

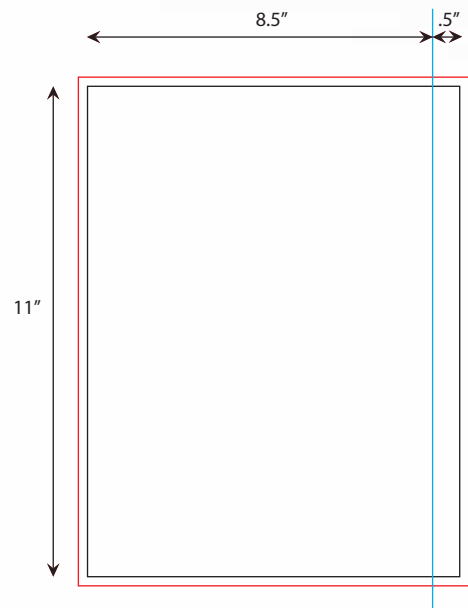
# CUSTOM PRINTED *Die-Cut Tabs*

## TAB PAGE SETUP

Die-cut tabs are 1/2" wider than the interior page of your products.

### *Example of tabs for 8.5x11 page size*

- Page size: 8.5"x11"
- Tab page size: 9"x11"
- Center content on tab within body of tab: 8.5"x11"
- Additional 1/2" will be die cut tab
- Tabs need 1/4" bleed and crop marks
- PDF would be 9.5" x 11.5" included bleed, finished size: 9"x11"
- Use the size of the tabs when creating your covers

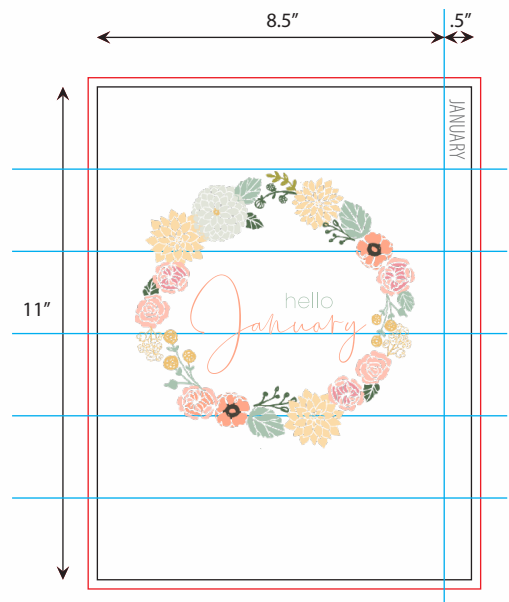


## DETERMINE TAB SIZE

To calculate the spacing of tabs, divide the height of the page by the number of tabs in your bank.

### *Example For Bank of 6 Tabs:*

- Page size 8.5" x 11"
- Divide 11" (page height) by 6 (number of tabs) = 1.8" per tab
- Each tab will be 1.8" in length by .5" wide



## 2 - SIDED TABS

Tabs can be printed single-sided or 2-sided. The body of the tab can contain graphics, or just the tab extension can be printed.

For side 1 of the tabs, 1/2" for the tab to the right side of the. Center the content for the body of the tab within the page size – not the width of the tab.

For side 2 of the tabs, add 1/2" for the on the left side of the page. Center the content for the body of the tab within the page size – not the width of the tab. Remember that 1/2" will be trimmed from the tab side of the sheet.

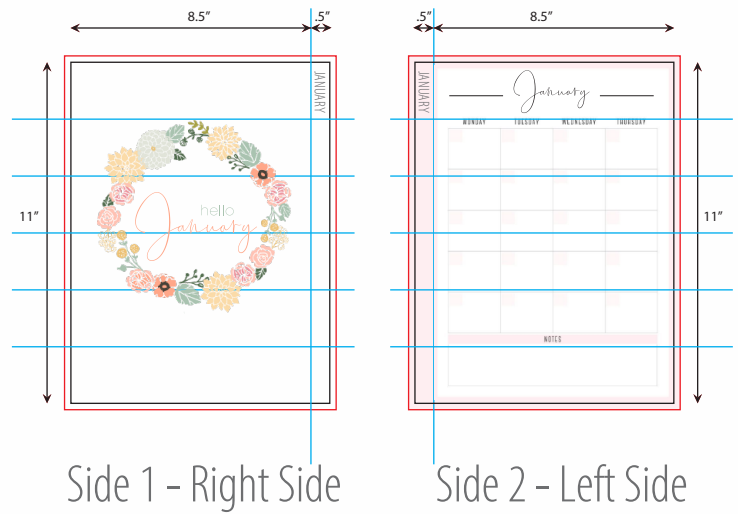
Tabs need bleed and crop marks.

### IMPORTANT TIP:

*Tabs are inserted before an odd-numbered page in your PDF. Even numbered pages in a PDF are side two of a sheet of paper so a tab cannot be inserted before an even page number.*

### Options for Tabs:

- Printed single-sided or 2-sided.
- Printed in color or black & white
- Printed on 120# cover stock
- Coated or uncoated paper stock – uncoated for tabs that will be written on
- Clear or colored mylar can be added to the tab extension to help protect the die-cut tab
- Tab length: minimum 3/4" – largest 3", width is always 1/2"



# CUSTOM PRINTED DIE-CUT TABS

The screenshots below are an example of six single sided tabs. The length of each tab is 1.8" shown by the horizontal guides. The page size is 9" x 11". The content on the page is centered in the 8.5" x 11" section, shown by the vertical guide. The dark blue bar on the right side of the page is .5" and is the section on the page that will be die-cut to create the tab.

