

**REFERENCE
GUIDE**

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VERSION 4.6

*..... satisfy your tabbing needs in the most powerful
and cost-effective way possible, while getting many
other uses as a bonus!*

RESLAs : Resource Labels

Patent No.: US 6,736,428 B1

from: **TEMS learning products™**

Success through workflow management

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TEMS learning products™

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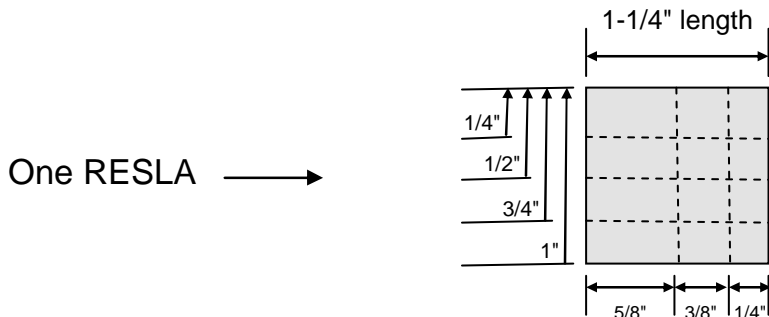
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RESLAs: Resource Labels

PATENT PENDING

A RESLA is a pre-gummed (pressure-sensitive) label with built-in perforations that allow it to be used for many applications -- including a use as an inexpensive tab. RESLAs come 60 on a page -- 10 rows, 6 columns. One RESLA is shown below with the sizes and perforation locations noted.



RESLAs: Resource Labels					
PATENT PENDING					

Col-1 Col-2 Col-3 Col-4 Col-5 Col-6

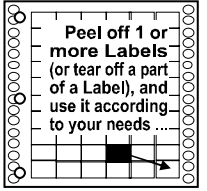
Row-1
Row-2
Row-3
Row-4
Row-5
Row-6
Row-7
Row-8
Row-9
Row-10

On the back of the RESLAs Sheet are 1) Ways to use a RESLA, 2) how to fold it into a tab & 3) tips on pre-printing a RESLA.

I. WOW! AT LEAST 12 DIFFERENT WAYS TO USE 'RESOURCE LABELS'. The actual 'Resource Labels' are on the opposite side.

'RESOURCE LABELS' SHEET

You can pre-print your 'Resource Labels' by hand OR by Dot matrix, Laser or Bubble-Jet Printer.



T A B L I N G

<p>1) peel-a-Tab</p> <ul style="list-style-type: none"> Create a Tab with a 3/8" extension - either 1/4, 1/2, 3/4 or 	<p>2) peel-an-Expanded Tab</p> <p>example of all 3</p> <ul style="list-style-type: none"> 1) larger, 2) with longer extensions and/or 3) in odd shapes. 	<p>3) For an existing Tab:</p> <p>a. peel-a-Tab Cover b. peel-a-Tab Insert</p> <ul style="list-style-type: none"> Interact with an existing Tab by using a Resource Label as a: <ul style="list-style-type: none"> a. Tab Cover b. Tab Insert 	<p>4) peel-a-Grouping Tab</p> <ul style="list-style-type: none"> Create extended Tabs at desired grouping points. 	<p>5) peel-a-Database</p> <ul style="list-style-type: none"> Multi-tab Sheet #1 of each Set. Then, select Sets according to criteria. 	
<p>6) peel-a-Note</p> <ul style="list-style-type: none"> Create a Note in various situations. 	<p>7) peel-a-Symbol</p> <ul style="list-style-type: none"> Create a pre-printed symbol to highlight your work. 	<p>8) peel-a-Topic</p> <p>four Labels</p> <ul style="list-style-type: none"> Write notes underneath pre-printed Topic Labels. 	<p>9) peel-a-Reinforcer</p> <ul style="list-style-type: none"> Apply a Label as a Reinforcer, and punch a hole through it. 	<p>10) peel-a-Fastener</p> <ul style="list-style-type: none"> To fasten a Set of Sheets together, use 1 Vertical Segment (d,e,f or g). Pass it through the common hole punch, and affix it to the 1st and last Sheets of the Set. 	<p>11) peel-a-Label</p> <ul style="list-style-type: none"> Use as a Label in various situations. <p>12) peel-a-Seal</p> <ul style="list-style-type: none"> customized seal.

Iia. HOW TO FOLD A 'RESOURCE LABEL' INTO A TAB & AFFIX IT. (following a Label's top-edge movement tells you the whole story).

