Activity Answer Sheets and Test Questions Folder		
	ER_Activity_Answer_Sheet_Session_1_Final_07	2
	ER_Activity_Answer_Sheet_Session_2_Final_07	2
	ER_Activity_Answer_Sheet_Session_3_Final_07	2
	ER_Activity_Answer_Sheet_Session_4_Final_07	2
	ER_Test_Questions_Final_07	32
Course Manager References Folder		
	01 ER_Participant_Materials_Checklist_Final_07	2
	02 ER_Polling_Questions_Final_07	2
	03 ER_Powerboard_Items_Final_07	2
	04 ER_Post_Test_Answer_Sheet_Final_07	6
Total Pages		**646**

Contact the IPER Staff if you have any questions or difficulty downloading the documents

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