



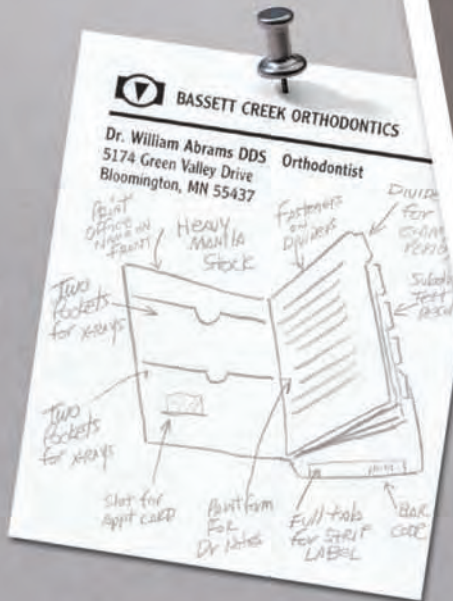
**SOUTHWEST SOLUTIONS GROUP**  
*business organization systems*

A  SYSTEC PARTNER

# EFFICIENT SHELF FILING SOLUTIONS



*A step by step  
 approach to  
 better records  
 management*





# The business benefits of a shelf filing system.

Converting to an efficient Shelf Filing System will save your organization time and money.

Businesses today operate in an environment of fierce competition, where success often depends on providing better products or services at lower costs. Every effort must be made to streamline processes and procedures to achieve maximum efficiency. At the same time, rapid access to your documents is essential to making the best use of personnel and to give your company an edge over your competitors. Using an efficient shelf filing system can provide both a cost savings and increased productivity. Here's how:

## Reduce your labor costs.

More than 80 percent of the cost to maintain paper records is in the personnel time used retrieving and replacing documents in the filing system. Color-coded shelf filing systems can cut labor costs up to thirty percent over traditional drawer filing systems. Studies have shown that the personnel cost to handle records averages over 20 times the cost of the records themselves.



Your biggest cost savings will be in the personnel time saved by using a more efficient filing system. 80 percent of the cost to maintain your records is in the personnel time spent using the filing system.

A quick calculation of the hours spent by administrative personnel multiplied by their salary data will give you an idea of the labor costs associated with your filing system.

## Eliminate lost or misfiled records.

One lost or misplaced record will often delay, inconvenience or require work to be redone by more than a dozen people. Executives spend an average of three hours per week looking for missing information. And the estimated cost of every "filing mistake" is over \$125. Clearly, reducing the number of misfiled documents has a dramatic cost savings to any organization. The reduction of the personnel anxiety associated with misfiled records is an added benefit. Less stress among office workers makes for a more productive workplace.



### How much do you spend on missing records?

Studies have shown that in most businesses 2% to 4% of their records are misfiled, and the cost to find or recreate them is over \$125 each.

- \_\_\_\_\_ Total records x 3 percent
- \_\_\_\_\_ Misfiles x \$125 each
- \_\_\_\_\_ Total cost for missing records

## Use less space.

Shelf filing systems use less than half the space of traditional drawer filing systems. Maximize your records storage space with open shelves to obtain the highest ratio of records per square foot possible.

Drawer filing systems waste office space because you need room to allow for drawers to be opened to access the files.

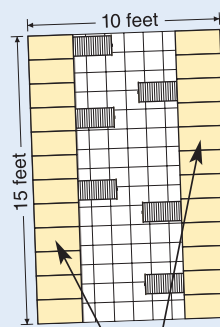
And, since records in drawers must be below eye level to be visible, additional space is wasted by not utilizing comfortable high space.

### How much space does it take to store 10,000 records?

#### VERTICAL FOUR DRAWER CABINETS

96 filing inches per cabinet  
6.25 sq. feet of floor space per cabinet (including aisle space for open drawers)  
24 cabinets needed

**150 Total Square Feet**

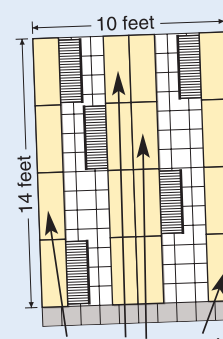


24 Vertical Four Drawer Cabinets

#### LATERAL FOUR DRAWER CABINETS

157 filing inches per cabinet  
8.75 sq. feet of floor space per cabinet (including aisle space for open drawers)  
16 cabinets needed

**140 Total Square Feet**

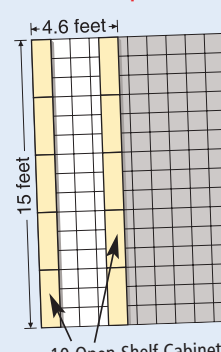


16 Lateral Four Drawer Cabinets

#### OPEN SHELF CABINETS

238 filing inches per cabinet  
6.9 sq. feet of floor space per cabinet (including aisle space)  
10 cabinets needed

**69 Total Square Feet**



10 Open Shelf Cabinets

□ Aisle space needed for open drawers    ■ Unused floor space

## Reduce workplace stress.

Make your office a more pleasant place to work. Eliminate the tension and panic caused by searching for lost information. Easy access to information keeps office workers happy and productive by making their jobs easier.

## Save time and improve productivity.

Because all folders in the filing system are accessible at all times, many people can use the system simultaneously. Congestion in the filing area is reduced, and personnel can retrieve and replace records quickly. Color coding helps to identify the locations of records as the person is approaching the files. The bands of color can guide the user to within a few inches of the folder they need before they actually touch the files, saving up to 50 percent of filing time.

## Enhance customer service.

Easy access to information enables you to improve the quality of service you can provide to your customers. Quick response to customer needs can give your organization the edge over your competition. Show your customers you value their business by keeping their important information organized and easily accessible.





# Four easy steps to create a filing system that fits your business needs.

Follow this simple process to design a filing system that will improve office productivity at your organization.

## STEP ONE

Choose the appropriate folder based on the number of documents stored, security, activity and shelf life.



**STANDARD FOLDERS**  
For typical filing of average size files, use Standard Folders. See Pages 6-7.



**FASTENER FOLDERS**  
If materials must stay organized within the file, use Fastener Folders. Papers stay in order and will not fall out. See Pages 8-10.



**CLASSIFICATION FOLDERS**  
Create a "file-within-a-file" by subdividing material into categories using Classification Folders. See Page 11.



**PRESSBOARD FOLDERS**  
Bulky or frequently used files stay in good shape with sturdy expanding Pressboard Folders. See Page 11.



**FILE JACKETS**  
Closed sides keep valuable papers and bulky items safely inside the file. See Page 12.



**FILE POCKETS**  
Keep bulky paperwork organized and easy to transport with high capacity File Pockets. See Page 13.

## STEP THREE

Implement on-demand label generating software for ongoing label production.

Choose a labeling software for easy creation of new files.



CLICKSTRIP®



CLICKFILE®



COLORBAR®



COLORBAR EXPRESS™

## STEP TWO

Design the appropriate color-coded system that will reduce misfiles and increase filing productivity.

We can help you design an alpha, numeric or terminal digit coded system based on your business requirements.



**ALPHABETIC SYSTEMS**  
speed filing and retrieval while reducing misfiles for materials that are organized by name.



**NUMERIC SYSTEMS**  
achieve maximum efficiency in very large systems by filing sequentially or by utilizing terminal digit.



**COLOR-CODED STRIP LABELS**  
can be designed and pre-applied to folders to make the top tab to end tab conversion process simple.



**FILE CONVERTERS**  
can be used to convert existing top tab folders to end tab.

## STEP FOUR

For added efficiency, incorporate custom printing, pocket installation, custom indexes, filebacks and file dividers.



Choose from a variety of different fastener options to keep documents secure within the folder.



Use custom indexes and filebacks to subdivide information for faster retrieval of important documents.



Print company logo, forms, tab headings and special handling instructions directly on the folder to improve appearance and efficiencies.



Install manila or poly pockets to secure documents that can't be punched. Great for X-rays and legal documents.

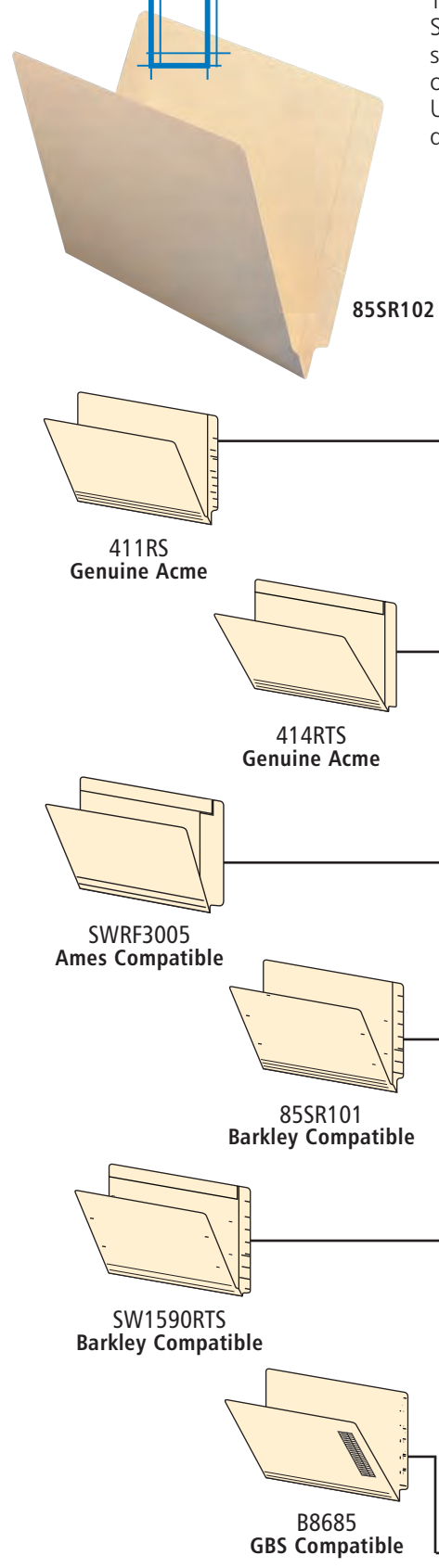


# STEP ONE

Choose a folder that best fits your file usage.

## End Tab File Folders

The basic building block of your filing system is the folder that holds your records. Select a style that complements the activity of your records. For many filing situations, standard weight folders are a practical choice. Single-ply tabs are an economical option for files that get minimal use. Reinforced tabs work better for general usage. Use heavier folders when files get frequent access. Use colored folders to designate different types of files. Full cut tabs allow easy indexing using color-coded strip labels.

