

**GENERAL**

The US Army Corps of Engineers (USACE), Shoring Operations Guide, 4th Edition (SOG4) and Structures Spec Field Operations Guide, 8th Edition (FOG8) are configured in 4.25" W x 7.25" H format, with images on both sides of each sheet.

- SOG4 is intended to be bound at the top with Tape Binding
- FOG8 is intended to be bound at the top with removable Metal Fasteners (through holes) or Spiral Binding, but may also may use a Tape Binding
- Odd Numbered Sheets (in the files marked Rev) are at the Fronts of each Page, and intended to be read from Top to Bottom
- (For Rev files) Even Numbered Sheets are on the Backs of each Page, and the Even Numbered Images in the Electronic File have been rotated 180 degrees, so they will read continuous with the Odd Numbered Sheets when the Page is Lifted up and the Back is viewed
- (For Rev files) All ODD Page Images (Fronts of SOG/FOG pages) have Black Index Marks at their Right-Hand Edges, therefore, precise cutting is required

**PRINTING and CUTTING INSTRUCTIONS**

- There are three electronic files for the SOG4 and two electronic files for FOG8.
- There is a separate electronic file for SOG4 & FOG8, for the Covers. The images on the backs of the covers have been rotated 180 degrees, so they will read correctly.
- The covers for the SOG4 are included in the "All" files, which are Single Page Files

**SOG4 Single Page Reversed** (SOG4-All incCovers-PgRevP )

1. This file will print One Image per page on 8.5" x 11" paper, in PORTRAIT MODE, unless altered, as a 4.25" x 7.25" Page Size at the top of the sheet.
2. The EVEN page Images have been rotated 180 degrees but should end up at top of sheet
3. FIRST, make a Horizontal cut or cuts to establish the 7.25" height of the SOG3
4. THEN make a Vertical Cut exactly through the Right Edge of the Black Index Marks
5. FINALLY make a Second Vertical Cut, 4.25" to the Left of the First Cut

**SOG4 Single Page not Reversed** (SOG4-All incCoversP ) Not Reversed

1. This file will print One Image per page on 8.5" x 11" paper, in PORTRAIT MODE, unless altered, as a 4.25" x 7.25" Page Size at the top of the sheet.
2. FIRST, make a Horizontal cut or cuts to establish the 7.25" height of the SOG3
3. THEN make a Vertical Cut exactly through the Right Edge of the Black Index Marks
4. FINALLY make a Second Vertical Cut, 4.25" to the Left of the First Cut

**SOG4-Dbi Page** (SOG4- 2perPg NoCoverEvenPgRevP and SOG4-CoversRevP)

1. This file will print 2- Images per 11"x 8.5" page, in Landscape Mode w/ Even sheets reversed.
2. The First page has a border around each 4.25" x 7.25" sheets
3. Make the Top Cut first if a Tape Binding is to be used
4. Then make the remaining cuts as you wish, but cutting the Bottom next will establish the 7.25 height of the SOG, and the remaining 4 cuts of the sides can then be made.
5. Take care in cutting the right side of each SOG so the Black Index Marks will be left at the edge.

**FOG8-Single Page Reversed** (FOG8-1 perPg NoCovers ReversedP and FOG-Covers NoDateP)

1. This file will print One Image per page on 8.5" x 11" paper, in PORTRAIT MODE, unless altered, as a 4.25" x 7.25" Page Size at the top of the sheet. The inside face of Front cover is reversed.
2. The EVEN page Images have been rotated 180 degrees but should end up at top of sheet
3. FIRST, make a Horizontal cut or cuts to establish the 7.25" height of the FOG7
4. THEN make a Vertical Cut exactly through the Right Edge of the Black Index Marks
5. FINALLY make a Second Vertical Cut, 4.25" to the Left of the First Cut

**FOG8-Single Page not Reversed** (FOG8-All 1 PerPg NoCoversP and FOG-Covers NoDateP)

Same as reversed version but even sheets are not reversed