

Tabbing & Highlighting

- In the following slides we will review the proper and more importantly **state approved method** to mark & tab your exam reference books.
- The purpose in tabbing and highlighting your books is to:
 - ❖ Highlight certain passages & concepts to make them “pop out” easily during the exam.
 - ❖ Bookmark pages that contain important information
 - ❖ Imprint the information in your mind

In the following slides we will review the proper and more importantly state approved method to mark & tab your exam reference books.

The purpose in tabbing and highlighting your books is to:

Highlight certain passages & concepts to make them “pop out” easily during the exam.

Bookmark pages that contain important information
Imprint the information in your mind by combining a physical action with a thought process

Tabbing & Highlighting

- Based student feedback the tested items are almost always found in the reference books. (outside of basic math problems)
- There are very few General Trade Knowledge* test questions
- It is important to find the answers in your book quickly and efficiently
- This is where highlighting helps!

Candidate Information Book

Regarding allowable highlighting and marking of your books:

Following information is found in the Candidate Information Book

The questions found on all the contractor examinations are based on
general trade knowledge
General mathematic concepts
or information found in your Licensing Board approved reference books.

Therefore, it is important to be able to find test item answers quickly and efficiently in the reference books

Reference Books may contain underlining with ink pens (not pencil marks)
Highlighters may be used, any colors or multiple colors.
On Photocopies of pages (unless specifically approved)
No Post-it notes or pull off labels on pages.
Only approved tabs that will tear pages if they are removed.
– Gold Cast Tabs are approved.

Candidate Information Book

- Ink pen underlining of text is allowed
- Highlighting the reference book is allowed
 - ❖ Any colors & multiple colors

ONLY materials and books on the approved reference list may be brought to the test center. Reference books must remain as published. References containing underlining with pen or highlighter may be used. Only original edition reference materials will be allowed for use at the examination, with the exception of the references specifically indicated on the reference list as a PDF file. These materials must be printed and bound in a spiral notebook or a three or more hole puncher binder in order to be allowed in the examination room.

- Photocopies will not be allowed unless written authorization has been granted prior to the examination by the appropriate authorities (publishers and the Bureau of Education and Testing).

Permanently attached book tabs with only normal chapter or page headings are permitted. To avoid delays at the examination site, Post-it® notes, pull-off labels, or removable tabs must be removed from the reference books prior to arriving at the examination site. **If tabs can be removed without damage to the page, then they are considered removable and WILL NOT be accepted.**

Be Prepared

The following instructions will guide you through how to organize your books and tabs and how to properly tab your reference books pages & highlight various passages in information in the books.

It is important to have a supply of highlighters ready for this process. We recommend:

- Both yellow & pink regular highlighters
- Both yellow and pink GEL HIGHLIGHTERS
 - ❖ Gel Highlighters are for The Walker's Estimating Book & Contractors Manual

Be Prepared

Reason for the Gel Highlighters:

Both the **Walkers Estimating Book** and the **Contractors Manual 2017** are printed on Bible Paper or Scritta paper stock

If you use regular highlighters on these books the color will bleed through to the opposite page and make it difficult to read or highlight the opposite page

A gel highlighter will not have this problem
Purchase these before you start!

Tabs & Instruction Package

Let's begin the tabbing & highlighting process.
If you purchased the Gold Coast Tabs for your reference books please follow along as we instruct you on how to properly place the tabs stickers and highlight your books.

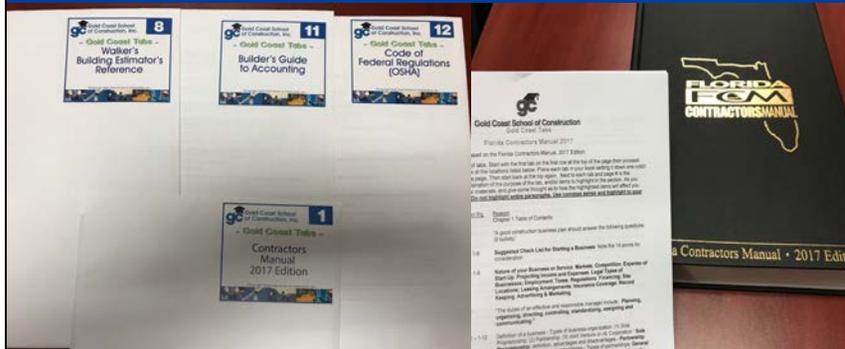
If you purchased the Gold Coast Tab sets for your reference books you will have received several or many white envelopes. Your tab instructions as well as the tab label / stickers are enclosed in each envelope.

