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Pendaflex How To File Guide

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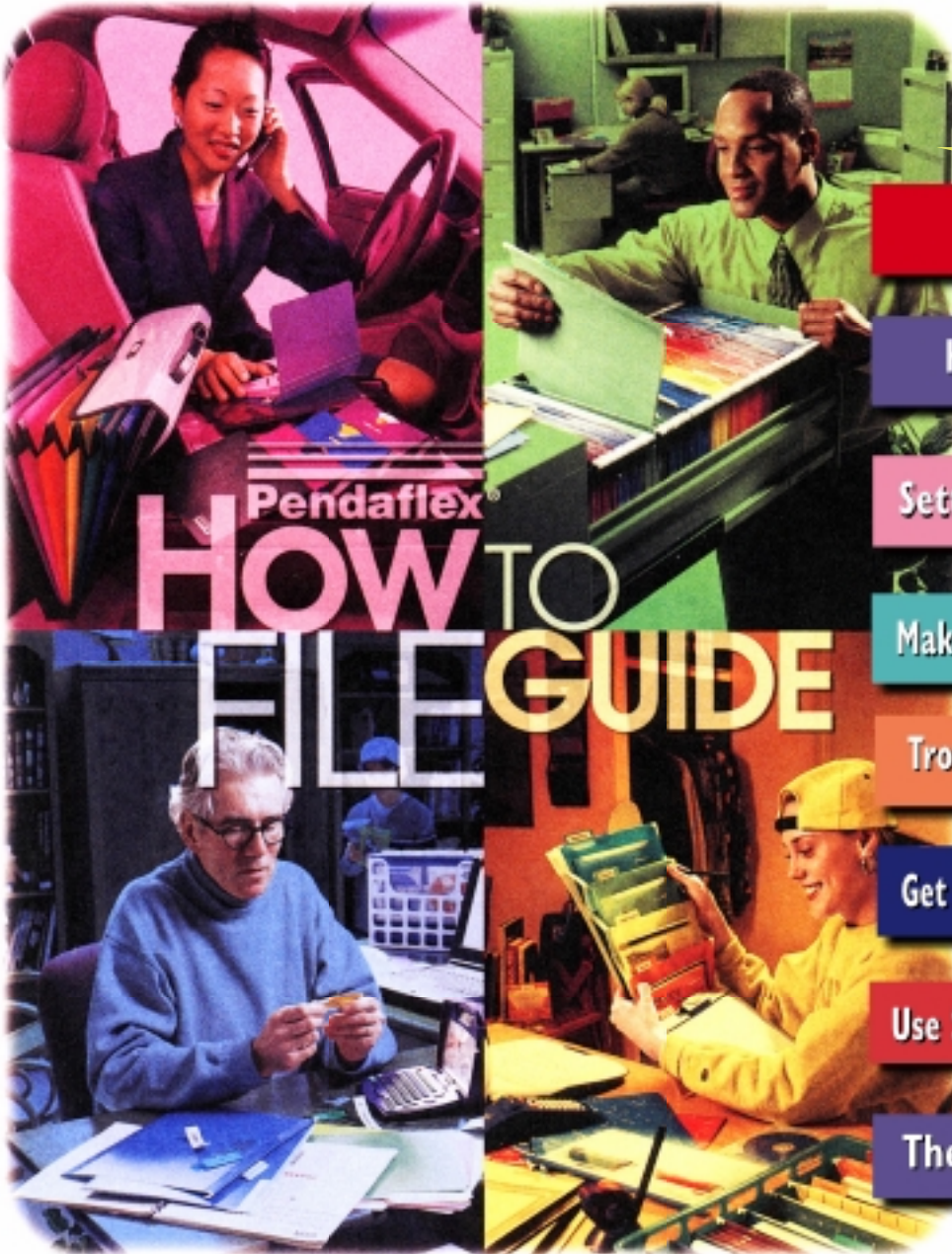
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Pendaflex®

Introduction

Your Guide to the Brightest Ideas in Filing

Which filing tools and techniques work best for today's home files? For the office at home? Or the small business? What's the solution to "problem" files—odd sizes, bulky reports, computer media? And—what's new in filing products?

The answers to dozens of filing questions like these are right here in this Pendaflex® Home & Office How To File Guide. You'll find proven methods developed by our records management experts at Esselte Corporation—people who understand that small-scale filing deserves the same care—the same professional quality and value—as the largest corporate files. Learn simple shortcuts you can start using now to save filing time every day. And see the latest tools to make your job easier.

