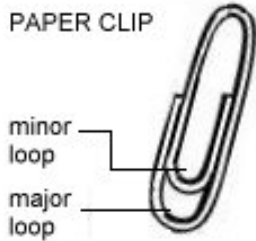


## Organizing Paperwork with the Smith & Garland Paper Clip



**Q.** Whatever happened to the paperless office?

**A.** Dead and buried—under six feet of loose paper.

To help you streamline and organize your daily paperwork mountain, Smith & Garland has developed the new *paper clip* (shown on the left)—three or four inches of galvanized steel wire bent into a double-oval shape specifically to *clip*, or hold together, several sheets of paper.

**Q.** Does the paper clip replace the stapler?

**A.** No. A paper clip is better than a stapler for temporary sorting and stacking of papers. A stapler works better for permanent or long-term collections of paper.

**Q.** Are paper clips useful for holding together items other than papers?

**A.** Paper clips work well for organizing all kinds of items. You can:

- Sort and arrange pieces of fabric by clipping like items together.
- Close paper bags at the top with one or two paper clips.
- Clip notes to a child's pocket.
- String clips together to make a necklace of paper clips.

**Q.** Can I use a paper clip for anything other than temporarily holding together loose items?

**A.** Since the paper clip is a length of bent steel wire, un-bent and/or re-bent paper clips have a number of other uses:

- Small hangers from which light items can be suspended
- Tools for making impressions on soft or pliable surfaces
- Scrapers/cleaners for removing dirt from small or inaccessible places
- Ad hoc lock picks

**Q.** Are paper clips useful in other, less tangible ways?

**A.** Yes. For example, the paper clip is useful as:

- A replacement for doodling; you can pull it apart and re-bend it when you have nothing else to do.
- An aid to procrastination; pull it apart and re-bend it as "something to do" when you're trying to put something else off.

**Q.** How do you use a paper clip to join papers together?

**A.** Follow these directions:

1. Align the top left corners of the papers to be joined.
2. Separate the paper clip's minor and major loops
3. Slide the papers between the major and minor loops.
4. Release the clip to hold the papers snugly.

