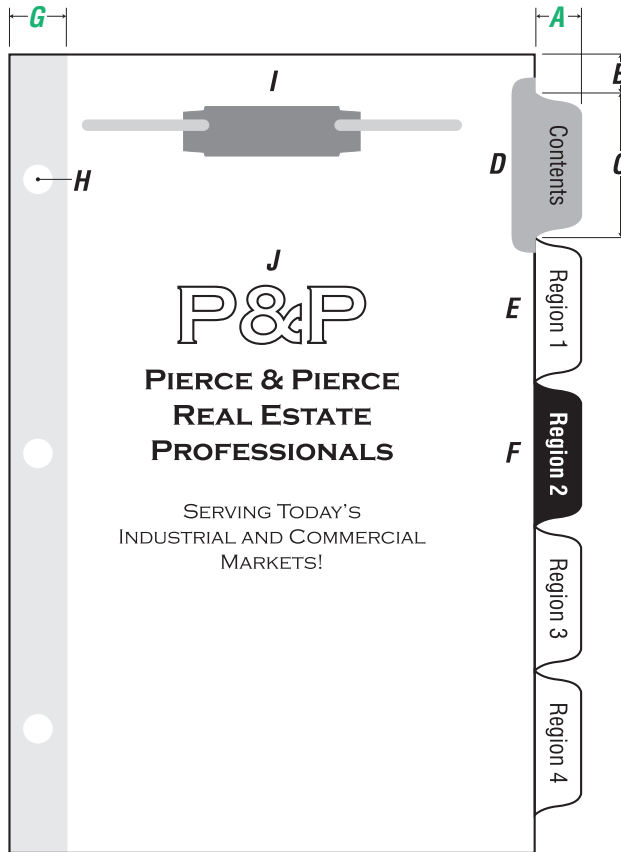


Index Tab Guidelines

Now that all considerations have been addressed, it's time to create your index tabs. Ensure the success of your project by using the following guidelines.

The Basics

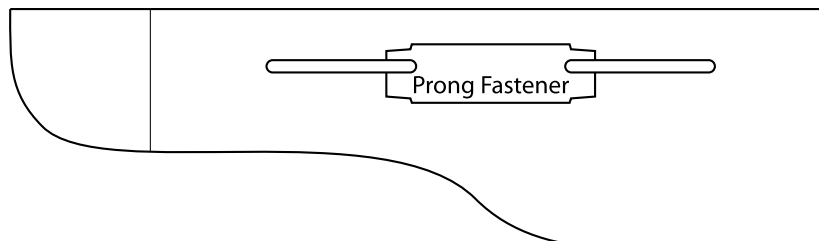
The first step to tab finishing success involves understanding index tab basics. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.



LEGEND

- (A) **Extension** - 1/2" (Major [Standard]), 3/8" (Sub) or 1/4" (Minor)
- (B) **Inset** - 1/2" for 11" binding edge or 1/4" for 8.5" binding edge
- (C) **Length** = Binding edge less insets divided by number of tabs
- (D) **Tab Mylar** - Clear gloss, matte writeable and 18 colors available
- (E) **Standard Print** - Text printed against stock background
- (F) **Reverse Print** - Background printed with text left as color of stock
- (G) **Edge Reinforcing** - 9/16" clear tape adhered to back of tab sheet
- (H) **Holes** - 5/16" diameter [standard] or 1/4" diameter [optional]
- (I) **Prong Fastener** - 2" prongs [standard] and 1" prongs [optional]
- (J) **Body Copy** - Any print that is not located on the tab extension

Prong Fastener Applied to File Back or Pocket Folder



GLOSSARY OF TERMS

Bank

A consecutive row of tabs that runs the length of the document. A set will have at least one bank and may have more.

Binding Edge

The edge of the sheet that is punched or glued into the spine of the document.

Binding Edge Reinforcing

The use of a protective plastic film that is fused to the binding edge of the tab. This film comes in clear only.

Body Copy

Text or graphics printed on the sheet in any area other than the piece of the tab that extends beyond the edge of the document.

Cut

The fractional measurement of the length of the piece of the tab that extends beyond the edge of the document. A 1/10 cut creates a bank of 10 tabs of equal length.

Extension

The measurement of the part of the sheet that extends beyond the edge of the document. This is typically 1/2".

Inset

The dimension measured from the edge of the sheet to the outside edges of the tabs in the first and last positions. The measurement is taken from the edge of the sheet to the center of the "S" that forms the edge of the tab.

