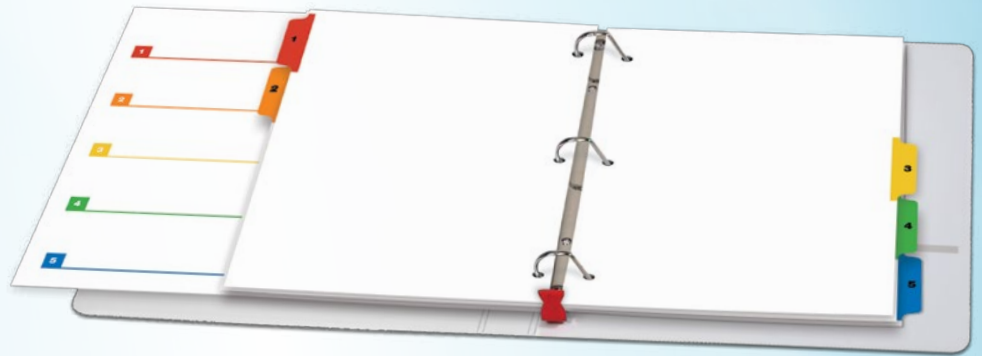


One Step. Endless Possibilities.

OneStep® Indexes Decision Guide

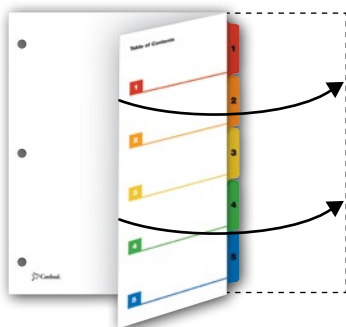
- Easily organize documents with Table of Contents and Indexes, available in bright, vibrant colors
- Tabs and ring edges are Mylar®-reinforced for extra durability
- Customize your templates at easycoversandmore.com



▲ 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 | | |
| OneStep® Indexes 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 | |
| OneStep® 100% Recycled Indexes Paper made from 100% post-consumer recycled fiber content | ● | | | | | | | | | | | | | | ● | 70518 | |
| | | ● | | | | | | | | | | | | | | ● | 70818 |
| | | | ● | | | | | | | | | | | | | ● | 71018 |
| | | | | ● | | | | | | | | | | | | ● | 71218 |
| OneStep® Double Column Indexes Allows better visibility when using a high number of indexes. | | | | | | ● | | | | | | | | | ● | 60950 | |
| | | | | | | | ● | | | | | | | | | ● | 60960 |
| | | | | | | | | ● | | | | | | | | ● | 60970 |
| | | | | | | | | | ● | | | | | | | ● | 60990 |
| OneStep® 6-Pack Indexes Multiple index sets make it fast and easy to create several binders at once. | ● | | | | | | | | | | | | | | ● | 60528 | |
| | | ● | | | | | | | | | | | | | ● | 60828 | |
| | | | ● | | | | | | | | | | | | ● | 61028CB | |
| QuickStep® OneStep® Indexes (Bulk) <ul style="list-style-type: none"> Uncollated bulk pack indexes save time when assembling multiple binders Each carton includes enough product for 24 sets | ● | | | | | | | | | | | | | ○ | | 60533 | |
| | ● | | | | | | | | | | | | | | | ● | 60538 |
| | | ● | | | | | | | | | | | | | ○ | | 60833 |
| | | ● | | | | | | | | | | | | | | ● | 60838 |
| | | | ● | | | | | | | | | | | | ○ | | 61033 |
| | | ● | | | | | | | | | | | | | ● | 61038CB | |