

## How to Use this Manual

Quality Farm Dugouts contains nine modules including a number of worksheets that complement the text and add a very practical element to the manual's use. There is a pocket behind the rear cover, which stores the blank worksheets and other important documents, such as completed estimates, record forms, and personal contacts. Although certain topics will be of more interest and value than others, we recommend that you start with Module 1 and work through the manual systematically.

## Features of the Manual

### Sidebars

Sidebars are denotations contained in boxes located in the narrow columns on each page, and contain specialized and important comments, considerations, and reminders.

### Worksheets and Maintenance Schedules

A number of blank worksheets and maintenance schedules are included in the pocket at the rear of the manual. These forms enable you to calculate and collect important information to use in planning, designing, constructing, and operating a dugout, water system. Examples of the use of each of the worksheets and schedules are included within the text.

## Prompts

Prompts are symbols that act as directives to carry out or avoid certain actions or practices.



Recommended practice or action.



Not recommended practice or action.



Remember!



Key concept, practice, or issue.



Dangerous practice, action, or issue!



Practice, action, or issue that requires caution!



Worksheet, exercise, or activity.