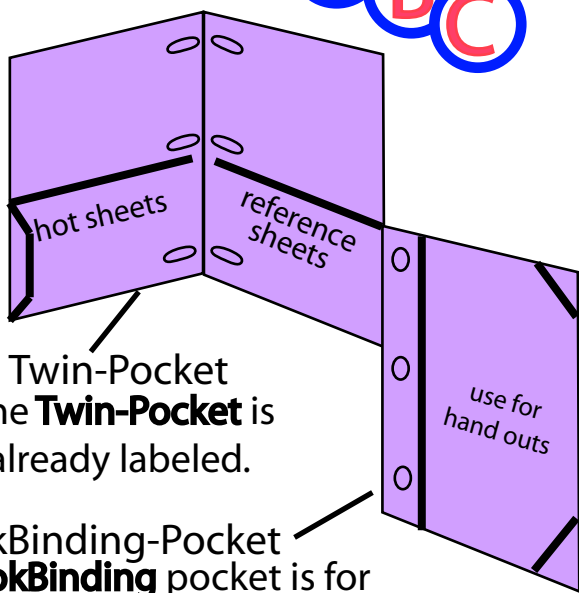
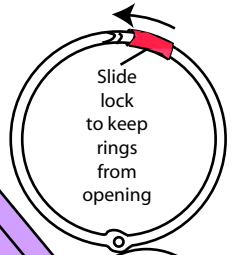


**A LABEL Tri-pocket**  
Look inside the STAR for sticker positions.  
Place the stickers in the positions shown.  
Do this for ALL tri-pockets



**Twin-Pocket**  
The **Twin-Pocket** is already labeled.

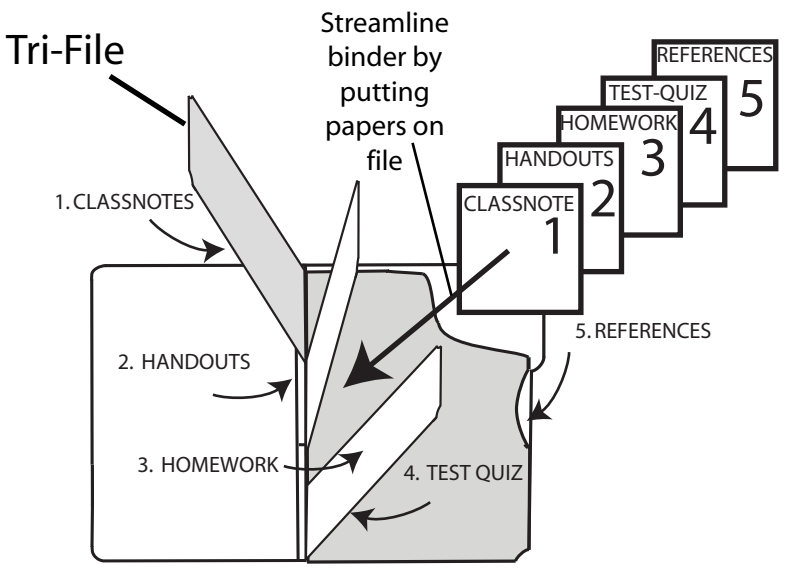
**BookBinding-Pocket**  
The **BookBinding** pocket is for notes and handouts.



**B Put Pockets on Rings**  
Assemble the pockets on the rings.  
Group the pockets the best way for your application. For day to day school use, sets work well.\*\*  
When you are sure, assemble the rest. Label each Twin pocket using the **Color Coding of your school**. Then "DocAWAY" your papers, placing each paper in the pocket it belongs.



Your binder should look like this:



Try using a Binder, box, or hanging folder for each sub

**C ARCHIVE**  
After you decide what "type" a paper is and put each paper in the pocket it belongs.  
When a UNIT is over you must take stuff OUT!!!  
so...AFTER A TEST---->>>ARCHIVE  
Take the papers out and file them in a safe place for reference later.  
Try using the tri-file to "buffer" a unit

# the KnowThing™ Challenge

-What is a KnowThing™

A know thing™ is the DOCOA™ you make & use day to day to improve your organizing and learning

-How Does the Challenge Work?™

You will be challenged

1. to assemble a complete DOCOA
2. to keep your DOCOA working
3. to improve your DOCOA

-What's in it for you?