Each envelope is labeled to its corresponding reference book or book set.

It is a good idea to lay out all your reference books and pair them up the tab envelopes. This way you can make sure you have all of the proper books and corresponding tab sets. If you are missing one or the other, it should be on backorder with us. Check your sales receipt to verify this.

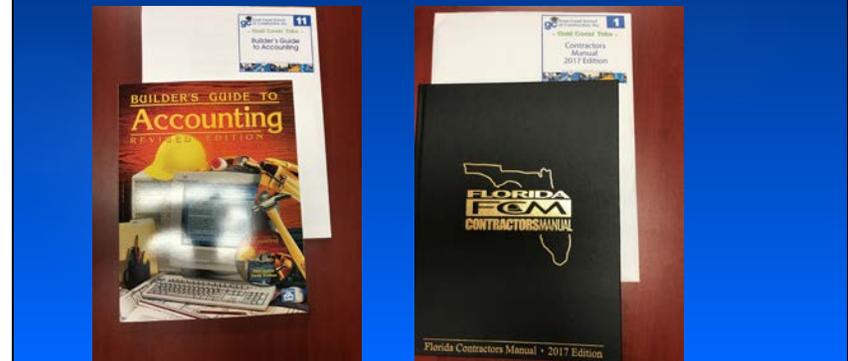
Tabs & Instruction Package

- Your tab instructions & tab labels are enclosed in envelopes.
- Each envelope labeled to corresponding book or book set



Tabs & Instruction Package

- You should lay out all your books and pair it up with each book to make sure you have all the reference books & tabs.
- Missing books or tabs should be showing backorder

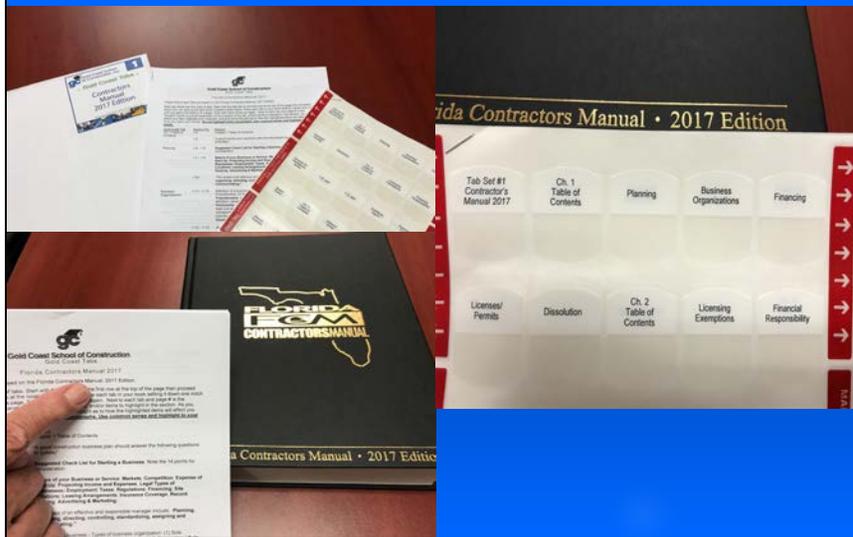


Tabs & Instruction Package

- Open up the envelope & remove the instructions & labels.
- Both the instructions and the tab labels will list which book and edition the material is for.
- It is important to make sure your instructions are meant for not only the listed book but also the correct edition or year.

