

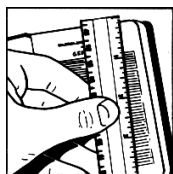
HOW TO POSITION AND ATTACH YOUR *CATECHISM* INDEXING TABS

To simplify installation, indexing tabs are precut and self-adhesive. All you do is peel off, position, and fold over—your *Catechism* is neatly referenced for many years of enjoyment. They also come with a handy Tab Positioning Guide that will enable you to position each tab in perfect alignment with the next.

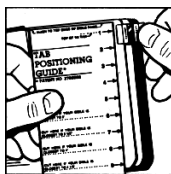
Some Tips Before You Begin

- Read all instructions carefully.
- Practice first, using the special “Practice Tab” and a spare piece of paper.
- Always tab right-hand pages, even if a title starts on a left-hand page.
- When attaching a tab to a page, don’t fold it over until you are certain that the page is not stuck to the one that follows it.
- When opening your *Catechism* at a tab, always place your thumb or finger on the tab title and flip the *Catechism* open. Pulling or lifting the tab may tear thin or delicate pages.

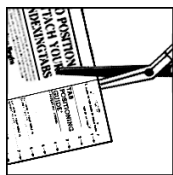
Installation Instructions:



1. Measure the height of the *Catechism* page.



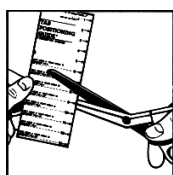
6. Align the top of the *Catechism* indexing tab with the first numbered arrow on the Tab Positioning Guide, with the printed portion of the tab extending beyond the edge of the page.



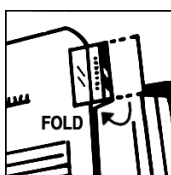
2. Cut apart the instructions and the Tab Positioning Guide. This will make the guide easier to handle and work with.



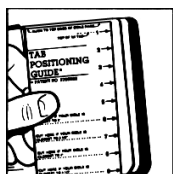
7. Press the tab into place and gently lift the page. **BE SURE YOU HAVE LIFTED JUST A SINGLE PAGE.**



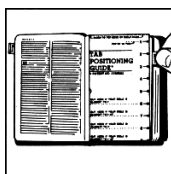
3. Using the horizontal dotted lines as a cutting reference, trim the guide to match the height size of your *Catechism* page on both the top and bottom of the guide.



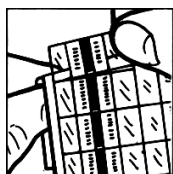
8. Fold the tab in half and press it onto the back side of the page. The tab is now securely attached to both sides of the page.



4. Place the top edge of the guide flush with the top edge of the *Catechism* page you wish to index. The right-hand edge of the guide should be a 1/2 inch or more from the right-hand edge of the page.



9. Position the rest of your *Catechism* indexing tabs by repeating steps 5 through 8, using the numbered arrows to properly step and align the tabs. Once you’ve positioned a tab using the last (bottom) numbered arrow, position the following tab using the first (top) numbered arrow.



5. Select the appropriate *Catechism* indexing tab and remove it. This is most easily accomplished by slowly bending the carrier/release paper across its width until the edge of the tab comes loose and then grasping the loose end of the tab and peeling it carefully from the release paper.

↑ Cut along this line. ↓

▲ Cut here for *Catechism* sizes: 7½" • 8½" • 9½" • 10½"

▲ Cut here for *Catechism* sizes: 7" • 8" • 9" • 10" • 11"

Top of Tab 1➔

TAB POSITIONING GUIDE

2➔

3➔

4➔

5➔

6➔

7➔

▼ Cut here if your *Catechism* is 7" or 7½"

8➔

▼ Cut here if your *Catechism* is 8" or 8½"

9➔

▼ Cut here if your *Catechism* is 9" or 9½"

10➔

▼ Cut here if your *Catechism* is 10" or 10½"

↑ Cut along this line. ↓