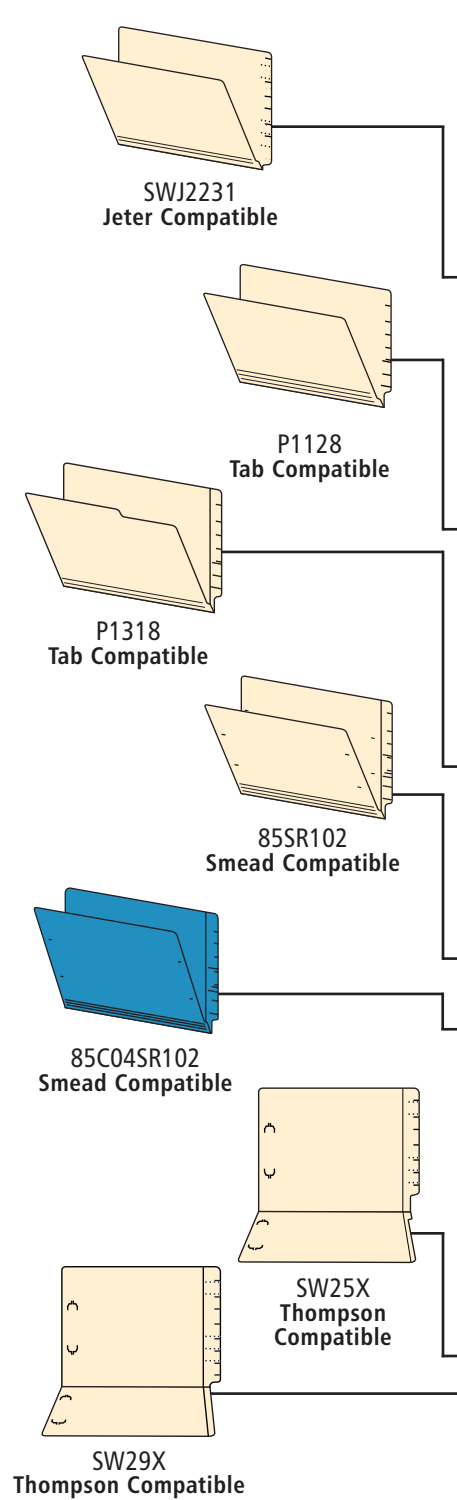
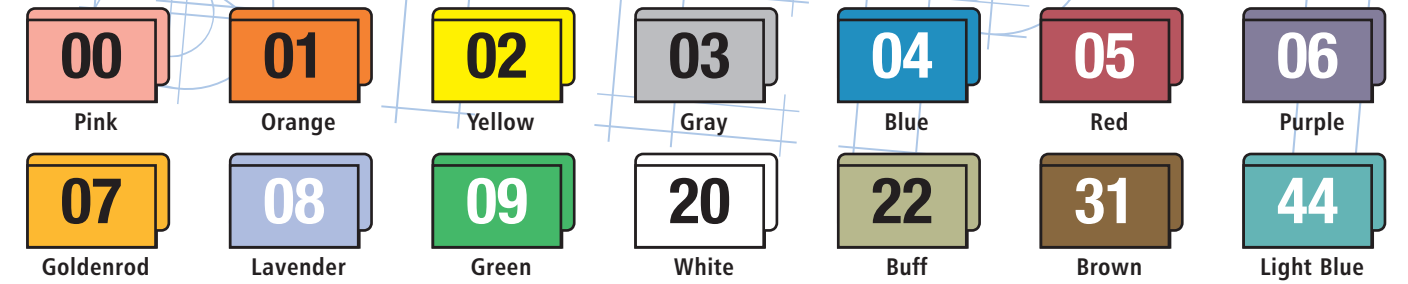


### End Tab File Folders

Weight	Color	Front	Tab Description	Letter	Legal	Box	Ctn
<b>GENUINE ACME®</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Legal Size: 9-1/2"H x 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks							
11 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	411S	511S	100	500
11 Point	Manila	9"H	Single ply, full-cut end tab	411SDF		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	411RS	511RS	100	500
11 Point	Manila	9"H	Reinforced, full-cut end tab	411RSDF	511RSDF	100	500
11 Point	Manila	9-1/2"H	Non-interlocking top and side reinforced, full-cut end tab	411RTS		100	500
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	414S	514S	100	500
14 Point	Manila	9-1/2"H	Single ply, full-cut end tab	414SDF		100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	414RS		50	250
14 Point	Manila	9-1/2"H	Non-interlocking top and side reinforced, full-cut end tab	414RTS		50	250
18 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	418S		50	250
<b>AMES® COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Scored for 1-3/8" expansion, No label placement marks							
11 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	SWRF3000		50	250
14 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	SWRF3005		50	250
<b>BARKLEY® COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Legal Size: 9-1/2"H x 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks (unless noted otherwise in tab description)							
11 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	85S101	95S101	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	85SR101	95SR101	100	500
11 Point	Manila	9-1/2"H	Non-interlocking top and side reinforced, super tab, no placement marks	SW1190RTS		100	500
11 Point	Kraft	9-1/2"H	Reinforced, full-cut end tab	850SR101		100	500
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	87S101		100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	87SR101		50	250
14 Point	Manila	9-1/2"H	Non-interlocking top and side reinforced, super tab, no placement marks	SW1590RTS		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, 2" W-style exp (shipped flat)	87SR101W2			200
17 Point	Kraft	9-1/2"H	Single-ply, full-cut end tab	890S101	990S101	50	250
<b>GBS® COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Scored for 3/4" expansion, Printed label placement marks, Printed year scale on outside front panel							
11 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	B8683		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	B8687		100	500
15 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	B8685		100	500
15 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	B8688		50	250

## Smead® Compatible End Tab Tinted File Folder Colors

Use the color number to replace the ## in the item number when ordering colored folders.



### End Tab File Folders

Weight	Color	Front	Tab Description	Letter	Legal	Box	Ctn
<b>JETER® COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Scored for 3/4" expansion, Printed label placement marks							
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	SWJ1050		100	500
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	SWJ1231		100	500
14 Point	Manila	9-1/2"H	Single-ply, super end tab	SWJ2231		100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	SWJ1241		50	250
14 Point	Manila	9-1/2"H	Reinforced, super tab	SWJ2241		50	250
<b>TAB® COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Legal Size: 9-1/2"H x 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks							
11 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	P1102	P1104	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	P1103	P1105	100	500
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	P1128	P1118	100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	P1123	P1127	50	250
17 Point	Kraft	9-1/2"H	Single-ply, full-cut end tab	P1129	P1119	50	250
Short Letter Size: 9-1/2"H x 12"W, Legal Size: 9-1/2"H x 15"W, Scored for 3/4" expansion, Embossed label placement marks, 7-3/8" long top tab, Undercut front flap at both tabs							
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, 12" wide overall, special undercut on front flap	P1317	P1327	100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, 12" wide overall, special undercut on front flap	P1318	P1328	50	250
<b>SMEAD COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Legal Size: 9-1/2"H x 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks							
11 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	85S102		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	85SR102	95SR102	100	500
11 Point	Manila	9"H	Reinforced, full-cut end tab	85SR102DF	95SR102DF	100	500
11 Point	Colors*	9-1/2"H	Reinforced, full-cut end tab	85C##SR102	95C##SR102	100	500
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	87S102		100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	87SR102	97SR102	50	250
14 Point	Colors*	9-1/2"H	Reinforced, full-cut end tab	87C##SR102		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, 1/2 pocket on inside front	85S350L		50	250
* To specify color, refer to color chart on this page. Replace ## with the appropriate color numbers.							
<b>THOMPSON® COMPATIBLE</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Legal Size: 9-1/2"H x 15-1/4"W, Scored for 3/4" expansion, Printed label placement marks							
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	SW23X		100	500
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	SW25X		50	250
14 Point	Manila	9-1/2"H	Reinforced, super tab	SW29X		50	250
Short Letter Size: 9-1/2"H x 12"W, Legal Size: 9-1/2"H x 15"W, Scored for 3/4" expansion, Printed label placement marks							
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	SW14X		100	500

# STEP ONE

Choose a folder that best fits your file usage.

## End Tab File Folders with Fasteners

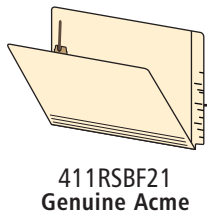
Fasteners are used to help organize the folder by attaching documents, dividers and indexes to folders. Factory-installed bonded fasteners are glued to the inside of the folder and are not visible from the outside of the folder. Commonly ordered fastener folders are listed below. In addition, fasteners can be added to any stock folder in standard positions and are usually shipped in two working days. Installation of fasteners in custom folders and positions is available.



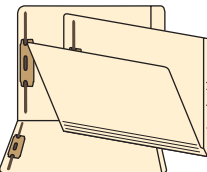
85SR102BF213

### End Tab File Folders with Fasteners

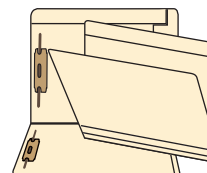
Weight	Color	Front	Tab Description	Fasteners	Letter	Legal	Box	Ctn
<b>GENUINE ACME®</b>								
Letter Size: 9-1/2"H X 12-1/4"W, Legal Size: 9-1/2"H X 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks								
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1" bonded fasteners pos 1&3	411RSBF113	511RSBF113	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	411RSBF21	511RSBF21	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	411RSBF213	511RSBF213	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 5	411RSBF25	511RSBF25	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	411RSBF235	511RSBF235	50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	414SBF21	514SBF21	50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	414SBF213	514SBF213	50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	414RSBF21		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	414RSBF213		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	414RSBF235		50	250
<b>AMES® COMPATIBLE</b>								
Letter Size: 9-1/2"H X 12-1/4"W, Scored for 1-3/8" expansion, No label placement marks								
11 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	1" bonded fasteners pos 1&3	SWRF3000BF113		50	250
11 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fastener pos 1	SWRF3000BF21		100	500
11 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fasteners pos 1&3	SWRF3000BF213		50	250
11 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fastener pos 5	SWRF3000BF25		100	500
11 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fasteners pos 3&5	SWRF3000BF235		50	250
14 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	1" bonded fasteners pos 1&3	SWRF3005BF113		50	250
14 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fastener pos 1	SWRF3005BF21		50	250
14 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fasteners pos 1&3	SWRF3005BF213		50	250
14 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fastener pos 5	SWRF3005BF25		50	250
14 Point	Manila	9-1/2"H	Interlocking top and side reinforced, full-cut end tab	2" bonded fasteners pos 3&5	SWRF3005BF235		50	250



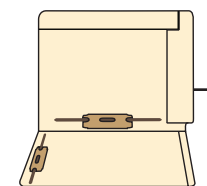
411RSBF21  
Genuine Acme



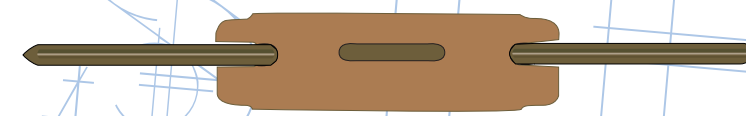
414RSBF213  
Genuine Acme



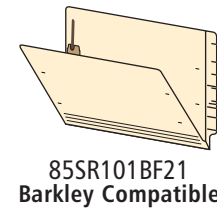
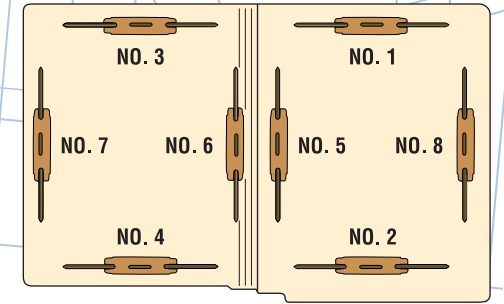
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Ames Compatible



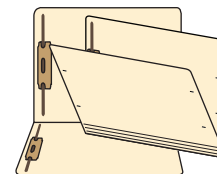
SWRF3005BF235  
Ames Compatible



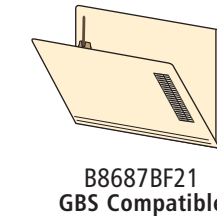
Bonded Fasteners can be installed in any location in any style of folder. Use the diagram to select from standard positions, or give us your specific custom location.



