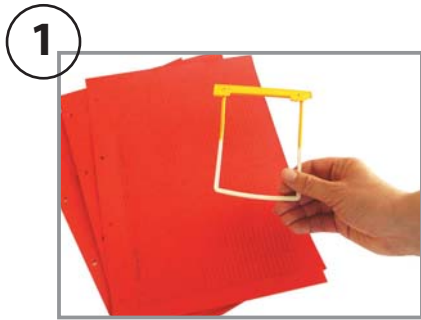
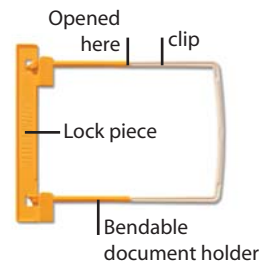
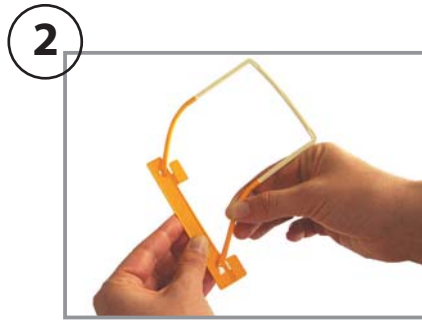


# 9 small steps...

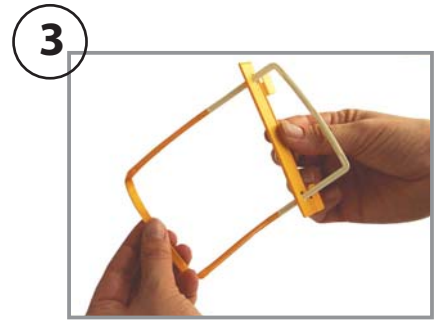
- for smoother document handling



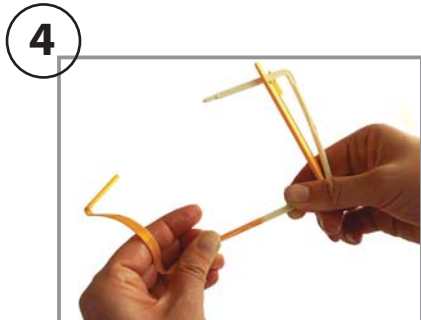
**1** Starting point: Paper sheets with holes + one JalemaClip



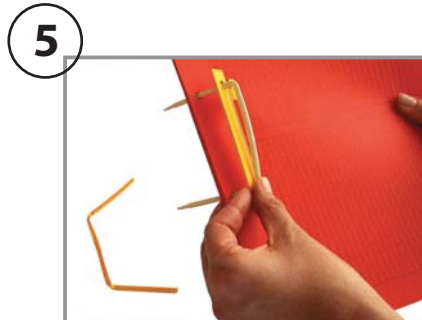
**2** Loosen the bendable document holder from the lock piece



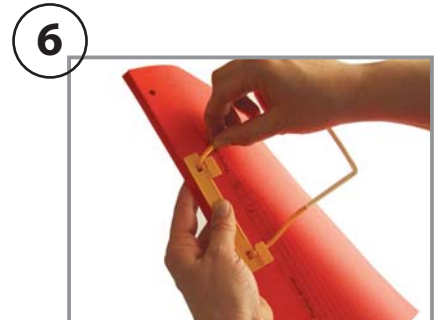
**3** Pull forward the lock piece on the clip



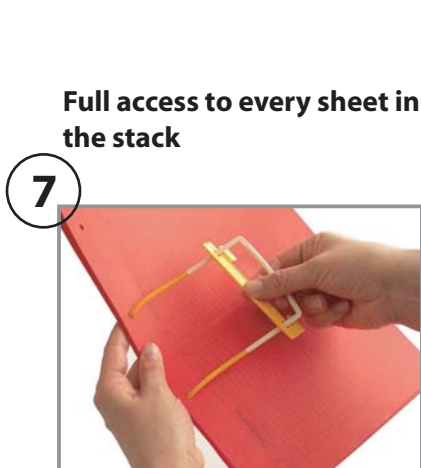
**4** Separate the clip from the bendable document holder by the opening spot



**5** Stick the clip through the sheets from the front. Now gather the clip and bendable document holder

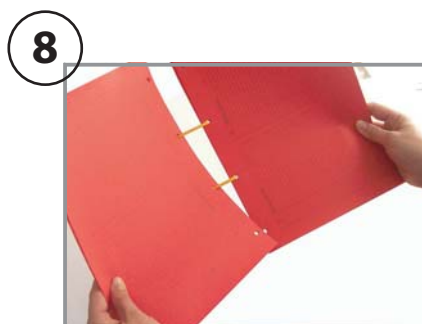


**6** Pull the gathered JalemaClip through the sheets and fasten them by the lock piece. You have now control of the paper stack

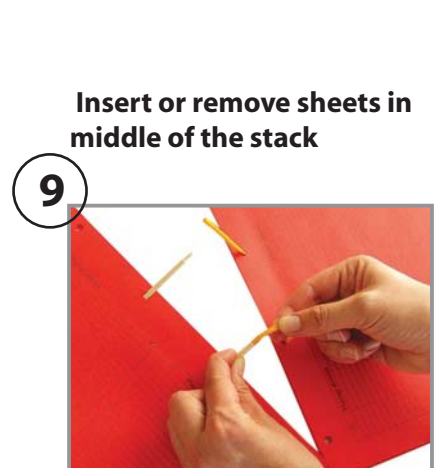


**Full access to every sheet in the stack**

**7** Loosen the lock piece and pull it to the front of the clip



**8** Take advantage of full access to the single sheet – e.g. for copying



**Insert or remove sheets in middle of the stack**

**9** Find the actual spot in the stack. Part the clip from the bendable document holder by the opening. Now insert or remove paper sheets