

## H.C. Miller Standard Index Specifications & Materials...

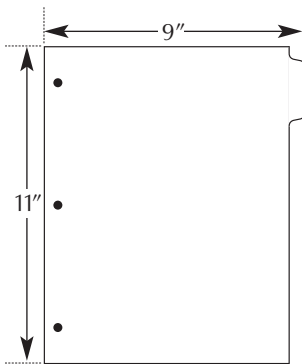
	<u><b>Standard Specs.</b></u>	<u><b>Non-Standard Specs.</b></u>
<i>Paper Stock:</i>	90# White or Ivory .....	110# White or Ivory 90# Canary or Blue Index 90# HCM Buff Index 57# White or 32# White
<i>Size:</i>	11" x 9" (11" x 8 <sup>7</sup> / <sub>8</sub> ") ..... 8 <sup>1</sup> / <sub>2</sub> " x 11 <sup>1</sup> / <sub>2</sub> " (8 <sup>1</sup> / <sub>2</sub> " x 11 <sup>3</sup> / <sub>8</sub> ") 9" x 11"	8 <sup>1</sup> / <sub>2</sub> " x 6", 9" x 6", 10 <sup>7</sup> / <sub>8</sub> " x 9", 11 <sup>1</sup> / <sub>2</sub> " x 8 <sup>1</sup> / <sub>2</sub> " or 8 <sup>7</sup> / <sub>8</sub> " x 11" (Any size imaginable can be produced)
<i>Tab Ext.:</i>	1/2" or 3/8" Extensions .....	1/4", 5/8" or 3/4" Extensions
<i>Ink Color:</i>	Black ink only, regular print .....	Any Colored Ink or Reverse Printed
<i>Body Copy:</i>	Dealer imprint only, 3 lines .....	Logo / Up to 4-Color Process and full flood ink coverage
<i>Holes:</i>	2 or 3 holes 5/16" in diameter ..... on one binding edge only	More than 3 holes 1/4", 9/32" or 3/8" diameter On two or more binding edges
<i>Banks:</i>	3 to 10 tabs per bank. .... 20 tabs total non-overlapping	More than 10 tabs per bank Overlapping tabs
<i>Mylar®:</i>	Standard 16 colors .....	Writable Mylar® or Neon Colors
<i>Reinforcing:</i>	9/16" wide .....	3/4" and 5/8" wide
<i>Collate:</i>	20 tabs or less .....	More than 20 tabs
<i>Boxing:</i>	Cartons (Inner Cartons-Optional) .....	Shrink Wrapping or Poly Bagging

## H.C. Miller Definitions...

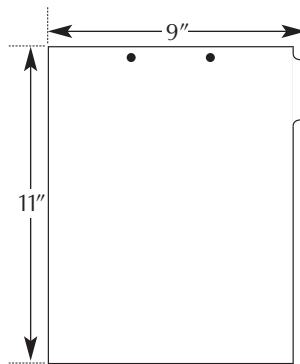
<i>Bank:</i>	One successive row of staggered tabs from first to last position.
<i>Body Copy:</i>	Text or graphics printed other than on tab extensions. (i.e. the "body" of the sheet)
<i>Collate:</i>	Gathering of individual tabs into sequentially ordered sets.
<i>Cut:</i>	Number of tab positions in a bank. (Example: 1/5 cut = 5 tabs of equal size completing one bank)
<i>Mylar® reinforced binding edge:</i>	Strengthened binding edge resulting from application of a Mylar® strip to the binding edge on the backside of the sheet.
<i>Mylar® reinforced tab:</i>	Strengthened tab extension resulting from application of a Mylar® coating around tab extension and onto the body of the sheet.
<i>Position:</i>	Sequential location of a specific tab in a bank. (Example: 1 <sup>st</sup> position of a 1/5 <sup>th</sup> cut is the first tab in the bank)
<i>Reverse Printing:</i>	Printing of solid background behind tab or body copy with actual copy appearing in color of unprinted paper.
<i>Set:</i>	One each of every individual tab in a job or group.
<i>Shrink Wrapping:</i>	Sealing and heat-shrinking in clear film of individual or multiple tab sets or pieces.
<i>Poly Bag:</i>	Loosely sealed in clear film.
<i>Tab Copy:</i>	Text or graphics printed on tab extensions.
<i>Tab Mylar®:</i>	Clear or colored Mylar® coating around tab extension.

