

Instructions for assembling the OSSM Handbook

The binders are standard 2" binders with pockets on the front and on the spine. The tabs/separators are the Avery "big tabs" (8 tabs) that include printable inserts.

The CD with all of the files is located in the inside pocket of the binder containing the mockup. The files for the handbook are all on the CD. In the root directory there are:

- Folders for each section in the order of the handbook
- Files containing the spine and front cover inserts
- A file containing the printable tabs.

The folder for each section contains the files for that section in the order that they are to be inserted in the section.

Please note:

- Any content that is more than one page should be printer double sided
- Most of the content is black and white but there are a few piece of content that are in color
- The National Directory is the latest one that I have, but since it dates back to April, it should probably be replaced with a newer one.
- I would suggest printing from the files rather than copying from the mockup. There might be a case or two where minor updates have been made to a file.
- All of the files are either doc, docx, or pdf.

If this is not self-explanatory, please do not hesitate to contact me.

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OSSM HANDBOOK



**Secular Order of the Servants of Mary
United States
National Council
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Handbook Overview	Handbook Overview
Servite Overview	Servite Overview
National Directory	National Directory
National Office	Officina Nacional
Local Community	Comunidad Local
Initial Formation	Formacion Inicial
Spiritual Resources	Recursos Espirituales
Servite Communications	Comunicaciones OSM