<p>1 PEEL LABEL:</p> <p>TOP EDGE →</p> <p>Resource Labels Sheet</p> <p>Labels: a, b, c</p> <p>Perforations: V1, V2</p> <p>Dimensions: 5/8", 3/8", 1/4" (horizontal); 1-1/4" (vertical)</p> <p>4 @ 1/4" each</p> <p>**To make a smaller-size Tab, tear along a horizontal perforation between d-e-f-a.</p> <p>Peel off a label (or a portion of a Label: d-e-f-g) from the 'Resource Labels' Sheet (on the opposite side).</p> <p>The perforations on the Label logically divide it into: 3 Horizontal Segments (a,b,c) & 4 Vertical Segments (d,e,f,g).</p>	<p>2 FOLD LABEL:</p> <p>When any surface is folded to its final position, its letter changes from lower-case to upper-case.</p> <p>Label folded into an 'S'-shape</p> <p>Fold 'b' along the middle vertical perforation line -- V1.</p> <p>Fold 'c' along the right vertical perforation line -- V2.</p> <p>Bend 'a', 'b' & 'c' into an 'S' shape.</p>	<p>3 FORM TAB:</p> <p>'A/C' is the 'Lip' formed when 'B' is folded and glued to 'A'.</p> <p>Press the glue of 'b' onto the glue of 'A' to form Lip 'A/C'.</p> <p>Lip 'A/C' will serve as a 'STOP' when the Tab is affixed to the 'Receiving Sheet'.</p>	<p>4 AFFIX TAB:</p> <p>Push the Tab onto the 'Receiving Sheet' as far as it will go. Lip 'A/C' acts as the 'STOP'.</p> <p>The 'STOP' causes the Tab to go on straight and to retain its extension length.</p>	<p>5 FINISH:</p> <p>Press the exposed glue of 'A' onto the front of the 'Receiving Sheet'.</p> <p>Press the glue of 'C' onto the back of the 'Receiving Sheet'.</p> <p>'B' & 'C' are visible from the back of the 'Receiving Sheet'.</p>
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Step #5 above illustrates how the original 3 horizontal segments of a 'Resource Label' appear after the Tab is folded & affixed: 'A' is glued to the front of the 'Receiving Sheet'; 'B' is glued to the back of 'A'; 'C' is glued to the back of the 'Receiving Sheet'.

Iib. PRE-PRINTING YOUR TABS. In order to achieve the proper readability after your Tab is affixed, orient the pre-printing as illustrated below

See below. The shaded area is that portion of a Tab that is affixed to the front of a 'Receiving Sheet'. The printing orientation applies to any of the Tab sizes (1/4", 1/2", 3/4" or 1"), with each having a 3/8" extension.

<p>** LEFT-EDGE TAB</p> <p>1/4", 1/2", 3/4" or 1"</p>	<p>TOP-EDGE TAB</p>	<p>RIGHT-EDGE TAB</p>	<p>BOTTOM-EDGE TAB</p> <p>1/4", 1/2", 3/4" or 1"</p>
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Although you may print on any portion of a Tab, the ranges shown are the only portions that will be visible on the affixed protruding Tab (3/8" extension).

**** A NOTE ABOUT LEFT-EDGE TABBING.** When a Tab is affixed to the Top, Right or Bottom edge of a 'Receiving Sheet', its part 'c' is glued to the BACK. However, when a Tab is affixed to the Left edge of a 'Receiving Sheet', its part 'C' is glued to the FRONT. If you wanted a left-edge Tab's part 'C' glued to the BACK of the 'Receiving Sheet' (as with the other 3 edges), you would have to print your Tab information upside down in order to achieve the proper readability. For that reason, in a left-edge tabbing application, a Tab's part 'C' is affixed to the front of the 'Receiving Sheet'.

A NOTE ABOUT PRINTING, IN GENERAL. When setting up a Label's text, you're encouraged to use a package such as Microsoft's "WordArt" (it comes with WORD or EXCEL). Such a package allows text to be created independent of (sometimes limiting) font sizes by allowing for the scaling of text to a desired size -- as well as allowing for rotation, shadowing, etc.

RESOURCE LABELS (patent pending) from: 'TEMS learning products' associated with the Uses or the Printing of these 'Resource Labels'. If you find any other Uses or you have any questions, contact us by e-mail: AFG.CBA@PTDLINE.NET

'TEMS learning products' disclaims any responsibility for any problems associated with the Uses or the Printing of these 'Resource Labels'.

RESLAs -- an introduction

Resource Labels (or RESLAs for short) from 'TEMS learning products' is a product designed to interact with your paper products in a variety of ways. RESLAs may be used as Tabs, punched hole reinforcers, paper fasteners, etc.

Over the years, many people have found the use of tabs to be of great assistance in organizing materials. Borrowing a concept from the world of computers, tabs are really 'random access devices'. Once you place a tab on a sheet, you may then move that sheet to any location among a set of like sheets, and it will still be accessible because of its protruding tab.

RESLAs (when used as tabs) are very versatile and inexpensive. They are created by folding and applying specially-crafted, pressure-sensitive labels. The properties of RESLAs are as follows:

- 1) A simple folding and affixing technique (illustrated on the back of a RESLA Sheet) causes any RESLA to always go on straight.*
- 2) By using one of the perimeter locator grids on the front of the RESLA Sheet for the purposes of tab-alignment, tabs may be applied to the right or bottom edges of any 8-1/2" x 11" sheet in two alignment styles; either in 26 ways (using the large grid) OR in 100 ways (using the small grid). Also provided is a grid that allows you to tab the left-edge of the sheet in any one of 8 or 32 ways. You may use multiple grids. For example, if you're a student, you may apply a Course Tab to the left-edge of your sheet (using the left grid: 1 thru 8) and a Lesson Tab along the left, right or bottom edge (1 thru 99).*

Of course, you may affix RESLAs to any size sheet. But you'll have to use the perimeter locator grids creatively, because they're sitting on the 8-1/2" x 11" RESLA Sheet.