## Index Sheet Dimensions...

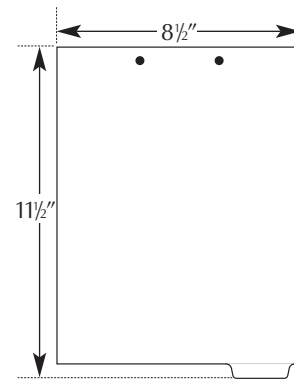
We can create a custom index to fit a carrier of virtually any size. It's important to specify index sheet dimensions in the correct order so we know where to position the tab. When ordering, specify the dimension of the binding edge first. The illustrations on this page demonstrate the importance of doing so.



This illustration represents an index measuring 11" x 9", its binding edge runs along the length of the left-hand side of the page – a side measuring 11".



This illustration represents an index that measures 9" x 11", its binding edge runs along the top of the page – a side measuring 9".



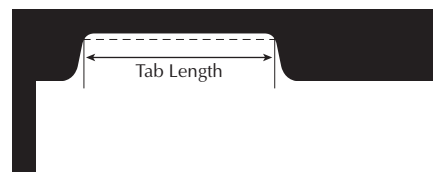
This illustration represents an index that measures 8½" x 11½", its binding edge runs along the top of the page – a side measuring 8½".

## Tab Dimensions...

There are two dimensions to a tab – length and extension. When ordering, specify the size for each dimension.



**Extension:** The extension is the height of the tab, measured from the edge of the index sheet to the top of the tab, as this illustration shows. (Most popular extensions are 3/8" and 1/2" – others available are 1/4", 5/8" and 3/4".)



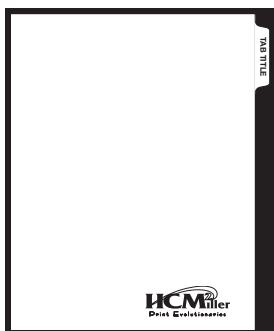
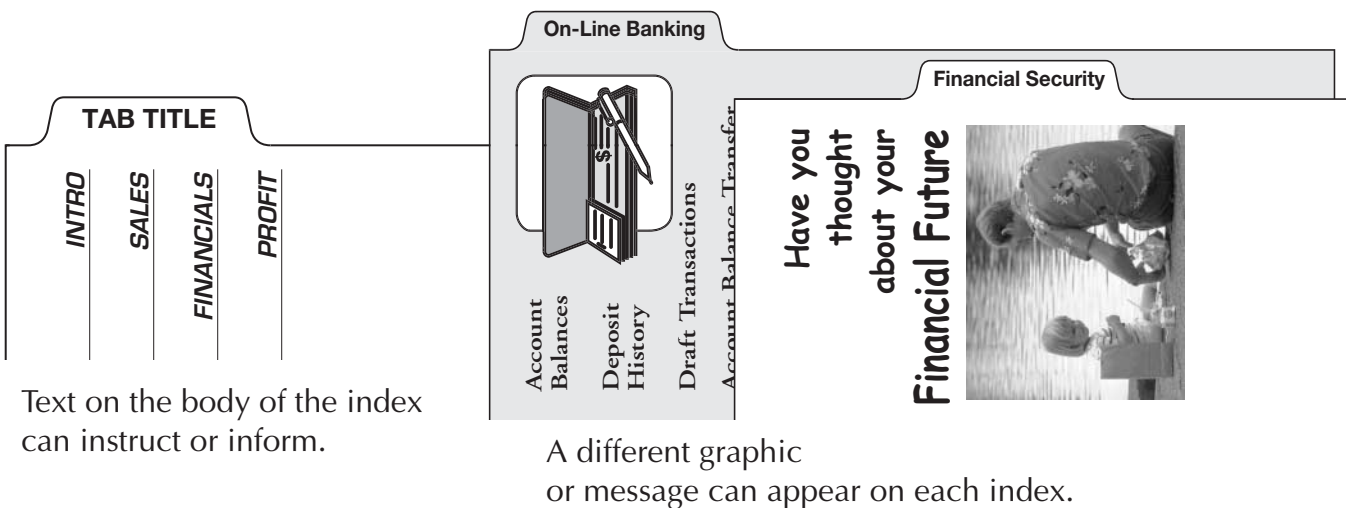
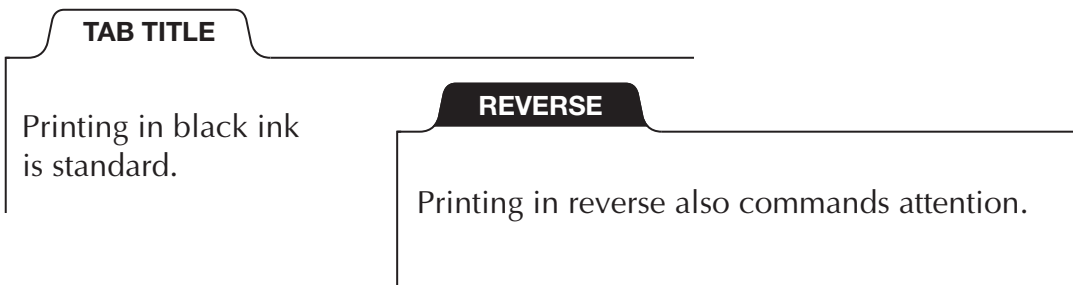
**Length:** The length is measured along an imaginary line that extends 1/16" down from the top of the tab. (Also referred to as "Cut", ie: 1/5th cut, etc.)

