



ENTER NUMBER

AUTO-NUMBER INCREMENT

ENTER NUMBER

STEP 2 Push label through without removing adhesive backing

ENTER NUMBER

STEP 3 Align and affix the bottom of the label to the back of the file

STEP 4 Progressively fold and crease clear flap over


ENTER NUMBER

STEP 5 Flatten clear flap avoiding air bubbles

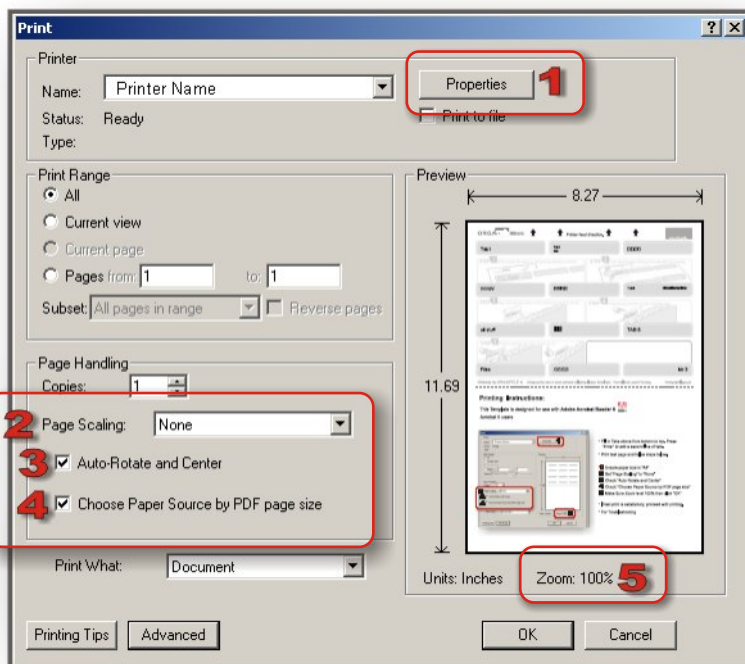
For tips on re-printing tab sheet [Click Here](#)  
To save your file [Click Here](#)

ENTER NUMBER

## Printing Instructions:

This Template is designed for use with **Adobe Acrobat Reader 6** 

Acrobat 5 users [Click Here](#)



- Fill in the labels above. Press "Tab" to move to the next field or "Shift"+"Tab" to go to the previous field.

- Print test page and follow steps below.

- 1 Ensure paper size is "A4"
- 2 Set "Page Scaling" to "None"
- 3 Check "Auto Rotate and Center"
- 4 Check "Choose Paper Source by PDF page size"
- 5 Make Sure Zoom is at 100% then click "OK"

- If test print is satisfactory, proceed with printing.

- For Troubleshooting [Click Here](#)