Find out how to complete the  
**ORDER OF THE RING**  
Learn the rules, the winning  
formula for success, and have fun

For More Information goto:  
[www.bookwindows.com/knowthing](http://www.bookwindows.com/knowthing)



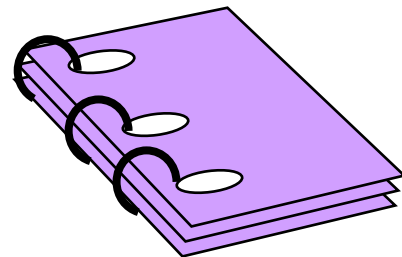
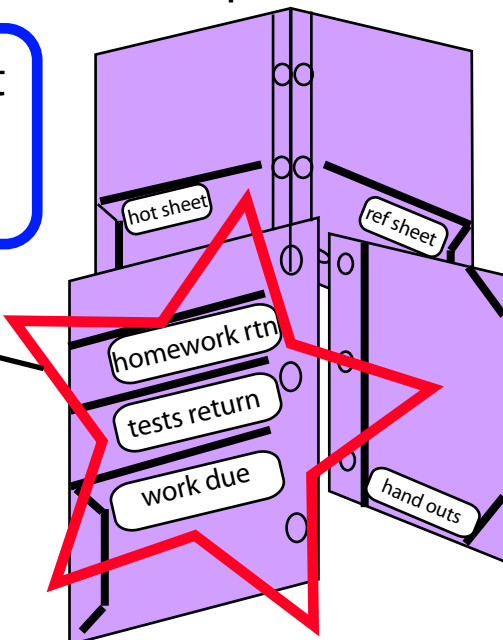
# DocOA™ USER GUIDE

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

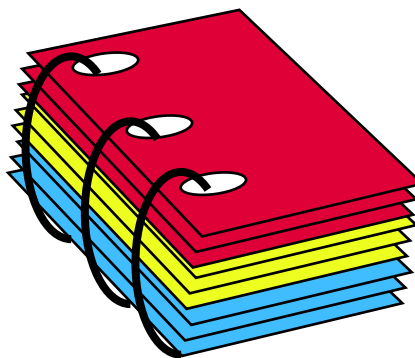
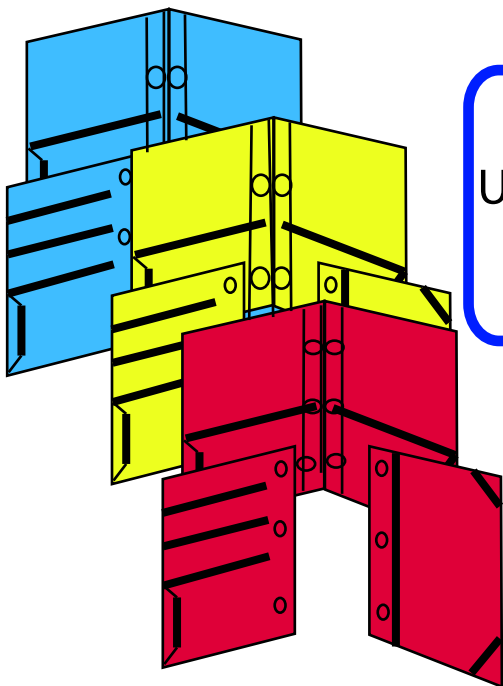
Follow the labeling instructions in the star on the right. Take each set of labels from the preprinted sheet and apply them as shown. Some of the pockets are already printed with labels.



## Step 2-NEST each pocket set.

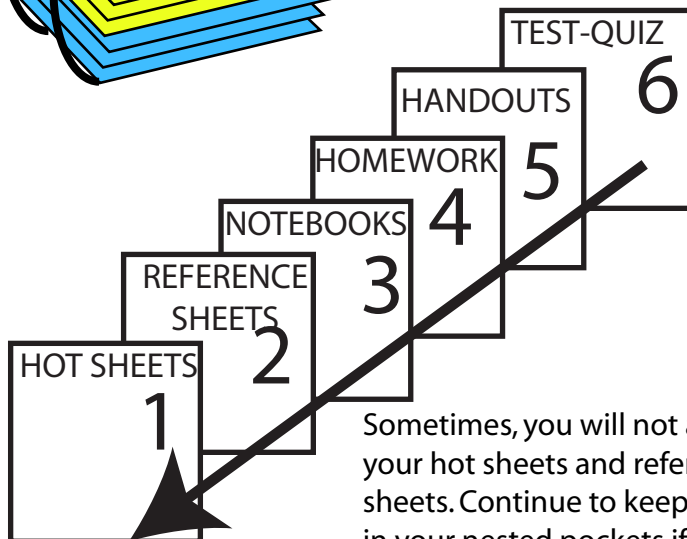
Use the ring binder or rings you have been given and stack each pocket set in turn

