



## HOW TO SET UP INDEX TABS

Index tabs are typically designed to appear as evenly sized tabs within a bank, or banks. (A bank is a single row of tabs from top to bottom of the sheet.) As the number of tabs in a bank increases, the size of each tab decreases. For example, 20 tabs may be arranged as two banks of 10<sup>th</sup> cut tabs, four banks of 5<sup>th</sup> cut tabs, or five banks of 4<sup>th</sup> cut tabs.

**Calculating tab size:** To calculate the tab size, begin by subtracting ½" from both the top and bottom of your tabbed sheet. Then divide the remaining by the number of tabs per bank desired. On an 11" sheet, for example, start by subtracting ½" from both the top and the bottom. This will give you 10" of actual tab area. The 10" are then divided by the number of tabs desired for one bank. For a bank of 10 tabs, each tab would be 1" in size. For a bank of 5 tabs, each tab would be 2" in size.

**Tab copy considerations:** Tab copy should appear centered across the width of the tab. To determine proper placement, subtract .125" from each edge of the tab to make sure the copy will fit properly. In addition, subtract .0625" from the top and bottom of the tab and then position your copy for best appearance.