



IOWA MEDICAL SOCIETY
Ensuring quality education for Iowa physicians

Instructions for Printing IMS Self Study Report Tabs

Step 1 – Open template files

The templates are pre-formatted to print to standard 8-count tabs. (Avery 11535,11537,11569 and 11541 products)

Step 2 – Print the tabs

Print three sets of tabs for required submission to the IMS. Print additional sets for your own internal distribution. Printing instructions are copier/printer specific; please see your in-house technical support staff for assistance in printing the tabs.

Note: When printing the tabs, make sure that the text box on the right hand side of the page is adjusted to print onto the “tab” portion of the tab-paper.

Step 3 – Assemble the binders

Use the tabs to organize your organization's Self Study Report. Refer to the “Structure and Format Requirements for Self Study Report” section on the *IMS Guide for Reaccreditation* for further instructions.