



TUFF TABS

Mylar Tabbing & Hole Reinforcing





TERMINOLOGY

Bank – The number of tabs in a single row.

Binding Edge – The edge normally opposite the tab.

Body Copy – Word/s or text to be printed on the divider away from the tab position.

Collate – Process of arranging tabs into a specific order.

Copy – Word/s or text to be printed on a tab.

Divider – A card with a printed tab extending past and separating printed sheets.

Extension – Is the distance the tab extends from the sheet edge.
– 13 mm is the standard extension for A4 sheets.

Hole Punching – Standard 6 mm drill holes on binding edge.
– Available in 2, 3 and 4 holes.

Mylar – The clear or coloured plastic film that is applied to the tab.
– Mylar is a registered trade mark and product of Dupont.

Mylar Colour Codes – **S** - Standard Colours - 14 colours available in gloss only.
– **CG** - Clear Gloss
– **CM** - Clear Matt

Plain Tab – A tab where no mylar film is applied.

Set – A group of individual tabs.

Shoulder – Distance from the sheet edge to where the tab begins.
– Standard shoulder is 3 mm.

Stock – Card to be tabbed.

Strip Edge Reinforcing – 14 mm wide clear film normally applied to the back of divider to strengthen holes.

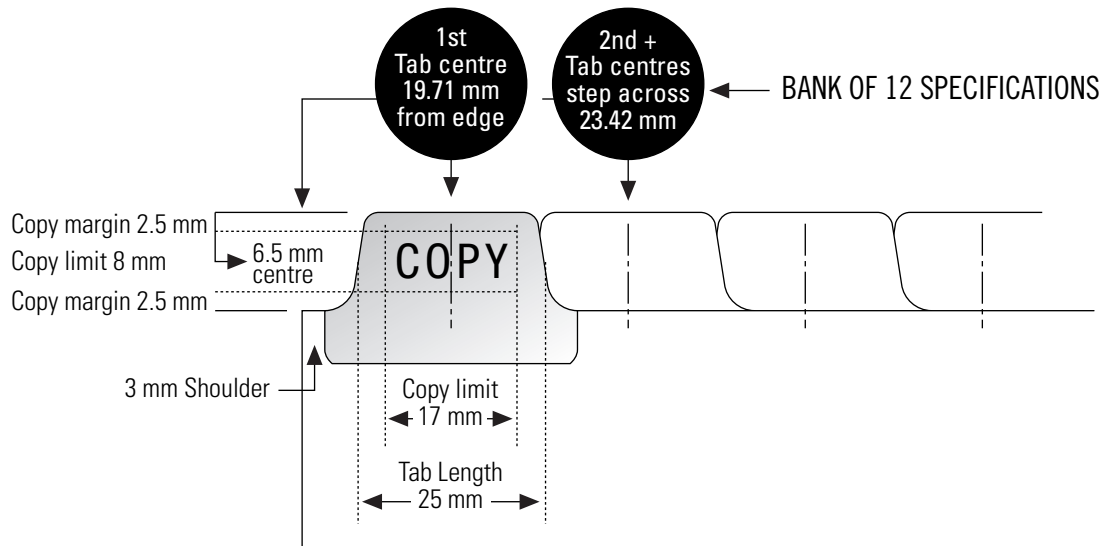
Tab Specification – Length of tab, bank number, copy position, copy size and copy limit.
– Specification drawings (2 to 12 banks).
– Provided to establish a standard guide to ensure a quality presentation.
– Additional specifications for any tab layout requirement, available on request.

Trim Mark – Printed lines set no closer than 3 mm from all corner edges of divider size.

Uncoated – Card without a matt or gloss clay finish.
– Coated stocks are **not recommended** for tabbing.

Untrimmed – Stock supplied for tabbing which is oversize and includes trim marks.
– Tuff Tabs will do all final trimming to suit machine and tabbing requirements.

PRODUCT FEATURES – TAB SIZES



Bank number of tabs in a single row	1st Tab Centre mm from left hand edge of divider	2nd Tab Centre mm step across from 1st centre	Tab Length mm	Copy Length Limit mm
2	78.25	140.5	142	134
3	54.84	93.67	95	87
4	43.13	70.25	72	64
5	36.1	56.2	58	50
6	31.42	46.83	48	40
7	28.07	40.14	42	34
8	25.57	35.13	36	29
9	23.61	31.22	32	25
10	22.05	28.1	29	22
11	20.78	25.55	27	19
12	19.71	23.42	25	17

(Use only these measurement when preparing your artwork)

