

MagniFile® Label Printing Instructions

STEP 1. Visit www.ultimateoffice.com/pages/mt to download the fillable pdf template. Will require Adobe Acrobat Reader or Adobe Acrobat Pro www.get.adobe.com/reader).

STEP 2. Open pdf file, type your titles in the fields provided, then print (read printing instructions below). To **handwrite your labels**, simply print a blank sheet with the dotted lines, then write in your titles.

STEP 3. Using a paper cutter or scissors, carefully cut along the dotted lines to create your individual index strips.

VERY IMPORTANT PRINTING INSTRUCTIONS!

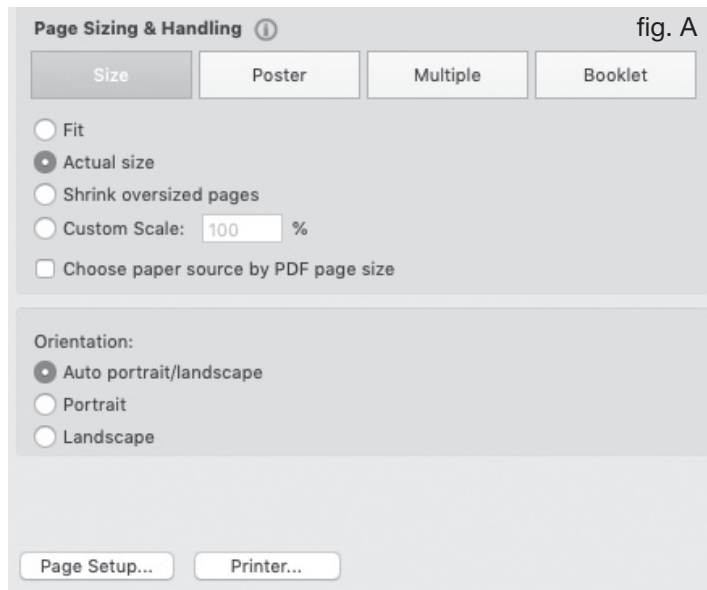
Use with Inkjet Printers:

Place the label sheets into the manual feed with the printed side **FACE DOWN** and the logo on the **RIGHT**.

Use with Laser Printers:

Place the label sheets into the manual feed with the printed side **FACE UP** and the logo on the **LEFT**.

In Acrobat, set your “Page Sizing & Handling” in the “Print Dialog” to print in “**ACTUAL SIZE**” and “**Auto portrait/landscape**” (fig. A).

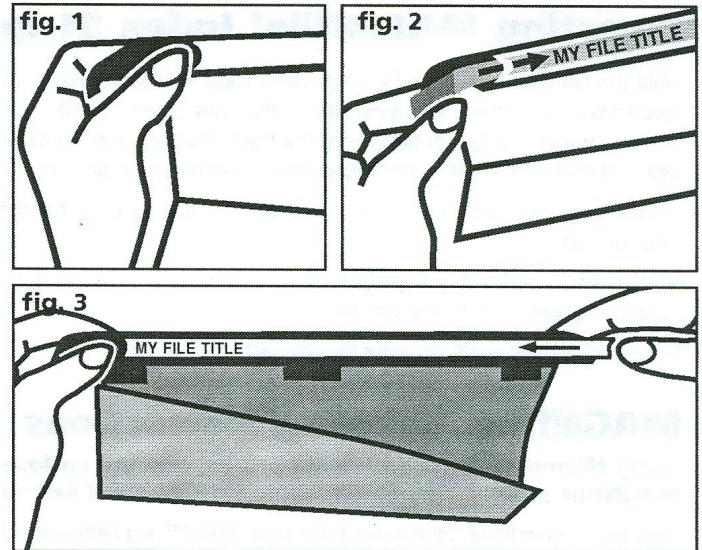


Inserting MagniFile® Index Strips

Hold the MagniFile so that the lens holder is to the back and facing towards you. Slide the magnifying lens to the right approximately 1" (fig. 1). Do not remove the lens entirely from the track. This prevents potential damage to the lens and makes it easier to reposition after inserting the index strip.

From the left side, feed the index strip under the lens so it lays flat in the track (fig. 2)

Hold the index strip in place with your finger and gently slide the magnifying lens back to the left (fig. 3). Your MagniFile is ready for your file drawer.



All illustrations are as viewed from above.

NOTE: If have any problems or concerns, please contact us at customerservice@ultoffice.com



MagniFile® Helpful Hints

- Use one color of Index Label Strips for vendors, categories or departments, etc. This will give you a quick visual guide for fast retrieval.
- MagniFiles' full, 11" index enables you to label your files in great detail. You might want to label a personnel file with an employee's name, department and hire date. Ordinary file folder index tabs do not provide enough space for such detail.
- Use PocketFile interior folders to hold papers within each MagniFile. This lets you easily remove the file contents without having to remove the entire MagniFile from the drawer. We recommend polypropylene folders because they last longer than ordinary manila folders, and won't get stained or torn. They're perfect for files that you reference frequently.
- Color-coordinate your interior file folders to match your MagniFile index colors. Example: use a red file inside your MagniFile that has a red-tipped index strip. This makes filing a lot easier and faster.
- The Connect-A-File Clips on the back of MagniFiles enable you to link MagniFiles together to avoid losing papers between files. To connect, simply align the files and slip the front edge of one file into the clips on the back of the other.