

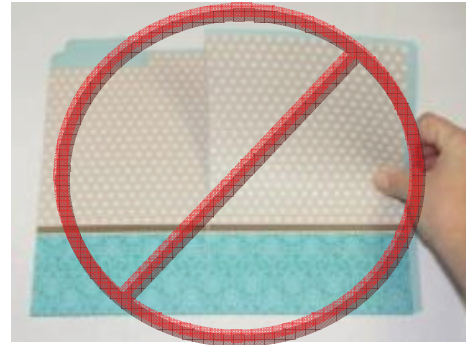


4. Place File Folder 4 into paper cutter face up with tab towards top right. Cut at 5-1/4" from right edge.

**NOTE:** if your notepad measure exactly 5" wide or wider cut the folder at 5-3/8" to 5-1/2" instead of 5-1/4" to allow folder to completely cover the notepad.



**CUTTING TIP:** File Folders have a thin plastic patterned coating for durability and style. Cutting with Desk Top Cutter is best. Paper trimmer also works, just run the cutting blade back and forth several times for a complete cut. Be careful not to rip the plastic coating. If cutting blade doesn't cut all the way through flip the file folder over in the cutter and cut from the opposite side.



**Do not tear,** pull or peel the file folders apart if the cut isn't complete or you risk peeling some of the thin plastic coating from the file folder.

Once cut completely the file folders are sturdy and durable.



5. Use the 3/16" Corner Rounder Punch to round all square corners at the top (open side) of File Folders 1 and 4.



6. Part of the tabs on File Folders 2 and 3 remain on the larger half of each.



7. Use scissors or the Paper Trimmer to cut off the little piece of remaining tab from the two file folder pieces.