This edition of the Guide introduces a revolutionary design change in Pendaflex hanging file folders. Now every folder comes with a built-in InfoPocket™—a very clever file-within-a-file made to hold small items like diskettes, notes and reminders. Find out more about it and other new tools for faster organizing inside.



The Pendaflex® Home & Office How to File Guide gives you a step by step plan for managing information today. We suggest you use it as a working reference. Soon, you'll be filing and finding faster, better and more easily.

For the complete, unedited 44 page How To File Guide, send a check or money order for \$7.95 USD to:

Marketing Services
Esselte Corporation
48 South Service Road
Melville, NY 11747

How To Get Started

Basic Filing Tools

What everyone needs to set up a filing system that works smoothly day after day, year after year.

► The Filing Cabinet

For most home filing systems, a compact two-drawer file will give you plenty of storage space, along with professional touches like steel construction and built-in hanging folder rails.



Small businesses may need to step up to a full-size vertical or lateral file cabinet, up to five drawers high. Before you make your purchase, be sure the cabinet you want fits the space where you intend to put it—with room to open and close the drawers.

► Drawer Frames

If your file cabinet is not equipped with built-in rails for hanging folders, you will need special drawer frames. Pendaflex and Oxford make several heavy-duty models. The newest adjust for letter and legal-size filing and snap together without tools.

► Pendaflex® Hanging File Folders

The key to every good filing system. Use Pendaflex® brand hanging file folders to store papers inside your file drawers. With their advanced, patented design, they offer a lot of advantages that other hanging folders do not.

Pendaflex hanging folders are built for long, reliable performance. Poly laminate reinforcement adds 10 times the strength of ordinary hanging folders. And only Pendaflex has the revolutionary new InfoPocket™, a very clever file-within-a-file for small but essential items like computer disks, notes and receipts.

Genuine Pendaflex folders come in various sizes, and you can choose from 13 bright colors for color-coding your files (more about this later).



How To Get Started

► Interior Folders

An inexpensive way to make hanging folders even more efficient. Oxford interior folders fit inside your hanging folders to divide papers into sub-categories. Because they are shorter than traditional file folders, they won't stick out and get caught when you open the file drawer. And they won't hide your hanging folder tabs. While hanging folders should never leave a file drawer, interior folders are perfect for carrying files safely from place to place. These ivory folders are available in both letter and legal sizes.



◀ Insertable Plastic Folder Tabs

Flexible and hard tabs hold your folder headings and protect them from wear and tear. They slip easily into and out of pre-cut tear-drop-shaped slots in each hanging folder, so you can stagger headings for best visibility—and change them whenever you need to.

► Inserts and Labels

Inserts are sturdy strips of paper where you'll print or type the heading you've chosen for each file. They slide into the plastic folder tabs. Blank inserts are included in packages of Pendaflex tabs. Or you can save time by buying inserts already printed with commonly used headings.

You can also make bold, custom-printed folder labels using Dymo® electronic labelmakers. You can print labels in a wide range of type sizes, styles and colors. Then just press onto tabs for an organized, professional look.



How To Get Started

Now You're Ready to Put Your System Together...



1
Put the cabinet in its place.



2
Put the frame into the drawer (if you need to).



3
Slide the inserts into the tabs, or press on your Dymo labels.



4
By gently flexing the tabs, put them into the slots on your hanging folders.



5
Place tabbed folders on the drawer rails or frames, in correct sequence.



6
Have your interior folders ready.

You are now ready to file your papers, just the way office professionals do.

Setting Up A Filing System

The Best Way to File

For fast, error-free filing, you need a logical system—a way to arrange your papers that makes sense to everyone who uses the files.

► Subject Filing

We recommend subject filing for most home files. Here, papers are arranged by category, like the Yellow Pages of your phone book. Folders are tabbed with subject headings, then placed in alphabetical order.

It's a good idea to make a list of subject headings based on what you need to file. Keep this list right in the file, like a table of contents, to assign the right headings to incoming papers. Remember, a good, consistent subject file will help you find tax receipts, warranties, proofs of purchase, etc...any time you need them.



Subject Filing

► Name Filing

Popular with businesses and other organizations, this system uses folders tabbed with names—of customers, suppliers, employees, or students, for example. Name files are arranged alphabetically, last name first, like the White Pages of the phone book.

If you decide to use a name file, it's a good idea to include interior folders inside your hanging folders, this time arranged by subject, for records like correspondence, orders, invoices, follow-up notes—whatever categories make it easier to find information related to each name.