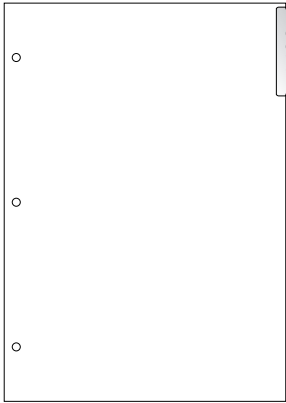
(the smallest tab length)

(These tab lengths are an average only and should not be used when preparing your artwork)



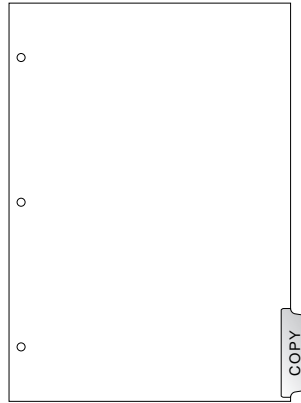
PRODUCT FEATURES – TAB COPY

Tab Copy Format – The tab copy can be displayed in one of four ways.



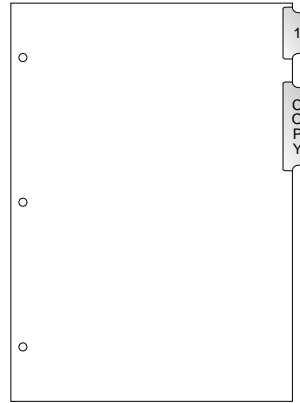
1. READING IN

The most standard format which can accommodate up to three lines of copy.



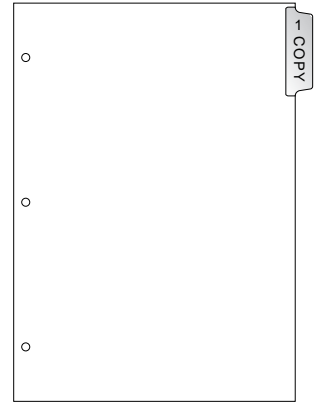
2. READING OUT

A popular format where the binder material is horizontal records and charts. The 1st tab is positioned on the far left of the bank.



3. READING DOWN

Best suited for numerals or short single word titles.

