



Avery Dennison

Avery® Dividers

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For all **Divider Products**, visit our product catalog at: avery.com/us/products. All Divider products are designed to be used with laser or inkjet printers.

Avery Product Support: 800.GO.AVERY (800.462.8379)



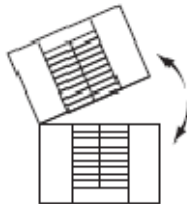
Insertable Dividers

- **5 Tab Pocket Insert**
 - **BIG TAB Inserts for Dividers**
 - **Insertable Pocket Dividers**
1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
 2. Adjust printer settings to optimize print quality.
 3. Test print on a plain sheet of paper.
 4. Hold the printed sheet behind the Avery product (or Practice Sheet, if included with this product) to check the alignment of your layout. Slight adjustments to the layout may be necessary.
 5. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
 6. When satisfied with the layout, print on the Avery product.

Print a Half-Sheet - Save the rest for later

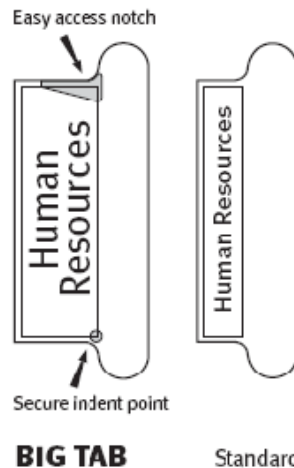
Note: Only for printers capable of feeding 8.5" x 5.5" paper sizes.

1. Split insert sheet in half - horizontally.



2. Feed into printer on non-perforated side (see arrows on top and bottom of insert sheet).

- Use large size fonts **or print more lines of text on big inserts.**
- Keep inserts from falling **out of tab with secure indent point.**
- Slide in or remove inserts easily **with easy-access notch.**



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Direct Print Dividers

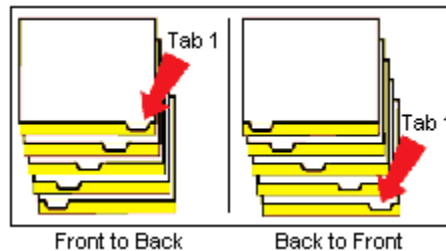
Direct Print Custom Dividers

1. Refer to your printer manual for the direction in which you should load divider sheets and for other loading and feeding recommendations.
2. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
3. Test print on a practice sheet first to ensure proper alignment of text within sections.
4. Print one set of dividers at a time.
5. Do not unfold the dividers before printing.
6. Do not remove the paper strip before printing.
7. Do not run the dividers through your printer more than once.
8. For trouble-free printing, have your printer thoroughly cleaned on a regular basis.

Creating & Printing Avery Direct Print Custom Dividers in Reverse Order – Landscape Orientation

When selecting Landscape or Top Bind orientation, the tabs will be ordered from left to right and front to back. These instructions will show you how to reverse order print your dividers as indicated in the illustration below so that:

- Dividers are in Landscape orientation



- Tabs read from right to left. (The last 5th or 8th tab position is on left.)
- Tabs read from back to front or front to back (Back to front as indicated here.)

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1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
2. Select a template for your Direct Print Custom Dividers with **Top Bind** in the template name if:
 - you download a template from avery.com
 - you use the Avery Design & Print Online tool at avery.com/print
 - you use the DesignPro for Mac software

If you use the Wizard or DesignPro PC software, select **Landscape** orientation after you have entered your product number.

3. Entering your tab text is next. You will need to reverse order the text to get the results you want. For example, where Tab 1 is indicated, you will enter your last (5th or 8th) tab text. Tab 2 should contain your next-to-last tab text. Continue with this order so that Tab 5 or Tab 8 contains your first tab text as previously illustrated.
4. Once the tab text is entered, continue to format your dividers by adding Body Text, Page Text and/or Graphics as indicated by the software.
5. When satisfied with your formatting, you are ready to print. For information on loading the Avery dividers into your printer, refer to the Direct Print Custom Dividers printed instructions. To check your work, you may want to do a test print on plain paper before printing on the dividers.
6. The dividers may need to be reverse collated after printing depending on whether you want Tab 1 in the top right (front to back) or bottom right (back to front) position as indicated here.

