

## *Suggested supplies:*

**Farmer binders:** Blue Avery 1" Binder (27264 or 27251)

**Trainer binders:** Green Avery 1" Binder (27253)

**Tabs:** Avery Big Tab Write-on 5 Tab Set (23076)

**Pocket folders:** Staples Poly 2 Slash Jacket-Letter Size

**Thumbdrives:** Kingston Digital 8GB Data Traveler 3.0 USB Flash Drive - Yellow (DTIG4/8GB)

## *Assembly Instructions:*

The packets are a combination of both pre-printed and print on-demand publications. For your convenience, on the thumbdrive that came with your binder there is a complete set of on-demand publications to print. A list of pre-printed publications is listed below.

1. Contact the NPM program for these publications, which are free of charge.

Publications from the NPM Program:

- Farmer Results (NM) Brochure
- SnapPlus Fast Facts
- Nutrient Management Planning Workbook
- Nutrient Management Fast Facts
- Determining Soil Test Categories
- Manure Hauling Records Booklet
- SnapPlus vinyl sticker for folders (also available are SnapPlus stickers for spine of binder and thumbdrive)

**Nutrient and Pest Management Program**  
phone (608) 265-2660  
email: [npm@hort.wisc.edu](mailto:npm@hort.wisc.edu)  
website at [ipcm.wisc.edu](http://ipcm.wisc.edu)

2. The easiest way to assemble the binders is to put the tabs in the binder and add the pocket folders to the red and pink tabs.
3. Then, print the files. You can either print the files individually and collate them manually or use the master pdf to print them (make sure you have collate selected in the print window).
4. Assemble the packets using the Farmer Training Manual Table of Contents file as a guide. It will tell you which publications go under the color-coded tabs.
5. Then add the pre-printed materials to the pocket folders.
6. For the farmer's thumbdrives, copy the folder of SnapPlus Videos. Add the current SnapPlus program to the drive.