- 3) RESLAs may be used as: Tabs, Labels, Fasteners, Notes, Reinforcers, Topic labels, Symbols, etc. If you think of other uses, let us know by using the e-mail address on the back of RESLA Sheet.*

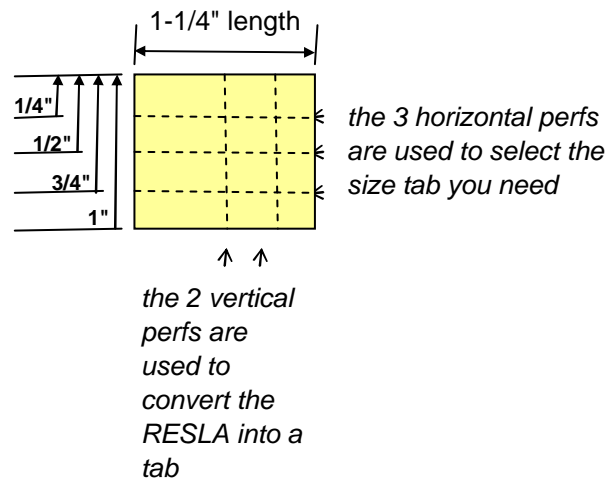
Different ways to use RESLAs

(see the back of a RESLA Sheet)

1. **peel-a-Tab.**

The RESLA Sheet is comprised of 60 labels 1-1/4" length and 1" high, with 2 vertical perforations that are used in the tab-creation process. In addition, each RESLA contains 3 horizontal perforations -- allowing you to tear along the horizontal perfs to create the 1/4", 1/2" or 3/4"-high tabs.

one RESLA :



2. **peel-an-expanded-Tab.**

You may create Tabs of varying sizes and then gang them together to form larger Tabs. Or, you may create a Tab and affix it to a Receiving Sheet and then affix another Tab to the first one. This will create a final Tab with a longer-than 3/8"

3. **For an existing Tab, peel-a-Tab-Cover or peel-a-Tab-insert:**

Sometimes you are working with Dividers that have fixed Tabs on them. You can use a RESLA to label the pre-existing Tabs. Because of the multiple perfs, you can tear along them to create a label or an insert (if the tab is a plastic shield) to create a number of different sizes in order to accommodate your existing Tab size.

4. **peel-a-grouping-Tab:**

After you've applied a RESLA-formed Tab, you may want to distinguish it from other like RESLA-formed Tabs by applying another RESLA-formed Tab on top of it. This technique allows you to "group" Tabs, according to your needs.

Different ways to use RESLAs -- *continued*

5. ***peel-a-database:***

Imagine that you have a census form. It would contain your residence geographical location, your race, gender, etc. Now imagine that you had a Cover Sheet with all the different options of each category. So, along the top might be the residence geographical locations -- Northeast, Southwest, etc. A RESLA-formed Tab would be applied somewhere along the top edge, according to what the census form says. If you live in the Northeast, you would place your Tab on the 'Northeast' box.

Moving around the Cover Sheet, you would then place other Tabs -- according to their category selections. When you completed this activity, you would have a 'multiply-tabbed' Cover Sheet. Now, imagine that you have other census forms (each with its own Cover Sheet) right behind the first one. You would see Tabs extending out from the collection of documents.

It is now time to use the application. Let's say that you wanted to find all the census forms having respondents who lived in the Southeast (if any). You would select any tabs extending from the Southeast box. Or, let's say you wanted to get more complicated and select all Hispanic females living in the Northeast with household incomes of \$15,000 or more. You would select the appropriate tabs and pull the associated census forms from the stack.

What we have done with this exercise is to define and create a "database" -- multiple "views" to the same data. In other words, the data (or the census form data, in this case) remains the same. It's only the view which changes, according to what we are trying to retrieve.