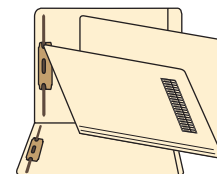
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Barkley Compatible



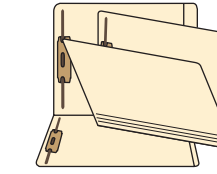
87S101BF213  
Barkley Compatible



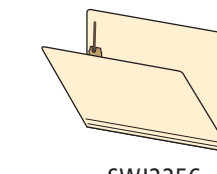
B8687BF21  
GBS Compatible



B8688BF213  
GBS Compatible



SWJ1058  
Jeter Compatible



SWJ2256  
Jeter Compatible

### End Tab File Folders with Fasteners

Weight	Color	Front	Tab Description	Fasteners	Letter	Legal	Box	Ctn
<b>BARKLEY® COMPATIBLE</b>								
Letter Size: 9-1/2"H X 12-1/4"W, Legal Size: 9-1/2"H X 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks								
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1" bonded fasteners pos 1&3	85SR101BF113	95SR101BF113	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	85SR101BF21	95SR101BF21	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	85SR101BF213	95SR101BF213	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 5	85SR101BF25	95SR101BF25	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	85SR101BF235	95SR101BF235	50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	87S101BF21		50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	87S101BF213		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	87SR101BF21		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	87SR101BF213		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	87SR101BF235		50	250
<b>GBS® COMPATIBLE</b>								
Letter Size: 9-1/2"H X 12-1/4"W, Scored for 3/4" expansion, Printed label placement marks, Printed year scale on outside front panel								
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1" bonded fasteners pos 1&3	B8687BF113		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	B8687BF21		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	B8687BF213		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 5	B8687BF25		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	B8687BF235		50	250
15 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	B8685BF21		50	250
15 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	B8685BF213		50	250
15 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	B8688BF21		50	250
15 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	B8688BF213		50	250
15 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	B8688BF235		50	250
<b>JETER® COMPATIBLE</b>								
Letter Size: 9-1/2"H X 12-1/4"W, Scored for 3/4" expansion, Printed label placement marks								
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1" bonded fasteners pos 1&3	SWJ1050BF113		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	SWJ1056		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	SWJ1058		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 5	SWJ1050BF25		100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	SWJ1050BF235		50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	SWJ1256		50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	SWJ1258		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	SWJ1241-56		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	SWJ1241-58		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	SWJ1241BF235		50	250
14 Point	Manila	9-1/2"H	Single-ply, super end tab	2" bonded fastener pos 1	SWJ2256		50	250
14 Point	Manila	9-1/2"H	Single-ply, super end tab	2" bonded fasteners pos 1&3	SWJ2258		50	250
14 Point	Manila	9-1/2"H	Reinforced, super end tab	2" bonded fastener pos 1	SWJ2241-56		50	250
14 Point	Manila	9-1/2"H	Reinforced, super end tab	2" bonded fasteners pos 1&3	SWJ2241-58		50	250



# STEP ONE

Choose a folder that best fits your file usage.

## End Tab File Folders with Fasteners *(continued)*

### End Tab File Folders with Fasteners

Weight Color Front Tab Description Fasteners Letter Legal Box Ctn

#### SMEAD® COMPATIBLE

Letter Size: 9-1/2"H X 12-1/4"W, Legal Size: 9-1/2"H X 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks

11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1" bonded fasteners pos 1&3	85SR102BF113	95SR102BF113	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	85SR102BF21	95SR102BF21	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	85SR102BF213	95SR102BF213	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 5	85SR102BF25	95SR102BF25	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	85SR102BF235	95SR102BF235	50	250
11 Point	Colors*	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	85C##SR102BF213	95C##SR102BF213	50	250
Tinted stock available in 14 standard colors*								
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	87S102BF21		50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	87S102BF213		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	87SR102BF21	97SR102BF21	50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	87SR102BF213	97SR102BF213	50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	87SR102BF235	97SR102BF235	50	250
14 Point	Colors*	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	87C##SR102BF213		50	250
Tinted stock available in 14 standard colors*								
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1/2 pocket on inside front, 2" bonded fastener pos 1	85S350LBF21		50	250

\* To specify color, refer to color chart on page 7. Replace ## with the appropriate color numbers.

#### TAB® COMPATIBLE

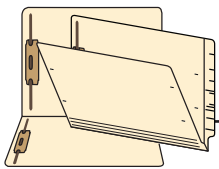
Letter Size: 9-1/2"H X 12-1/4"W, Legal Size: 9-1/2"H X 15-1/4"W, Scored for 3/4" expansion, Embossed label placement marks

11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	1" bonded fasteners pos 1&3	P1103BF113		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	P1103BF21	P1105BF21	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	P1103BF213	P1105BF213	50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 5	P1103BF25	P1105BF25	100	500
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	P1103BF235	P1105BF235	50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	P1128BF21	P1118BF21	50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	P1128BF213	P1118BF213	50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	P1123BF21	P1127BF21	50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	P1123BF213	P1127BF213	50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	P1123BF235	P1127BF235	50	250

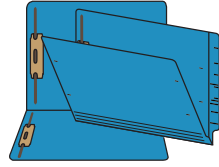
#### THOMPSON® COMPATIBLE

Letter Size: 9-1/2"H X 12-1/4"W, Scored for 3/4" expansion, Printed label placement marks

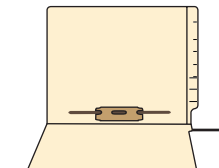
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fastener pos 1	SW23XBF21		50	250
14 Point	Manila	9-1/2"H	Single-ply, full-cut end tab	2" bonded fasteners pos 1&3	SW23XBF213		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fastener pos 1	SW25XBF21		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 1&3	SW25XBF213		50	250
14 Point	Manila	9-1/2"H	Reinforced, full-cut end tab	2" bonded fasteners pos 3&5	SW25XBF235		50	250
14 Point	Manila	9-1/2"H	Reinforced, super tab	2" bonded fastener pos 1	SW29XBF21		50	250
14 Point	Manila	9-1/2"H	Reinforced, super tab	2" bonded fasteners pos 1&3	SW29XBF213		50	250



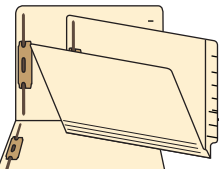
85SR102BF213  
Smead Compatible



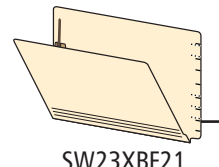
87C04SR102BF213  
Smead Compatible



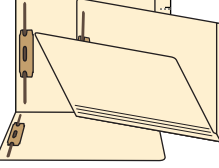
P1103BF25  
Tab Compatible



P1123BF213  
Tab Compatible



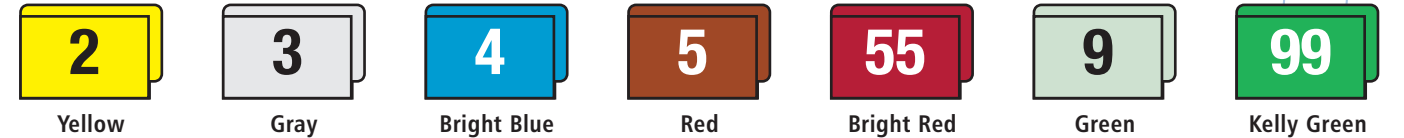
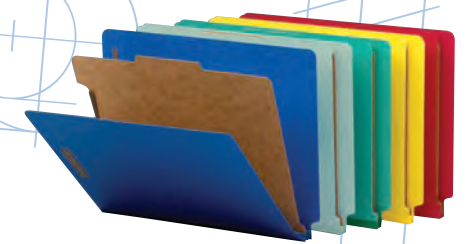
SW23XBF21  
Thompson Compatible



SW29XBF213  
Thompson Compatible

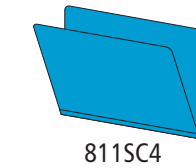
Choose a folder that best fits your file usage.

## End Tab Pressboard Folders and Classification Folders

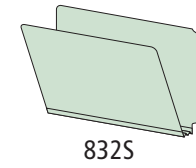


Select from these colors for colored pressboard and classification folders.

Heavyweight pressboard is ideal for files that get lots of use. Add fasteners to sub-divide materials and keep them in sequential order. For more than two subdivisions, choose classification folders



811SC4



832S

### End Tab Pressboard Folders

Weight Color Tab Capacity Letter Legal Box Ctn

#### SMEAD® COMPATIBLE

Pressboard folders have matching color Tyvek tape for 1" or 2" expansion

25 Point	Green	Full cut end tab	1" expansion	831S	931S	25	125
25 Point	Colors	Full cut end tab	1" expansion	811SC*	911SC*	25	125
25 Point	Green	Full cut end tab	2" expansion	832S	932S	25	125

\*Specify color, 2-Yellow, 3-Gray, 4-Bright Blue, 5-Red, 55-Bright Red, 9-Green, 99-Kelly Green

### End Tab Pressboard Folders with Fasteners

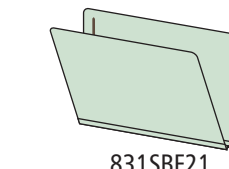
Weight Color Tab Capacity Fasteners Letter Legal Box Ctn

#### SMEAD COMPATIBLE

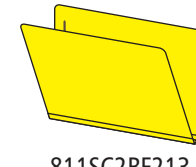
Pressboard folders have matching color Tyvek tape for 1" or 2" expansion

25 Point	Green	Full cut end tab	1" expansion	2" bonded fastener in pos 1	831SBF21	931SBF21	25	125
25 Point	Green	Full cut end tab	1" expansion	2" bonded fastener in pos 1&3	831SBF213	931SBF213	25	125
25 Point	Colors	Full cut end tab	1" expansion	2" bonded fastener in pos 1	811SC*BF21	911SC*BF21	25	125
25 Point	Colors	Full cut end tab	1" expansion	2" bonded fastener in pos 1&3	811SC*BF213	911SC*BF213	25	125
25 Point	Green	Full cut end tab	2" expansion	2" bonded fastener in pos 1	832SBF21	932SBF21	25	125
25 Point	Green	Full cut end tab	2" expansion	2" bonded fastener in pos 1&3	832SBF213	932SBF213	25	125

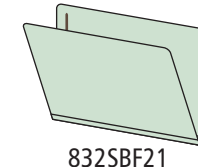
\*Specify color, 2-Yellow, 3-Gray, 4-Bright Blue, 5-Red, 55-Bright Red, 9-Green, 99-Kelly Green



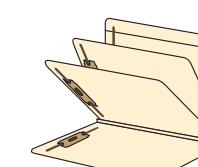
831SBF21



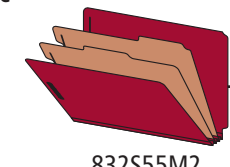
811SC2BF213



832SBF21



873M2  
Barkley Compatible



832S55M2

### End Tab Manila Expandifile Folders

Weight Color Tab Capacity Dividers Letter Legal Box Ctn

#### BARKLEY® COMPATIBLE

Manila classification folders have a full Mylar reinforced gusset

14 Point	Manila	Full cut end tab, top and side reinforced	2" expansion	1 divider	872M1	972M1	20	100
14 Point	Manila	Full cut end tab, top and side reinforced	3" expansion	2 dividers	873M2	973M2	15	75

### End Tab Pressboard Classification Folders

Weight Color Tab Capacity Dividers Letter Legal Box Ctn

#### SMEAD COMPATIBLE

25 Point	Colors	Full cut end tab	2" expansion	1 kraft divider	832S*M1	932S*M1	10	50
25 Point	Colors	Full cut end tab	2" expansion	2 kraft dividers	832S*M2	932S*M2	10	50
25 Point	Colors	Full cut end tab	3" expansion	3 kraft dividers	833S*M3	933S*M3	10	50

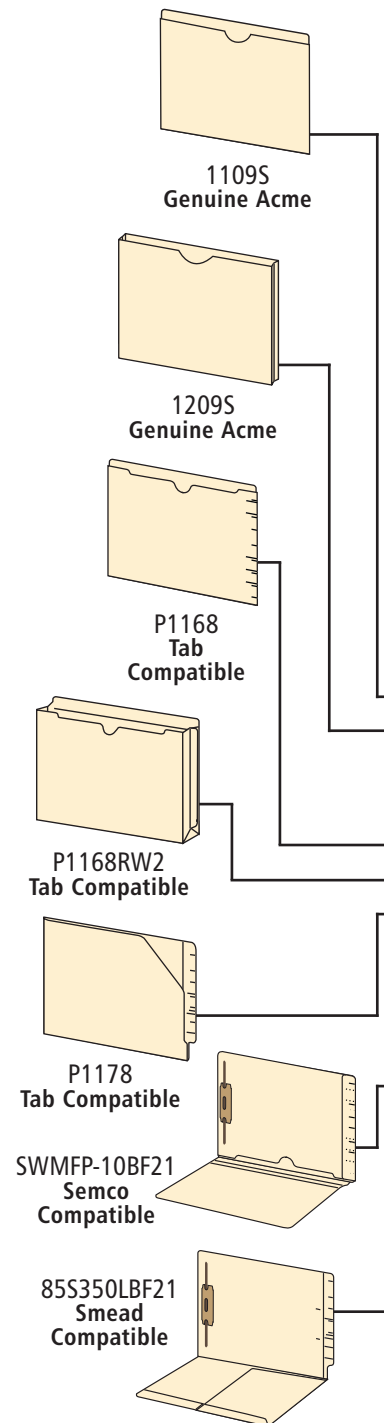
\*Specify color, 2-Yellow, 3-Gray, 4-Bright Blue, 5-Red, 55-Bright Red, 9-Green, 99-Kelly Green

# STEP ONE

Choose a folder that best fits your file usage.

## End Tab File Jackets and Pocket Folders

File jackets are useful for securing documents that cannot be hole-punched to be placed on fasteners or to handle documents of varying sizes. Filing and retrieval of items housed in a file pocket requires very little effort since documents are not attached to the pocket. File jackets with three closed sides are available for additional security. File jackets are also available with two closed sides and angle-cut fronts to allow easy access for fast retrieval of contents. Pocket folders accommodate and protect special documents that cannot be hole-punched such as: lab reports, photos, diskettes and dental x-rays.



### File Jackets and Pocket Folders

Weight	Color	Front	Description	Letter	Legal	Box	Ctn
<b>GENUINE ACME® FILE JACKETS</b>							
Letter Size: 9-1/2"H x 11-3/4"W, Legal Size: 9-1/2"H x 14-3/4"W							
11 Point	Manila	9"H	File jacket, flat expansion, closed on three sides	1109S	1409S	50	250
11 Point	Manila	9-3/4"H	File jacket, scored for 3/4" expansion, closed on three sides	1209S		50	250
<b>TAB® COMPATIBLE FILE JACKETS</b>							
Letter Size: 9-1/2"H x 12-1/4"W, Legal Size: 9-1/2"H x 15-1/4"W							
11 Point	Manila	9-1/2"H	File jacket, flat expansion, closed on three sides	P1168	P1169	50	250
11 Point	Manila	9-1/2"H	File jacket, 2" expansion, closed on three sides, shipped flat	P1168RW2		200	
11 Point	Manila	9-1/2"H	File jacket, flat expansion, closed on two sides, diagonal cut on front panel	P1178		50	250
<b>SEMCO® COMPATIBLE POCKET FOLDERS</b>							
Letter Size: 9-1/2"H x 12-1/4"W							
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, full pocket on inside back panel	SWMFP-10		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, full pocket on inside back panel, 2" bonded fastener in pos 1	SWMFP-10BF21		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, full pocket on inside back panel, 2" bonded fastener in pos 1&3	SWMFP-10BF213		50	250
<b>SMEAD® COMPATIBLE POCKET FOLDERS</b>							
Letter Size: 9-1/2"H x 12-1/4"W							
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, half pocket on inside front flap	85S350L		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, half pocket on inside front flap, 2" bonded fastener in pos 1	85S350LBF21		50	250
11 Point	Manila	9-1/2"H	Reinforced, full-cut end tab, half pocket on inside front flap, 2" bonded fastener in pos 1&3	85S350LBF213		50	250

Choose a folder that best fits your file usage.

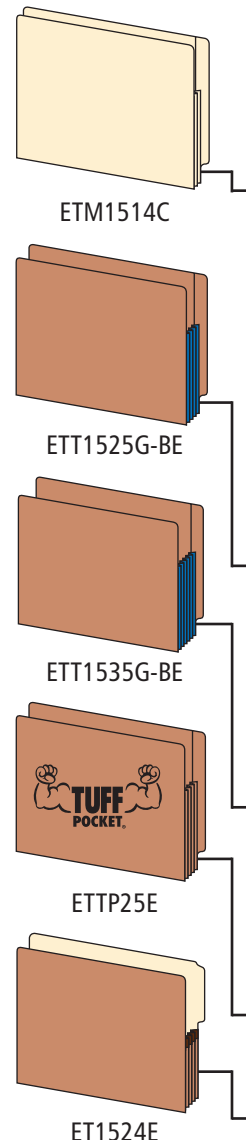
## End Tab File Pockets

Redrope expansion file pockets provide maximum filing capacity for the storage of bulky documents and documents of mixed sizes. Redrope expansion pockets feature the following sizes: End tabs are 3/4" wide. Gussets are 6-1/2" high. Drop front style allows for easy accessibility. Expansion widths are indicated below.



### Manila File Pockets

Weight	Front	Expansion	Gusset	Letter	Legal	Box	Ctn
<b>GENUINE SMEAD®</b>							
Letter Size: 9-1/2"H x 12-3/8"W, Legal Size: 9-1/2"H x 15-1/2"W							
11 Point	9"	1-3/4"	5-1/2" Tyvek® top gusset	ETM1514C	ETM1516C	25	100
11 Point	9"	3-1/2"	5-1/2" Tyvek top gusset	ETM1524E	ETM1526E	25	100
11 Point	9"	3-1/2"	5-1/2" Tyvek-lined gusset	ETMC1524E	ETMC1526E	10	50
11 Point	9"	5-1/4"	5-1/2" Tyvek-lined gusset	ETMC1534G	ETMC1536G	10	40



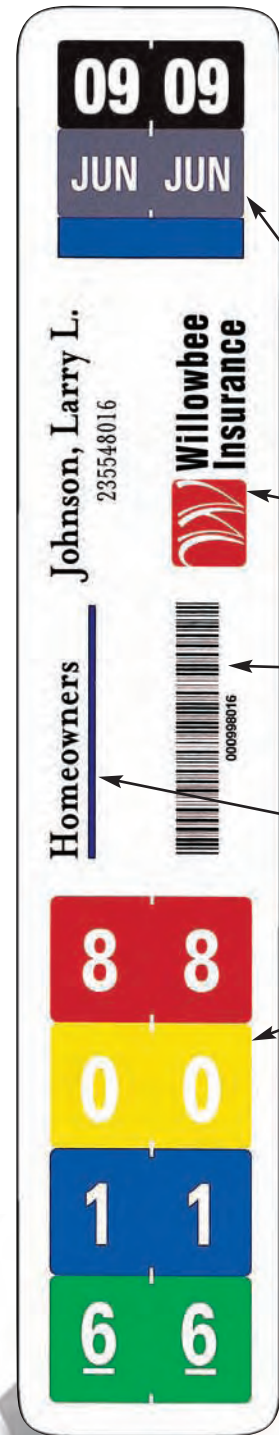
### Redrope File Pockets

Weight	Gusset Color	Front	Expansion	Gusset	Letter	Legal	Box	Ctn
<b>GENUINE SMEAD</b>								
Extra Wide Letter Size: 9-1/2"H x 12-3/4"W, Extra Wide Legal Size: 9-1/2"H x 15-3/4"W								
12-1/2 Point	Redrope	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset		ETC1528ER	10	50
12-1/2 Point	Blue	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset	ETT1525E-BE	ETT1527E-BE	10	50
12-1/2 Point	Green	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset	ETT1525E-GN	ETT1527E-GN	10	50
12-1/2 Point	Dark Brown	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset	ETT1525E-DBN	ETT1527E-DBN	10	50
12-1/2 Point	Orange	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset	ETT1525E-OR	ETT1527E-OR	10	50
12-1/2 Point	Red	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset	ETT1525E-R	ETT1527E-R	10	50
12-1/2 Point	Yellow	9"	3-1/2"	6-1/2" Tyvek-lined colored gusset	ETT1525E-Y	ETT1527E-Y	10	50
12-1/2 Point	Redrope	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset		ETC1538GR	10	50
12-1/2 Point	Blue	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset	ETT1535G-BE	ETT1537G-BE	10	50
12-1/2 Point	Green	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset	ETT1535G-GN	ETT1537G-GN	10	50
12-1/2 Point	Dark Brown	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset	ETT1535G-DBN	ETT1537G-DBN	10	50
12-1/2 Point	Orange	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset	ETT1535G-OR	ETT1537G-OR	10	50
12-1/2 Point	Red	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset	ETT1535G-R	ETT1537G-R	10	50
12-1/2 Point	Yellow	9"	5-1/4"	6-1/2" Tyvek-lined colored gusset	ETT1535G-Y	ETT1537G-Y	10	50
16-1/2 Point	Redrope	9"	3-1/2"	6-3/8" Tyvek-lined gusset	ETTP25E	ETTP27E	10	50
16-1/2 Point	Redrope	9"	5-1/4"	6-3/8" Tyvek-lined gusset	ETTP35G	ETTP37G	10	50
16-1/2 Point	Redrope	9"	7"	6-3/8" Tyvek-lined gusset	ETTP45I	ETTP47I	10	50
12-1/2 Point	Redrope w/Manila	9"	3-1/2"	4-1/2" Tyvek top gusset, manila liner	ET1524E	ET1526E	10	50



## STEP TWO

### Design a color-coded system based on your business requirements.



Print file labels and folders on-demand with your PC color printer.

Add color-coded year and month bands to manage retention schedules.

Include graphic images of company logos or key symbols.

Use nearly any style of bar code for file tracking, including advanced 2D barcodes.

Format constant or data driven text to any size, color or typestyle.

Use Alpha or Numeric color coding to drastically increase filing productivity.

Your custom-designed strip label can be pre-applied to any folder making a top tab to end tab conversion a low-cost solution.

We can design color-coded systems that are compatible with any system you may be using including Ames®, Acme Visible®, Barkley®, Col'R Tab®, GBS®, Jeter®, SavTyme®, Smead® and Tab® Products. Color-coded systems can be applied to any standard folder, pocket or jacket and collated into any sequence you require so they are ready to use out of the carton. Let us help you determine which indexing system is right for your business.

#### Alphabetic Filing

- Files are arranged by names—company, subject or individual—in dictionary order.
- Alphabetic filing is the most commonly used method for systems with less than 5,000 records.
- Alphabetic filing methods allow anyone direct access to information contained in the files because cross-references are not needed.
- When color coding is not used in large volume alphabetic filing systems, the repetition of common names makes filing extremely tedious and may lead to errors and frequent misfiles.

#### Straight Numeric Filing

- Files are arranged by number in sequential order from the lowest to the highest.
- Straight Numeric is the most practical filing system for large records, especially for filing systems larger than 5,000 records
- A benefit of straight numeric filing is that, unlike large alphabetic systems, there is no duplication of files—each number is unique.
- Security of files is enhanced because access to a record is not possible without access to the alphabetic cross-reference system.
- Straight numeric filing is the easiest and simplest system to learn since it is based on sequential numbering. Numbers are faster to read and easier to file than letters.

#### Terminal Digit Filing

- Terminal digit filing systems arrange files in groups according to the last digits.
- Terminal digit filing is an efficient filing method for systems that exceed 10,000 records or have "skips" in numeric sequences, that are created when social security numbers or files have been purged extensively.
- File numbers are assigned in straight numeric sequence; however, location in the file is determined by reading them in reverse order (right to left), in groups of two digits.
- File area is divided into 100 equal sections (00-99) which expand and contract evenly.
- File retrieval and return is evenly distributed throughout the filing system and backshifting efforts are eliminated since old files are evenly purged.

## Strip Label Design Form

Use this form to provide us with the information needed to create your strip label design. If you desire a color-coding scheme not indicated below, please send samples of the colors to be used for characters; numeric (0-9) or alphabetic (A-Z).

### A. Contact Information

Enter shipping information for person approving the label.

Customer: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### B. Label Information

Please indicate ALL elements that will appear on the label and sketch them on the template.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Indicate index system:

- Smead    Tab    GBS/VRE    Jeter    Barkley    Ames    Datafile  
 Custom Colormap    Other (samples required): \_\_\_\_\_

### C. ColorBar printing Software

Software:    ColorBar Design    ColorBar Print    ColorBar Network  
 ColorBar Express    ClickStrip    ClickFile

Printer Type:    Ink Jet    Laser    Model #: \_\_\_\_\_

### D. Label Information

Indicate label type:

- Rolled Laminated    Rolled WaterGuard    ClickStrip    ClickFile  
 Sheeted Laser 6 or 7 per page (circle one)    Sheeted WaterGuard 6 or 7 per page (circle one)  
 Form-A-Tab 2 per page    Form-A-Tab 4 per page    Form-A-Tab 6 per page

What services will factory provide?

- Design only    Design & print    Print only    Application to folders

### E. Data Information

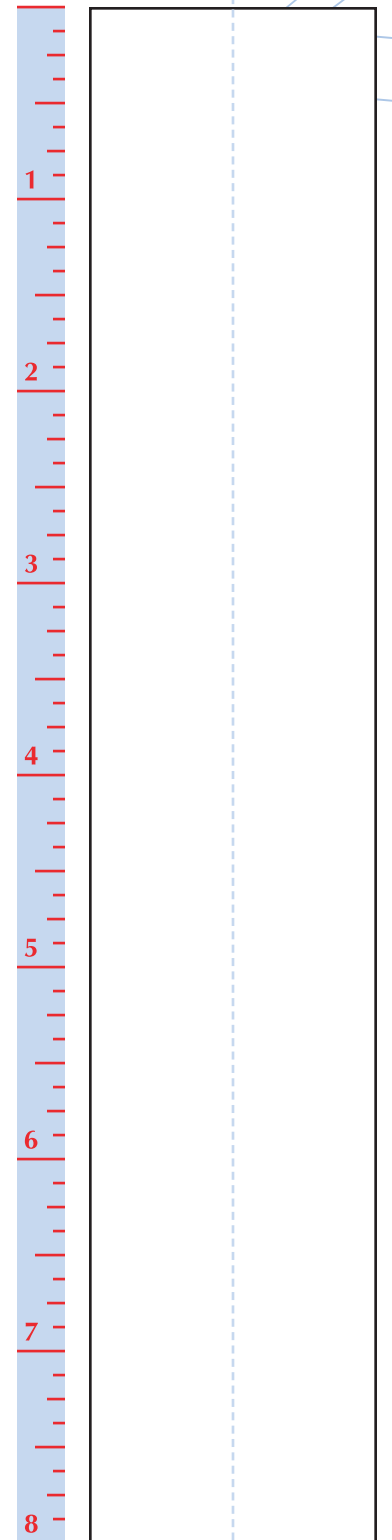
Number of records: \_\_\_\_\_ Data format: \_\_\_\_\_

Data will be supplied via:    Diskette/CD    E-mail    Factory will create sequential data

### F. Comments

Any additional comments: \_\_\_\_\_

Note: Labels will be printed in order supplied by the customer unless requested otherwise. To avoid delays, do not leave any selection of this form incomplete (if applicable).



Fold →



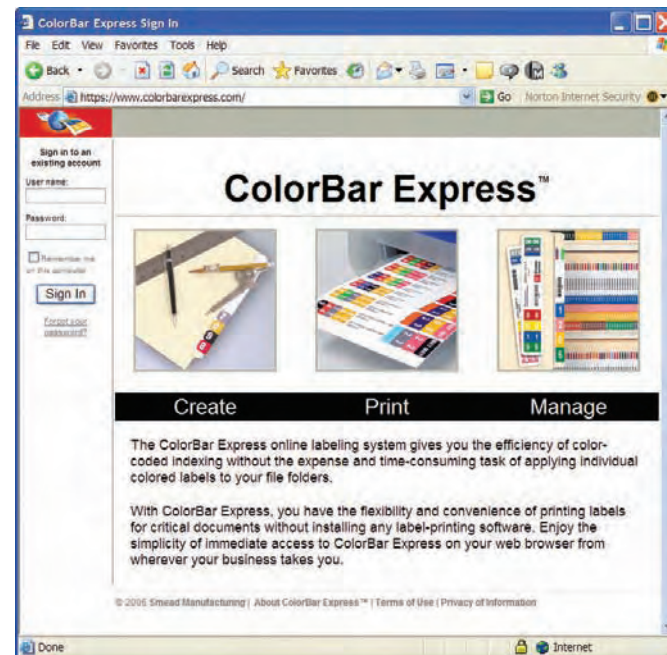
## STEP THREE

### Use on-demand label generating software for ongoing label production.

#### ColorBar® Express™ Online Label Printing

Indexing your files has never been more convenient. Now you can print color-coded strip labels, complete with text, bar codes and other information directly from the internet. No software needs to be installed on your computer. You can create your label designs, print labels and manage your labeling supplies using your Microsoft Internet Explorer browser.

A "thin-client" application, ColorBar Express is accessed online, where you enter your label data directly, or upload data files to automatically create labels. Then you simply print the labels on your local ink-jet or laser color printer.



ColorBar Express brings you the power of ColorBar labeling without the need to maintain software on your computer. Users simply log on to the application through an internet browser, where they can create label designs, print labels and manage their label usage. Password security enables you to control access and set user capabilities.

#### Create your label design with the help of the Label Wizard.

With ColorBar Express, professional label design services are not required. The application guides you through selection of one of the designs in the Label Library. All of the popular labeling systems are included, and you can print a sample to test in your file system.

The Label Wizard will help you decide which design is best for your filing application by asking several questions about your file system activity. Based on your answers, the Wizard will recommend a design from the Label Library. You can then customize the design to fit your specific requirements.

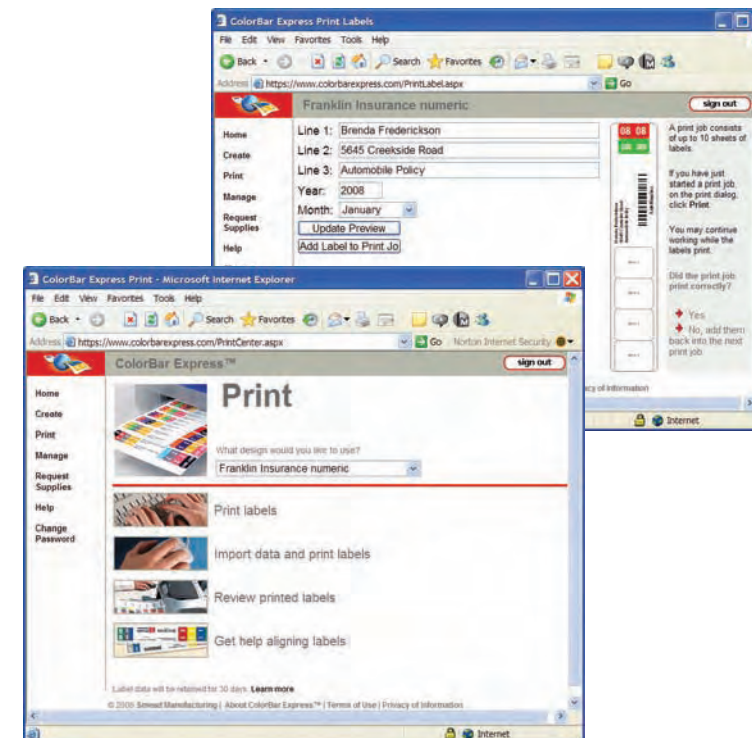


ColorBar Express has preset label designs for the most common indexing formats. You can choose one and start printing labels, or customize the design to better suit your needs.

#### Enter label information online, or upload your data to automatically create new labels.

Once your design has been finalized, you can begin creating new labels. Simply enter the information directly into the fields you defined for your label and the software creates the label for you, complete with bar codes and color-coded characters.

You can also upload data to ColorBar Express to produce multiple labels automatically.

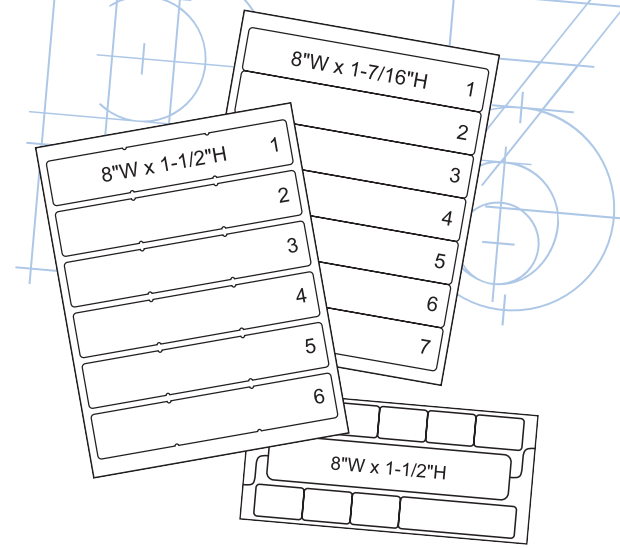


#### Manage your users and accounts, review label printing history and reorder supplies.

In addition to label production, ColorBar Express helps you keep track of labels that have already been printed. When your supplies are running low, the software sends you an alert, allowing you to select the type of label stock and quantities you need. You can add additional instructions and e-mail the order directly to us. We will fulfill the order and replenish your supplies so you are always ready when you need to print new labels.

You can use ColorBar Express to create labels for multiple departments that use different indexing systems. Set up users from each department, and create a label design for each one.

The online help function will guide you through all aspects of setting up and printing labels, managing users and label designs.



ColorBar Express allows you to choose the label stock that best suits your needs. Use ClickStrip® forms for single label printing, or choose ColorBar sheets with six or seven labels on each form.



ColorBar Express prints labels in vibrant color using your desktop color printer. Color codes, text and bar codes print sharp and clean without the need for special fonts installed on your computer.



# STEP THREE



## Use on-demand label generating software for ongoing label production.

### ClickStrip® Labeling Software

As a single-user application, ClickStrip Software for Windows® is the low cost way to begin using time-saving filing techniques such as color coding and shelf filing, while laying the groundwork for a more sophisticated filing system using bar code recognition and document management software.

We can help you create custom label designs or can assist in backfile conversions of your existing folders to a more efficient filing system.

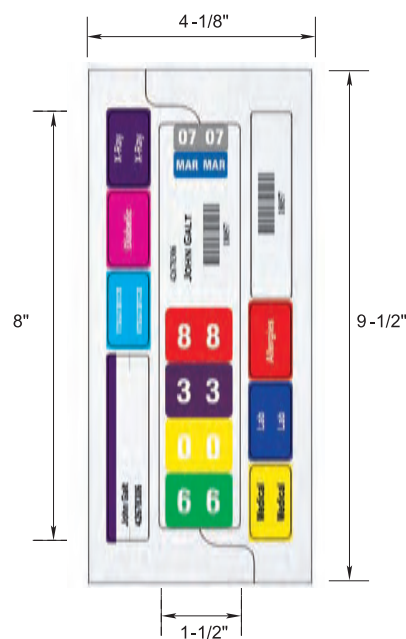
The ClickStrip Singles form is designed to feed into desktop color printers like an envelope. Simply adjust your feed tray to envelope size and fill with forms. The 8-inch label has plenty of room for file headings, bar codes and several color-coded bands.

Bar codes can be generated on labels for automatic tracking using document management software. You determine the starting number and ClickStrip software generates bar codes in sequence as you key in your label data.

ClickStrip software also saves a log of all of your label data for future export into document management software.



ClickStrip comes with more than 20 typical label designs for alphabetic and numeric color-coding systems. We can create a custom design to match any system.

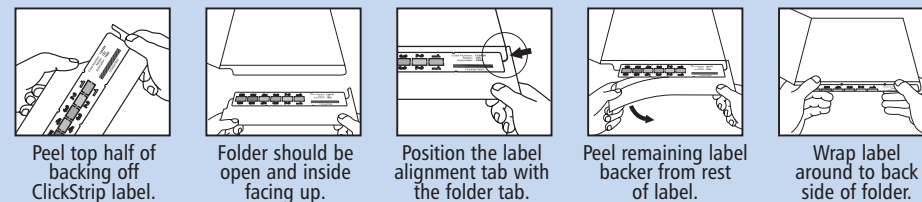


ClickStrip forms are designed to feed easily in most printers using standard envelope settings. Eight bonus labels per form can be used to print any combination of alert, index, top tab, bar code or text labels.



### Get perfect label positioning every time using ClickStrip Singles special alignment feature:

For perfect label positioning on folders, align the label flashing with the curve of the folder tab:



### ClickStrip Label Printing Software

Description	Item No.
ColorBar ClickStrip Software bundled with 50 ClickStrip Singles label forms	02785
50 ColorBar ClickStrip Singles label forms	02780
250 Bulk Pack ColorBar ClickStrip Singles label forms	02781
ColorBar ClickStrip Software	02775

Output color calibrated for EPSON® printers using EPSON® inks. Color matches are always subjective. Exact color matching is not always possible. Custom colormaps can be generated by your ColorBar reseller.



