



ENTER FILE NAME
ENTER DATE ENTER CROSS REF

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STEP 1 Write or print file name on coloured tab between cut lines

STEP 2 Push label through without removing adhesive backing

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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

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STEP 5 Flatten clear flap avoiding air bubbles

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

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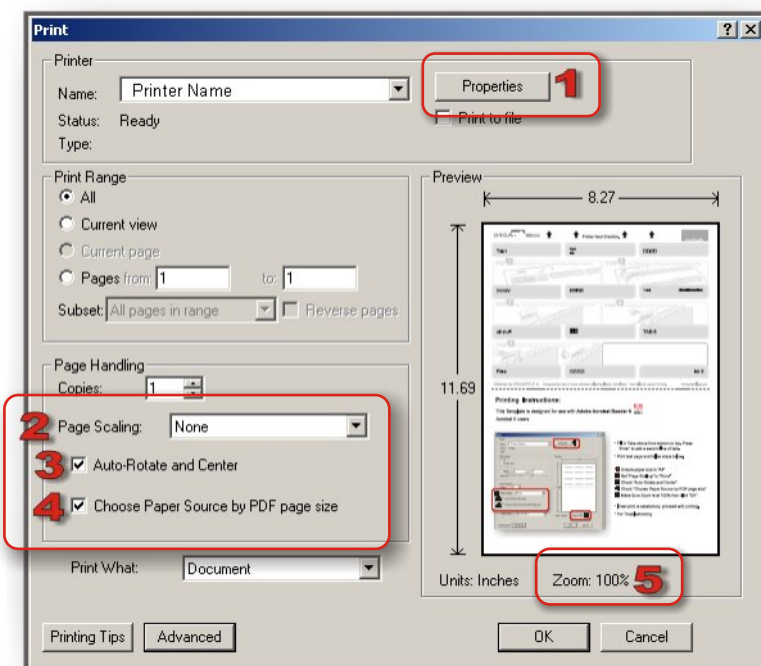
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Printing Instructions:

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](#)