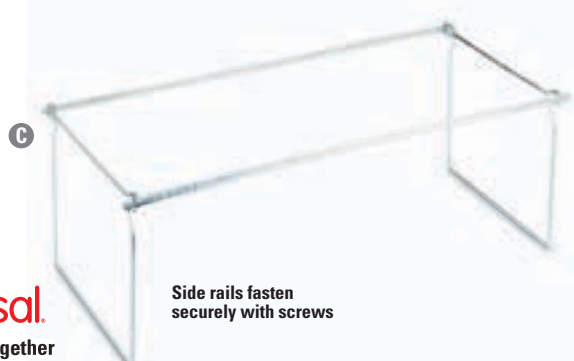




**A SpeedFrame™ Hanging Folder Frame** No tools—snaps together in less than one minute. Adjustable for letter and legal size hanging folders.

ID No.	Size	Length	Material	Qty.	Unit	Price
1	ESS-450	Legal; Letter	27"	Rust-Proof Steel	1	EA 21-15

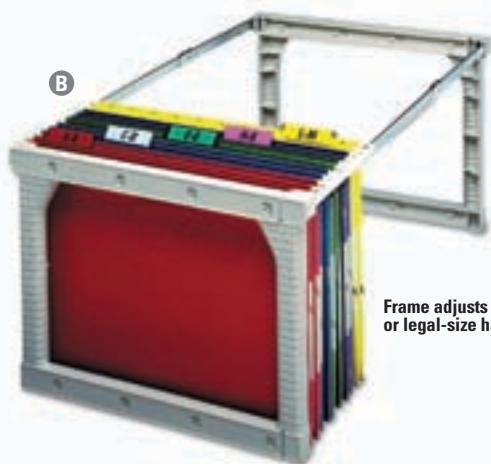


universal.

**C Screw-Together Hanging Folder Frame**

Easily converts file drawers into hanging file systems. Assembles with four screws (included). Notched side rails snap off to fit shorter drawers.

ID No.	Size	Length	Material	Qty.	Unit	Price
4	UNV-17000	Letter	26.77"	Steel	1	EA 9-66
5	UNV-67000	Letter	26.77"	Steel	6	BX 50-73
6	UNV-18000	Legal	26.77"	Steel	1	EA 11-52
7	UNV-68000	Legal	26.77"	Steel	6	BX 61-93



**B Plastic Snap-Together Hanging Folder Frame** Assembles in three easy steps, no tools necessary. Preset for letter size hanging files; adjusts to legal size in seconds. Use outside or inside desk.

ID No.	Size	Length	Material	Qty.	Unit	Price
2	ESS-04441	Legal; Letter	27"	Plastic	1	BX 18-44
3	ESS-04444	Legal; Letter	27"	Plastic	4	BX 60-89



**D Viewables® Color Labeling System**

Lets you create file folder labels with pre-formatted Windows®-based software. Color-coded labels speed filing and prevent misfiling; 14 color options, including black. Software with memory prevents waste and automatically places subject heading in the predetermined locations. System requirements: Windows® 2000 with Service Pack 4, Windows® XP with SP2, Windows® Server 2003 with SP1, Windows® Vista, Windows® 7, Windows® 8.



ID No.	Qty.	Unit	Price
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<b>Starter Kit for Hanging File Folders</b> includes software, 25 tabs, 32 labels and 32 label protectors—Starter Kit for Hanging File Folders.			
8	SMD-64902	1	KT 33-44
<b>Bulk Pack Refill for Viewables®</b> —Bulk Pack Refill for Viewables includes 100 tabs, 112 labels and 112 label protectors.			
9	SMD-64910	1	BX 33-44
<b>Starter Pack for Top Tab File Folders</b> —Starter Pack for Hanging File Folders includes Windows® based CD software and 160 labels.			
10	SMD-64920	1	KT 30-74
<b>Label Pack Refill for Viewables</b> —Includes 160 labels.			
11	SMD-64915	160	PK 11-99

## Filing system guideline basics

### Filing Tips

1. Any four-folder grouping should contain a subdivision heading to assist retrieval.
2. Avoid overstuffing folders as papers will “ride up” and block tabs. Standard-size folders hold 150 sheets or 3/4" of paper. Box-bottom folders hold bulky reports, manuals and catalogs. Folders with interior pockets keep diskettes, CDs and other small items at hand.
3. Leave at least 4" of movable space in each file drawer for easy access to folder contents.
4. Stagger hanging folder tab positions to provide a clear view of each tab heading.



**Use Colored Hanging File Folders To:**

- Categorize files by color for quick retrieval.
- Easily distinguish between projects, tasks, subjects or departments.

**Interior pockets keep diskettes, CDs and other small items at hand**



**Use Interior Folders To:**

- Subdivide related documents.
- Color match with hanging files for fast ID.