

LAYING OUT TABS

1. Rule out a minimum of $1/8''$ on each side of sheet.
2. Divide portion of sheet between ruled lines by desired number of headings.
3. Print headings in center of divisions.
4. Send layout sheet with job.

These steps are necessary especially when mylar is applied over each tab.

The mylar applicator is not designed to apply mylar to the side edges of the sheet.

End tabs should cut mylar and bleed out edge of sheet.

Caution must be used when cutting sheets to finished size as we must guide from both edges and any variations in size will affect tab spacing.

Example:

