How to Access Electronic Copies of the ROPS Notebook Files

The disc attached to the inside cover of the notebook contains copies of the ROPS files. All the files are in either Microsoft Word 2000 or PowerPoint files. The suffix at the end of each file (e.g. doc or ppt) indicates which application was used.

The files and folders on this disc are numbered in the order in which they appear in the hard copy of the notebook and in its INDEX. Therefore, when you examine the file listing, the file numbers and names comprise something like a table of contents.

To locate a particular file on this disc, first look at the hard copy of the notebook. Examine the QUICK START and INDEX sections of the notebook. Then look for the corresponding file or folder name among the materials included on this disc. (Note: You can also examine the Quick Start and Index files on the disc.)

This disc with the electronic files of the ROPS notebook is included so that you can:
1. locate any of the materials in the notebook and print copies for your own use
2. edit or modify any file to suit your purposes and needs

These electronic copies of the files have yet another purpose. Some of the earlier ROPS notebooks contained typographical errors. The early edition of the notebook is identified by a cover photo with a white border.

The entire set of materials in the early edition of the ROPS notebook have been proofread and edited a second time. Then the current edition of the ROPS notebook was printed. This version has a cover photo with a green border and the date September 2000 printed on the bottom left corner of it.

If you have an early edition of the ROPS notebook, you may wish to use the electronic files on this disc to print new copies of the materials you select for your programs. Then the copies you duplicate will be free of the typographical errors that are present in the early edition notebook materials.

The ten, 8 x 10-inch color photos used in the "Photos of Fatal and Non-Fatal Tractor Overturns" (POF) are included among the electronic files in the POF folder.   All the ROPS Notebook files will soon be available at the National Agricultural Safety Database (NASD) web site (**http://www.cdc.gov/nasd**). The Southeast Center for Agricultural Health and Injury Prevention web site (**http://www.mc.uky.edu/scahip**) will link to the NASD web site and provide additional information about the Kentucky ROPS project.

Note that the file titled "3-Intro NB.doc" contains all the material from pages 3 to 24 in the hard copy of the notebook, including the following items: Notebook Contents, Introduction, QUICK START (locating and using the materials), INDEX (listing of the materials and activities), and DESCRIBE (descriptions of activities and materials). The QUICK START, INDEX, and DESCRIBE sections will help you learn what materials and activities are included in the notebook and how to select and locate which materials you need.