### ClickFile® Folder Printing Software

ClickFile Software for Windows® gives you the ability to print on the entire outside surface of ColorBar® Printable Folders. You decide what information you need on each folder, and we will set up your custom design template and install it into the ClickFile application. Then, all you need to do is enter the data and click to print.

ClickFile Software gives small offices and clinics the advantages of color coded shelf filing without the labor and cost of using labels. Plus, the ability to print on the entire folder gives you the opportunity to make your file folders more useful with printed forms, bar codes and images.

Print custom information on the entire folder to make your files more effective. We will help you create the design template that works best for your office.

### ColorBar® Printable Folders assemble in seconds to create a ready-to-use file.



Remove and discard perforated excess.



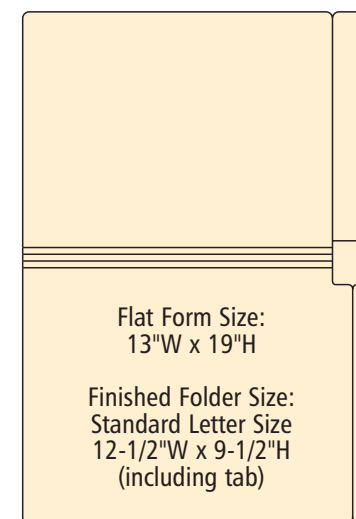
Peel off both tape backing strips to expose adhesive.



Fold on score lines to complete indexed tab.



Fold on score lines to create reinforced panel.



### ClickFile Folder Printing Software

Description	Item No.	Box	Ctn
<b>CLICKFILE SOFTWARE</b>			
ClickFile Software prints individual folder forms on demand from keyboard entry. ColorBar dealer must create design.			
ClickFile Software only, no forms included	02705	1	
ClickFile Software with 50 ColorBar printable folders, 11 point stock	02730	50	Forms
ClickFile Software with 50 ColorBar printable folders, 14 point stock	02755	50	Forms

### CLICKFILE PRINTABLE FOLDER FORMS

Printable folder forms designed to be printed on with ClickFile or ColorBar software. Forms shipped flat with peel-away tape to create end tab.

11 Point Manila – 13" x 19" flat size, finished folder size: 9-1/2"H x 12-1/2"W	02710	50	250
14 Point Manila – 13" x 19" flat size, finished folder size: 9-1/2"H x 12-1/2"W	02735	50	250



# STEP THREE

**ColorBar®**  
INTEGRATED LABEL PRODUCTION SYSTEM

Use on-demand label generating software.

## ColorBar® Labeling Software

### ColorBar Design Labeling Software

Full-featured design and printing software for creating and printing vibrant, color-coded labels using your PC and color printer. Create any size label with custom color codes, symbols, text, bar codes and images. Automate label production by using data from virtually any database source.



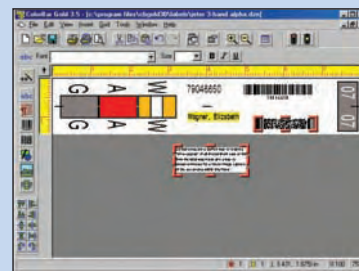
### ColorBar Print Labeling Software

Easy-to-use software for printing color-coded labels using your PC and color printer. Print color labels from virtually any data, any color printer. ColorBar Print works with unlimited label designs. Integratable with document management applications.

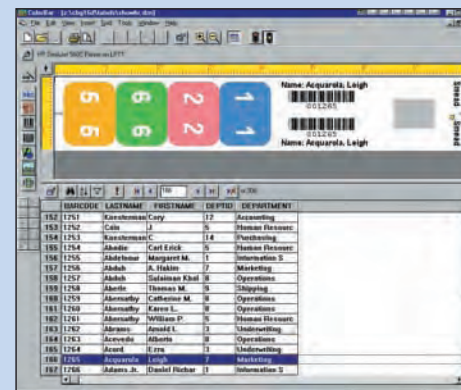
### ColorBar Network Labeling Software

ColorBar Network is the perfect color labeling solution for multiple users. Print labels at multiple workstations from virtually any data source and any color printer. ColorBar Network works with an unlimited number of label designs and is integratable with other software applications.

### Create labels to your exact specification:



WYSIWYG interface shows exactly what your label will look like as you create it.



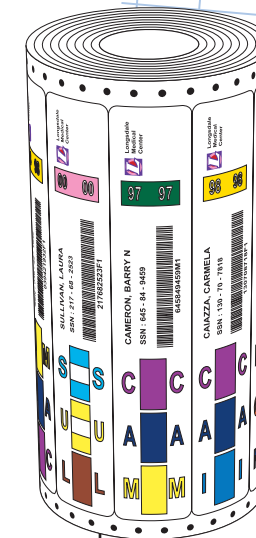
Generate labels from keyboard entry or import data from virtually any host database.

- Comprehensive bar code support
- Works with unlimited label designs
- Create alphabetic, numeric or custom index filing systems
- Match any existing system, including Smead, Tab, Jeter, Ames, Barkley, Traco, GBS/VRE and Kardex
- Create labels to your exact specifications
- Available for stand-alone or network applications
- Print on labels or folders
- Integratable with records management software packages

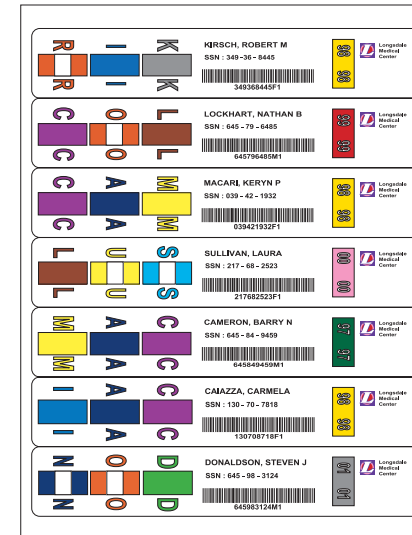
ColorBar Labels are available in a wide variety of sizes. Templates for each are included in the software, or you can create your own custom designed label sheet.

## ColorBar® Label Stock

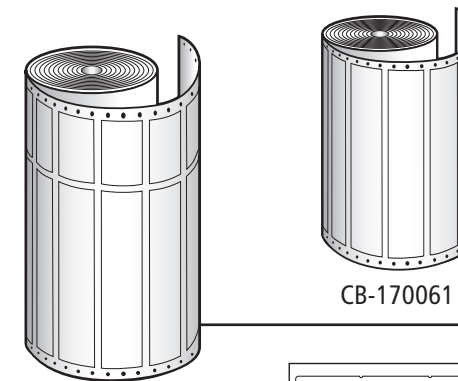
We can provide your labels preprinted on sheets or rolls. Once the label has been designed, send us the design file and your data. Ideal for backfile conversions, we can even apply the labels to the folder of your choice.



CB-130062

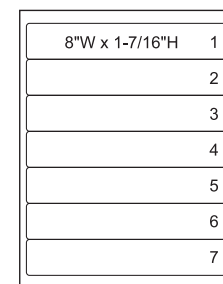


CB-130065

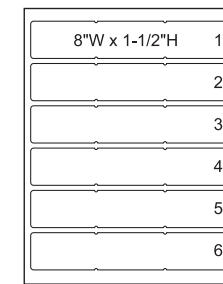


CB-170069

CB-170061



CB-170173



CB-170025

### ColorBar Sheet Labels

ColorBar label sheets are the economical way to handle typical label production.

- Available in standard letter size to fit virtually any printer that supports 8-1/2" x 11" adhesive label stock.
- Print brilliant, accurate colors quickly and easily.
- Special sheet construction reduces paper jams during printing.
- Choose from Bright White labels (laser) or extra durable WaterGuard® (inkjet) labels.

### ColorBar Roll Labels

ColorBar roll label stock is perfect for high volume printing.

- Roll stock labels eliminate misfeeds or paper jams during printing.
- Roll labels are more cost effective for high volume label printing than sheet labels.
- Ideal for unattended label production.
- Available for inkjet printers only.

## ColorBar Labels

Description	Label Size	Item No.
<b>COLORBAR FINISHED LABELS FROM DATA*</b>		
Laminated on rolls	8"W x 1-7/16"H	CB-130062
Non-laminated WaterGuard on rolls	8"W X 1-7/16"H	CB-130063
Laminated on sheets, 8 up	8"W X 1-7/16"H	CB-170141
Non-laminated WaterGuard sheets, 7 up	8"W X 1-7/16"H	CB-130065
*Label Design file and data file required.		
<b>COLORBAR ROLL LABELS FOR INKJET PRINTERS</b>		
WaterGuard Blank Labels (1-1/2" centers)	8"W x 1-7/16"H	CB-170061
WaterGuard Blank Labels (2" centers)	7-3/4"W x 1/2/3"H	CB-170084
WaterGuard Dual Label (2 labels /set)	8"W x 1-7/16"H and 2-1/2"W x 1-7/16"H	CB-170069
WaterGuard Blank Labels X-ray size	10"W x 2-3/8"H	CB-170076
<b>COLORBAR SHEET LABELS FOR LASER PRINTERS</b>		
Bright White 6 up label sheet	8"W X 1-1/2"H	CB-170025
Bright White 7 up label sheet	8"W X 1-1/2"H	CB-170078
<b>COLORBAR SHEET LABELS FOR INKJET PRINTERS</b>		
WaterGuard 6 up label sheet	8"W x 1-7/16"H	CB-170166
WaterGuard 7 up label sheet	8"W X 1-7/16"H	CB-170173



# STEP THREE

Use on-demand label generating software for ongoing label production.

## Label Protectors and Laminates

### Label Laminates

- Clear label protectors add to label durability and water-resistance.
- Protect labels from fading and helps retain color-fastness.
- Special sheet design allows you to laminate an entire sheet of labels in one simple motion.



### Poly Label Protector Strips

Keep stains, excessive wear and environmental changes from damaging labels. All sizes are before folding.

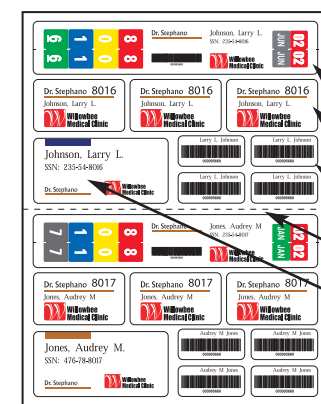
### Poly Reinforcement Strips

Clear reinforcement strips strengthen and protect folders where they get the most wear from handling. Reinforcing folder spines with clear poly strips allows for extra durability in heavily used files. These strips can be purchased factory applied to folders or pockets.

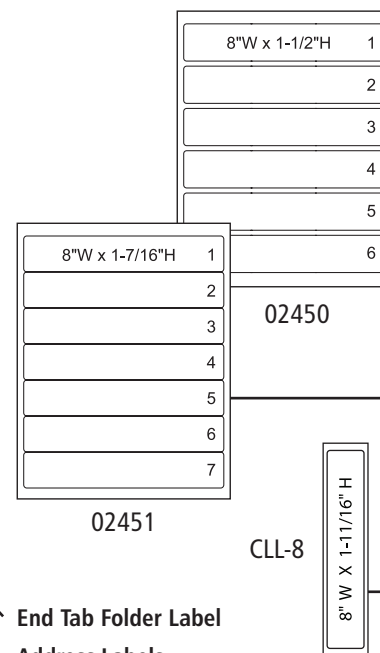
## Design-A-Sheet Custom Label Stock

Print all of the labels for your file at the same time. The Design-A-Sheet program allows you to create your own custom label stock. Sheet labels are designed to your specifications and requirements.

- Custom designs for end tab, top tab, or any custom label.
- Order label sheets die cut to virtually any shape and any size up to 8" x 10-1/2".
- Available for laser and inkjet printers.
- Perforation and hole punch options are also available.