Position

The location of a single tab in a bank. Second position refers to the second tab in the bank.

Reverse Collation

The act of pulling a single sheet from multiple stacks of printed material and placing them in reverse order based on page sequence.

Set

A complete group of tabs that will be inserted into one document. A set will always contain at least one bank and may contain more.

Straight Collation

The act of pulling a single sheet from multiple stacks of printed material and placing them in order based on page sequence.

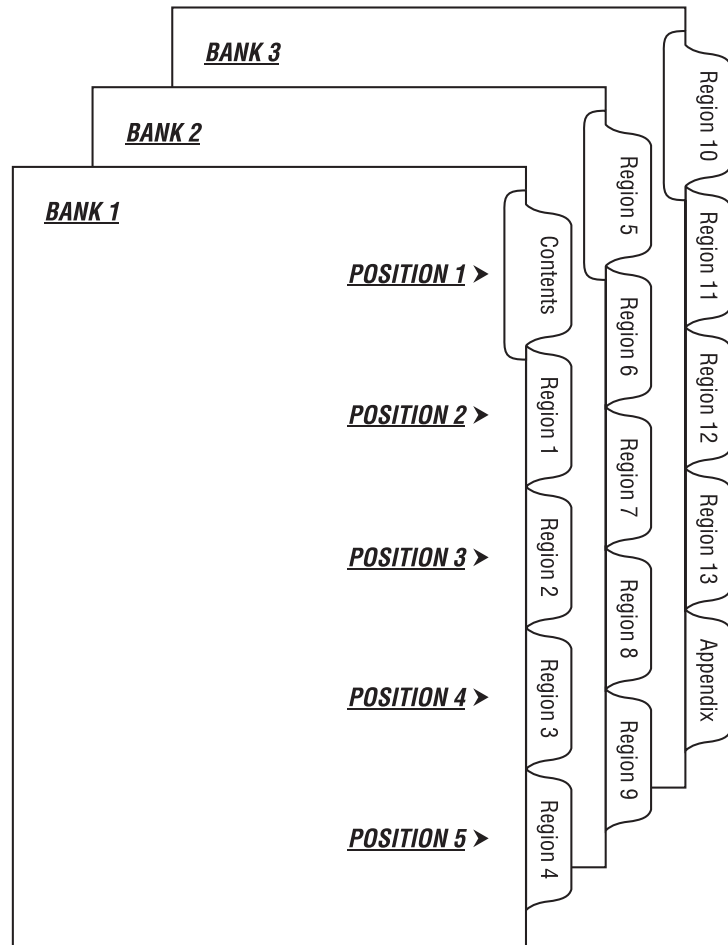
Tab Copy

The text or graphic printed on the piece of the tab that extends beyond the edge of the document.

Tab Mylar

The protective plastic coating that is fused with heat and pressure to the tab extension. Tab mylar comes in a variety of colors and finishes.

Total Tabs vs. Banks vs. Positions



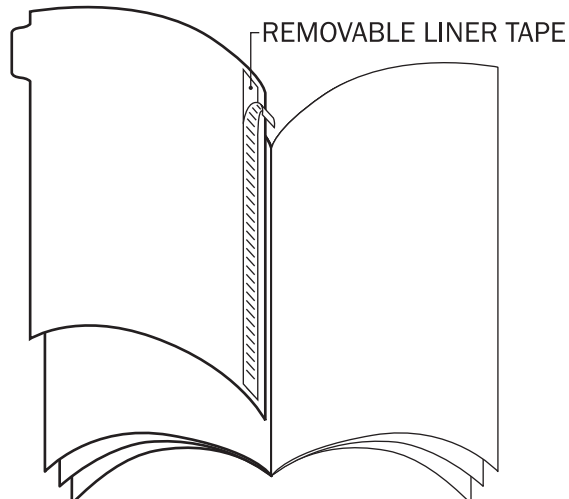
TOTALS

Tabs per Set = 15 (Equal to the total number of tabs in one document)

Number of Banks = 3 (Equal to the number of vertical tab rows one document)

Positions per Bank = 5 (Equal to the number of tabs that make one full bank)

Add Index Tabs To Finished Documents With Tip-In Tabs



Artwork

The second step to tab finishing success involves creating correct artwork. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.