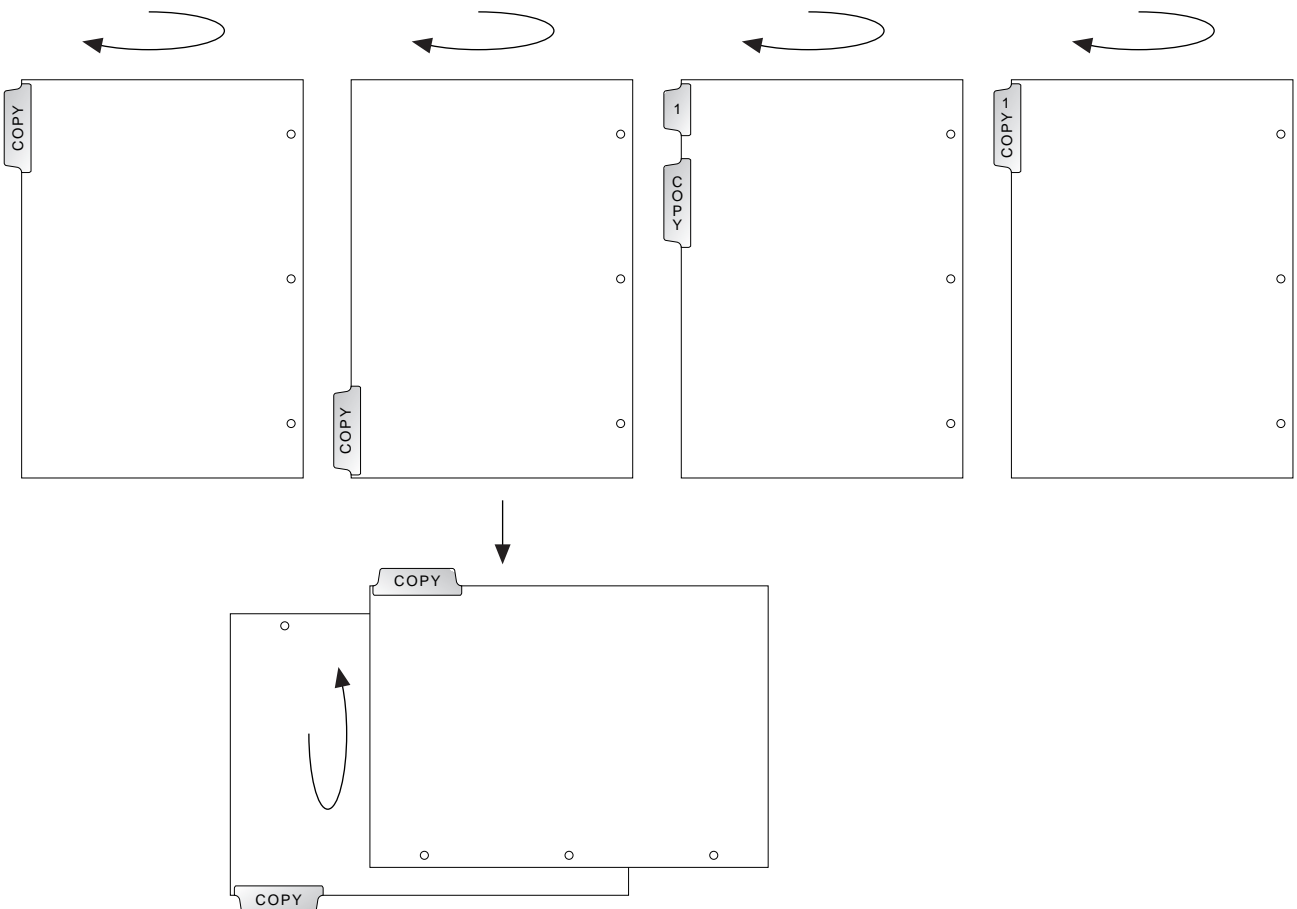


4. READING DOWN & IN

Ideal for identifying large sections of material using both numbers and word titles.

Back of Tab – The reverse side of the tab can also be printed.

– Reverse printing is more of a luxury than necessity as it will double the print time adding to cost.

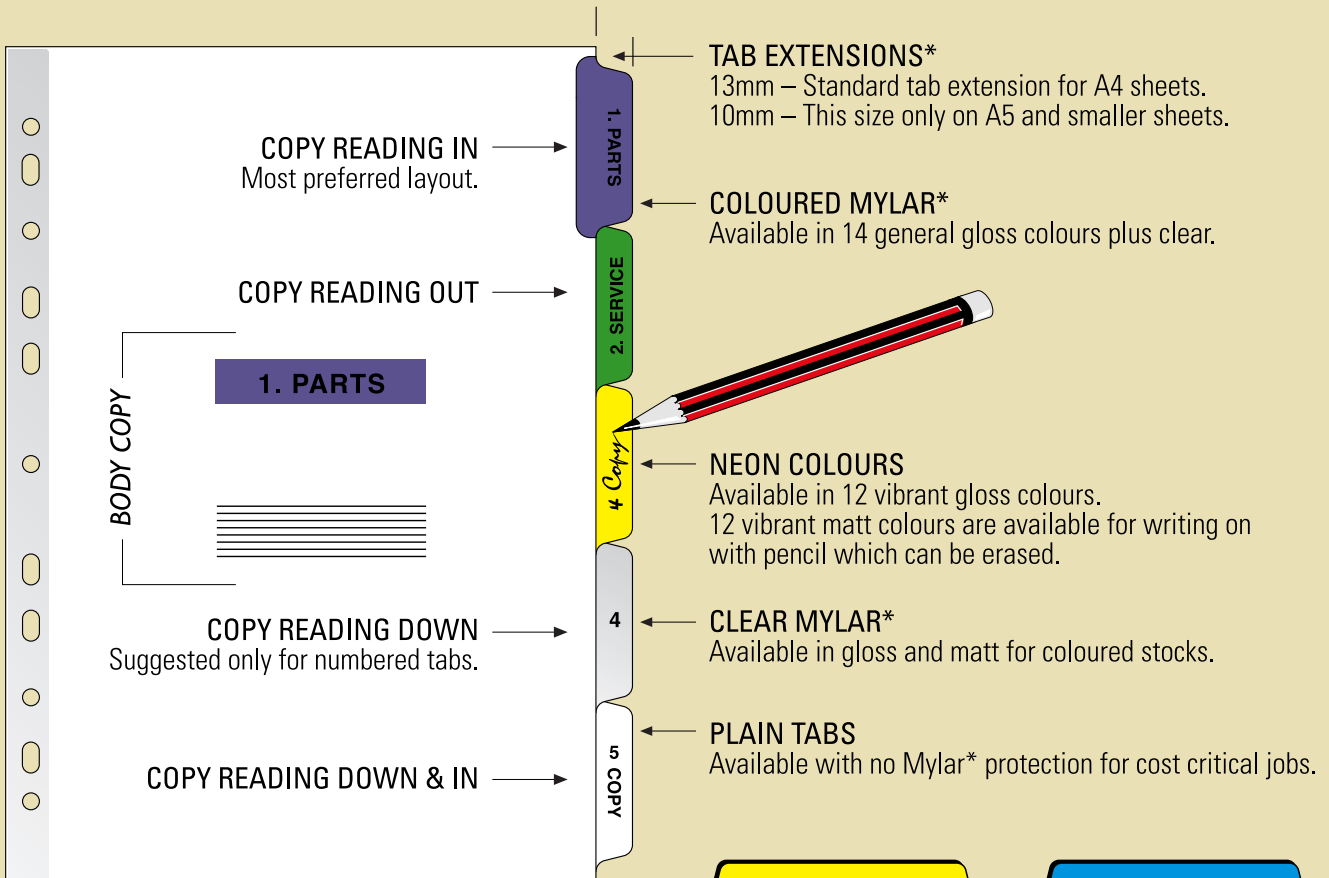


Reading Out – tabs are generally used in this horizontal format.



