

## How to choose - LATERAL FILES

*Lateral files are designed for high density filing in cupboards such as Connections and Bisley Files have front or side access enabling more than one person to use them simultaneously.*

- *Colour choice - Helps you develop and personalise a filing system.*
- *Cupboard compatibility - Because most filing chassis within cupboards are adjustable, the majority of lateral files will be compatible. However if you already have an existing filing system, ensure that you buy the*

*correct size. Measure an existing file from centre to centre of the runner hooks, then purchase files of the same size.*

- *Durability - Depending on how often your filing system is used you may want to choose between manilla and polypropylene files.*
- *Filing Capacity - Standard 15mm capacity will suffice for normal amounts of filing. However, extra capacity files are available for high volume users.*