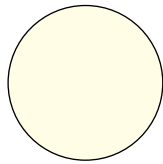


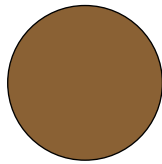
File Folder Decision Guide

FILE MATERIAL TYPES



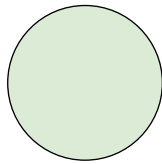
Manila

- Smooth finish for everyday use
- Available in 11 and 14 pt.



Kraft

- Smooth finish with added strength
- Available in 11 and 17 pt.



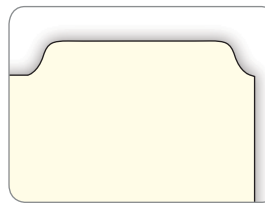
Pressboard

- Strong and rigid for superior strength and durability
- Available in 25 pt.

TAB REINFORCEMENT TYPES

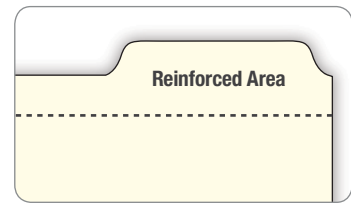
Single-Ply Tab

Single-ply tabs are the same thickness as the body of the folder.

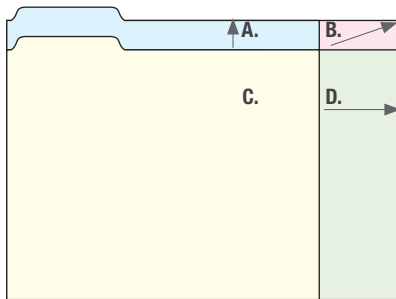


Reinforced Tab

Reinforced tabs are twice as thick as the folder for extra strength and durability at high stress areas.



FILE FOLDER SIZE CHART



A. Guide Height, Letter Size

Overall Size: 11-5/8" W x 9-15/16" H
Body Size: 11-5/8" W x 9-7/16" H
Front Panel: 9-3/8" H

B. Guide Height, Legal Size

Overall Size: 14-5/8" W x 9-15/16" H
Body Size: 14-5/8" W x 9-7/16" H
Front Panel: 9-3/8" H

C. Standard Height, Letter Size

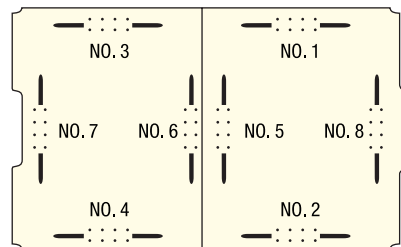
Overall Size: 11-5/8" W x 9-1/2" H
Body Size: 11-5/8" W x 9" H
Front Panel: 8-11/16" H

D. Standard Height, Legal Size

Overall Size: 14-5/8" W x 9-1/2" H
Body Size: 14-5/8" W x 9" H
Front Panel: 8-11/16" H

* Body size does not include tab.

FASTENER POSITIONS & TYPES



Fastener Positions

Offered in Letter and Legal Size Fastener Folders



Bonded Fastener

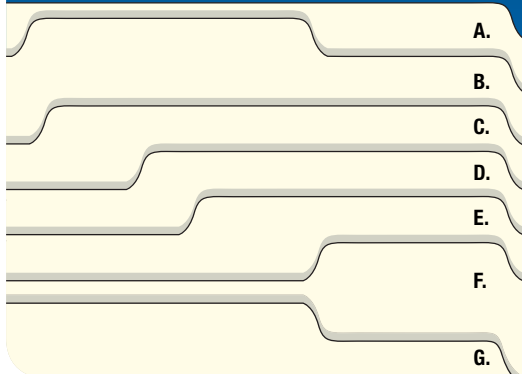
Fastener is bonded to folder. Great for everyday use.



Embedded Fastener

Fastener is embedded into folder and provides extra strength to hold large amounts of paper.

TAB CUT COMPARISON GUIDE



A. Straight-Cut Tab - Runs the width of the file folder and is used with multiple labels and/or long headings.

B. 2/5-Cut Right of Center Tab - Tab is 2/5 of folder's width and positioned right of center.

C. 1/2-Cut Tab - Tab is half folder's width and staggered in sets of 2 for visibility. Useful for long headings.

D. 2/5-Cut Right Position Tab - Tab is 2/5 of folder's width and positioned on far right.

E. 1/3-Cut Tab - Tab is 1/3 of folder's width and is the most popular tab cut. Staggered in sets of 3 for visibility.

F. 1/5-Cut Tab - Tab is 1/5 of folder's width and staggered in sets of 5 for visibility. Ideal for alphabetical or numerical indexing.

G. Undercut Tabs (1/5-Cut Tab Shown) - This is the part of the front panel under the tab area that is cut lower for improved visibility of tab title. Straight-cut tabs are not undercut.

TSL-538-G11