

# INDEX TABS...

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- 3 Tab Extensions: 1/4", 3/8", 1/2"
- 1 to 25 Tab Banks
- Die-cut Tabs from Your Printed Stock
- Die-cut Tabs from Blank Stock
- Reinforced Binding Edge
- Drilling Sizes: 1/4, 5/16 and 3/8
- Collated and Shrink Wrapped

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## Glossary of Terms

**Bank:** A complete row of same size tabs running the length of the face edge.

**Body Copy:** Any printing on the tab sheet other than on the tab extension.

**Body / Overall Sizes:** The body size of an index tab sheet is normally 8.5" x 11". It is the dimensions of the tab sheet without the tab. The overall size of an index tab sheet is normally 9" x 11". It is the dimensions of the tab sheet with the tab.

**Collating:** The process of gathering individual tabs into complete sets.

**Cut:** The number of tabs in a bank. For example a 5th cut tab would have 5 tabs in a bank.

**Tab Cutting:** The process of cutting the tab extension out of the overall size tab sheet.

**Drilling:** The process of drilling holes in the tab sheets.

**Edge Reinforcing:** This is a 9/16" strip of mylar applied to the back side of the binding edge of the sheet. It is used to strengthen the sheet. Applying edge reinforcing to the tab sheet will minimize the probability a tab will be torn off the rings. This is a wise investment if the tabs are going to be used frequently.

**Extension:** The length the tab extends out from the body of the sheet. The standard tab extension is 1/2". This means a standard tab sheet with a body size of 8.5" x 11" and a 1/2" extension will always have an overall size of 9" x 11".

**Indent:** Measures the distance from the top of the sheet where the top tabs starts or conversely, the measure from where the bottom tab ends to the bottom of the sheet.

**Mylar:** A plastic film used to strengthen and provide a variety of colors to the tab extension. It is applied using high temperature and pressure.

**Per Set Pricing:** The price of one set of index tabs. For example: Suppose you have 5 tabs in a set. A \$1.00 per set price represents the price of all five tabs with the set. In this example the price per tab would be \$0.20.

**Tab Cut Only:** A tab that has no mylar laminated to the tab extension.

**Position:** The location of the tab within a bank of tabs. For example, the first tab in a 5th cut bank of tabs would be in the 1st position. The second tab would be in the 2nd position, etc.

**Set of Tabs:** All the tabs contained in a single unit of your order. For example: if you have 5 tabs total, then the 5 tabs whether collated or uncollated make up a set.