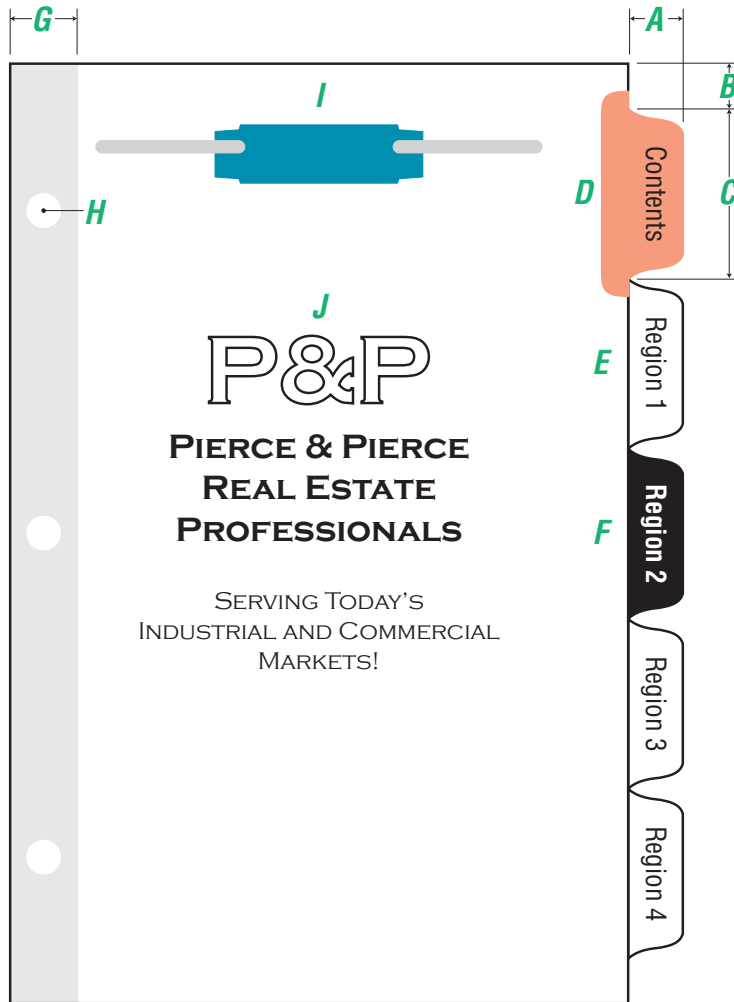


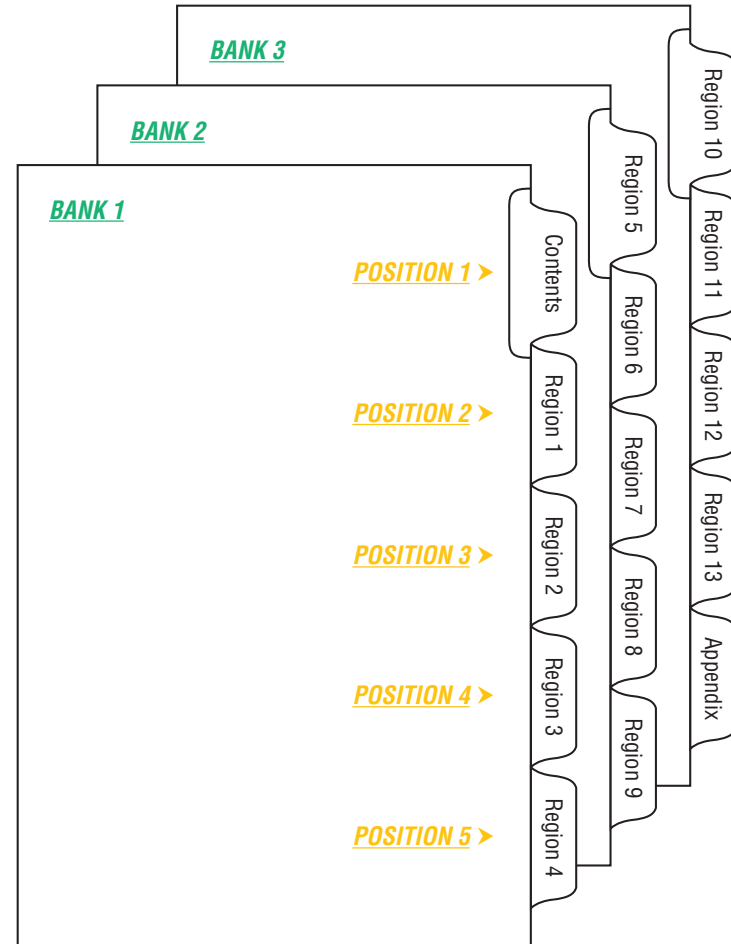
ANATOMY OF AN INDEX TAB



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 Fasterner** - 2" prongs [standard] and 1" prongs [optional]
- (J) **Body Copy** - Any print that is not located on the tab extension

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)