

## Plant Field Guide Procedure.

1. Each student should have their field guide information written or typed on sections of copy paper.
2. Have each student get two sheets of copy paper, their pressed clippings, and plant photos.
3. Tell the students to assemble the pages so that all the materials will fit using both sides. Do not tape anything down because these are the first drafts.
4. Once the student has a working layout, give him/her the card stock on which to tape down all the components, the side with the clippings should be last. If you want the students to glue the specimens, have them dilute regular white glue by 50% and gently brush the glue on with small paint brushes. If they tape the clippings, make certain they use as little tape as possible.
5. If you are going to seal the field guide page with contact paper, cut the contact paper in a  $12 \times 26$  sheet. Fold it in half so it is  $12 \times 13$  and press the folded edge. Peel half the covering away and carefully insert the side without the clippings and begin pressing the page down from the inside edge. Turn the entire system over, and slowly peel away the second half of the covering while gently pressing the contact paper onto the field guide page.
6. Trim the edges and insert the whole page into the plastic three-ring protection sheet.
7. Insert the sheets into the large three-ring binder.

Professional plant collections pages are not sealed. Information can be added or changed when the page is not sealed. We sealed ours because of the amount of wear they will get.