- **Page Layout** - Layout the master page of your index tab project as detailed below.
 - **Page Size**
 - a) Tab dimensions are listed differently than document dimensions.
Binding Edge Dimension **X** Non-binding Edge Dimension + Extension
Example ---
11" x 8.5" + .5"
 - b) Set the page size in your desktop publishing software based on this guideline.
 - **Bleeds**
 - a) Add an additional 1/8" to each side that bleeds when setting your page size.
Example ---
The page size for an 11" x 8.5" + .5" tab that bleeds on all four sides plus the extension is 11.5" x 9" + .625"
 - b) If just the tab extension will bleed, add this 1/8" to the extension. This 1/8" margin will be trimmed off prior to tab cutting.
 - **Binding Edge Margin**
 - a) Include the correct Binding Edge Margin based on the binding system the tabs will be used with. These dimensions can be found in the "Book Binding Equipment Specifications" guidelines in the Document Finishing section.
- **Tab Layout** - Layout your index tab project as detailed below.
 - **Inset**
 - a) Use the standard inset of 1/2" for tabs with a binding edge length greater than 8.5". Use a 1/4" inset for tabs with a binding edge length of 8.5" or less. This inset is necessary when tabs will be processed on automated punching equipment.
 - b) Other inset dimensions may be used, but this may affect how the tabs are processed and priced.
 - **Tab Length**
 - a) Determine the length of a tab by reducing the overall sheet length by two times the inset and dividing the remaining measurement by the number of tabs in the bank.
Example ---
Sheet size: 11" x 8.5" + .5"
Tabs per bank: 5
Final tab length: 11" - .5" - .5" = 10" and 10"/5 = 2"
 - b) Tab sets that incorporate Major, Sub and Minor tabs use a custom formula for setup. Contact your representative for setup help with these types of tab sets.
 - **Tab Margins**
 - a) Place the text box on the layout such that a 1/8" margin exists between the edge of the tab and the text.
 - b) The exception involves reversing the text and bleeding the printing off the tab extension. Extra care must be taken when doing this, as an initial trim is required to leave the text a specific distance from the edge of the extension.
 - **Overlapping Tabs**
 - a) Use a layout that creates overlapping tabs when there is not enough room for the desired text on the tab extension. This is a function of the number of tabs per bank and the width of the text printed on the tabs.
 - b) Download overlapping tab templates from www.flexfinishing.com.

- **Body Copy Layout** - Layout the body copy of your index tab project as detailed below.
 - Account for the binding edge margin and trim areas when creating artwork for tabs with body copy.
 - Do not extend body copy to within 1.5" of the edge of the tab extension when a digital (toner-based) printing process is used. The heated platten used to melt the tab mylar adhesive will mar or remove the toner on the sheet.
 - Be aware that tabs with body copy require the use of low-temperature mylar films and, often, slower equipment processing speeds. These conditions may affect the final price and turnaround of your index tab project.

Printing

The third step to tab finishing success involves printing the sheets that will be converted into index tabs. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.

- **Tab Cutting** - Prepare components for use in the tab cutting process per the guidelines below.
 - **Stock**
 - a) Use a stock that is at least .009" thick (67#vellum bristol) to minimize sheet wrinkling and waste.
 - b) Provide test sheets when using coated stocks for index tab projects to ensure compatibility.
 - **Printing and Coating**
 - a) Use the offset printing process when tabs with full body copy require mylar laminated extensions.
 - b) Use offset inks/coatings and digital toners that are heat resistant to 350° to avoid problems with printed images.
 - c) Offset printed sheets must be totally dry prior to tab cutting and laminating. Wet ink on one sheet may cause offsetting on subsequent sheets. Additionally, the adhesive on both the tab mylar and reinforcing tape may not adhere to the sheet due to wet ink. To ensure the quality of a tab order, additional dry time may be necessary.
 - d) Digitally printed sheets must be free of un-fused toner and excessive fuser oils. The tab mylar adhesives only work when clean and dry paper fiber is contacted.
 - e) Avoid heavy ink coverage if the tab extension will be laminated. Poor adhesion, cloudiness and bubbling may result.
 - f) Varnish or aqueous coat tabs with heavy body copy to minimize offsetting and scuffing. These coatings are generally compatible with low-temperature tab laminating films and pressure-sensitive reinforcing tapes. UV coatings are not compatible with any tab laminating films and reinforcing tapes. If UV coating must be used, the area receiving the laminate film or reinforcing tape must be knocked-out.
 - **Collating**
 - a) It is best to supply all printed tab sheets uncollated and to collate them as the last process.
 - b) Pre-collated, digital copier tab stocks require tab cutting must be supplied reverse-collated. If this is not possible, make time/cost allowances to collate back to the correct sequence.
- **Binding Edge Reinforcing** - Prepare components for use in the binding edge reinforcing process per the guidelines below.
 - **Stock**
 - a) Use a stock that is at least .006" thick to minimize sheet wrinkling and waste.