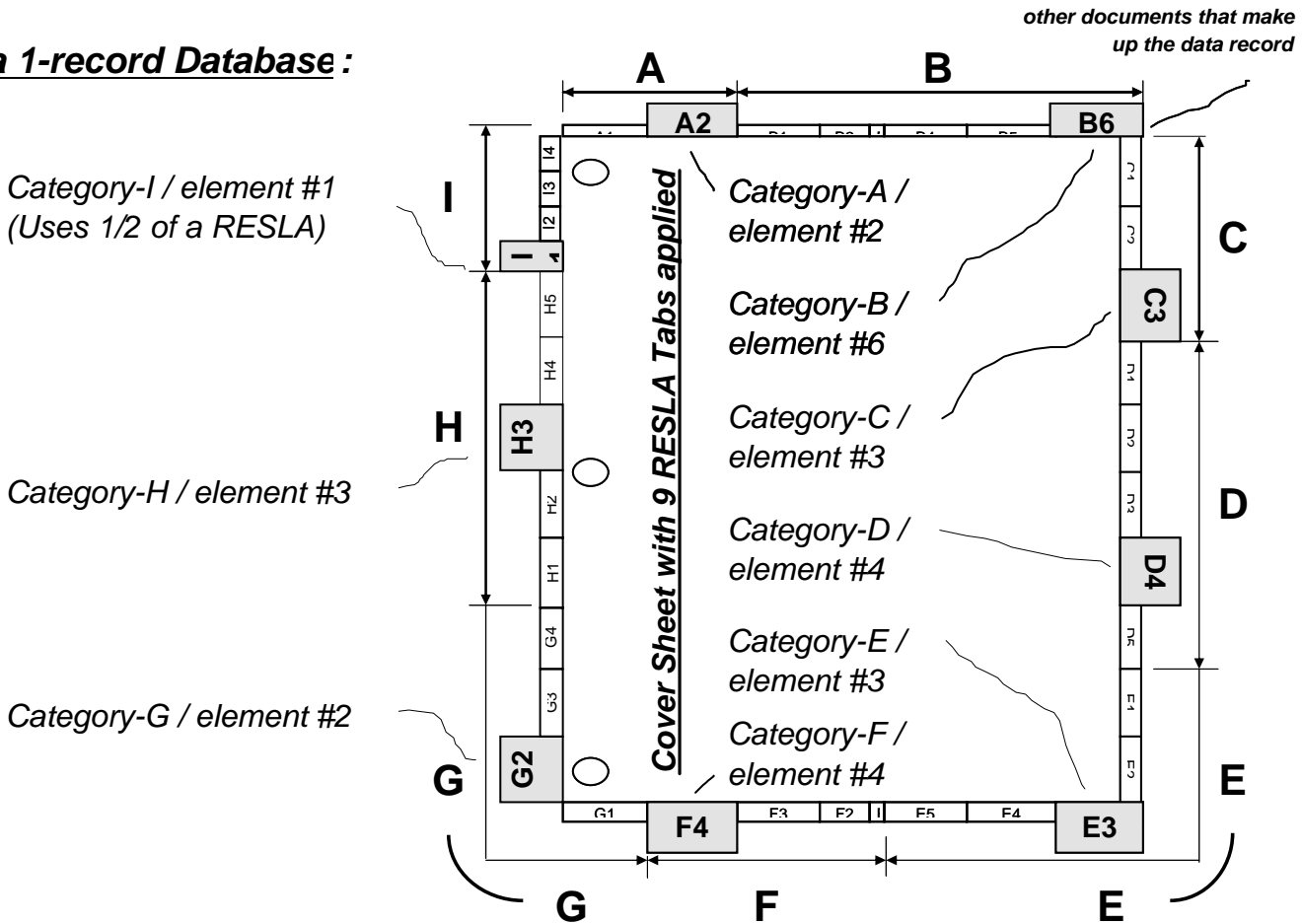
RESLA-formed tabs make this application easily possible and cost-effective. Applying multiple RESLA-formed tabs to a single sheet becomes a very simple and powerful way to track an application's documents.

peel-a-Database (continued)

A FILE is a collection of data records that are accessible in only one way. Expanding on this idea, a DATABASE is a collection of data records that are accessible in more than one way. The data records don't change. It's just that "multiple views" are established to allow efficient access to them, without repeating or resorting the original data records. 'RESLAs-as -tabs' may be used to create a multiply-accessible DATABASE of data records.

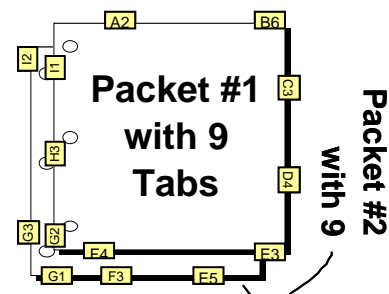
In the example below, we have a data record in the form of a Packet of documents with a Cover Sheet. The Cover Sheet has been divided into 9 informational categories (or views). Each category has a number of possible choices. 'RESLAs-as-tabs' are used to mark the choice for each category. For example, category 'A' below has two choices, with choice #2 having been chosen by applying a RESLA Tab to it. Similarly, categories 'B' through 'I' are also tabbed.

a 1-record Database :



Summing up :

Because of the applied RESLA Tabs, we are able to access the Packets according to search criteria applied to our 9 categories or views. In fact, we can even access the Packets based on multiple criteria, such as "all Packets having A2's and/or H3's". Or "all Packets having A2's, but no H3's". The number of views and access criteria is up to your Database design.



Why not set up an 'Appointments Database' for your home or business?
Let your creativity run wild with RESLAs from TEMS!

Different ways to use RESLAs -- continued

6. *peel-a-Note:*

Use one or more RESLAs to form a note that may be applied any time you need one or more -- any place on a document.