CB-170115 Sample Layout



## Label Accessories

Description	Size	Item No.
<b>LABEL LAMINATES ON SHEETS</b>		
6 per page, 300 per package	8" W x 1-1/2" H	02450
7 per page, 350 per package	8" W x 1-7/18" H	02451
<b>POLY LABEL PROTECTION STRIPS</b>		
Strip Label Protector	8-1/2" W x 1 3/4" H	SLPM
Name Label Protector	4" W x 2" H	P4500
Smead® Brand	3-1/2" W x 1-11/16" H	CLL
Smead Brand	8" W x 1-11/16" H	CLL-8
<b>POLY REINFORCEMENT STRIPS</b>		
Reinforcement Strip	11-1/2" W x 2" H	PRS211
Reinforcement Strip	11-1/2" W x 3" H	PRS311
Reinforcement Strip	14-1/2" W x 3" H	PRS314
Reinforcement Strip	11-1/2" W x 4" H	PRS411
Reinforcement Strip	14-1/2" W x 4" H	PRS414

## Custom Label Sheets

<b>DESIGN-A-SHEET CUSTOM LABEL STOCK</b>		
Bright White for laser printers	8-1/2" x 11" sheet	CB-170115
WaterGuard® for inkjet printers	8-1/2" x 11" sheet	CB-170015

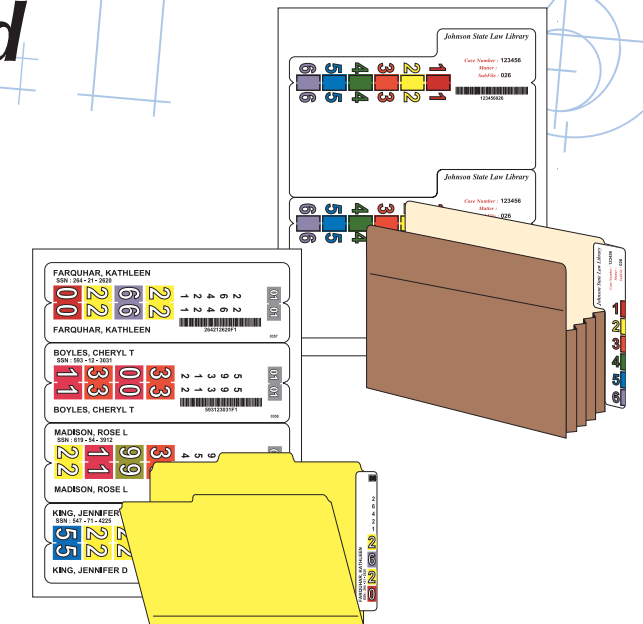
Easily convert top tab folders and file pockets to end tab.

## Conversion Labels and End Tab Converters

### Form-A-Tab™ Conversion Labels

Reuse your existing top tab folders or pockets by quickly and easily converting them to end tab style. Form-A-Tab's extra thick construction creates a durable, color-coded tab.

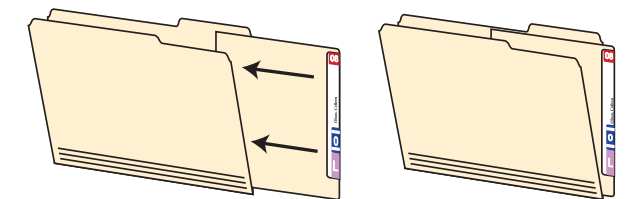
- Heavy stock is pre-scored for easy folding and application.
- Pockets or folders can convert to end tab style without removing file contents.
- Form-A-Tab converted pockets or folders match new end tab pockets or folders with ColorBar labels for day-forward labeling.
- Labels are available factory printed and laminated, or as blank roll stock.



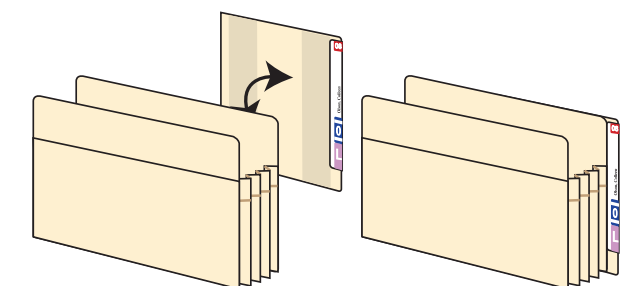
### End Tab Converters

Change existing folders or file pockets to end tab style by adding a sturdy manila End Tab Converter. Heavy weight manila matches the tab of new end tab folder for a seamless integration of new files with existing files. Use your choice of strip label for indexing. We will even provide the converters with labels applied for easy back file conversion.

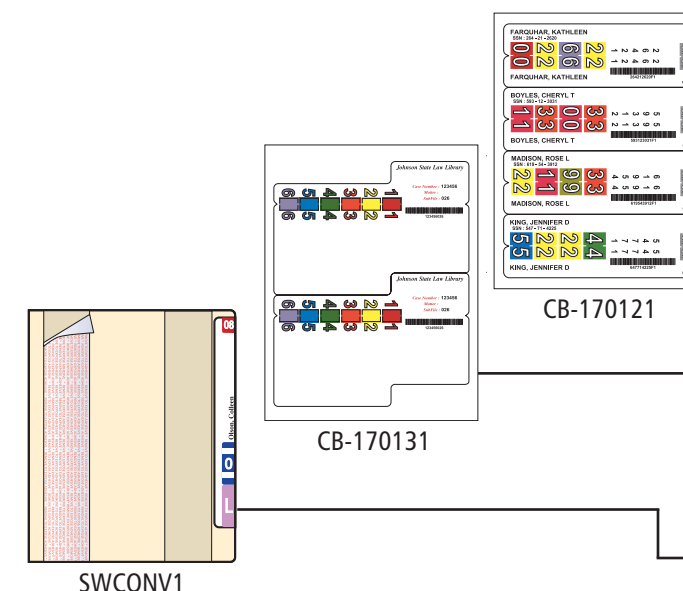
- Two full height adhesive strips hold converters firmly on existing folders or pockets.
- 6-1/2 inches wide plus tab for extra rigidity.
- Fits any size file folder or file pocket.
- Heavyweight 14 point manila stock for long folder life.



End Tab Converter applied to a top tab folder



End Tab Converter applied to a top tab pocket folder



## Folder Converters

Description	Item No.
<b>FORM-A-TAB CONVERSION LABELS</b>	
Form-A-Tab Conversion Labels for file folders – 4 up	CB-170121
Form-A-Tab Conversion Labels for file pockets – 2 up	CB-170131
<b>END TAB CONVERTERS</b>	
End Tab Converters	SWCONV1

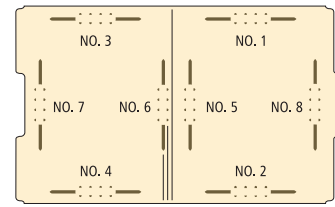


# STEP FOUR

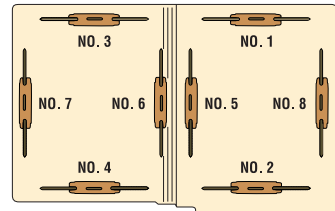
Customize your file folders for added efficiency.

## Fastener Options

We will add fasteners to your folders and dividers in any position. Use the diagrams to identify the fastener position that works best for your files.



Top Tab Folder Positions (NP1 Fasteners Shown)



End Tab Folder Positions (BF2 Fasteners Shown)

### Bonded Fasteners

A strong fiber base bonds the brown enamel metal prongs of the fastener to the inside of folders. Fastener is not visible from the outside of folders. Available in 1" and 2" capacity for two 3/4" center-to-center punched papers only.

### Embedded Fasteners

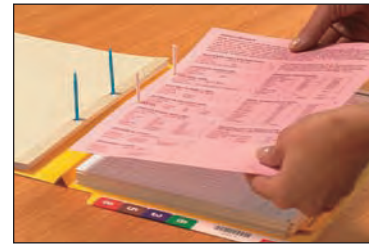
An all metal fastener with brown enamel finish. Recessed into the folder from the outside, "K" style fasteners provide superior strength to hold large amounts of paper. Available in 1" and 2" capacity for 2-3/4" center-to-center punched papers only.

### Twin-Prong Fasteners, "TP" Style

When you want the convenience and added organization of a fastener on both sides of a divider or partition, use the twin-prong style fasteners. Simply bend two of the prongs outward and push through the pre-punched slits on any divider.

### Visiclip Fasteners

Visiclips feature a unique design that allows folders to function like ring binders. This flexible fastener works in a way that allows pages to lie flat for easy viewing or photocopying. The plastic tubing will bend as you fold back papers thus allowing for the addition or removal of single sheets without removing any of the other pages. Each complete fastener includes everything you need to hold up to 2" of paper. Fasteners attach to folder with a self-adhesive base.



Visiclip fasteners allow pages to be added anywhere in the file folder without removing other pages.



Positioning the fastener near the fold allows file folders to open flat for easy copying or reference.

Fasteners	
Description	Item No.
<b>BONDED FASTENERS</b>	
1" bonded fastener	BF1*
2" bonded fastener	BF2*
* Indicate Position(s) 1 through 8	
<b>EMBEDDED FASTENERS</b>	
1" embedded fastener	NP1*
2" embedded fastener	NP2*
* Indicate Position(s) 1 through 8	
<b>SUPERBOND FASTENERS</b>	
2" capacity	SSBF
<b>TWIN-PRONG FASTENERS, TP STYLE</b>	
5/8" and 1" capacities	TP-1
<b>VISICLIP FASTENERS</b>	
2" Capacity Visiclip	P1000

Customize your file folders for added efficiency.

## Pockets, Dividers, Guides and Out Guides

### Self-Adhesive Pockets

Pockets eliminate the need to hole-punch documents but still allow for maintaining order and organization for small and odd size material. Pockets can be applied in a variety of positions and are available in various materials, including manila, golden kraft, see-through poly and vinyl. Pockets are available already installed in folders or can be purchased for customer application.

### Self-Adhesive Dividers

Manufactured from 11 point manila these easy to install folder dividers provide additional organization in any file folder. You can easily create up to four categories when these dividers are used in standard fastener folders.

### File Guides

The signposts of your filing system, guides help bring you quickly to the section of the filing systems that you need.

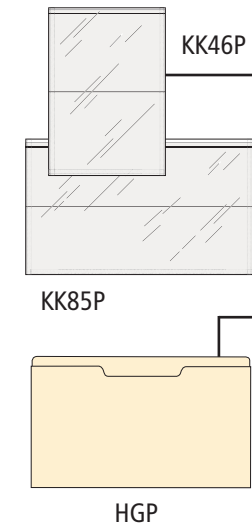
### Out Guides

When a folder is removed from the filing system, mark its place with an out guide. Charge-out forms indicate who has the file, and when it will be returned.

