

STAPLING PAGES
VO-OP-21

Specific Target Behavior: When given the instruction, "_____, put these together," student staples two pages together.

General Instructions: Method I - Backward Chaining Procedure. This program teaches stapling two pages together. Once mastered, use Collating & Stapling (VO-OP-25) to teach multiple sets with varying numbers of pages. Arrange pages on table so that first page is immediately to left of second page and bottom edges of pages are lined up near edge of table. Have stapler to right of pages and about 12 inches back from front edge of table. Have several pairs of pages already stapled and placed in stack to right of stapler near forward edge of table. If student has difficulty aligning pages in stapler correctly, jig may be helpful. Step #4 may also be difficult for some students who might otherwise master remaining steps. If so, adjust program to allow help on that step or consider using a jig to align pages.

Prerequisites: Turning Page (VO-OP-01).

Materials: Two pieces of 8-1/2 x 11-inch paper, stapler, table.

STEP	METHOD
9. Picks up first page with left hand.	9. Give instruction, "_____, put these together." Have student pick up first page in left hand by placing fingers on top of bottom edge of page and sliding and lifting off table, grasping with thumb behind page as page lifts up.
8. Transfers page to right hand.	8. As page is lifted, have student use right hand to grasp right edge of page about halfway up with thumb on top, fingers under, and release left hand.
7. Picks up second page.	7. Have student pick up second page in left hand as in Step #9.
6. Places second page under first page.	6. Have student slide second page under first into right-hand grasp.
5. Holds pages with both hands.	5. Have student grasp left edge of stacked pages with left hand so that pages are held in both hands.
4. Jogs pages.	4. Have student hold pages loosely and tap bottom edge lightly on table to align.
3. Inserts upper left corner of pages in stapler.	3. Have student slide pages forward so that upper left corner is in stapler.
2. Staples pages.	2. Have student press down firmly on stapler with left hand until pages are securely stapled.
1. Places pages in stack.	1. Have student place stapled pages in stack to right of stapler.