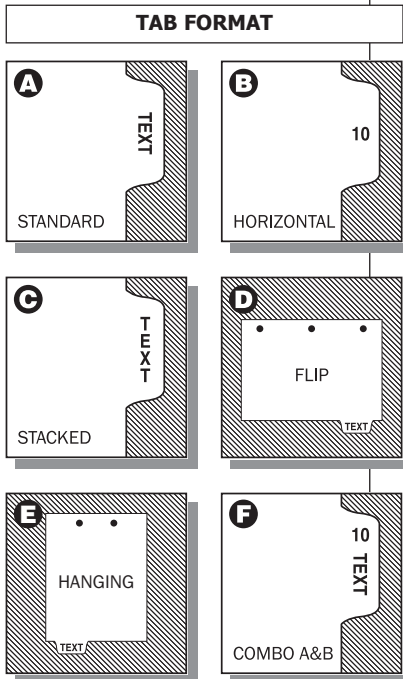


A successful index tab project is based on proper planning. Consider the following when planning your project.



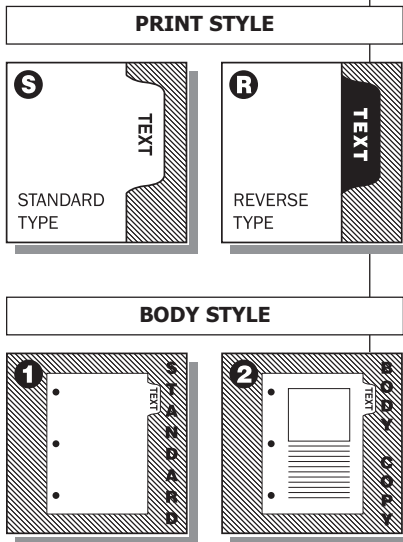
Assessment

The first consideration involves a general assessment of the project. This review should cover the following:

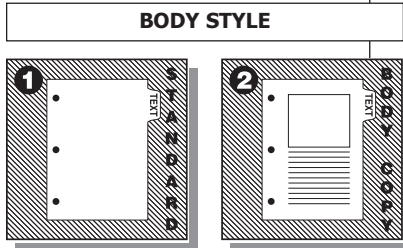
- **Usage** - How will the tabs be used? Will they be inserted off-line into an already printed document or will they be imaged in-line with the rest of the document?
- **Handling** - How often will the document be handled? Do the tab extensions need to be protected by laminating with mylar?
- **Organization** - Do the tabs extensions need to be the same color or multi-colored for quick reference?
- **Printer Compatibility** - Will the tabs be used in a printer or copier? Some tab mylars are toner-receptive but require testing in the exact printer to ensure compatibility.

Design and Layout

The second area to consider involves the design and layout of the index tabs. This review should cover the following:



- **Total Tabs vs. Banks vs. Positions** - How many total tabs will be used in each document? How will we divide all the tabs into banks? Will the bank consist of just "major" (1/2" extension) tabs or will it also have "sub" (3/8" extensions) and "minor" (1/4" extensions) tabs as well?
- **Stock Dimensions** - What is the size of the stock used for the body of the document? What are the extension and length dimensions of the tab? What size is best suited for final bindery processing (i.e. book binding minimum and maximum sheet processing sizes).
- **Extension Dimensions** - Will a standard 1/2" tab extension work or is a different size necessary?
- **Tab Format** - What combination of tab location and text orientation will be used? Will the sheet be cut with tabs on the right side like **Standard (A)**, **Horizontal (B)**, **Stacked (C)** or **Combo (F)** or will the tabs be cut on the bottom of the sheet like **Flip (D)** or **Hanging (E)** formats?
- **Print Style** - Will the text be printed in **Standard Type (S)** or **Reverse Type (R)**?
- **Body Style** - Will the tabs be printed in a **Standard (1)** body style without body copy or will they include **Body Copy (2)**? If body copy is used, will it be identical on each sheet or will it differ from sheet to sheet? Will a different tab mylar or process be required to finish tabs with body copy?
- **Mylar Colors** - Is clear mylar on the tab extension best for the project or will a color work best? If a color is used, will it add to the beauty of the document or will it clash with ink colors used to print the body and covers?
- **Binding System** - Will the tabs be collated into a mechanically bound document? How much space is required to punch the holes on the binding edge of the sheet without removing any printed text.
- **Hole Punching** - Will the tabs be inserted into a ring binder? How many holes and what size should each be?



Index Tab Considerations

- **Prong Fasteners** - Will prong fasteners need to be applied to specific tabs or all tabs in a set? Will they be attached near the **Spine (3)** or at the **Head (4)**?

Proofing and Dummies

The third area to consider involves making proof and dummy decisions. This review should cover the following:

- **Proof** - Is the text complete and have all graphics been included? Has the text been spell checked? Do the margins provide enough space for punching/drilling and trimming to final size? Have you confirmed the accuracy of your layout by creating a dummy?
- **Dummy** - Is the layout correct based on cutting the dummy to its final size? Have tab position and bank, binding edge location and finished trim size details been communicated? Does the dummy match your purchase order exactly?

Stock

The fourth area to consider involves making stock decisions. This review should cover the following:

- **Weight** - Will a standard 90 lb. or 110 lb. uncoated index stock suffice or will a special stock be required? If the tabs will be run through a printer or copier, is the stock too thick or thin for the respective equipment?
- **Finish** - Will the tab mylar and binding edge reinforcing tape adhere to a coated or textured stock?

Printing

The fifth area to consider involves printing the index tabs. This review should cover the following:

- **Process** - Which printing process, offset or digital (toner-based) is best suited for the demands of the index tab finishing equipment? Will digitally printed sheets handle the heat requirements necessary to apply protective tab mylars?
- **Ink Colors** - Will the tabs be imaged using standard black ink or will they require a standard color or special mix ink?
- **Sides to Print** - Do your budget and specifications provide for imaging on both sides or will front-side only imaging meet your requirements?

Packaging and Transportation

The last consideration involves making packaging and transportation decisions. This review should cover the following:

- **Packaging Method** - Will digitally printed index tabs require special handling? Should I use standard corrugated cartons and pallets or will I need to purchase custom packaging?
- **Transportation Method** - What one best method will ensure that the material is delivered to the correct location, on time, without damage and at a reasonable cost?