7. *peel-a-Symbol:*

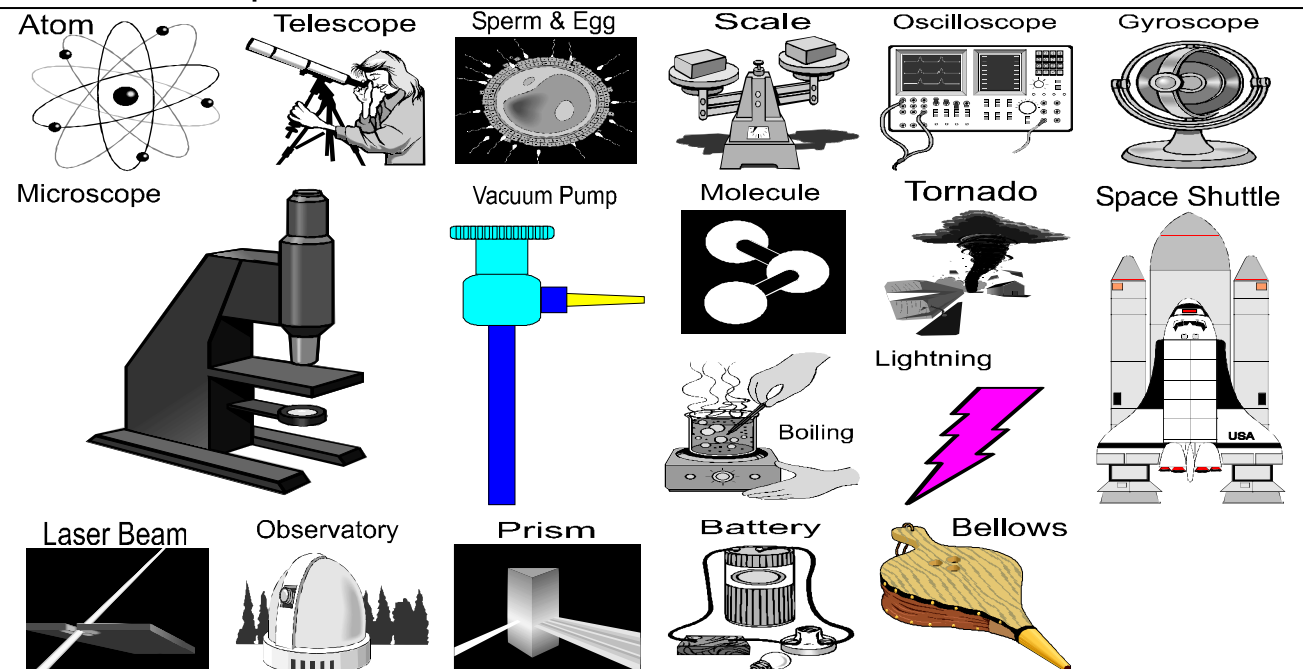
Hand-write or print any symbol on a RESLA and apply to a document in order to highlight a certain section -- according to your needs.

8. *peel-a-Topic:*

Hand-write or print a picture (clipart) on a RESLA and apply to a document. When you use a RESLA in this manner, there are usually notes underneath it. "A picture is worth a thousand words."

In the example below there is a partial RESLA sheet. Each topic of a science course has been translated into an icon comprising one or more RESLAs on the RESLA Sheet. At the beginning of the Term, each student is given a number of RESLA Sheets containing the topics covered in the Term. Then, as a new topic arises, a student peels off the topic and affixes it to a notebook sheet -- while taking notes underneath it.

Science Topic Labels



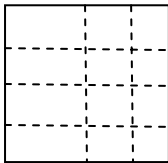
Different ways to use RESLAs -- continued

9. peel-a-Reinforcer:

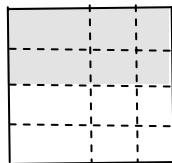
Instead of purchasing separate sheet of reinforcers (leaf savers), you can use 1/2 of a RESLA to accomplish the same thing.

- Tear-off a segment (as shown below) from a full one-inch RESLA by tearing along the mid-point horizontal line.
- Wrap it around the front and back of the desired hole of the 'Receiving Sheet' and punch a hole in it.

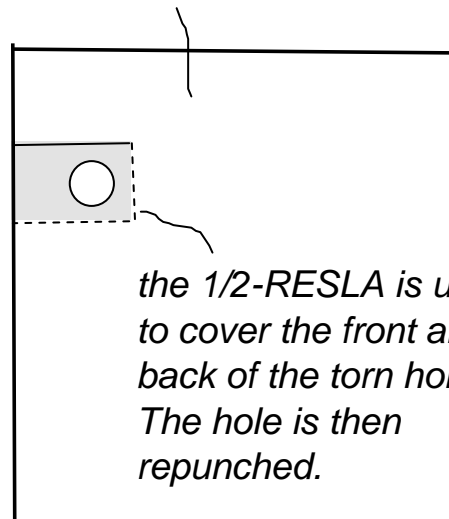
**start
with
one
RESLA**



**tear off
1/2-
RESLA**



Receiving Sheet



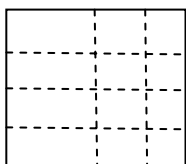
*the 1/2-RESLA is used
to cover the front and
back of the torn hole.
The hole is then
repunched.*

10. peel-a-Fastener:

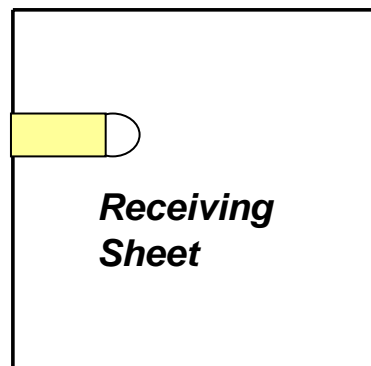
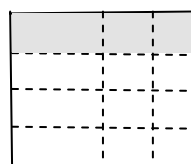
Instead of using a staple to fasten sheets together, you can use a RESLA-segment to accomplish the same thing.

- Tear-off a 1/4-inch horizontal from a full one-inch RESLA by tearing along a horizontal line (as shown below).
- Pass the segment through a common hole punch of the set of sheets, and paste it to the first and last sheets of the set. Try it. Fasten 3 sheets of loose-leaf paper together. You'll find that this approach prevents the middle sheet from separating from sheets 1 and 3.