- **Printing and Coating**
 - a) Use the offset printing process when tabs with full body copy require reinforced binding edges.
 - b) Offset printed sheets must be totally dry prior to binding edge reinforcing. Wet ink on one sheet may cause offsetting on subsequent sheets. Additionally, the adhesive on both the tab mylar and reinforcing tape may not adhere to the sheet due to wet ink. To ensure the quality of a tab order, additional dry time may be necessary.
 - c) Digitally printed sheets must be free of un-fused toner and excessive fuser oils. The reinforcing tape adhesives only work when clean and dry paper fiber is contacted.
 - d) Varnish and aqueous coatings are generally compatible with low-temperature tab laminating films and pressure-sensitive reinforcing tapes. UV coatings are not compatible with any tab laminating films and reinforcing tapes. If UV coating must be used, the area receiving the laminate film or reinforcing tape must be knocked-out.
- **Collating**
 - a) It is best to supply all printed tab sheets uncollated and to collate them as the last process.
 - b) Pre-collated, digital copier tabs that require binding-edge reinforcing must be supplied reverse-collated. If this is not possible, make time/cost allowances to collate back to the correct sequence.

Packaging

The fourth step to tab finishing success involves packaging your printed material for safe transportation to our production facility. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.

- **Method** - The two methods available for packaging your material are detailed below.
 - **Corrugated Cartons**
 - a) Use the smallest corrugated carton necessary to securely package your material.
 - b) Large cartons should be used if you do not have the necessary capabilities to move and handle pallets.
 - **Pallets**
 - a) Palletize large jobs to reduce your packaging time and transportation costs.
 - b) Use gaylords (corrugated wall and ceiling panels) when maximum protection is required.
- **Stacking** - If pallets are used, material should be stacked as follows.
 - **One Stack Per Pallet**
 - a) Straight stack your material using the same orientation (head to head, foot to foot). Using offset or swivel stacking and different orientations within the same stack can increase job processing time and add costs to your job. (Figure D)
 - **Multiple Stacks Per Pallet**
 - a) Straight stack your material using the same orientation (head to head, foot to foot). Additionally, use the same orientation for all stacks on the pallet. Using offset or swivel stacking and different orientations within the same stack can increase job processing time and add costs to your job. (Figure E)

ACCEPTABLE TAB PACKAGING

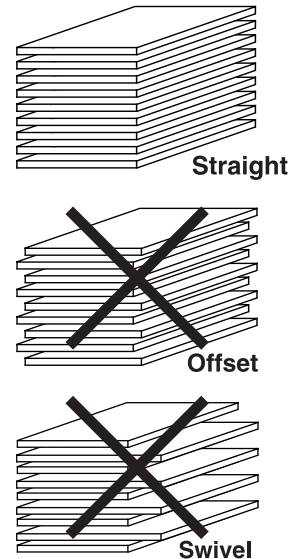


Figure D

- **Identification** - Material should be identified for ease of handling as follows.
 - **Contents**
 - a) Mark each carton to identify the tabs contained within. The better the identification and organization of the contents, the faster the job will be processed.
 - **Sample Quality vs. Standard Quality vs. Setup Stock**
 - a) Keep sample quality, standard quality and setup quality stock separate. Do not mix qualities within the same packaged unit.
 - b) Clearly mark the quality of the product contained within each carton or on each skid.

- **Documentation** - Documentation pertinent to the correct completion of the order should also be included with the packaged job components.
 - **Purchase Order**
 - a) Record general order information such as the purchase order, contact person and due date.
 - b) List required quantity, acceptable overrun quantity, and special transportation needs and/or carriers.
 - c) List all operations necessary to correctly complete your job.
 - d) List special job details such as mylar color and finish, number of banks and tabs per bank, length of tab extensions, need for collating or binding edge reinforcing and number and diameter of drilled holes.
 - **Dummy/Proof/Blueline**
 - a) Send a dummy/proof/blueline with each job to be finished.
 - b) Show pagination, binding edge location and finished trim size details, at a minimum.
 - c) Match the specifications detailed in the purchase order with the dummy/proof/blueline.