

Avery[®] Frequently Asked Questions

Lateral Filing Information

Q1. What is lateral filing?

Lateral filing is an efficient space-saving filing system based on colour coding files. Colour coding labels make it very easy to identify misplaced files. Files are stored laterally (side by side), and are able to be stored to higher levels, which can save you substantial floor space.

Q2. How much space would I save by using a standard Avery lateral filing system?

You could save up to 70% of floor space by using an Avery lateral filing system (based on a 1200 mm wide cabinet) rather than a conventional filing drawer cabinet.

Q3. What is the board stock for “heavy weight”, “extra heavy weight” and “super weight” files?

Heavy weight is 240-250gsm. Extra heavy weight is 300-325gsm and super weight is 370-380gsm.

Q4. What type of filing software is available? Is there a trial version?

Our latest filing software product is called Avery FilePro™ file labelling software. It is easy to use, with pre-designed label templates. Please contact us on 1800 644 353 for a sample disk or demonstration.

Q5. Why would I use an automated filing solution rather than manual coding labels?

An automated filing solution refers to two key components: lateral filing labels, and the Avery FilePro file labelling software. Manual coding labels are individual pre-printed labels that are applied to the lateral files.

The software allows you to easily create colour coded labels (which match most popular types of lateral label systems). You can customise your labels with things like barcodes, file headings, colour coded indexing or text. Printing these on lateral filing labels allows you to use a label that has been specifically designed to fit the tab area of lateral files, and save time by applying one printed label strip.

In comparison, when using manual coding labels you are limited to pre-printed coloured alpha and numeric labels, with no customisation, and need to apply each tab label individually.

Q6. How do I know what lateral filing solution is right for my business?

We suggest you speak to our Lateral Filing Specialist on 1800 644 353. We can provide a free consultation and recommend a solution based on the filing system that you are currently using, and your future filing or storage needs.

For further assistance, please call Avery Consumer Service Centre on 1800 644 353 (Australia) or 0800 228 379 (New Zealand).