

## Index Tab Dividers

### WHO SHOULD READ THIS BULLETIN:

Any person who designs, specifies or purchases looseleaf or bound documents.

While index tabbing is a frequently overlooked aspect of document preparation, it is a highly effective tool for organizing documents and making them more user-friendly. Custom index dividers give your material the professional look it deserves and can reduce the time needed to find specific information by as much as 40%.

Equally important, indexing can provide welcome breaks to large volumes. This is particularly important for complex technical documents.

*Note: TechTopics is a good example of indexing. Each issue is printed as an index tab divider for easy filing and reference.*

### Tab Divider Applications

A few of the many applications for index tab dividers are:

- instruction manuals
- training manuals
- price books
- directories
- employee handbooks
- sales presentations
- software manuals
- product catalogs

### Index Banks

A bank of indexes comprises a single row of tabs. This may work well for a small manual. But for large books, Copies Overnight recommends multiple banks (two or more rows) within the same section to separate chapters and highlight key areas like charts and tables.

A bank can have as few as one tab and as many as 15 for an 11" long book. The number of tabs in a bank determines the length of each tab. Obviously, the smaller the tab, the shorter its title must be. With 15 tabs in the bank, tab length is 1/2" — the minimum size Copies Overnight recommends for use with text. With anything smaller, there is only room to use letters, numbers, Roman numerals or abbreviations.

Following are guidelines to help you create an effective index tab divided document.

### Preparation Guidelines

Index tab dividers are offered in various tab sizes and styles...plain or with clear or colored Mylar reinforcing. The binding edge may also be Mylar reinforced to add strength to hole-drilled dividers; however, reinforcing isn't normally required. The strength of the tab divider stock is usually quite sufficient for most applications. Reinforcing, of course, is never used for bound documents.

### Paper Stock

90# index is the industry standard sheet for tab applications. Copies Overnight stocks white and gray 90# index on the floor. A variety of other paper stock colors and weights are also available.

Tabs can be provided in collated sets with or without holes. They are available in various dimensions for virtually any size document, including the international standard A-4 metric size (8 17/64 X 11 11/16).

### Sub-Section Dividers

Large tab sections may be sub-divided into smaller, more manageable units with additional tab dividers. Reducing the length of the tab or the use of clear or colored Mylar will make it even easier to find the various sub-sections.

### Tab Titles

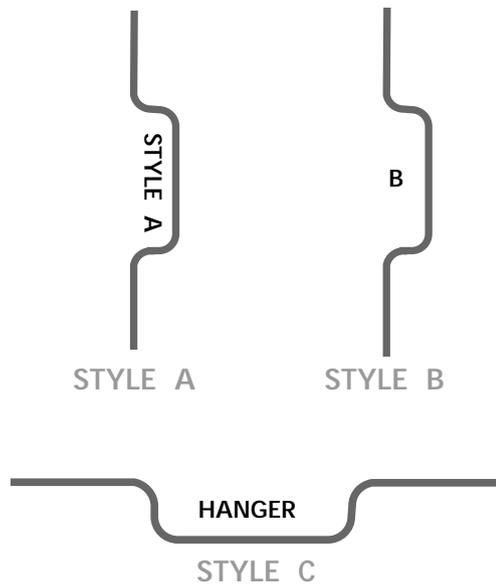
The first step in indexing is to determine tab titles by dividing the document into logical sections. Text, numbers or a combination of text and numbers may be used to designate the sections.

Titles should be concise (one to three words) to provide quick identification.

Placing the title on both sides of the tab will increase production costs, but does provide easy forward and backward referencing.

Titles can be positioned in several different ways on the tab. See the illustrations on reverse side for the three most common styles.

## Tab Title Styles



*Style A is by far the most popular choice.*

### Planning Aide

Copies Overnight has developed a Tabs Specification Sheet to help you in your planning. Please call, fax or e-mail us for a copy.

### Sample Document

Please send us a complete copy of the document, including the location of tab dividers.

### Typesetting

Copies Overnight can typeset your tab copy using standard layout templates or we can image your titles from artwork or digital files.

*Note: Fancy type styles should be avoided. A clean, readable type face is strongly recommended.*

### Divider Body Printing

Printing on the body of the index divider can increase graphic appeal and reader interest for the entire document. Creative opportunities include descriptive text, an overview of a section's contents, a table of contents for the following section, logos or other graphic elements.

With an imprinted body, the divider becomes an integral part of the whole book, not just a supplemental component. The piece you are holding is a good example.

*Note: Please be sure you send us all the screen and printer fonts used on the tab and divider body.*

Digital reproduction is faster than traditional methods for tab printing applications and is considered to be more cost-effective, particularly for short-run jobs. The mechanics of traditional index divider printing require longer setup times and the use of multiple plates.

With electronic printing, individual tab bodies can be tailored to specific design needs by digital imaging and printed on-demand with little additional cost. Inline insertion of the tabs in the document saves time and eliminates additional hand operations.

**For details on preparing digital files for Docutech printing, please refer to TechTopics No. 1 March 1996.**

### Imprinting and Finishing

Copies Overnight can imprint and insert tabs in-line on the Docutech as the document is reproduced.

Finished tab divider sets can be inserted into ring binders, shrink-wrapped for easy handling or bound in the document.

Copies Overnight recommends that holes be drilled after the document has been collated. This assures perfect alignment and enhanced appearance.

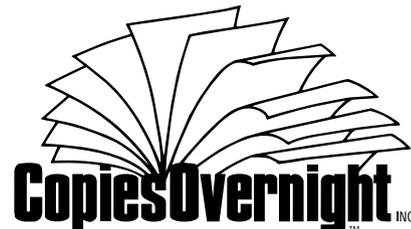
### General Information

#### Call for Technical Assistance...

Our staff will gladly answer your questions about software applications, digital files preparation and our high-speed document printing services.

And...please don't hesitate to call us. Indexing is a wide-ranging subject that requires a variety of special considerations.

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### TechTopics

#### Details

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