## Print on Both the Tab and Index Body...

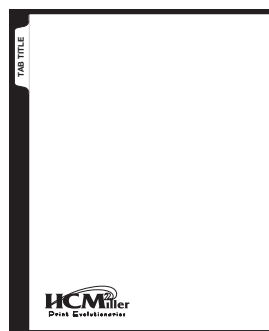
The typestyle you choose and the color of ink you print can contribute greatly to the image you desire and the informational impact of your tabs.

Black ink is standard, and it is often used when printing on tabs that will be reinforced with colored Mylar®. We can also match any Pantone color you choose. Tabs can be reinforced with Mylar®, whether they are printed in black or color ink.

Note: Provide us with electronic files, scannable art or film and we can print photographs, illustrations, graphics, logos and even text on the body of the index sheet using one, two or four-color process printing. We will also be happy to create the copy for you.



For visual impact...  
print a graphic or logo  
on the front of the index.



For further impact...  
place the logo on the  
back of the index.

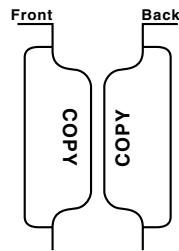
## Custom Tabs...

The pages that follow discuss format, design, layout and banks.  
 Review this section. It provides the variables necessary to customize  
 an indexing system to best suit your needs.

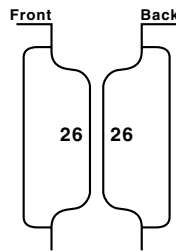
## Type Formats...

Tab titles can read in any one of seven ways, as this page illustrates.  
 For the sake of ordering, each format is identified by one  
 of the following letters: A, B, BT, C, I, F & G.

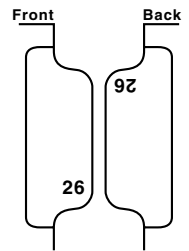
**A** Most popular  
 style - permits full  
 use of tab length  
 for copy.



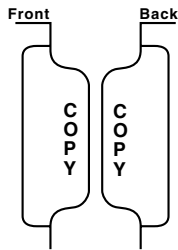
**B** For single letter or  
 number - for lim-  
 ited copy.



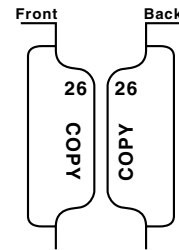
**BT** For single letter  
 or number;  
 Legal Style  
 Tabs.



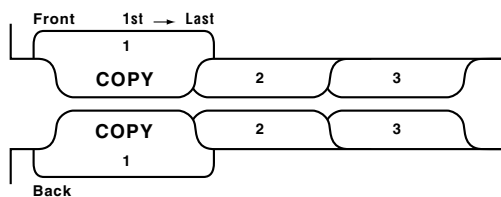
**C** For stacked copy read-  
 ing top to bottom.



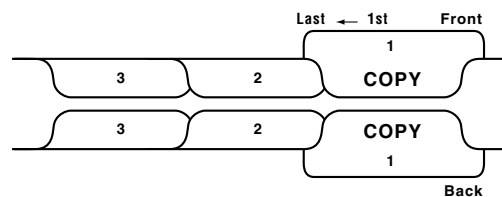
**I** A combination of  
 style A and B (let-  
 ters and numbers).