Name Filing

Setting Up A Filing System

► Color Coding

The secret to the smoothest running files. With Pendaflex you have a choice of 13 colors, for truly customized filing. But there are only two basic—and surprisingly easy—ways to color code:

1 Pinpoint individual folders that need special attention or handling.

A contrasting color makes special folders such as key customers, rush projects or unpaid bills stand out instantly in a file drawer. For example: in a drawer full of blue folders, keep unpaid bills in a red folder. You'll always file them in the right place. And you'll find them at once when you need them.



2 Divide groups of paper in a file drawer, to make whole categories stand out from one another.

Here, blocks of color folders act as a visual guide—to lead you quickly to a section of the alphabet, a time period like months or quarters, your “tickler” or follow-up file, even a different system in the same file drawer.



A big advantage of this type of coding is that it lets you spot a misfiled folder instantly. A red folder in a blue section, for example, sends a loud alert.

Make Sure Your System Works

Filing Do's and Dont's

Here are some simple rules that will save filing time right from the beginning. You'll be glad you've made them a habit.

- 1 Repair** torn pages.
- 2 Staple** papers together when they deal with the same name or subject.
Never use paper clips!
- 3 Code** every paper before you file it.
Print the file heading in pencil in the upper right hand corner.
- 4 Sort** all your papers in the correct order for your system.
- 5 File regularly.** Schedule a special time each day to do the filing—and stick to it!
- 6 Set up an inactive file,** and transfer your active files into it every six months. It's easy to do, and it keeps your active files up-to-date and easy to manage.



Trouble-shooting Your System

What if Your System Doesn't Work?

Before you get discouraged, use this checklist. It contains the solutions to the most common filing mistakes.

▶ **Are you using too few headings?**

As a rule of thumb, you should have not more than four folders in a row without some sort of subheading.

▶ **Are you using too many folders?**

Don't set up a new folder until you have 20 or so related papers to go into it. Use a "miscellaneous" folder at the beginning of each file section to handle a small amount of records.

▶ **Are your folders overstuffed?**

When you have $\frac{3}{4}$ " of papers in a folder, it's time to add another one right behind it. (Pendaflex links, described later, are a smart way to do this.) Or switch to a large-capacity Pendaflex box bottom folder.

▶ **Do you use interior folders?**

Even if your folders have the recommended $\frac{3}{4}$ " of contents, finding a single paper in that stack can take too much time. With interior folders, you can divide papers into easy-to-manage groups. And you can color-code them for quick identification.

▶ **Are your folders worn or torn?**

Slow filing...misfiles...even missing papers can result! Replace old folders with advance design Pendaflex folders. Polylaminate reinforcement insures long life, and new InfoPocket feature protects small

▶ **Are your drawers overloaded?**

Leave a full 4" of space in each file drawer. As you pull the tab forward, the folder will form a "working V" that allows struggle-free access to its contents.

▶ **Are you tabbing correctly?**

Bold, neatly printed labels are a must for readable tabs. And—tabs should be staggered across the tops of the folders so you can see them at a glance (the photos in this guide show several good examples). Remember, the greater the visibility of your folder headings, the less time spent searching for what you want.

Get the Most out of Your System

Filing Tips...

▶ **Set up your own Tickler File**

Label a Pendaflex folder for each day of the week. Add interior folders labeled "To Do", "To Route", "To File". File papers and reminders as they come in. Check first thing every morning. Easy and effective.



◀ **Use files to clean up your desk**

Desktop clutter can cost you an extra hour of work each day. So—keep all papers off your desk except a master "to do" list. File related papers nearby, out of sight until you're ready to work on them.

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▶ **Pre-sort, pre-sort, pre-sort**

Start by sorting papers into two piles: items that must be handled quickly and those that can be put out of sight. Eventually you'll learn that most of the out-of-sight items aren't that important and can often be thrown away.



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◀ **Use your round file**

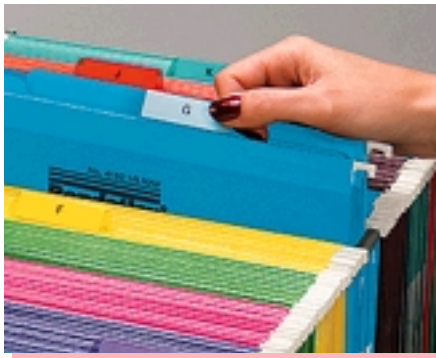
It's a fact. The average business retains 70% more documents than it really needs. And 85% of the letters and forms that are filed are never looked at again! When in doubt

Use Special Pendaflex Features

More Filing Tips...

