

COLOR CODED STRIP LABELS

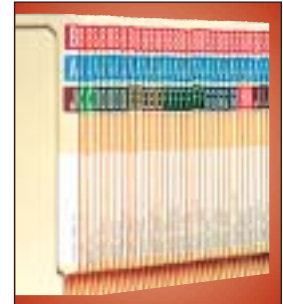
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color code filing made easy

Color coding is the assignment of color to a number, letter or particular item that shows meaning. In filing, we assign a color for each number 0 through 9, and a color for each letter A through Z, to aid in filing and retrieval of all types of hard copy files. By putting these colors (letters, numbers and designators) in a particular position on a file folder, file pocket, etc., a color/block pattern is formed. When these patterns of color are broken, a misfile has occurred. In retrieving a file, color recognition reduces look-up time. It also saves presorting time and reduces filing time. In fact, color coded filing can reduce filing and retrieval time by up to 50%. Approximately 75% of every dollar spent in filing areas is people time; therefore, color coding can save as much or more than 33% of the money that is now spent on your present non-color coded files. Misfiles are virtually non-existent in color coded files because of the ease of spotting a file when it is out of order. Memorization of colors is not necessary; the color works as a flag which identifies position or meaning in a file sequence. A good color code system can work for your files, and in most cases pays for itself in less than a year due to the time saved in filing and retrieval without misfiles. Since most files are filed in one of the demonstrated examples, you can easily adapt your file situation to color coding.

alphabetical filing

alphabetical color coded name files are easy to maintain without requiring a cross reference file. Color coding alphabetical breakdowns of initials with color can direct you to the proper file area and help eliminate misfiles, which are most common in non-color coded alphabetical files. Filing of common names is accomplished by coding the first two letters of the last name; for example, James C. Bayer would be coded "BA". In larger alphabetical files, the additional coding of the first name initial will further break up the large name groupings in the file. Using "J" for James, we now can go immediately to the "BA" section and then to the "J" section in the "BA" group to retrieve or refile. When filing corporate or company names, it is suggested to use the first two or three letters of the first full proper name; for example, "Ajax Tool Works" would be coded "AJA".



alpha-numeric filing

alpha-numeric filing is simply the filing of letters and numbers in a format that suits the file situation. Many times, files have alphabetical indicators which have a particular meaning in a numeric file, or vice versa. When filing alpha-numeric files, a decision must be made as to whether the number or the letter is more important for locating or segregating the file, since the file can be set up either way. An example of alpha-numeric filing (at left) shows a construction company using the alpha prefix of the state in which the construction site is located. In the illustration, IL (postal abbreviation) is for the state of Illinois, job number 123. Job number 124 has the indicator AZ, showing that the construction site is in Arizona, which is a misfile. The files are kept in alphabetical order by state, then in numerical order by job numbers which are assigned in sequence as construction sites become available. Alpha-numeric files need not be complicated; numbers or letters used in an alpha-numeric file can give added dimension for presorting, filing and retrieval.



Note that AZ 124 is a misfile.

straight numeric filing

straight numeric filing is the filing of numbered documents in a numerical sequence order starting from the first number and proceeding to the highest numbered file (last or most recent). Color coding a straight numeric file is somewhat dependent upon the total number of files. In the example, we have color coded all five digits. In straight numeric filing, time-saving and cost-saving advantages can be gained by coding the last two digits (tens and units) of the number with one double-digit color block. (Note - the units and tens digit must be color coded separately if you are considering converting to terminal digit filing at a later date.)