### Pockets

Description	Size	Item No.
<b>POCKETS</b>		
Poly	2-1/2"W x 3-1/4"H	KK325P
Poly	3-1/2"W x 5"H	KK53P
Poly	6-1/2"W x 4-1/2"H	KK46P
Poly	4-1/2"W x 6-1/2"H	KK64P
Poly	8-3/4"W x 5-1/4"H	KK85P
Golden Kraft	9-1/2"W x 6"H	SW9EP
Manila	6-1/4"W x 4"H	KK64MP
Manila	8-3/4"W x 5-1/4"H	HGP
Manila	9-1/8"W x 4-5/8"H	4129
Manila	11-1/4"W x 8-5/8"H	FGP
Vinyl	5"W x 3"H	P1158
Vinyl	6"W x 4"H	P1160
Vinyl	8-1/4"W x 5"H	P1161

\*Open side on pockets is listed first

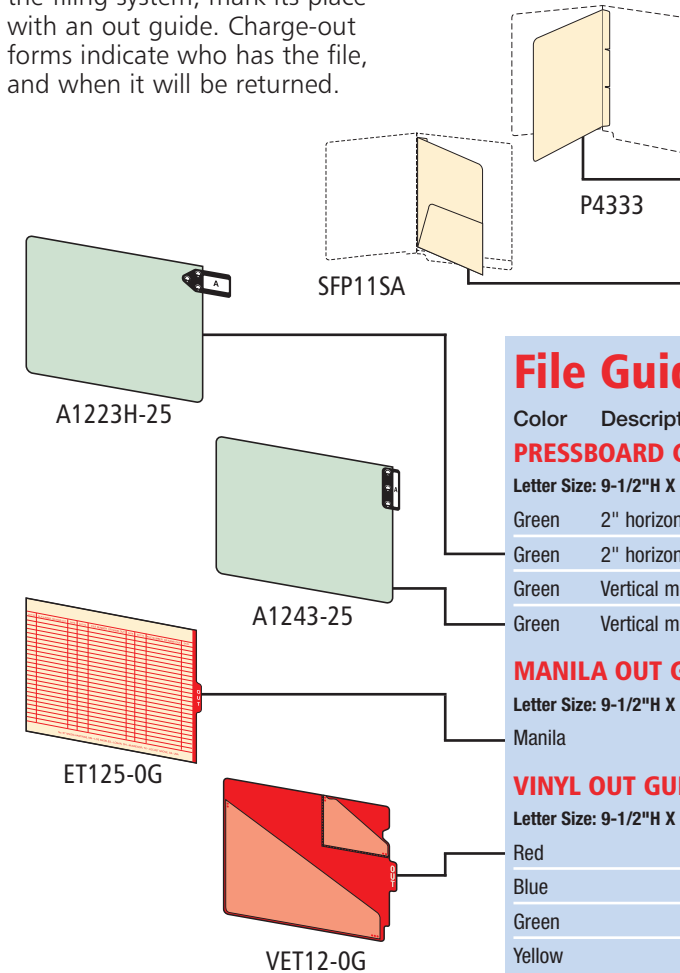


### Folder Dividers

Description	Size	Item No.
<b>DIVIDERS</b>		
Divider without fasteners	9-1/2" x 11-3/4"	P4333
Divider with 1" crimp-on fasteners	9-1/2" x 11-3/4"	P4327
Divider with 2" bonded fasteners on both sides	9-1/2" x 11-3/4"	P4333BF213
Divider with 5-1/2" high pockets on both sides	8-13/16" x 11-1/4"	SFP11SA

### File Guides

Color	Description	Weight	Letter	Legal	Box
<b>PRESSBOARD GUIDES</b>					
Letter Size: 9-1/2"H X 12-1/4"W, Legal Size: 9-1/2"H X 15-1/4"W					
Green	2" horizontal metal tab, blank tab inserts	Heavy 25 Point	A1223H	A2223H	50
Green	2" horizontal metal tab, alphabetic (A-Z) inserts	Heavy 25 Point	A1223H-25		1 set
Green	Vertical metal tab, blank tab inserts	Heavy 25 Point	A1243	A2243	50
Green	Vertical metal tab, alphabetic (A-Z) inserts	Heavy 25 Point	A1243-25	A2243-25	1 set
<b>MANILA OUT GUIDES</b>					
Letter Size: 9-1/2"H X 11-3/4"W, Legal Size: 9-1/2"H X 15-1/4"W, 1/5-cut tab, charge out form printed on two sides					
Manila		Heavy 18 Point	ET125-OG	ET225-OG	100
<b>VINYL OUT GUIDES</b>					
Letter Size: 9-1/2"H X 12-1/4"W, Legal Size: 9-1/2"H X 14-3/4"W, center tab, two pockets, "out" embossed two sides					
Red		Rigid 15 Point	VET12-OG	VET15OG	50
Blue		Rigid 15 Point	VET12-OG-BE		50
Green		Rigid 15 Point	VET12-OG-GN		50
Yellow		Rigid 15 Point	VET12-OG-Y		50



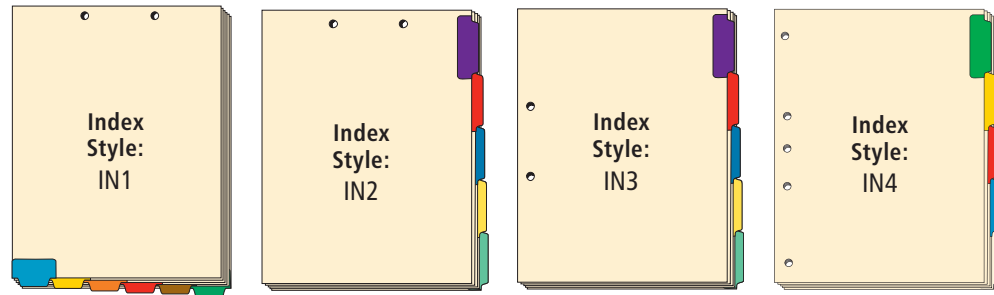


# STEP FOUR

Design custom indexes or filebacks for fast retrieval of important documents.

## Custom Indexes and Filebacks

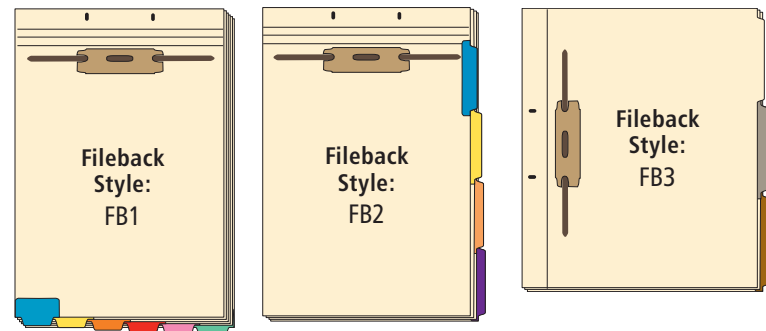
Create a filing system inside each patient chart or project file by subdividing information with your own custom indexed dividers. Color-coded Mylar® tabs with your headings preprinted on them keep documents separated. Fasteners keep pages secure and in the proper order. Follow these simple steps to create the system that works best for your files.



### Indexes

Index dividers are two-hole punched to fit over fasteners that are installed in folder. Pages are added by removing papers and indexes at the point of insertion, adding new pages and replacing the stack above the new pages on the fastener.

- 90 lb. or 110 lb. White or Ivory stock, 124 lb. Manila stock
- 2-hole punches (2-3/4" center-to-center) are reinforced with Mylar
- Tabs printed on both sides and fused with colored Mylar
- Dimensions are 8-1/2" x 11" plus 1/2" for side tabs and 3/8" for bottom tabs



### Filebacks

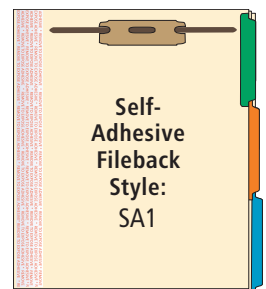
Add pages within each section without removing the dividers above by using filebacks. Each fileback has its own fastener and attaches to the fileback below it with a punched foldover hinge. Entire sections can be removed from the folder without disrupting the rest of the pages.

- 110 lb. or 124 lb. Manila stock
- 1" scored hinge with Mylar-reinforced slits
- 2" bonded fastener preinstalled
- Tabs printed on both sides and fused with colored Mylar
- Dimensions are 8-1/2" x 11" plus 1/2" for side tabs and 3/8" for bottom tabs

### Self-Adhesive Filebacks

Use self-adhesive filebacks when you use a fastener that is not on the same side as the hinge. The dividers turn like a book page, while papers flip up for viewing.

- 110 lb. or 124 lb. Manila stock
- 2" bonded fastener preinstalled on each side of divider
- 1" scored hinge with 3/4" self-adhesive tape
- Tabs printed on both sides and fused with colored Mylar
- Dimensions are 8-1/2" x 11" plus 1/2" for side tabs



## Ordering Instructions

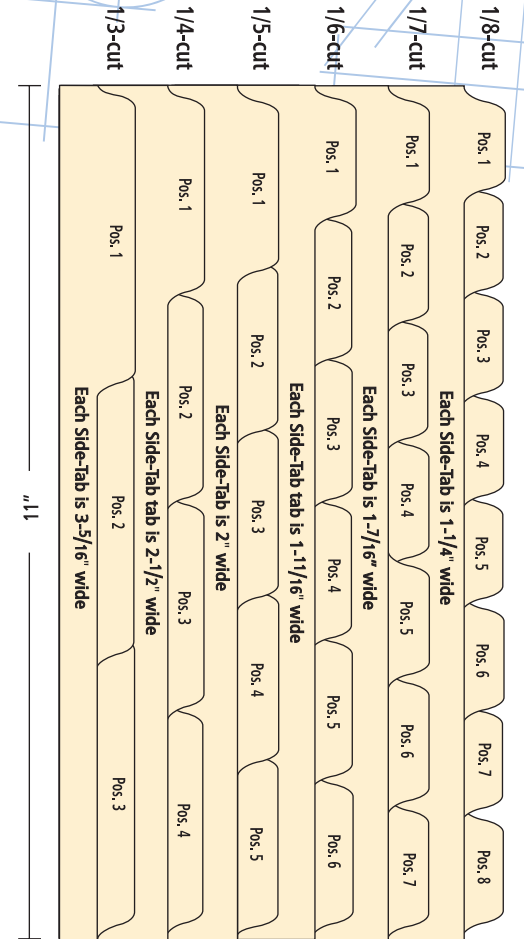
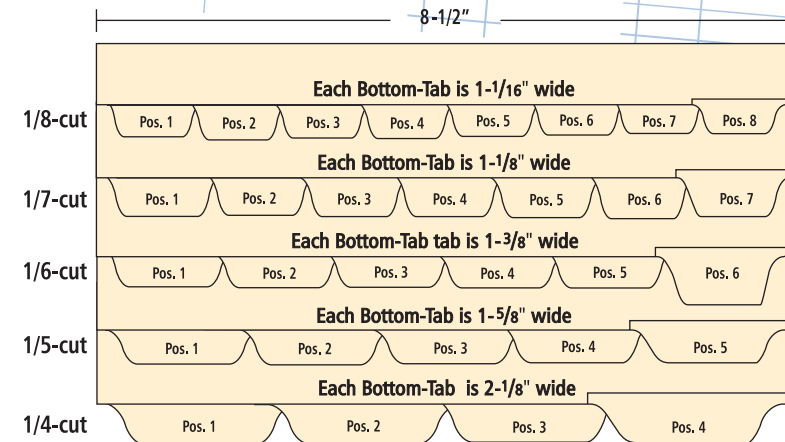
1. Choose the style of index, fileback or self-adhesive fileback
2. Specify material weight and material color
3. Specify tab cut (see charts for details)
4. Specify a title and color for each tab position (see charts for details)
5. Specify Packaging: Collated in sets, or Not Collated – titles boxed individually

We offer a variety of other options that include heavier paper stock, colored stock, and body printing. We can also preinstall indexes or filebacks in any stock or custom folder.

Customized indexes or filebacks add efficiency.

### Tab Cut Sizes

Choose a tab cut. Plan ahead, consider leaving an empty position for future use.



### Mylar tab colors

Select tab colors from these 16 standard colors. Neon colors are also available for an additional charge.

MY- 315 LIGHT YELLOW	MY- 505 ORANGE	MY- 805 PURPLE	MY- 105 CLEAR
MY- 915 BROWN	MY- 615 LIGHT GREEN	MY- 705 PINK	MY- 205 RED
MY- 305 YELLOW	MY- 415 LIGHT BLUE	MY- 625 MEDIUM GREEN	MY- 405 DARK BLUE
MY- 605 DARK GREEN	MY- 515 LIGHT AMBER	MY- 115 GRAY	MY- 425 MEDIUM BLUE



## Custom Printing

Custom print company logos or form information to improve appearance and workflow efficiencies.

Add the finishing touch to your new system by custom printing useful information on the folder or index dividers. Patient forms, company logos, charts or instructions make folders more useful.

Custom printing can be applied to:

- Manila folders
- Pressboard folders
- Classification folders
- Indexes and Filebacks
- Dividers





# Rely on us for filing expertise.

*We can help you set up an efficient shelf filing system.*

Creating a new filing system from the ground up is a daunting task. Fortunately, you don't have to go at it alone. From start to finish we'll help you save money and increase productivity with a shelf filing system designed specifically for your business.

Starting with an initial needs analysis our experts will review your current filing practices and business processes. We'll provide you with cost effective recommendations tailored for your current and future filing needs.

Whether you are converting an existing system or building a shelf system from scratch, we are your source for efficient shelf filing solutions.

- Filing System Analysis and Design
- File System Conversions
- Pre-labeled Color-Coded Folders
- Label Printing Software
- Custom Indexes and Filebacks
- Custom Printing



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