► Score your Pendaflex folders

Pendaflex folders have a score line that runs side to side about halfway down each flap. You can crease a folder along these lines, then pull it up and prop it open (like wings) on top of neighboring folders...very handy when you need to make a quick copy or when your filing is interrupted. Just leave the folder open, and refile in an instant when you return.



◄ Tab your folders on the front flap

It really makes a difference. Folders open with a single light pull on the front flap, saving time, energy and wear and tear.

► Use Pendaflex InfoPockets

They're built into every Pendaflex hanging folder for convenient and worry-free filing of small items you can't afford to lose. File proofs-of-purchase with equipment manuals and warranties; computer disks with printed copies; photos with insurance inventories...the list is as varied as your business and household needs.



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Use Special Pendaflex Features

More Filing Tips...

▶ **Use Pendaflex Links**

A little known item with a big advantage. Used in pairs, links join folders together, front to back. That makes it impossible for papers to get lost between folders.



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◀ **The Dymo Difference**

Bold, easy-to-read labels printed with Dymo labelmakers make your Pendaflex filing system work even better. Use them to label Pendaflex and interior folder tabs for high-visibility filing. Versatile Dymo allows you to underline, outline, print different sizes, even different colors. And when you're done with your files, you can use Dymo labels throughout the home or office.

Click to go to dymo.com



Note: Must be connected to internet

▶ **Use Box Bottoms to file bulky material**

These are large capacity folders with flat bottoms and pressboard reinforcements to help support additional weight.

Think "box bottoms" whenever you need to file catalogs, reports, magazines and similar items that clutter up your desktop and sag on shelves. With the new InfoPocket, these folders are today's solution for filing bulky computer manuals in the same place with start-up and systems disks.

An important tip: be sure to match the width of the box bottom (1", 2", 3" or 4") with the amount and thickness of the material you expect to file. 2" of paper is perfect for a 2" box bottom folder. 2" of paper, however, will flop over in a 4" box bottom. Available in both letter and legal sizes.

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The Pendaflex Advantage

Special Filing Aids and Problem Solvers

We've covered the basics. Here are the extras—innovative solutions to specialized filing needs...and some bright ideas for everyone.

▶ Pendaflex Mobile File™

A complete filing system that travels with you. A unique multi-section design. Hangs on wall with built-in hook and each section cascades down for clear access. Folds into it's own carrying case for easy transporting.

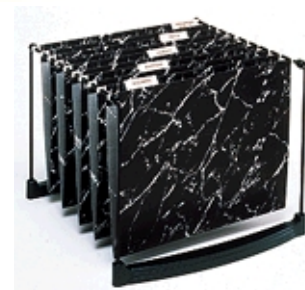


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▶ Pendaflex Desktop Frame

Attractive and functional for desktop projects or as a daily "hot file". Snaps together in seconds. Comes with Pendaflex marble pattern hanging folders.



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▶ Oxford® Slash™ Pocket Project Folders

Bright, practical, fun to use. Organize papers you need to take with you. Pocket styling keeps them in place. So many colors, so many uses—you'll want to keep a supply on hand.



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▶ Oxford® Index Card Boxes

Innovative easel design allows card to stand upright on top of box for hands-free viewing. Perfect for the office or your recipe files at home. Available in a variety of colors and sizes.



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Oxford

The Pendaflex Advantage

Special Filing Aids and Problem Solvers

▶ Oxford® Rainbow Pack Index Cards

The Oxford® Rainbow Pack is an assortment of ruled index cards that comes in shades of cherry, green, violet, blue and canary. This makes it ideal for color coding multiple subjects. Available in 3 convenient sizes.

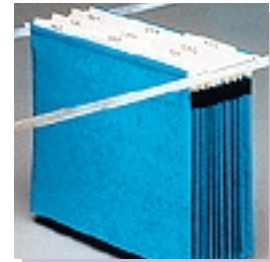


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▶ Pendaflex Hanging Expandable Files

Too busy to file now? This problem solver can be used to pre-sort pages for later filing, as a follow-up or "tickler" file, or an all-in-one mini-file. It's a hanging folder with expandable sides and inner dividers that you can index any way you want.



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▶ Pendaflex Hanging Box Files

If you need to file drastically different sizes of records together, here is your solution. It's a box bottom folder with sides, for holding notes, memos, or clippings along with bulky material. Available in both letter and legal sizes.



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▶ Dymo® Electronic Labelmakers

Dymo electronic labelmakers let you create neat, high-visibility, labels with a custom-printed look—for file folders, presentations, reports and much more. Handheld and desktop models offer an incredible range of labelmaking possibilities.



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internet