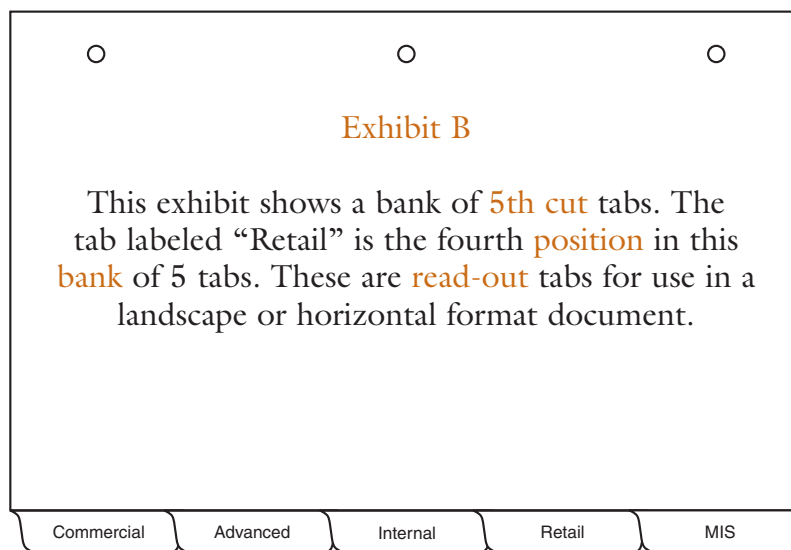
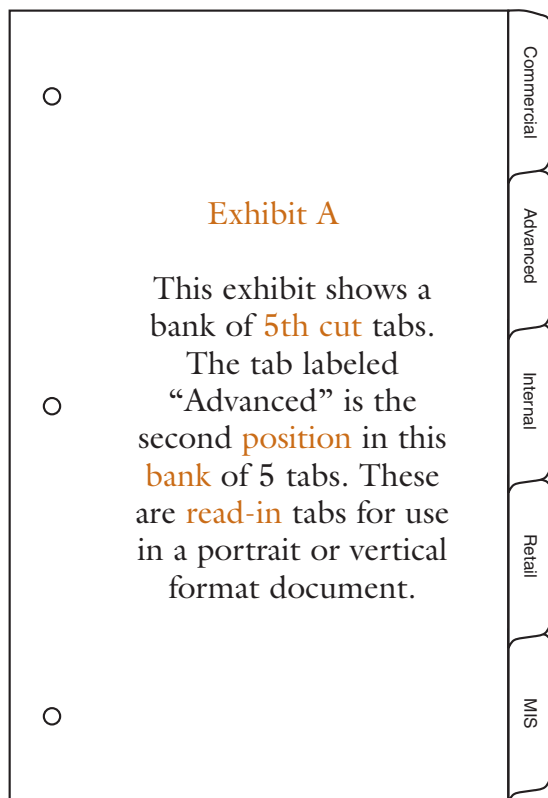


SHARING OUR KNOWLEDGE...EXPANDING YOUR EXPERTISE

HELPFUL HINTS ABOUT TABS

To understand tabs, you need to understand four basic concepts:

- **BANK**—a full set (or row) of tabs spanning the tabbed dimension of a sheet
- **CUT**—the number of tabs in a full bank
- **POSITION**—the location of a tab in a bank
- **ORIENTATION**—the “reading” direction of tab copy. Tabs that “read in” (i.e., the baseline of the type is toward the body of the page — see Exhibit A) are typically used for portrait-oriented books (8½ x 11"). Tabs that “read out” (i.e., the baseline of the type is toward the edge of the page — see Exhibit B) are typically used in landscape-oriented books (11 x 8½"). Note that the position designations of “read in” and “read out” tabs are reversed!



NOTE: Standard tabs extend ½" (9 x 11" for 8½ x 11" books)

There are two common methods of finishing tabbed sheets

- **LAMINATION**—The tabbed extension is covered (both sides) with a film laminate to protect and lengthen the life of the tab. Laminates can be clear or in colors.
- **MYLAR REINFORCEMENT**—The binding edge of the tab sheet is reinforced with a clear mylar strip on one side. This helps strengthen the binding edge when 3-hole drilling tabs for binders.

Please contact your Balmar Account Representative for any assistance you may need in ordering tabs.