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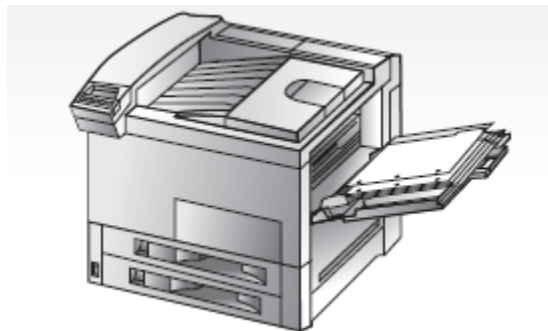


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Direct Print High Speed Presentation Dividers

Printing Tips

1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
2. Change the printer setting to feed from the manual paper tray.
3. Test print on an 11" x 17" plain sheet of paper.
4. Hold the printed sheet behind the Avery product (or Practice Sheet, if included with this product) to check the alignment of your layout. Slight adjustments to the layout may be necessary.
5. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
6. When satisfied with the layout, print on the Avery product.



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Index Maker Dividers

Index Maker Clear Label Dividers include the patented Easy Apply Label strips which enable you to label all tabs at one time.

For a demo of the Easy Apply Labels, visit: http://www.avery.com/avery/en_us/Demos/Product-Demos/Avery-Index-Maker-Clear-Label-Dividers.htm

Index Maker Clear Label Dividers

- Test print on a practice sheet to test the alignment of the tab titles before using the label sheet.
- Clear labels are designed to run through the printer only once.
- Store label sheets in a protective folder when not in use.

Printing Tips

1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
2. Adjust printer settings to optimize print quality.
3. Test print on a plain sheet of paper.
4. Hold the printed sheet behind the enclosed practice sheet or the Avery product to check the alignment of your layout. Slight adjustments to the layout may be necessary.
5. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
6. When satisfied with the layout, print on the Avery product.

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Index Maker Clear Label Dividers for Copiers

Copying Instructions

Step 1: Create an Original Master

1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
2. Print the template on a blank sheet of paper using your laser or inkjet printer. This is your original master sheet.
3. Check the alignment of the tab titles by comparing the master sheet to the label sheet. Adjust as needed.

Step 2: Copy to the Labels

Copy the original master on the Avery clear label sheet using your copier.

1. Load label sheets, leaving 50 to 100 sheets of paper in the paper tray.
2. Check label sheet orientation. For most copiers, load label side up. Consult your copier manual for exceptions.
3. Select the number of copies desired and start copying.

Step 3: Apply Labels to Dividers

Remove the printed labels from the sheet and apply to divider tabs.

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Ready Index Dividers

Ready Index Table of Contents Dividers

Use the following tips before printing on the Table of Contents sheet.

1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
2. Adjust printer settings to optimize print quality.
3. Test print on a plain sheet of paper.
4. Hold the printed sheet behind the Avery product (or Practice Sheet, if included with this product) to check the alignment of your layout. Slight adjustments to the layout may be necessary.
5. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
6. When satisfied with the layout, print on the Avery product.

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Ready Index Translucent Table of Contents Dividers

1. Customize the Avery template for your product using one of Avery's template or software tools. For help selecting which template or software tool is best for you, go to avery.com/advisor.
2. Test print on a plain sheet of paper.
3. For the Table of Contents page, place the printed sheet behind the plastic sheet to check the alignment of your layout.
4. Due to variations between printers, slight adjustments to the layout may be necessary. If the entire sheet is slightly misaligned and you can change the margin settings in your software application, try adjusting the top and/or left margins slightly.
5. The plastic divider sheets should **never** be inserted into your printer.
6. When satisfied with the layout, print on another plain sheet of paper. Assemble the binder by placing the final printed sheets behind the plastic dividers.

Table of Contents Landscape Product Assembly

1. After printing the Landscape Table of Contents sheet, flip the 3-hole punched divider pages over, with the numbers at the bottom, facing you.
2. Re-assemble the divider pages with the number 1 divider page as the top page, reading from left to right, followed by the number 2 divider page, etc.
3. Place the re-assembled divider pages behind the Table of Contents sheet before putting them into a binder.

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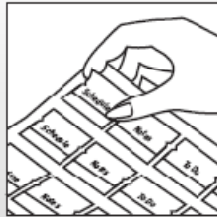
Tips

Application of Printable Self-Adhesive Tabs 16280, 16281, 16282, or 16283

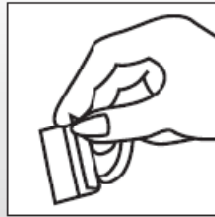
Application Tips

NOTE: Tabs are easily repositionable when first applied. Adhesive bond will become more durable and permanent over time. May leave marks, lift ink or damage some paper surfaces when tabs are removed.

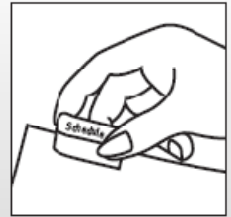
1. After you have printed your tabs, peel each tab from the sheet by lifting a corner.



2. Fold back the top portion of the tab, leaving the clear adhesive port on exposed.



3. Apply the adhesive portion of the tab to the edge of the page.



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