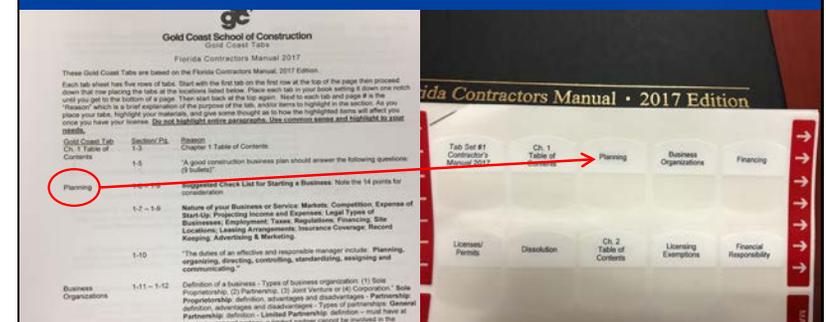
Take one of the envelopes, perhaps the Contractors Manual, and remove the instruction sheets and the tab labels. Both the instruction sheet and the tabs label set will state what book the material is meant for. It is also important to make sure that your instructions are meant for not only the listed book but also the correct edition and year. Please take time to verify this BEFORE you begin the tabbing process. Now let's take a closer look at the tab instructions. Notice there are 3 columns. The left-hand column is denoting a tab label. The next column to the right is the page the tab information is on OR, if not tab label, the information to be highlighted. The last column is the information or concept that is important and should be highlighted. Take a minute and compare the left row tab titles to the tab sticker sheet and you will soon get the idea.

Tabs & Instruction Package



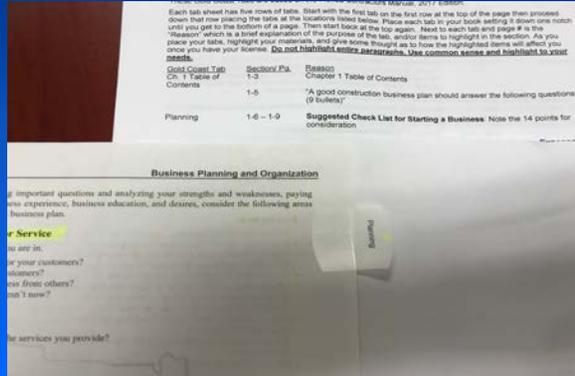
Tabs & Instruction Package

- The tab instructions: 3 columns
 - ❖ Tab Label
 - ❖ Page for tab information
 - ❖ Information / concept to highlight
- Compare tab row titles to tab labels



Tabbing & Highlighting

- The tabbing / highlighting process
- Find first tab on instruction page / locate in book.
- Remove tab and place on RIGHT HAND edge of the page
 - ❖ **ALWAYS** place tab on right hand page – fan down

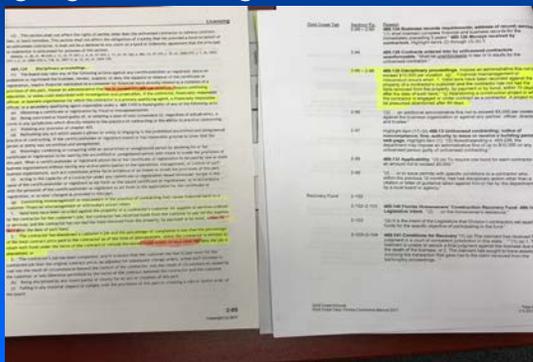


To start the tabbing / highlighting process begin with your tab instruction page. Locate the first tab on the instruction page and find that page in the book. Find that information located on that page. Now find the corresponding tab label. Remove it and place the tab label/ sticker on the RIGHT-HAND upper edge of the page. It is important to always place the tabs on the right-hand page and facing you. Successive tabs will fan down the successive pages so that you can see them all when the book is closed.

Highlight the pertinent information noted on the instructions.

Tabbing & Highlighting

- **DO NOT OVER HIGHLIGHT!**
- Be sparing with your highlights
 - ❖ Do not highlight whole paragraphs!
- Double highlight dates, figures, times in PINK



It is important that you do not over highlight your book. The tab instructions will cite the important information for you, but it is not necessary to highlight all that information. The object is to have the highlights on a particular page make certain information, dates, numbers, facts jump out for you. Simply highlighting entire paragraphs will defeat the purpose and you will lose the information one again in a sea of yellow.

