



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!

Index Tab Positioning

We get a lot of questions about how to position tabs on a sheet. Some want the tabs positioned along the full edge of the sheet so that the tab extension is flush with the head and foot of the page. There are some limitations to this.

We can extend the tabs the full length of the sheet, EXCEPT that if the tabs are to be mylar laminated the two end positions would need extra 1" margin at the end of the sheet where the tab is located. This is so the mylar has enough paper to grab on to. We would then trim off the extra margin off-line.

The formula goes $((\text{length of sheet} - 1") / \text{number of tabs}) = \text{the length of each tab}$. 11" sheet - 1" = 10", divided by 10 tabs = 1" per tab. There is 1/2" at the head and foot before the tab starts. This is to accommodate the mylar so that it is not applied with half of it hanging off the sheet.

If there is to be NO mylar, then the tab can be cut right out to the end of the sheet without any extra margin.