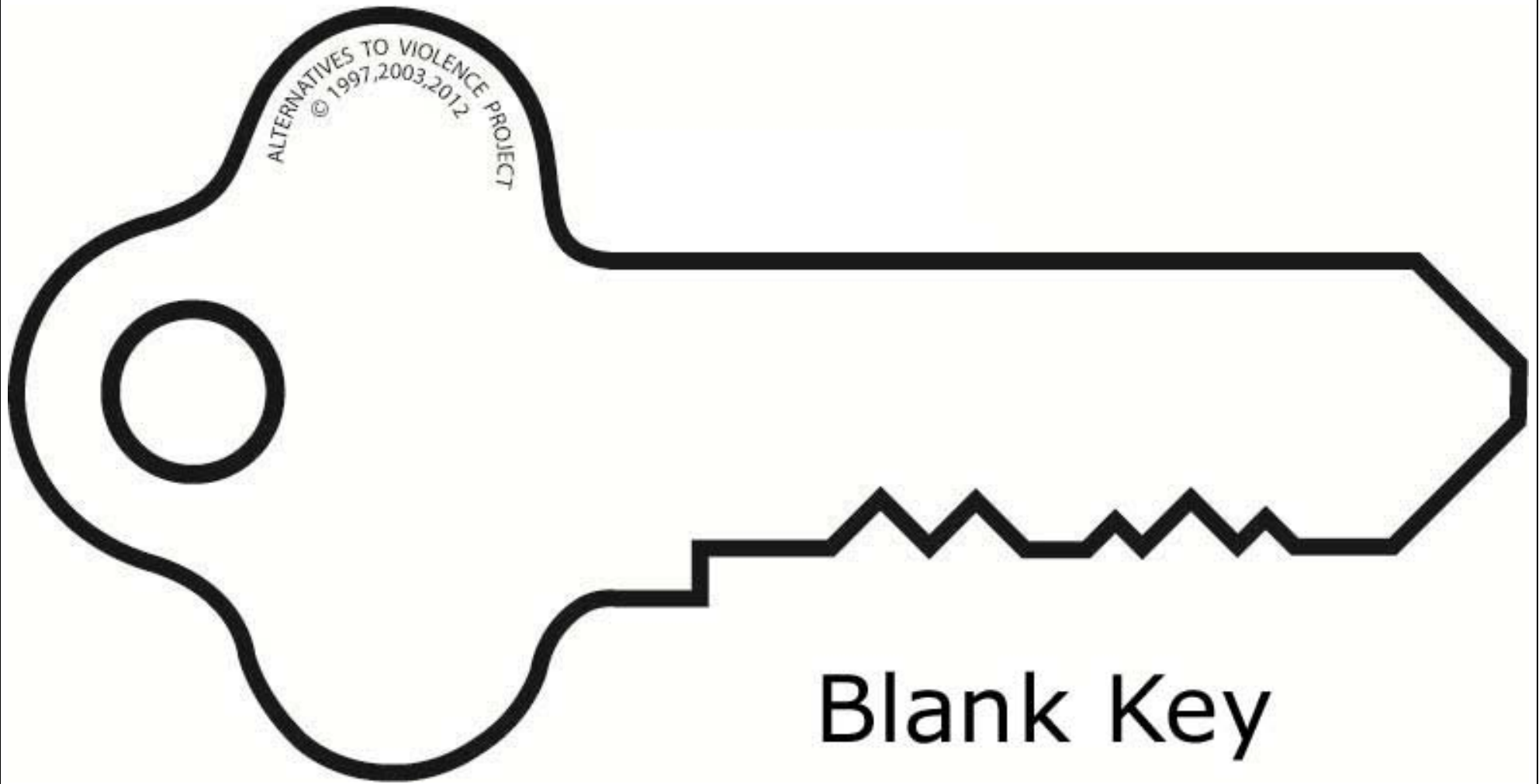## Key Preparation Guide

- Print or copy the key templates onto letter-sized colored card of the recommended colors
- If you are going to laminate them, use colored paper rather than colored card
- Cut out each key around the outline
- Laminate each key
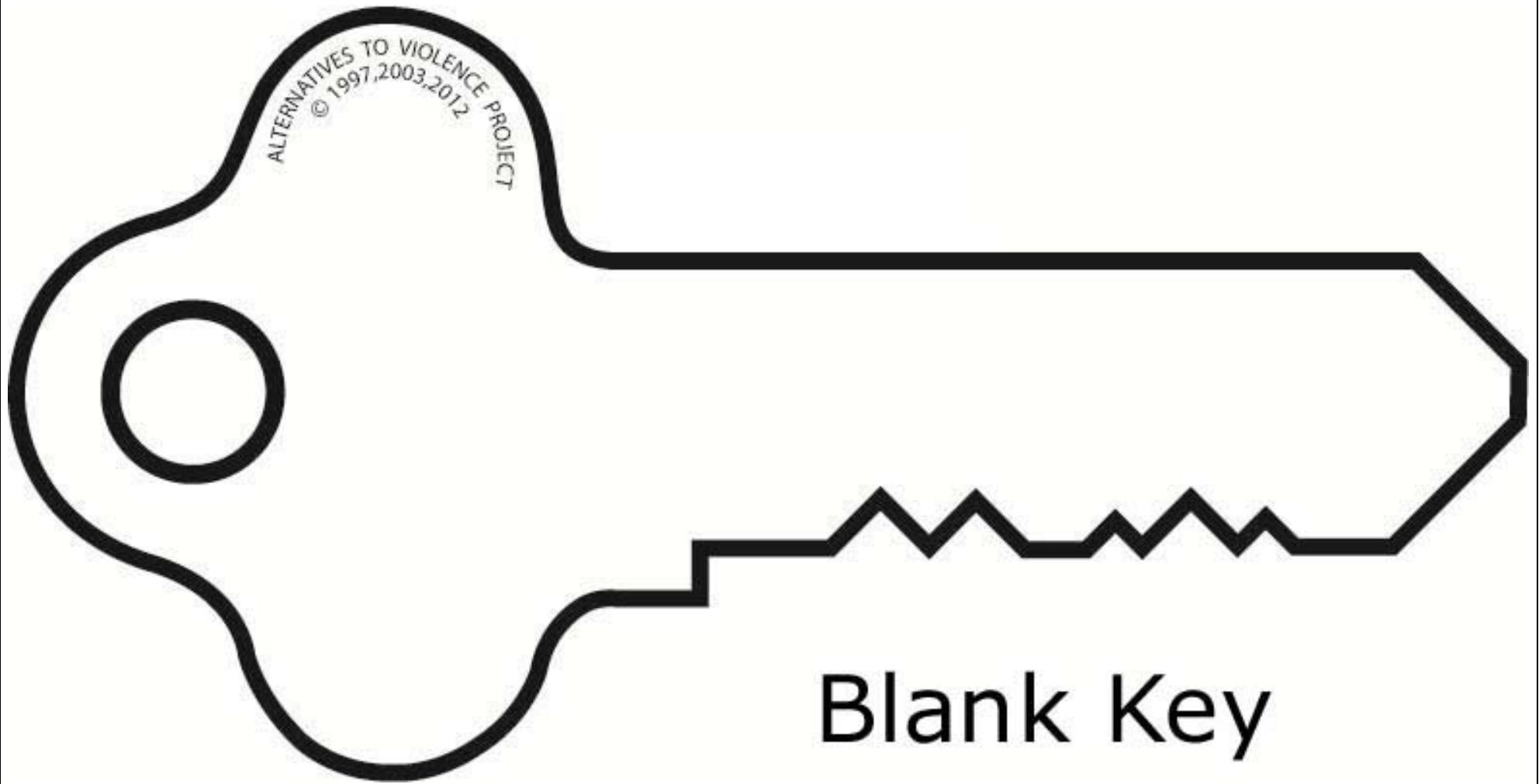- Trim each key, leaving a sealed margin around the key

Variations

- If laminating facilities are not available, use card or heavy paper, or glue paper onto cardboard.
- If you have the appropriate equipment and resources, you can enlarge the copy to produce a larger key.
- If you have the appropriate equipment, you can produce robust laminated keys trimmed to the key outline.
  (See Instructions for Hot Laminating of Learning Aids)
- A blank template is provided if the wording of a key needs to be changed.

Instructions for Hot Laminating of Learning Aids

- If you have the use of a laminator adjustable to a hot setting of 150 to 160, you can produce laminated keys trimmed to the key outline.
- Use 125 micron film (80 micron will crinkle or jam in the laminator).
- Use 80gsm plain paper (200gsm card is not needed for stiffness).
- Laminate film does not bond well on shiny, glossy, or photo paper, so photocopy or print onto plain paper before laminating
- Laminate the keys using 125 micron film at 150-160 heat setting
- Trim the keys to the key outline using sharp quality scissors.

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Blank Key

Key Color	Key Wording
Blue	**Respect Yourself**
Yellow	**Care for Others**
Red	**Work Together for a Nonviolent Way**
Green	**Think Before Reacting**
Black	**Expect the Best**

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