

# Presentations & Organization

## Avery® Ready Index® Double-Column Table of Contents Dividers

When you have a big project, you need double the organization power – Ready Index® Double-Column Dividers are designed to make quick work of large documents. Two columns and innovative double-layer tabs give you twice the space to get everything organized. Add your section titles to the Table of Contents page and assemble your document. Double-layer tabs have less overlap and are easier to grab and turn. Bottom set of tabs extend further out than top set to allow you to see all tabs at once. Heavier weight paper with reinforced edge and tabs adds durability and holds up to frequent use. Made with 30% post consumer recycled paper. Laser and ink jet compatible. Customize with free templates and software from [avery.ca/yourchoice](http://avery.ca/yourchoice).

Avery No.	Description	Sets/Unit
11320	16 Tabs	1
11321	24 Tabs	1
11322	32 Tabs	1



## Avery® Ready Index® Translucent Table of Content Dividers

Ready Index® Translucent Table of Content Dividers with pre-printed numbered tabs will get your materials organized in a snap. Print the section titles on a plain sheet of 8-1/2" x 11" paper, punch the page and place it behind the Table of Contents page and you are done. Translucent sheet won't lift print. Further customize the Table of Contents page by adding graphics or a company logo. For use with laser or ink jet printers. Customize with free templates and software from [avery.ca/yourchoice](http://avery.ca/yourchoice).

Avery No.	Description	Sets/Unit
<b>Laser &amp; Ink Jet</b>		
11817	8 Tabs	1
11818	10 Tabs	1



## Avery® Ready Index® Easy Edit Table of Content Dividers

Updates and last minute changes are no problem. Simply print the section titles onto a plain sheet of 8-1/2" x 11" paper, three-hole punch the page and insert the sheet into the Easy Edit Table of Contents sleeve. Contents sleeve won't lift print. To update your Table of Contents, simply print another contents page. Colours and designs on contents sleeve coordinate perfectly with preprinted tabs. Further customize the Table of Contents page by adding graphics or a company logo. Paper dividers are made from 30% post consumer recycled paper. Customize with free templates and software from [avery.ca/yourchoice](http://avery.ca/yourchoice).

Avery No.	Description	Sets/Unit
<b>Laser &amp; Ink Jet</b>		
11171	5 Tabs	1
11172	8 Tabs	1
11173	10 Tabs	1

