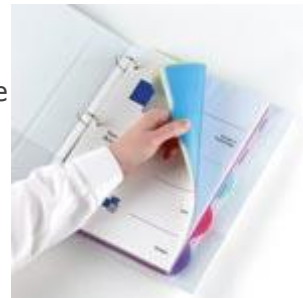# Templates - view-tab

Overview

No tabs to insert, No Labels to apply, print directly from the web! The view-tab transparent dividers are the fastest way to create great looking tabs. The revolutionary design of this product allows you to create contemporary and professional looking results using your own paper and printer. With view-tab transparent dividers you see your title through the tabs, not on them; this keeps your headers in view from any position in your presentation. Print templates directly from the web for the easiest way to create tab sheets and your table of contents pages. Polypropylene material provides excellent durability and vibrant colours. Available in 5 and 10 tab, multi-colour and clear, with round tabs. Works in any size binder.

The key features of this product include:

No Tabs to Insert
No Labels to Apply
No Special Paper to print
Titles are always in view through tabs
Reusable for multiple presentations
Durable polypropylene tabs
Works with any paper or printer

Instructions

Note: The templates require that you have Microsoft Word on your computer.

1. **Select a design** from the samples shown.
2. **Click the number of tabs desired** - either **5** or **10** and portrait or landscape to automatically open the template. (Note: Depending upon your Internet browser, you might get a window asking you to save or click to continue. Do not be alarmed. Click to continue)
3. **Enter Your Information** - After your template opens, simply click on the fields in the table of contents page (Page 1) to update them. Fields on your tab titles' page (page 2, which will go into the back of your binder) will update when you click on "print preview".
4. **Print** your documents (both pages) on the A4 paper of your choice (selecting the "ignore" option when asked about margins being set outside the printable area)
5. **You're finished!** Close the template and save if you would like to edit your work in the future.
6. If you run into any formatting problems, you can always return to the templates page and start fresh on a new template.