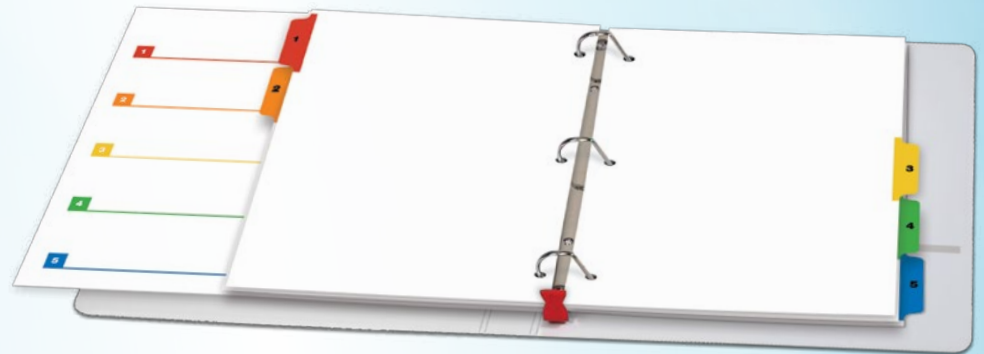


# One Step. Endless Possibilities.

## OneStep® Indexes Decision Guide

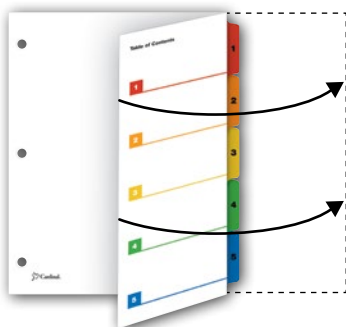
- Easily organize documents with Table of Contents and Indexes, available in bright, vibrant colors
- Tabs and ring edges are Mylar®-reinforced for extra durability
- Customize your templates at [easycoversandmore.com](http://easycoversandmore.com)



▲ OneStep® Fold-Out Index, Item No. 67518

### OneStep® Unique Product Offerings

Table of Contents is always in view ▼



#### OneStep® Fold-Out Indexes

- Patented fold-out Table of Contents sheet remains visible while binder pages are open
- Standard Table of Contents sheet also included

Item No.	Tabs	Color
67518	5-Tab	Multicolor
67818	8-Tab	Multicolor
67018	10-Tab	Multicolor

← 11" x 17" for larger projects →




**NEW**

#### OneStep® 11" x 17" Indexes

- 11" x 17" Divider pages accommodate larger documents and projects
- Use standard office copier, laser or inkjet printer to print content titles onto Table of Contents

Item No.	Tabs	Color
84893	5-Tab	Multicolor
84894	8-Tab	Multicolor
84895	12-Tab	Multicolor

← 8½" x 11" →  Extra Wide



#### OneStep® Extra-Wide Indexes

- Expanded divider pages keep tabs visible when using extra wide documents or sheet protectors
- Create multiple custom indexes quickly

Item No.	Tabs	Color
61313	5-Tab	White
61318	5-Tab	Multicolor
61813	8-Tab	White
61818CB	8-Tab	Multicolor

OneStep® 8½" x 11" Indexes ▶



OneStep® 5-Tab Multicolor Index, Item No. 60518 ▶



◀ OneStep® Double Column Index, Item No. 60950



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# OneStep® Indexes Decision Guide

## OneStep® 8½" × 11" Indexes

### What style of tab do you need?

	What style of tab do you need?													Tab color		Item No.	
	5-Tab	8-Tab	10-Tab	12-Tab	15-Tab	16-Tab	24-Tab	32-Tab	52-Tab	1-31	A-Z	Monthly	Quarterly	White	Multicolor		
<b>OneStep® Indexes</b> Organize your way with numbered, alphabetical or monthly tabs.	●													○	●	60513	
	●															●	60518
		●													○	●	60813
		●														●	60818
			●												○	●	61013CB
			●													●	61018CB
				●											○	●	61213
				●												●	61218
					●										○	●	61513CB
					●											●	61518
										●					○	●	60113CB
										●						●	60118
											●				○	●	60213
											●					●	60218
											●			○	●	60313	
											●				●	60318CB	
												●			●	60940	
<b>OneStep® 100% Recycled Indexes</b> Paper made from 100% post-consumer recycled fiber content	●														●	70518	
		●													●	70818	
			●												●	71018	
				●											●	71218	
<b>OneStep® Double Column Indexes</b> Allows better visibility when using a high number of indexes.						●									●	60950	
							●								●	60960	
								●							●	60970	
									●						●	60990	
<b>OneStep® 6-Pack Indexes</b> Multiple index sets make it fast and easy to create several binders at once.	●														●	60528	
		●													●	60828	
			●												●	61028CB	
<b>QuickStep® OneStep® Indexes (Bulk)</b> <ul style="list-style-type: none"> <li>Uncollated bulk pack indexes save time when assembling multiple binders</li> <li>Each carton includes enough product for 24 sets</li> </ul>	●													○	●	60533	
	●														●	60538	
		●													○	●	60833
		●														●	60838
			●												○	●	61033
		●													●	61038CB	