

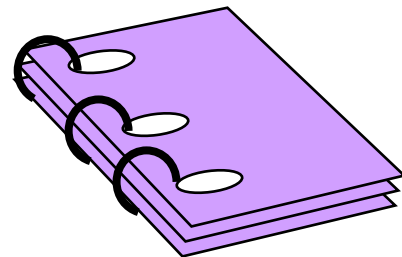
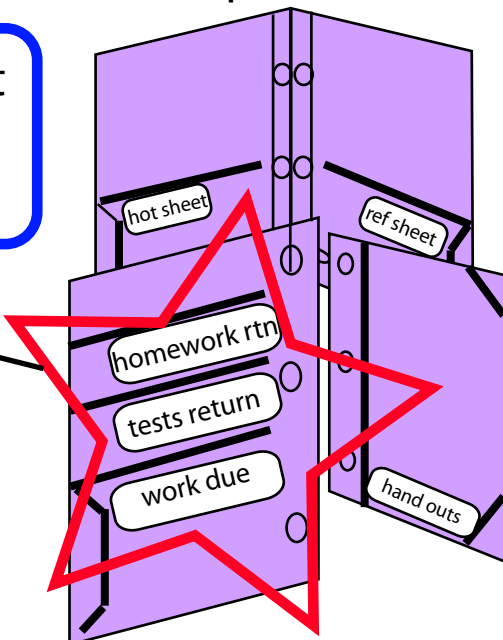
DocOA™ USER GUIDE

What you see is what you get file system-WYSIWYGFS
The filing configuration of the DocOA™ Organizing Assistant™ works on paper and on the computer in the exact same way!

Step 1-LABEL Tri-pocket

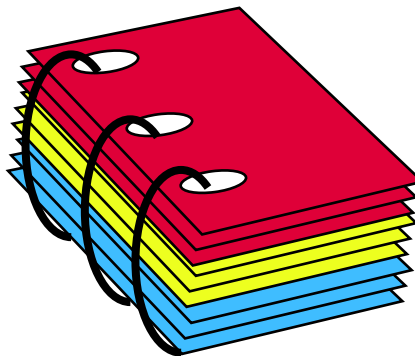
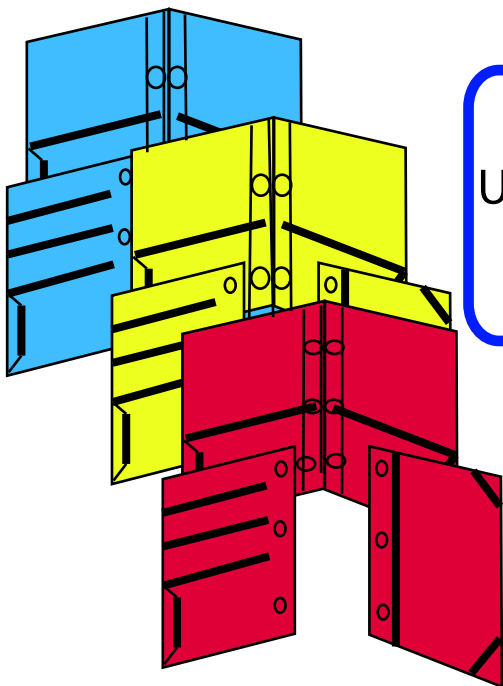
Twin pocket is premarked
hot sheet/reference sheet

Follow the labeling instructions in the star on the right. Take each set of labels from the preprinted sheet and apply them as shown. Some of the pockets are already printed with labels.

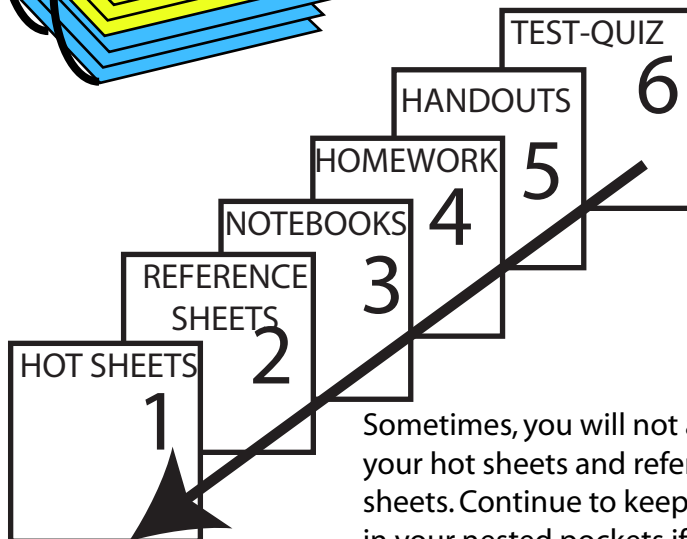


Step 2-NEST each pocket set.
Use the ring binder or rings you have been given and stack each pocket set in turn

If you use the 2Column notebooks, try keeping them in the front pocket of the Tri-Pocket. They also fit neatly into the BookBinding Pocket.



Step 3-Use Day-in-Day-Out
“Stuff Gzinta...Gzouta”
It’s easy-just put each paper in the pocket it belongs
THEN...AFTER A TEST
take the papers out and ARCHIVE



Sometimes, you will not archive your hot sheets and reference sheets. Continue to keep them in your nested pockets if you need to use them