



How to choose - **LEVER ARCH FILES**

- *Colour Choice: Use colour to your advantage in designing a filing system.*
- *Finger Pull: Helps you quickly retrieve your files especially if filed closely together.*
- *Metal 'feet': To guard against wear and tear.*
- *Size: Various sizes are available. A4 and foolscap are the most popular. Select the size which matches your requirements.*
- *Slotted Eyelets: Prevent overfilling and provide stability when upright on the shelf, called Rado slots.*
- *Spine Labels: Helps you to quickly identify the contents of your files.*