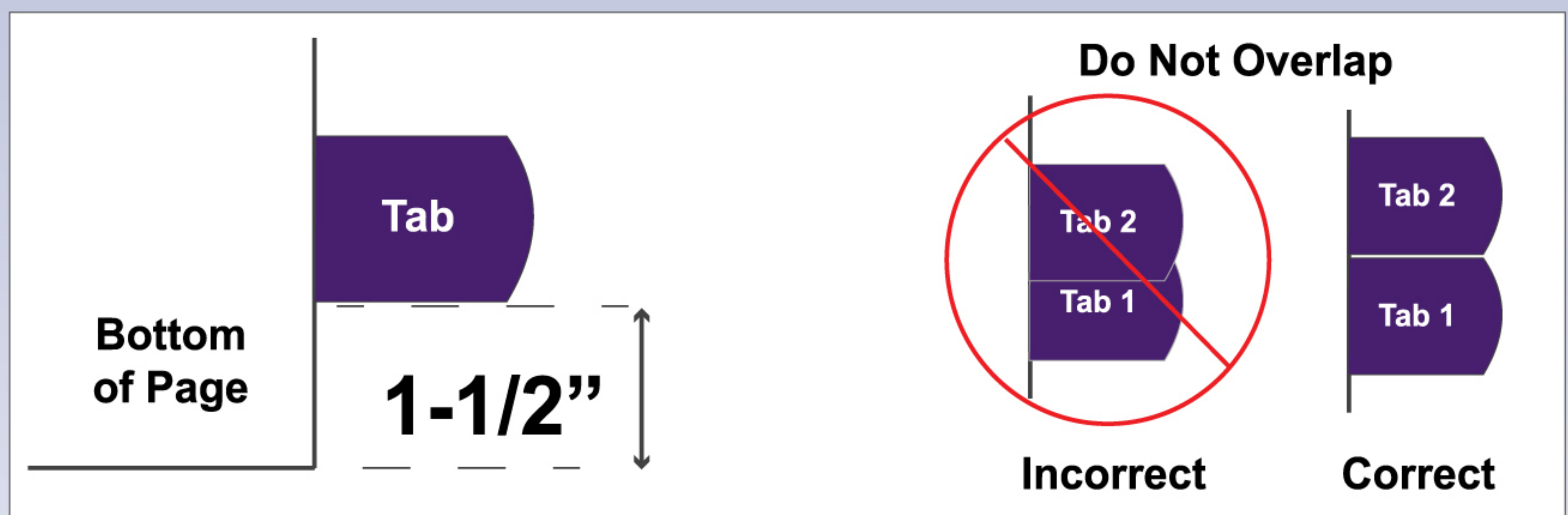


Instructions For Applying Your Tabs

You will start at the back of the book and work your way to the front. Each column has 12 tabs and will start one and a half inches from the bottom of the page. To place the tabs properly, align the black vertical line on each tab with the edge of the page and place them edge to edge with no overlap.



CAUTION: Tabs hold fast on contact. Make sure that you have correct placement before applying each tab.

- 1 – Beginning at the back of the book, find the index page that has “V” and apply the first tab labeled “V-Z” one and a half inches from the bottom of the page.
- 2 – Find the next page to be tabbed. Position the corresponding tab on that page just above the previous tab, taking care that they don't overlap. Repeat for all 12 tabs in the column, working your way upwards.
- 3 – Take the next column of tabs and start one and a half inches from the bottom of the next page that is to be tabbed, continuing upward until all those tabs have been applied. Note: There might be an instance where 2 tabs go on the same page.
- 4 – Repeat step 3 until all tabs have been placed.