HELPFUL TIPS FOR INSTALLING THE TAB-IT™ DSM-5 TABS

TAB PLACEMENT

The tabs are very easy to install. However, the following suggestions may be helpful to insure your tabs are uniformly installed.

1) The template, when inserted into the book at the desired page, should be flush along all three edges. You can flush the template by lightly tapping it into place.

2) In applying the tab, lay the back edge of the tab flush against the leading edge of the template guide, squarely between the dark black guide lines. Then press the tab against the page as necessary to secure it.   Lift the page enough to hold the tab in place while folding it squarely over.

3) If you get a tab out of place, it is possible to remove it and reattach it, if you work slowly, with great care.

PAGE NUMBER ASSIGNMENTS

You will see that for each tab we have already assigned a page on which it should be installed. In choosing which pages the tabs would go on, we have used the same concept you will find used in many reference books that are indexed by the publisher, for example, the indexed version of *Merriam-Webster's Collegiate Dictionary.*

Accordingly, if we have a tab designated for only one diagnosis, such as "Autism" or "ADHD," then the page number assigned for that tab is going to be the first available page of the section for that diagnosis. However if we have a tab that represents more than one diagnosis, such as the tab reading "DELUSN, BrPsych, SchizFrm," then the tab will be assigned to a page more or less in the middle of the sections represented. In this way, you will find you have to search to the left of the tab to find the first diagnosis of the tab, and to the right of the tab to find the last diagnosis.

You may choose to install the tabs on different pages than those we have designated. If you find it more helpful to tab the first page of the first diagnosis on the tab - and then always search to the right, or to tab the last page of the last diagnosis on the tab - and always search to the left, that is your prerogative. Whatever makes the tool most efficient for you.