

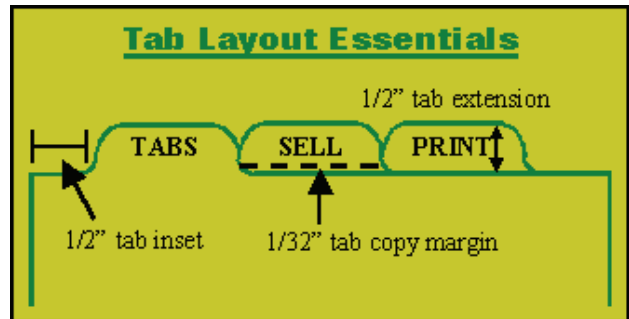
Index Tabbing is Here!

You asked, and we listened. Index tabbing capabilities are here at Seaboard Bindery! Tabs are a great way to make any book, report, manual or binder more user-friendly. Cookbooks, shop manuals, directories, reference materials and guide books are just a few of the many applications well-suited for tabbing.

At Seaboard Bindery, we're eager to be your index tabbing headquarters. To get you started, here are some helpful tab planning tips:

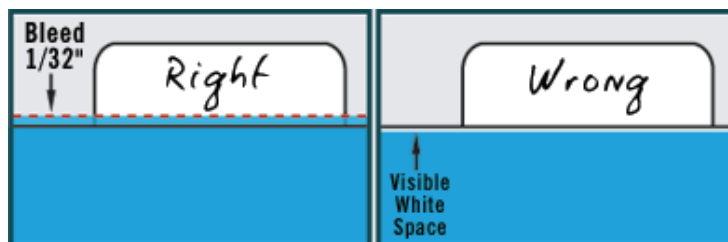
Layout Considerations

Extensions - The extension of a tab is the distance it extends past the edge of the sheet. The most common extension is 1/2", with 1/4" and 3/8" extensions also available.



Sheet size - The sheet size of the tab is determined based on the selected tab extension. If you're separating 8-1/2" x 11" sheets with tabs that extend 1/2", you'll want to use a tab sheet size of 9" x 11". For a 3/8" tab extension, a sheet size of 8-7/8" x 11" is preferable.

Layout - Index tabs are a great way to organize the information in your books, which makes them more user-friendly and attractive. They must also be planned and designed carefully to display properly once bound. For example, white tabs with a solid body color require the solid color to bleed 1/32" into the white tab area. That means the tab, when trimmed, will show only white (see image).



Index tabs employing a combination solid body color/white tab should have the ink bleed 1/32" into the tab area (left image). An insufficient bleed can result in an unseemly white line on the trimmed tab (right).

The Seaboard Advantage

At Seaboard Bindery, we have the knowledge, experience and production capabilities to help you turn great ideas into attractive pieces. Even the "simple" projects need advance planning to turn out properly. Involve us early in your project to be sure the final product meets both your demands and those of your clients.

Services offered:

- Perfect Binding
- Mechanical Binding
- Saddle Stitching
- Die Cutting
- Folding
- Film Laminating
- Index Tabbing
- Design & Planning
- And More!



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Mylar Reinforcement

To ensure the strength of index tabs even under high-abuse applications, consider Mylar reinforcement. Mylar can be applied to both the tab and the binding edge of the sheet (or holes for loose-leaf applications), and is available in more than 16 colors.

Planning Tip - If your tabs will be Mylar reinforced, try to avoid heavy ink coverage and flood coatings, which can compromise the adhesion of the Mylar to the sheet. Whenever possible, use wax-free inks and coatings on the tab sheet.

Give Seaboard Bindery a call to see how we can enhance the usability of your next project with index tabs!