



ToolBox Printing and Assembly Tips

- All Overture ToolBox pages are printed in Portrait Orientation.
- Use the most up-to-date version of Adobe Reader installed on your computer. This is a free program. Click on the “Download Now” button and follow the prompts. The new version will be installed in place of your old version.
- Create a *Studio Reference Copy* in a three-ring binder (11/2”-2”) with dividers.
 - Sheet protectors are highly recommended for the Reference Copy:
 - Sheet protectors extend the life of your personal copy;
 - In addition, the assembly process thoroughly introduces you to your new ToolBox contents.
- Since you cannot sell these packets to your students per the *Studio Licensing Agreement*, charge a **Resource Printing Fee**.
- Many teachers find it easier to also provide and sell the binder and the dividers along with the packets.
 - An annual printing/materials fee can cover your cost.