**start
with one
RESLA**



**tear off a 1/4 "
RESLA
segment**



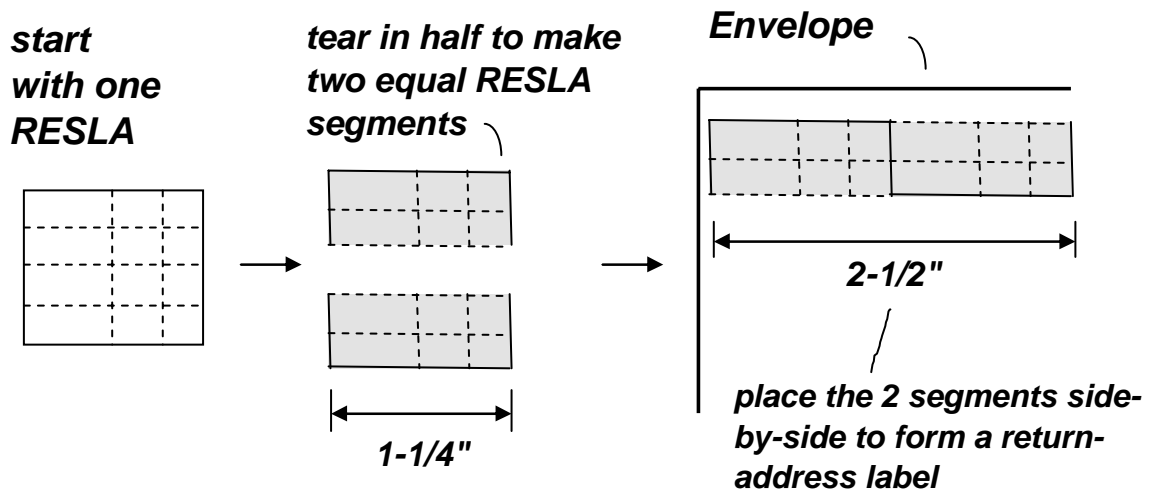
**Receiving
Sheet**

Different ways to use RESLAs -- *continued*

11. **peel-a-Label:**

Use this rendition of the RESLA to form a label -- a return-address label for example.

- a. Peel off a RESLA.
- b. Split it in half at the vertical midpoint to form 2 segments..
- c. Affix one segment next to the other on the Receiving Sheet.

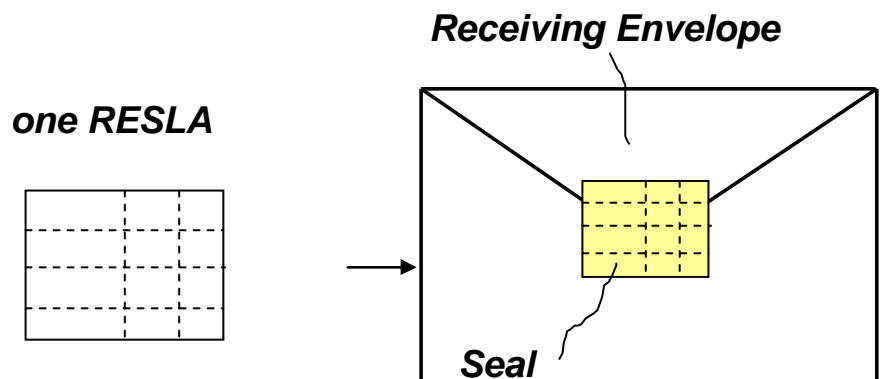


12. **peel-a-Seal:**

If you want to create your own customized envelope seal, the RESLA comes to the rescue again.

- a. Peel off a RESLA.
- b. Create a Seal of a desired size by tearing along the perforation lines.
- c. Affix the Seal over the sealed envelope flap.

Note. You may want to reserve a RESLAs Sheet only for "Seals". Usually a customized Seal is pre-printed, either in black & white or in color.



Answers to Common & Uncommon Questions

1. **If I have any questions about RESLAs, how do I get my questions answered?**
Answer. The simplest way is to e-mail your questions to us at aiglobal@optonline.net
2. **Let's say I want to use the RESLA's perimeter grid in placing a tab on a sheet of 8-1/2" x 11" paper. Specifically, I want to create a tab that is 1-1/2" long in position #5.**
Answer.

PART-1. Establishing where the tab will be placed (the grid location #):

The formula for finding the starting Grid # for a certain position is: **Grid # = 1 + Size * (Postn# - 1)**
 Because the grid is in 1/4-inch increments, convert your size into the number of 1/4-inch segments. The table below tells how many 1/4's apply to each size tab.

