Article 5: How to Turn Sticky Notes into Insert Pages

If you've read Articles 1-4, you are now using Scripture Sticky Notes and some Insert Pages in your scriptures. Aren't they fabulous?! We love Sticky Notes, but you'll notice they have a tendency to grow. (If you haven't noticed this yet, study some more and come back to this article. Now we'll show you how to manage your Sticky Notes by turning them into Insert Pages.

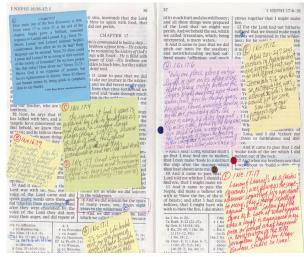
(Please refer to the end of this document for instructions on how to glue Insert Pages into your scriptures. Don't worry - it's not permanent!)

It starts here . . .



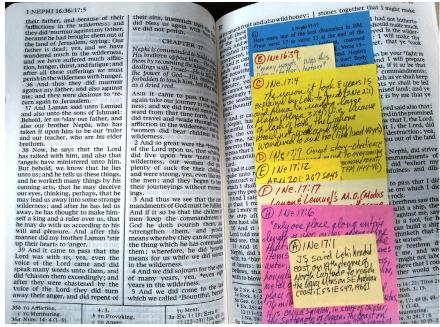
Example 1

and quickly becomes this . . .



Example 2

You can get a little more organized by stacking the Sticky Notes, but there's more . . . (next page)

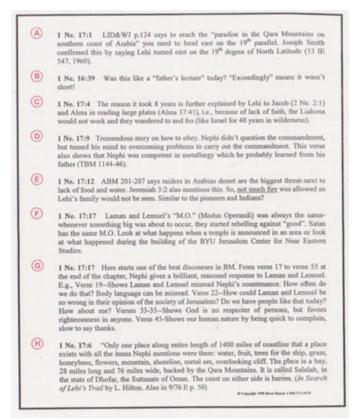


Example 3

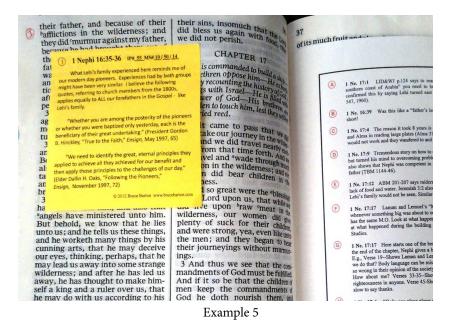
An Insert Page!

Ultimately, your Sticky Notes become an Insert Page. You can type the information from your Sticky Notes on any computer word processing program and then print it out. So now the comments on your Sticky Notes look like the picture in Example 4. Make sure to include the red circled letters and references from your Sticky Notes so you know what information on the Insert Page goes with which circled letter in your scriptures.

Bonus Tip: You can use the back of your new Insert Page to make notes or attach Scripture Sticky Notes.



Example 4 Typed (or hand-written) Insert Page



Because you have moved all the sticky notes (A-H) to an Insert Page, you can start adding more Sticky Notes to these two facing pages of scripture. In our example the next letter to start with is the letter (I).

See all the information about Scripture Sticky Notes and Insert Pages:

Article 1. What are Scripture Sticky Notes?

Article 2. How to Use Scripture Sticky Notes

Article 3. Buying or Printing Sticky Notes?

Article 4. What are Insert Pages?

Article 5. How to Turn Sticky Notes into Insert Pages

How to glue Insert Pages into your scriptures

- 1. Prepare your Insert Page. Once you know the width and height of the page, you can make your Insert Page and cut it to fit your scriptures. Place the Insert Page in your scriptures as a test before you glue it, so you know where you want it. It's helpful to have the top edge of the Insert Page just below the top verses so the page numbers and headings can still be seen.
- 2. Turn the Insert Page so the back is facing you. Put it on top of a piece of paper so the glue won't get on your table. On the edge that will go in the center of your scriptures, place 3 one-inch strips of **removable** glue about 1/8" wide at the tope, middle and bottom of the page. In Example 9, there are 2 types of removable glue shown. One is the yellow dispenser and the other is a glue stick of removable glue.



Example 9



Example 10

- 3. Spread your scriptures open and push the Insert Page evenly into the center of the binding. Remember, it's helpful to have the top edge of the Insert Page just below the top verses so the page numbers and headings can still be seen.
- 4. Run your fingers along the edge of the front of the Insert Page to secure it in place.

Click here to see a video on how to install pages into your scriputres. (The video describes installing ScriptureKIT Book 1, but it is the exace same for Insert Pages)

Organize your Insert Pages

Keeping track of Insert Pages is just as important as having them. Use *ezFIND!*, the computer software we created to help find anything and everything.

You're Done!

BE CAREFUL! The more Insert Pages you put in your scriptures the more they will "bow out." A few people have said they put in so many pages, it caused problems with the binding. We don't think this is a problem, and it hasn't happened to any of our scriptures. If you don't want to take this chance, don't use Insert Pages, but we think the reward is great. Another option is to have a printing company cut and rebind your scriptures.