

VIEWABLES

The Smead AlphaZ® Filing Method

Smead developed the AlphaZ filing method to improve efficiency and accuracy of alphabetic filing. Colors are assigned to letters of the alphabet for quick identification of subject headings beginning with the same letter. Thirteen distinctive colors code all 26 letters, each color is assigned to two letters. For example, red is used to code the letters A and N. When AlphaZ labels are used, the colors on the labels form bands of color in the filing system to help speed presorting and file retrieval. Misfiled folders stand out against the surrounding folders because the color band has been broken. The AlphaZ method is useful for both large and small filing systems and can be adapted to provide further color-coded alphabetic breakdown as your system grows.

A	Red
B	Dark Blue
C	Dark Green
D	Light Blue
E	Purple
F	Orange
G	Gray
H	Dark Brown
I	Pink
J	Yellow
K	Light Brown
L	Lavender
M	Light Green
N	Red
O	Dark Blue
P	Dark Green
Q	Light Blue
R	Purple
S	Orange
T	Gray
U	Dark Brown
V	Pink
W	Yellow
X	Light Brown
Y	Lavender
Z	Light Green