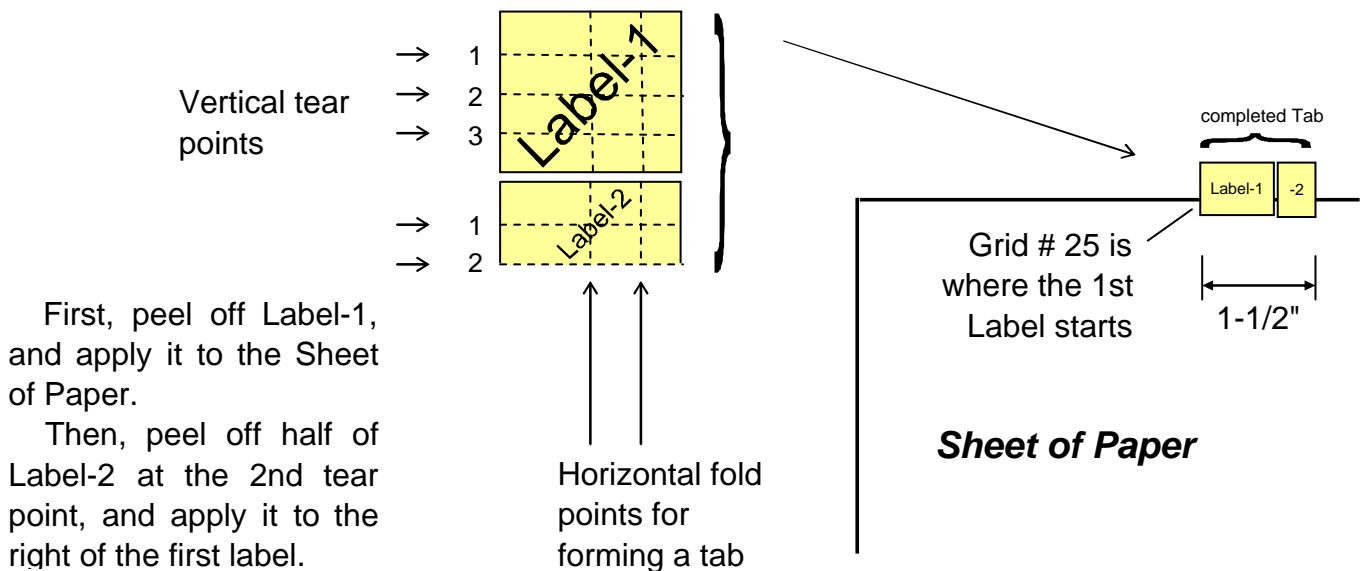
Tab size	Number of 1/4-inch segments to be used for the Size variable in the formula
1/4"	1
1/2"	2
3/4"	3
1"	4
1-1/4"	5
1-1/2"	6
1-3/4"	7
2"	8
etc.	etc.

So, the "Size" of a 1-1/2" tab is 6. Why? Because 1-1/2" is the same as 6 quarter inches.

Remember that you wanted to place a 1-1/2" tab in position #5. Plugging the values into the formula above, **Grid # = 1 + Size * (Postn# - 1)** OR **Grid# = 1 + 6 * (4)** OR **25**.

PART-2. Creating a 1-1/2" tab:

A 1-1/2" tab is made from 6 quarter-inch labels. We've seen that one RESLA is really 4 quarter-inch labels. So we need 1.5 RESLAs to accomplish the task.



First, peel off Label-1, and apply it to the Sheet of Paper.

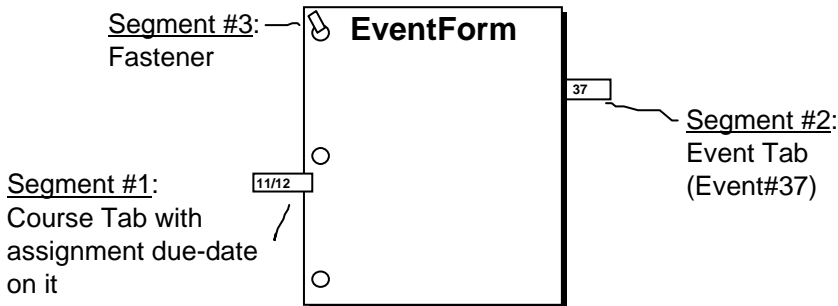
Then, peel off half of Label-2 at the 2nd tear point, and apply it to the right of the first label.

Horizontal fold points for forming a tab

Sheet of Paper

Answers to Common & Uncommon Questions

3. I'm a student and would like to maximize the use of one RESLA for each Event?
Answer. Recall the structure of one peelable RESLA. It contains four 1/4" segments.



PS-2 STUDENT CALENDAR: Week of: 11/12/00

	MON: Course# Event#	Issue- date	Due- date	TUE: Course# Event#	Issue- date	Due- date	WED: Course# Event#	Issue- date	Due- date	THU: Course# Event#	Issue- date	Due- date	FRI: Course# Event#	Issue- date	Due- date
11/12/00															
11/13/00															
11/14/00															
11/15/00															
11/16/00															
11/17/00															
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11/25/00															
11/26/00															
11/27/00															
11/28/00															
11/29/00															
11/30/00															

Segment #4: **4C 1113 1120**

1C = Course-4 + Class Event-type
 1113 = assignment issue-date
 1120 = assignment due-date

Place segment #4 in a rectangular box to post the assignment. If the assignment is not completed on that day, remove the segment and re-stick it to the next day.