TUFF TABS

Mylar Tabbing & Hole Reinforcing



STRIP EDGE REINFORCING

Clear Mylar* applied to front or back to strengthen filing edge and holes.

HOLE PUNCHING

Available to suit all ring and post fittings:
2 Holes only
3 Holes only
4 Holes only
11 Hole International

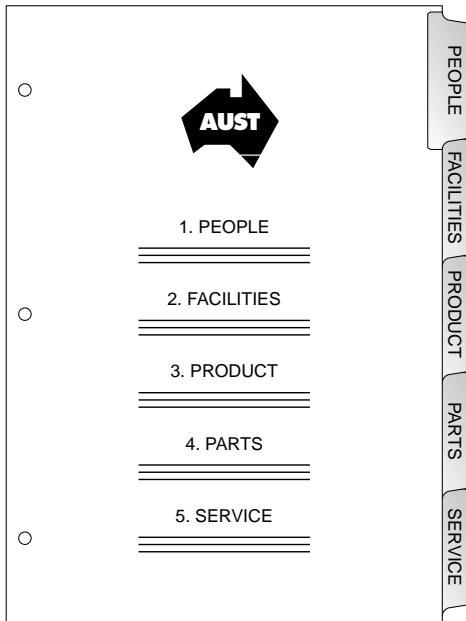
ARTWORK LAYOUT SHEETS

Take the guess work out of preparing your artwork. Tuff Tabs can provide overlay specification sheets showing copy position for banks of: 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12. Special bank numbers also supplied on request.



PRODUCT FEATURES – BODY COPY

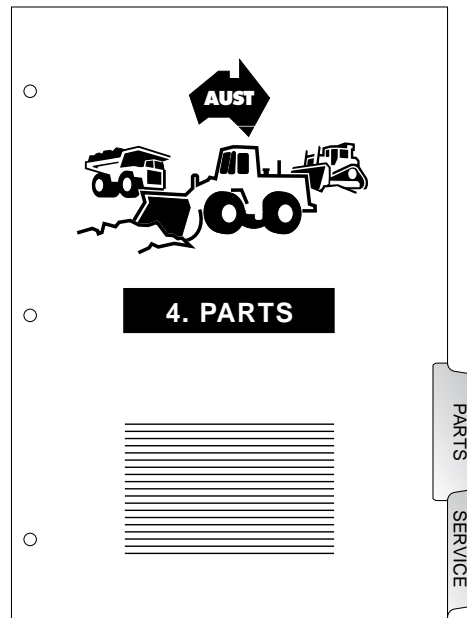
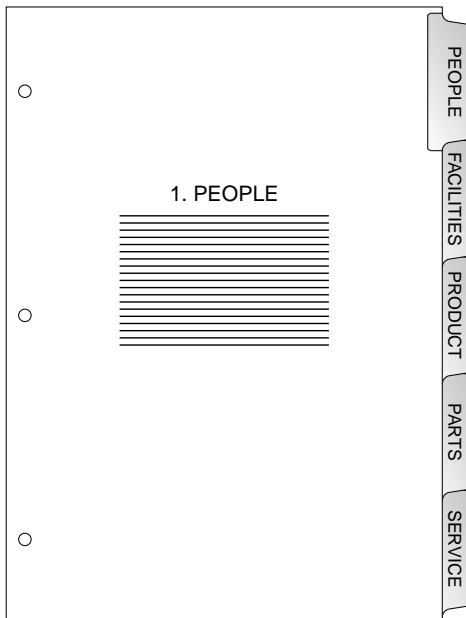
1. CONSISTENT – The body copy remains the same for each divider.



A common layout can be supplied with no additional production time or cost if printed in the same single colour as the tab.

However any number of additional colours can be printed on the divider as long as they remain consistent to all the tab sets.

2. CHANGING – Each divider has very different copy to the following dividers.



The body copy can change on each divider allowing for more detailed information contained within that tab section.

With changing copy a separate printing plate is required for each divider, adding to production time and cost.

With changing copy a variety of options become available.

The use of photos, graphics, charts, etc. appropriate to each section can make for very individual dividers.

Printing can be in single colour, multi pms colours or four colour process.

PRODUCT FEATURES – A4 Divider