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

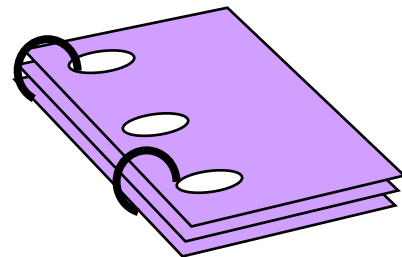
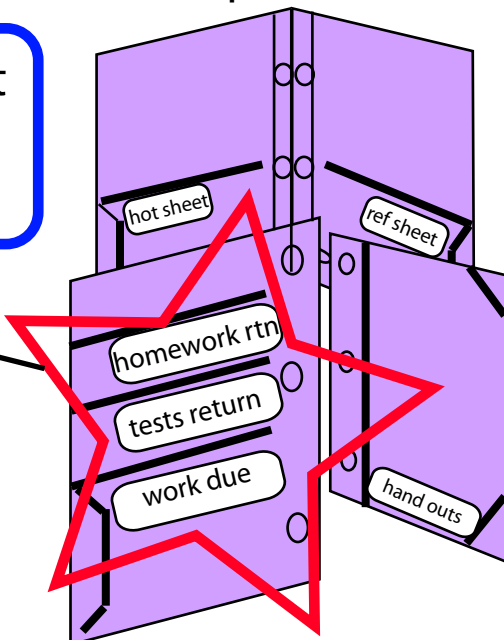
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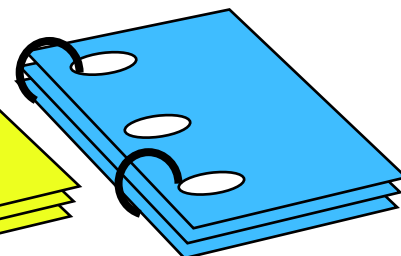
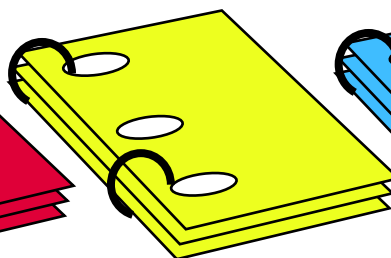
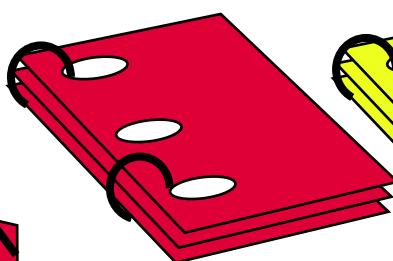
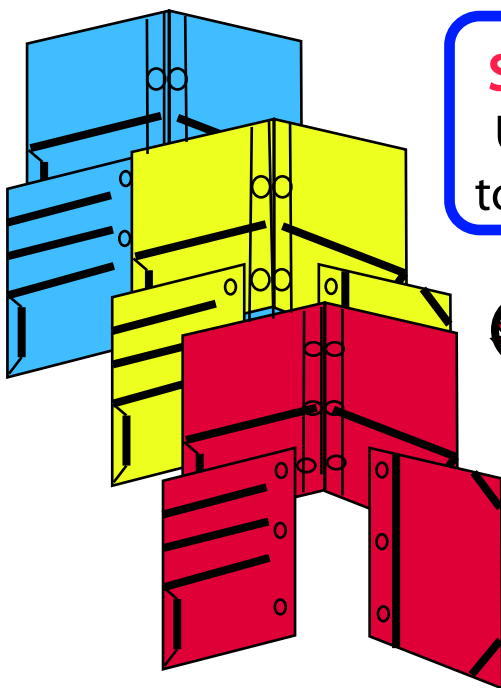
Twin pocket is premarked  
hot sheet/reference sheet

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 **Two** small ring fasteners to attach each pocket at spine

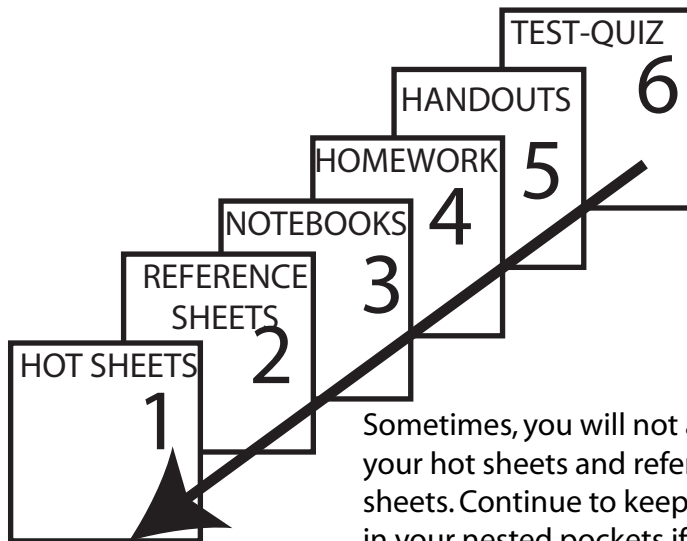
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They also fit neatly into the BookBinding Pocket



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