



Tab Cutting | Mylar | Automated Collating

We can Mylar, tab cut, spine reinforce, drill and collate your tabs. We can also collate up to 15 folded signatures.

Sheet Size	Minimum 3 1/8" x 5"	Maximum 24" x 24"
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Finished Standard Tab Dimensions

- 9" x 11" for 1/2" for standard tabs
- 8 7/8" x 11" for 3/8" standard tabs

Quality Control

Required for set up and quality control:

- Sample of finished piece*
- Specify tab sizes
- Specify Mylar colors
- Include additional sheets for waste and make ready
- Press check is recommended

Recommendations for Successful Results

- Use wax free-varnish or coating to prevent marking or scratching
- Stock must be trimmed to size
- Recommended stock is cover weight or stock 7 pt. and over
- Maximum number of tabs on 11" edge is 18
- Use wax free inks and coating for Mylar application
- Heavy ink coverage may affect Mylar bonding. Send samples and call to discuss.

Special note: Only the shoulders of a tab are cut. The image in the tab area should extend into the sheet the exact dimension of the tab desired. Call for explanation if needed.

** Please mark each item with your job number and your company name.*

Automated Collating

Number of Pockets	15
Maximum Thickness of Collated Set	1"
Minimum Sheet Size	4" x 6"
Maximum Sheet Size	9 1/2" x 14"
Caliper	16 lb. to 20 pt.*

**Maximum caliper may vary by type of substrate. Rigid material is not recommended.*



Types of product that can be collated:

- Mylar and/or strip reinforced tabs
- Pre-folded tabs (for perfect binding)
- Pre-folded signatures
- Vinyl/Plastic tabs or inserts
- Calendar pages
- Random advertising inserts
- Booklets

Glossary of Tab Cutting Terms

Tab cutting: Machine cutting of 1/2" or 3/8" high index tabs in various positions and lengths.

Mylar: Film coating applied over the tab area, available in clear or 15 colors.

Strip Reinforce: Clear strip of 9/16" tape applied to the spine of index sheets to strengthen the binding edge.

Patch Reinforce: Small thumb-shaped area of reinforcing around each drill hole to strengthen the binding edge.

Drill: 1/4" or 5/16" holes drilled in the spine of index sheets for insertion in binders.

Bank Size: The number of tab positions on the tab edge is called a bank. For example, 5 tabs that extend the length of the sheet are a "five-tab bank."