



How to create custom pages for UniKeep™ Divider Tabs

1. Format

Type your titles into pre-formatted templates or create your own files on your computer.

Get templates at www.unikeep.com

2. Print

Use your laser or ink-jet printer to print the pages on your own paper.

Consult your printer's manual for specific printing instructions and recommended types of paper.

3. Insert

You only need two pages -- one for the table of contents at the front of the binder and one that inserts into the page protector at the back of the binder.

The table of contents page should be three-hole punched. Place it behind the UniKeep™ protective cover sheet and in front of the first divider tab.

The index page does NOT need to be punched to insert into the page protector. This page protector should be the last page in the binder so your index titles are visible to the right of the pointers on the tabs.

Using templates

1. Download

Select the template you wish to use at www.unikeep.com

2. Open

Open the template in Microsoft® Word.

3. Type

Type the first title in the first box.

Tab down to the second box to type the second title.

The titles you type in the first column should automatically appear in the second column so your inserts can be read from both sides of the tab.

Delete the boxes for titles that you do not need.

Creating your own files

Use any word processing or page layout program to design your own inserts with these guidelines. You will need to create two pages with different formatting. Many programs will allow you to do this within the same document.

1. Create the Contents page

Open a new document

Set page margins

Top: 0.17" Bottom: 0.17"

Left: 5" Right: 0.25"

Set header and footer to 0.0"

Create a table

1 column set to 3" wide

8 rows set to 1.3 high

Vertical alignment set to "center"

Type your titles into each cell of the table.

Print your Contents page on 8 1/2" x 11" (letter) sized paper.

2. Create the Tab Index

Select "insert section break" or open a new document.

Change document/page setup

Page orientation: landscape

Set page margins

Top: 0.0" or minimum Bottom: 7.75"

Left: 0.0" Right: 0.0"

Set header and footer to 0.0"

Insert 8 columns

Column width: 1.3"

Column spacing: 0.0"

Type alignment: centered

Type your titles into each column.

Print your Tab Index page on 8 1/2" x 11" (letter) sized paper.

If you do not have word processing or page layout software, you can download PDF versions of the templates and print them using Adobe® Acrobat Reader which is bundled with many computers or can be downloaded free of charge from www.adobe.com.

Once printed, the templates can be used in a typewriter or decorated by hand with markers, stickers, labels or photos.