

Directions for Setting Up Your Life Care Guide

What you will need:

- 1 Inch binder with a clear plastic cover
 - Office Depot color coded table of contents dividers (item # 912-115)
1. Open the Life Care Guide in Adobe Reader (you can download this for free if you don't have it) or another PDF reader
 2. Print all the pages
 3. Put the first page in the front of a binder with a clear plastic cover.
 4. Inside the binder, place pages 2-6 in front of the first divider tab.
 5. Place the rest of the pages behind their respective color coded section of the binder as follows:

Tab # 1 -- Quick Reference (4 pages)

Tab # 2 -- Medication (2 pages)

Tab # 3 -- Doctors and Professionals (5 pages)

Tab # 4 -- Equipment (2 pages)

Tab # 5 -- Financial Information (6 pages)

Tab # 6 -- Life Activities and Routines (17 pages)

Tab # 7 -- Education and Employment (3 pages)

Tab # 8 -- Miscellaneous (10 pages)

Tab # 9 -- Guardianship (2 pages)

Tab # 10 -- Care Giver's Estate Plan Overview (4 pages)