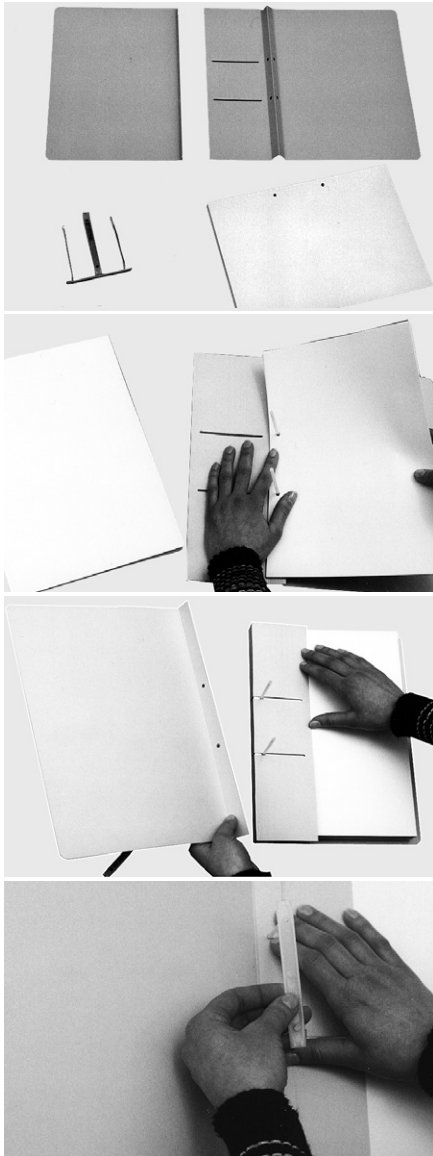


## Folders with Filing Mechanism «Brauweiler Folder»

### Folding Instructions



- 1.) The precut pattern of your "Brauweiler" archival folder should be placed on the table, so that the arched side with creases (ribs) is visible from the top. Fold the back cover of the folder pattern in such a way, that a zig-zag fold with the pre-punched double holes emerges. Fold the pre-punched hole strip of the file cover, upwards. Detach both plastic parts, the filing mechanism and the plastic cover strip from one another.
- 2.) Fit the plastic filing mechanism into the holes of the zig-zag fold starting from right to left. Now you may file the archival documents/material into the "Brauweiler folder".
- 3.) Fold the spine of the folder across the filed material. Depending upon the filling thickness (depth) you may now bend the folder at a 90° angle. Now fit the filing mechanism through the slits provided, finally through the holes of the folder cover.
- 4.) Now place the plastic cover of the filing mechanism on the covering fold, so that the smooth side presses against the pre-punched hole strip, spine and the contents filed. In order to do this, bend the mechanism outwards and then press so that it snaps into the covering fold. Now close the folder, a smooth upper surface emerges.

*We have manufactured your product with utmost care and accuracy. Should you still have difficulties in folding your binder, please do not hesitate to contact us immediately. We will gladly assist you.*

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