

MASTER[®]

A MARTIN YALE BRAND

How to produce TABS for MASTerview™ Reference System

STEP 1



Key in or type your insert titles.

The instructions below are for use with your word processing software and laser/ink jet printer or typewriter. We recommend that you first test your formatting on a blank sheet of paper before printing on the insert sheet enclosed.

Note: It may be necessary to make minor adjustments to your software and/or printer to align tab titles perfectly.

GENERAL WORD PROCESSING INSTRUCTIONS

- Set the page margins as follows:

Margins	For 1/5th cut size (2")
Left:	.30"
Right:	.30"
Top:	.75"
Bottom:	1.0"
- Set the centered tab margins as follows:

First Tab:	1.0"
Second Tab:	3.0"
Third Tab:	5.0"
Fourth Tab:	7.0"

Tab settings are relative to the margins. If your software program does not have a relative margin setting, add the left margin measurement.

- Set the line spacing and font size as follows:

	For 1/5th cut size (2")
1.50" or 1-1/2",	12 point font

WordPerfect® and WordPerfect® for Windows™ users also need to set the Line Height to .25", Fixed. "Short Menu" under the View command should not be checked on.

- Type the tab titles at each tab setting, beginning at the first tab, not at the margin. Type each title twice, side by side. (The inserts fold on the side.) Hit return key twice after each row of tab titles have been completed.
- Print a test copy of the tab inserts on a blank sheet of paper. Make any adjustments necessary.

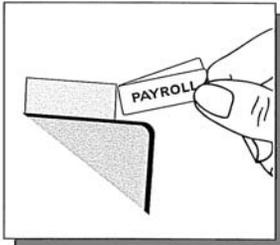
For more information about MASTerview™ and other Master Products, call Customer Service @ (260) 563-0641

STEP 2



Use your laser or ink jet printer to print titles onto insert sheets.

STEP 3



Remove inserts from sheet, fold and insert into Master Tab.

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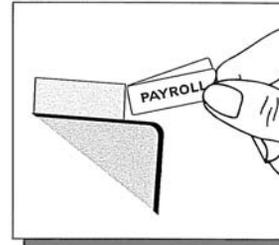
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Assembly Instructions:

Remove all contents from box. You should have the following components:

2	3" wide retaining sections (hold viewing sleeves)
1	Catalog rack base unit
24	Indexing tabs
24	Plastic viewing sleeves
1	Engaging rod for rack

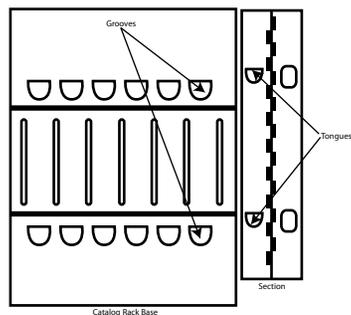
Assemble the base unit. The bottom of the unit will be determined by the location of the rubber feet. The two unconnected ends have a series of eyelets that line up with one another. Line up and insert rod to hold unit together, unit should stand up like a teepee.

Once standing, install one wing section into the end slot of each side of the rack. The middle tab on the wing section goes all the way through. The upper and lower tabs rest against the face of the rack.

Insert viewing faces into (2) sections and place tabs on back of the section into the grooves of the rack.

Section Installation:

Take two tongues on the backside of the section and line them up with the corresponding top and bottom grooves on the base or the rack. Slide the tongues down into the grooves as far as they will go to secure into position.



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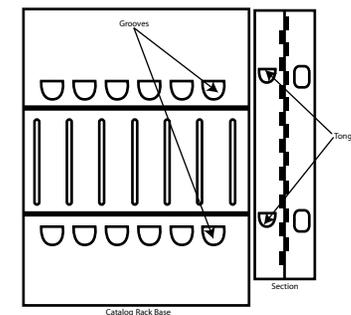
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Wing Installation:

If sections are installed, remove two sections from each end of the catalog rack.



Hold the wing in your right hand with your hand in the cutout area, center tab facing you and top and bottom tab facing away from you.

Insert the center tab into the right most slot.



Fold wing to the right until two tabs on the back make contact with the rack.

Reinstall the sections into the catalog rack.

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