

Income and Expense File Folder Labels

These labels are provided in three formats—Microsoft Word (DOC), rich text (RTF), and portable document format (PDF). The content is the same. PDF files require Adobe Reader. If you don't already have this, you can download a free copy at <http://get.adobe.com/reader>.

Changing Your Labels

If you want to change the labels before printing, open the Word or RTF document in your word processing software.

If you purchased the short report *Get Organized for Taxes*, you also received labels enhanced with tax categories for each month. It's unlikely that you will need all these categories, as you only need separate file folders when you have many receipts in the same category. To print just the category labels that you need, copy the appropriate labels into the label template file (label_template_avery5266.doc or label_template_avery5266.rtf). You can also use the template file to create additional labels that you need. (If you don't have *Get Organized for Taxes* and want to order it, go to <http://www.getorganizedfortaxes.com/main.html>.)

Printing Your Labels

The labels are designed for use with sheets of Avery 1/3 cut filing labels (5266). Other labels may require adjustments.

Always print a test sheet on plain paper first. Hold the printed sheet behind the sheet of labels to check alignment. If all the labels are misaligned, adjust the top and/or left margins slightly and print another test sheet. Print on the sheet of labels when you are satisfied with the layout.

If you are printing from Adobe Reader, select *None* for print scaling in your printer dialog window.