The major advantages of straight numeric filing are (1) no training of file personnel, since most people know how to find files if they are numbered from the lowest through the highest number in the files, (2) ease of retiring old files. In most cases of straight numeric files, the oldest files are the ones with the lowest numbers.



terminal digit filing

terminal digit filing is the filing of all files ending in the same last two digits in one section, forming 100 distinct file groups (00 through 99) in any given file number situation. The use of terminal digit filing is usually seen in large file areas: hospitals, insurance companies, government, banking, etc. It speeds up retrieval time and reduces refile time by segregating files into groups of 00 through 99 (example #12345) terminal digits (45), middle digits (23 within the 45 section) and tertiary digits (01 within the 23 section). For example, file 12345 (01-23-45) would be filed in the 45 section next to file 2345 (00-23-45). File 12346 (01-23-46) which would normally be put next to 12345, would be filed in the 46 section (then in the 23 section, then 01 within 23 section). Note the misfile - two files in the 45 section between subsections 21 and 22 that should be in the middle digit section 24 (file numbers larger than six digits can also be filed in terminal digit order). The major advantage of terminal digit filing is that the file grows equally in 100 places and reduces itself in 100 places with the retirement of older files, forming an equal growth pattern in the file.



COLOR CODED STRIP LABELS

COMPUTER GENERATED LABELS are the most economical and efficient way of creating stock and custom color-coded filing products. Our factory generates all of our own labels offering unparalleled quality control beginning with the design, all the way through production, all designed to match or meet your exact specifications. The computer generated label offers more features than standard label production methods, for example barcodes, logos, year bands, and designation bars, all designed and incorporated directly into the label. No more having to add additional labels to existing files! with a wide array of colors you can match any existing system or create a new one. Have the labels printed in consecutive order, terminal digit order, or alphabetically – any way you need them so the folders are ready to go right out of the box.

Labels come printed on a matte finish stock or can have a clear gloss laminate covering the label, giving the label extra protection and strength. Labels can be provided 6-up on self adhesive stock pre-die cut for easy application or can be attached at our factory directly to your folders.

Listed below are a number of industry standard formats and colors for ease of use in the design of your color-coding system. **Please call your Filing Systems Specialist for help in designing a color-coding format that works for you and your organization.**

AMES® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Red	3 - Orange	6 - Yellow	8 - Pink
1 - Gray	4 - Purple	7 - Brown	9 - Green
2 - Blue	5 - Black		

BARKLEY® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Red	3 - Gold	6 - Lavender	8 - Gray
1 - Pink	4 - Green	7 - Brown	9 - Orange
2 - Yellow	5 - Blue		

COL'R'TAB

No. - Color	No. - Color	No. - Color	No. - Color
0 - Yellow	3 - Purple	6 - Green	8 - Red
1 - Blue	4 - Orange	7 - Gray	9 - Black

GBS/VRE® SYSTEM 1 COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Yellow	3 - Purple	6 - Green	8 - Red
1 - Blue	4 - Orange	7 - Gray	9 - Black
2 - Pink	5 - Brown		



COLOR CODED STRIP LABELS

SFI® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Orange	3 - Gray	6 - Yellow	8 - Pink
1 - Blue	4 - Red	7 - Black	9 - Green
2 - Brown	5 - Purple		

SMEAD® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Yellow	3 - Purple	6 - Green	8 - Red
1 - Blue	4 - Orange	7 - Gray	9 - Black
2 - Pink	5 - Brown		

TAB PRODUCTS® COMPATIBLE

No. - Color	No. - Color	No. - Color	No. - Color
0 - Pink	3 - Dk. Orange	6 - Blue	8 - Lavender
1 - Red	4 - Lt. Green	7 - Purple	9 - Brown
2 - Lt. Orange	5 - Dk. Green		



**Stock folders can be customized with printing, fasteners and/or pocket installation. See the customizing section on page 116 for ideas that work for the way you work.*

CUSTOM MADE-TO-ORDER PRODUCT

JUST LET US KNOW WHAT WORKS FOR YOU!

If you have special filing needs that require customized filing products or are looking to start a filing system from scratch to create the exact system that works the way your work, we can help! We are experts at matching existing filing products that already are working for you or setting up a filing system that works even better for you and save you money in the process. We can provide systems that allow you to open the box and start filing. Whatever your filing requirements are just ask! Our systems consultants are happy to provide ideas and discuss options to get your filing system to work for you, not you working for you filing system. Call us and we will work with to design a filing system based on your needs.

Consider these customizing folders options:

- Install File backs or Index dividers into folders
- Affix fasteners in any position
- Print copy on folders
- Apply color-coded labels
- Attach paper or see-thru pockets

Call your Filing Systems Consultant for more details!