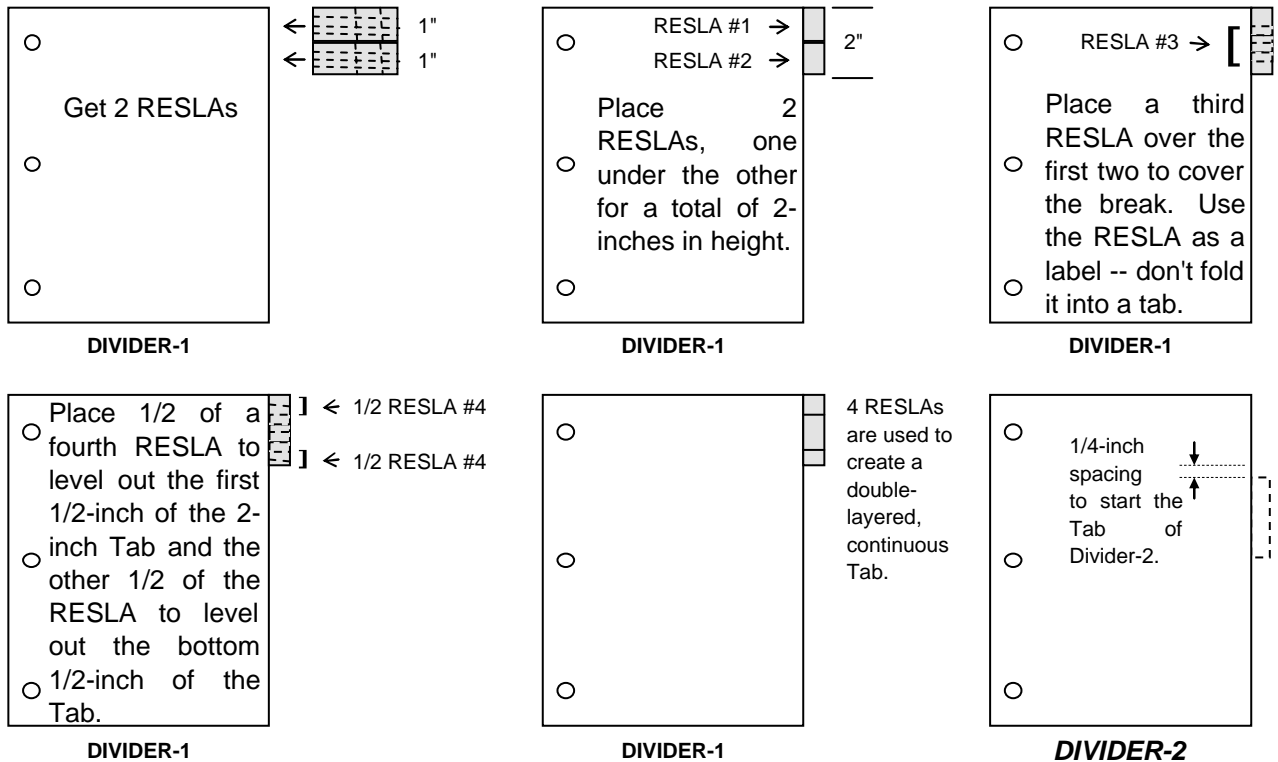
Answers to Common & Uncommon Questions

4. I want to make a 5-set of Dividers with 2-inch Tabs.

How can I use RESLAs to accomplish the task?

Answer. Very simple. 20 RESLAs will do the trick -- 4 per Divider.

Start by getting the five sheets that you'll use for your Dividers. We'll work with one Divider. The creation of the others is the same.



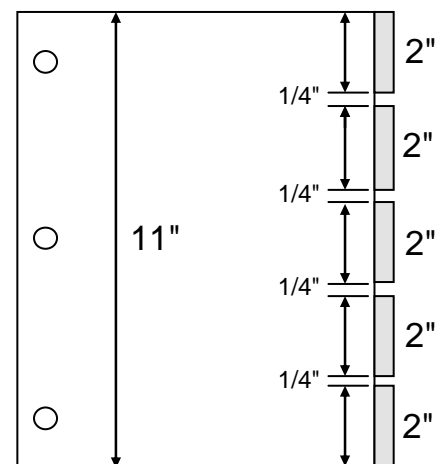
In order to determine the spacing between Tabs, we multiply 5 X 2-inches for a total of 10-inches of Tabs.

Subtracting 10-inches from 11-inches (the overall length of a Divider), we're left with 1-inch for spaces between Tabs.

Since there are 4 spaces created by the 5 Tabs, each space will be 1-inch divided by 4 spaces or 1/4-inch for each space.

Using the 'Locator Grid' around the perimeter of the RESLA Sheet, we mark off 1/4-inch spacing on each Divider.

NOTE. By using RESLAs to create your Dividers, you can custom-print on your Divider Sheets before you affix the Tabs.

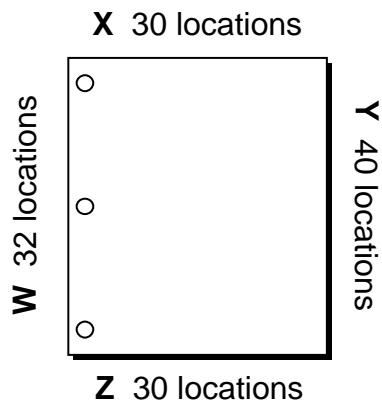


COMPLETED SET

Answers to Common & Uncommon Questions

5. In how many unique ways may one sheet be tabbed?

Answer. 1,152,000 - believe it or not!



Think of a sheet of paper as a 4-dimensional array, with one dimension for each edge of the sheet. Starting with the left-edge and working clockwise, we have an array of (W, X, Y, Z).

So, the maximum number of unique sheets = $32 \times 30 \times 40 \times 30$
= 1,152,000.