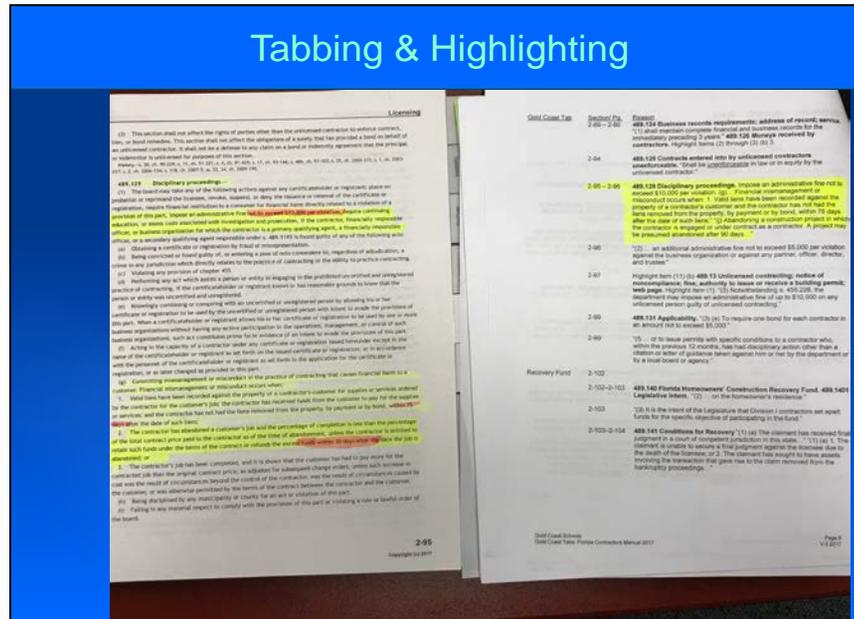
Another handy technique to really make important dates, figures or times stand out is to DOUBLE HIGHLIGHT these items in PINK! In the test environment the highlights will draw your attention to the location where your information lies but the double highlight will zone you in to the exact fact or figure you are seeking.

Tabbing & Highlighting

- o DO NOT OVER HIGHLIGHT!!
- o Think of how your highlight will relate to answering a test question
- o Think of how your highlight will guide you to the correct answer while you scan the pages of your book
- o Sometimes it is only necessary to highlight a single Phrase or number
- o Sometime you can highlight a sentence but double highlight a single number or word in Pink to make it stand out

It is important that you do not over highlight your book.

It might seem like a good idea at first, but you will wind up having your book looking like a bouquet of flowers and you being forced to sift through the petals for information.



Tabbing & Highlighting

- As an example of a test question and how this works:
“What rating guide provides financial ratings for insurance companies?”

Answers were:

- a) Best's
- b) A
- b) A+
- c) A++

Refer to Chapter 4 of your Contractors manual and look for the section titled “Insurance”.

Best's is the name of a Rating Guide for insurance companies

Best's is the correct answer –
Highlight that sentence – double highlight “Best's”

You know from your studies that the correct answer lies in the CM Chapter 4 – Risk Management but even with that information it is like finding a needle in a haystack! We can tell you that in the section titled “Insurance” and towards the end of that section it states in one sentence “In addition, the Best's Rating Guide” provides financial ratings for insurance companies”. All the answers A, A+ A++ are ratings but according to the book, the actual name of the rating guide is Best's. So, the correct answer is: a) Best's.
How would you find this again? O might want to highlight the sentence and double highlight the word “Best's”.
But use what ever method you find works for you. You can think of it as leaving breadcrumbs to find your way back to the information.

Tabbing & Highlighting

- Mark your own tabs
 - ❖ Must be chapter or page headings. Topics allowed
 - ❖ Cannot be notes or formulas
 - ❖ Must be permanent tabs (Gold Coast Tabs are approved & allowed)
 - ❖ DO NOT OVER TAB YOUR BOOK!!

Permanently attached book tabs with only normal chapter or page headings are permitted. To avoid delays at the examination site, Post-it® notes, pull-off labels, or removable tabs must be removed from the reference books prior to arriving at the examination site. **If tabs can be removed without damage to the page, then they are considered removable and WILL NOT be accepted.**

You may wish to mark up and place your own custom tabs in our book and this is allowed. Per the Candidate information book the tabs must denote a chapter or page heading. Certainly, a topic is allowed as well. What is not allowed are notes or formulas. The tabs must be what is called “permanently affixed” meaning that if you try to pull them off you will tear the page. Your Gold Cast Tab labels are considered permanent and you will notice that most book tabs set come with extra blank tabs for you to mark up. If you do place removable tabs in your book you will be forced to remove them at the testing site so don't make this mistake. The final rule to remember is to not over-tab you book. The rule to tabbing as with highlighting is to keep it simple and useful. More is not better!!

