

Life Documents Organizer Kit

SMEAD®

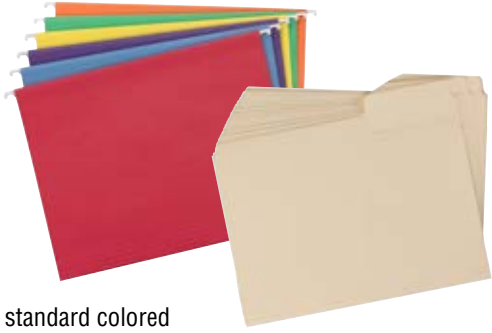
KEEPING YOU ORGANIZED®



Kit Contents

Featuring
VIEWABLES™
Labeling System

Create your own customized labels at Viewables.com!



6 standard colored hanging folders

24 SuperTab® manila file folders



9 Quick-Fold Tabs (1 sheet)



6 pre-printed Quick-Fold Tab labels



24 pre-printed oversized folder labels

Step 1 Hanging Folder Tab Assembly



Remove plastic hanging folder tabs from perforated sheet.



Fold into 3-D tabs.



Apply Quick-Fold labels to tabs.

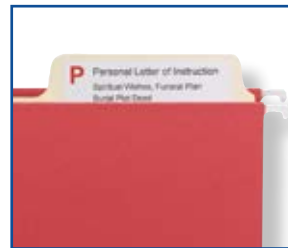


Slide tab into hanging folder.

Step 2 Attach Manila Folder Labels



Remove and apply pre-printed oversized folder labels to the 24 manila file folders.



Colored index character corresponds with colored hanging folder. Insert manila file folders into corresponding colored hanging file folders.

Step 3 Insert Manila Folders Into Corresponding Hanging Folders



Place all the assembled folders inside the case. Now you are ready to start collecting the contents to fill your files.

Assembly video and templates available @ www.smead.com/LifeDocumentsOrganizer



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