

EMERGENCY BINDER BUILDER

PARENT GUIDE

Fill it out, add photos, print it, or save a private PDF

START HERE

This guide walks you through the Emergency Binder Builder one step at a time. You do not need special software or technical experience.

IMPORTANT: DO NOT REFRESH OR CLOSE THE PAGE

Your information stays only in the open browser tab. Refreshing or closing it clears everything you entered.



HAVE THESE READY

- ☐ Emergency contact names, phone numbers, and email addresses
- ☐ Allergies, medical conditions, medications, and doctor information
- ☐ Communication needs, sensory needs, triggers, and safety information
- ☐ Up to six recent photos of the child and optional contact photos

YOUR PRIVACY

Nothing is uploaded or saved by the website. The only lasting copy is the one you choose to print or save. Because the finished binder contains private contact and medical details, store the printed or digital copy securely.

1. OPEN THE BUILDER AND BEGIN

About 10-20 minutes

OPEN THE PAGE

krymsynjeansjourney.com/emergency-binder/

Open in Chrome, Edge, Safari, or Firefox browser

1

Start with Page 1: Cover

Enter the child's name exactly as you want it printed.

2

Move through the page buttons

Choose each numbered page in order. Your entries appear immediately in the preview.

3

Watch the live preview

The form is on the left and the printable page is on the right on a computer. On a phone, scroll between them.

4

Keep the tab open

Finish, review, and print or save before refreshing or closing the browser tab.

WHAT THE SCREEN LOOKS LIKE

The screenshot shows the 'Emergency Binder Builder' interface. On the left, under the heading 'PAGE BUTTONS + FIELDS', there are six numbered buttons: 1 (red), 2 (blue), 3 (green), 4 (purple), 5 (orange), and 6 (dark blue). Below these buttons are three horizontal lines for text entry. On the right, under the heading 'LIVE PRINT PREVIEW', there is a box containing four horizontal lines for a preview of the printed page.

Tip: Fill one page at a time. Short, direct wording is easiest for emergency responders to scan quickly.

2. FILL OUT THE SIX PAGES

Clear, current, and concise

Complete as much as you can. If something does not apply, leave it blank. Put the most

1. COVER

Child's name. Choose a clear featured photo later.

2. EMERGENCY CONTACT

Primary, secondary, and additional contacts. Include relationship, phone, and email.

3. MEDICAL INFORMATION

Date of birth, allergies, conditions, medications, doctor, clinic, and essential notes.

4. SENSORY NEEDS

What helps, what overwhelms, what the child needs, and what helps them calm.

5. COMMUNICATION PROFILE

How the child communicates, understands best, may respond, and what others should do.

6. SAFETY INFORMATION

Triggers or risks, how to help, safe people, and urgent notes for responders.

MAKE ENTRIES EASIER TO READ

1

Use one idea per line

Press Enter between medications, triggers, calming tools, or instructions.

2

Use plain language

Write what another adult needs to know - not a long history.

3

Be specific

Instead of 'gets upset,' write the trigger, the warning signs, and what helps.

3. ADD AND POSITION CHILD PHOTOS

Up to six different photos

Photos can help responders recognize the child in different clothing, hairstyles, settings, or expressions.

ADD PHOTOS

1

Choose Add photo

Select a JPG, PNG, or WebP photo from the device.

2

Use up to six slots

A mix of close-up, full-body, and recent everyday photos can be helpful.

3

Assign a photo to each page

Choose a specific numbered photo, use the first available photo automatically, or choose no photo.

4

Adjust the crop

Use Zoom, Left / right, and Up / down. You can also drag the photo directly in the preview.



PHOTO LIBRARY

PHOTO 1

Add / replace

PHOTO 2

Add / replace

PHOTO 3

Add / replace

PHOTO 4

Add / replace

PHOTO 5

Add / replace

PHOTO 6

Add / replace

The photo files stay in temporary browser memory. They are not sent to WordPress or saved by the website.

CROP CONTROLS

ZOOM



Check the preview after adjusting

LEFT / RIGHT



Check the preview after adjusting

UP / DOWN



Check the preview after adjusting

4. ADD CONTACT REFERENCE PHOTOS

Optional but helpful

A photo next to each contact can give responders a quick visual reference. The bear artwork is only a friendly placeholder until a real contact photo is chosen.



PRIMARY CONTACT

Placeholder before upload



SECONDARY CONTACT

Placeholder before upload



ADDITIONAL CONTACT

Placeholder before upload

REPLACE A PLACEHOLDER

1

Open Page 2: Emergency Contact

Scroll to the Contact reference photos area under the contact fields.

2

Choose the matching Add photo button

Select a clear photo of that person. Use a photo that is easy to recognize.

3

Check the printed preview

The uploaded photo replaces the bear placeholder beside that contact's information.

4

Remove or replace if needed

Use Remove to restore the placeholder, or choose Replace to select a different photo.

Privacy reminder: Contact photos remain only in the open tab, just like the form entries and child photos.

5. PRINT OR SAVE ON A COMPUTER

Windows, Mac, or Chromebook

Finish all six pages first, then use the button inside the builder.

STEPS

1

Select Print / Save PDF

The browser print window opens.

2

Choose a destination

Select your printer for paper copies, or Save as PDF for a digital copy.

3

Open More settings

Confirm the paper size, scale, margins, and browser header settings.

4

Review every page

The preview should show exactly six portrait pages with nothing cut off.

5

Print or Save

Choose the folder and filename yourself if saving a PDF.

RECOMMENDED PRINT SETTINGS

Destination	Printer or Save as PDF
Paper size	Letter - 8.5 x 11 inches
Orientation	Portrait
Scale	100% or Actual size
Margins	None
Pages per sheet	1
Headers and footers	Off
Background graphics	On - recommended

WHY TURN ON BACKGROUND GRAPHICS?

It preserves the denim title panels, colored section accents, and storybook details. The important wording remains readable if it is off.

IF THE PREVIEW LOOKS WRONG

- ☐ If pages are cut off: confirm Letter, Portrait, 100% or Actual size, and no margins.
- ☐ If browser dates or web addresses appear: turn Headers and footers off.
- ☐ If a seventh blank page appears: close the print window, reopen it, and confirm one page per sheet.
- ☐ If colors are missing: enable Background graphics before printing again.

6. MOBILE PRINTING + FINAL REVIEW

Phone or tablet

A computer usually gives the most predictable print preview, but the binder can also be saved or printed from a phone or tablet.

ANDROID - CHROME

1. Finish the binder and choose Print / Save PDF.
2. If the print screen does not open, use the browser menu and choose Share or Print.
3. Choose Save as PDF or a connected printer.
4. Confirm Letter paper and Portrait orientation, then save or print.

IPHONE OR IPAD - SAFARI

1. Finish the binder and choose Print / Save PDF.
2. In the print preview, spread two fingers apart on a page preview to open the PDF.
3. Choose the Share button, then Save to Files.
4. For paper copies, return to Print and choose an AirPrint printer.

BEFORE YOU FINISH

- ☐ Names, relationships, phone numbers, and email addresses are current.
- ☐ Allergies and urgent medical information are easy to find.
- ☐ Medication names, dosages, and instructions are current.
- ☐ Communication, sensory, trigger, and calming information is specific.
- ☐ Safety risks, safe people, and how to help are clearly explained.
- ☐ Photos are recent, recognizable, and cropped correctly.
- ☐ The print or PDF preview contains six complete pages.

PROTECT THE FINISHED BINDER

The completed pages contain sensitive personal, medical, and contact information. Give copies only to trusted caregivers, schools, medical providers, or responders who need them. Review and replace the binder whenever contact information, medications, needs, or photos change.