



## Instructions for Printing ACCME Self Study Report Tabs

### Step 1 – Download the tabs

Download the ACCME Self Study Report Tabs. Click here for [ACCME TABS<sup>1</sup>](#).

This template is pre-formatted to print to standard 5-count tabs.

### Step 2 – Print the tabs

Print four sets of tabs for required submission to the ACCME. 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. For formatting directions, please reference the *ACCME Guide to the Accreditation Process*, which may be found in the “Documents and Forms Library” at [www.accme.org](http://www.accme.org).

---

<sup>1</sup> [http://www.accme.org/dir\\_docs/doc\\_upload/4897f6f4-56ad-4358-a4fc-f532b9ae70a3\\_uploaddocument.pdf](http://www.accme.org/dir_docs/doc_upload/4897f6f4-56ad-4358-a4fc-f532b9ae70a3_uploaddocument.pdf)