

**Steps for printing and formatting the Toolkit with Staples:**

1. If you haven’t already, use the following link to download the full toolkit and save it to your computer: [www.achievethecore.org/materialsevaluationtoolkit](http://www.achievethecore.org/materialsevaluationtoolkit)
2. Begin here: <http://documents.staples.com/ASP1/storefront.aspx?lESoQknGjnlno2OnypiP+6+jv/jU1VgOTCYJgDMw3CGdgH98pjBX5ceTrOtw7c553/LQXDJsFj0PGWcgAjfxs0LOfia6i9jRrkjtCakAzbQwhlXpoGkD2Qx5MFCUoEwK>
3. Select “Premium Landscape Presentations”.
4. Once selected, the Staples Printing Formatter will open in the browser.
5. On the top left, select “Add Files”.
6. A pop-up will appear. Click on “Upload Files”.
7. Select the Toolkit from your computer. Click “Open”.
8. The file will now appear in the Selected Files box. Click “Upload”. This may take a few moments.
9. Select “Done” to close the Selected Files box.
10. The Toolkit should now appear in the Staples Printing Formatter. Be sure to enter the Job Name and quantity in the upper left.
11. Under “Print Options,” select “Tabs” > “Insert Tabs”.
12. The Tab Formatter is now open. On the top left, it should read:

Standard : 3 across : 9”x11”

Type : Tabs Plain

Size : 9” x 11”

1. On the bottom left of the Tab Formatter, select “7” then click “Add”.
2. The formatter will expand to show all seven tabs. Name each tab with the following titles:

Tab 1: Introduction

Tab 2: IMET

Tab 3: EQuIP Rubric

Tab 4: AET

Tab 5: Checklists

Tab 6: Additional Resources

Tab 7: Appendix: Publishers’ Criteria for CCSS

1. After naming the tabs, move to the second column titled “Insertion Page Number”. Select “Insert Before Page number” for each tab. The following page numbers should be entered for each tab:

Tab 1: Page 3

Tab 2: Page 5

Tab 3: Page 197

Tab 4: Page 205

Tab 5: Page 291

Tab 6: Page 316

Tab 7: Page 318

1. Click “Accept”.
2. Click “Sides”. Make sure “Double-Sided (Head to Head)” is selected.
3. Select “Add to Cart” when finished to proceed to printing. The site will need a few moments to load before opening the cart.
4. From here, proceed to checkout.