

# BUYING GUIDE • File Folders



The right file folder for the job is critical to maintaining order and staying on top of your high priority projects. When making your selection, consider the appropriate material and size. Follow the simple guidelines below and you'll be on the fast track to filing success in no time.

## SELECT THE RIGHT FOLDER TYPE

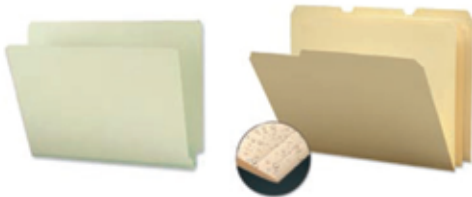


### EVERYDAY RECORDS

**Colored**—Distinctive colors help files stand out and are great for color-coding.

**Kraft**—Natural brown material offers extra resistance to smudging.

**Manila**—Soft buff-colored finish that's smooth and smudge-resistant; resists tearing, folding and bursting.



### HEAVY-DUTY & BULKY RECORDS

**Pressboard**—Hard and dense, offering superior strength and durability. Excellent for files that receive constant use.



**Polypropylene**—Offers improved durability and is a practical alternative to paper-based filing products. Polypropylene is water-resistant, tear-resistant and ink & toner transfer-resistant.

## Special Folder Features



**Antimicrobial**—Product treated to resist the growth of bacteria, mold and mildew that can cause stains, odors and product deterioration.

**CutLess®**—Uses a special formula to produce a thicker stock with a softer edge, helping to reduce incidence of painful paper cuts.



**Water-Resistant**—Formulated to resist water and common desk spills. Simply wipe the folder to clean. Easy to write on with ballpoint pen, roller ball pen and pencil.

**Archival Quality**—Certified to meet long-term archival storage requirements without yellowing or fading. Typically made of acid-free or lignin-free materials.

## SELECT THE RIGHT FOLDER HEIGHT



### Hanging Folders Need Interior Folders

These file folders are best used to keep groups of papers separated within a hanging file folder category. Tabs don't extend above hanging folder top edge.

### Standard Folders Offer Assorted Tabs

Letter and legal size folders with tabs are 9½" high. Letter size folders are 11¼" wide; legal size are 14¾" wide.

### Guide Height Folders Offer Single Position Tabs

10" high guide height provides good visibility of the tab above the body of a guide or within a hanging folder system.