**F** Hanging Tab - copy  
 reading **left** to right.



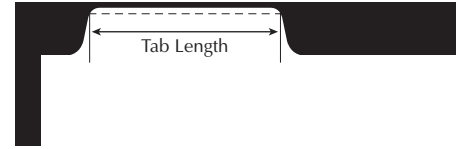
**G** Hanging Tab - copy  
 reading **right** to left.



## Tab Design

### **Length...**

This is one of two dimensions necessary when specifying tab design. The length is measured along an imaginary line that extends 1/16" down from the top of the tab. To determine the length of each tab, you must know the average length of your titles. Tab length can be determined if "cut" is specified, ie: standard 1/5 cut tabs have a 2" tab length when running along the 11" edge of the sheet.

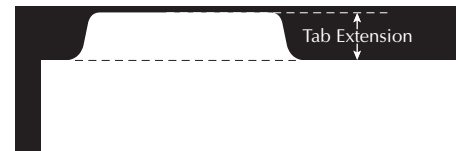


### **Extension...**

This dimension is also needed when specifying tab design. Extension is the height of the tab, measured from the edge of the index sheet to the top of the tab, as this illustration shows.

*We offer tab extensions in a total of 5 heights, 1/4", 3/8", 1/2", 5/8" and 3/4".*

*Most popular are 3/8" and 1/2".*



### **Shoulder...**

It is recommended that each tab bank have a 1/2" shoulder, which is the distance from the edge of the index sheet to the beginning of the first tab in the bank. This will provide added tear strength by allowing the Mylar® to extend beyond the tab length. We can produce a tab with a smaller shoulder dimension if necessary.



### **One-Line Titles...**

On our standard 1/2" tab extensions (meaning height), one-line titles are extremely readable; 3/8" tab extensions and non-standard 1/4" tab extensions, can also be used for one-line titles.



### **Multi-Line Titles...**

1/2" tab extensions are recommended for titles that require two or three lines.



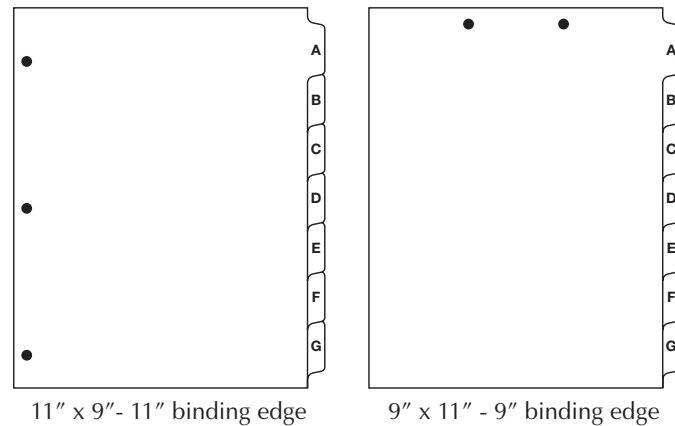
## Tab Layout

The banks of tabs illustrated here are the most commonly requested. Typically, the number of tabs in a bank determines the length of the tab. If your titles are very long and you require many tabs, you will want to consider this: use more than one bank of tabs with a small number of tabs in each bank. For instance, if you need 20 tabs, arrange them in 4 banks of 5 tabs or 5 banks of 4 tabs.

The tabs in the following drawings display 1/2" extensions.

### Standard Side Tabs...

In this most common layout, tabs are arranged one after the other without overlapping.

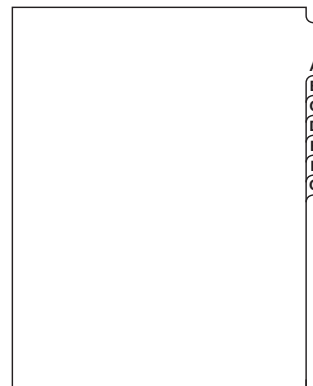


11" x 9" - 11" binding edge

9" x 11" - 9" binding edge

### Overlapping Tabs...

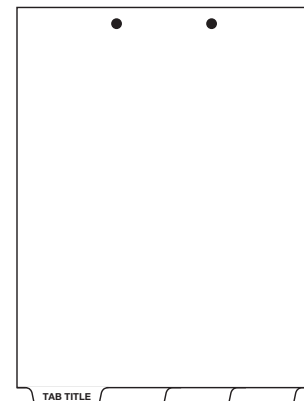
Tabs overlap when the total length of all tabs in a single bank exceeds the length or width of the index sheet.



### Standard Bottom Tabs...

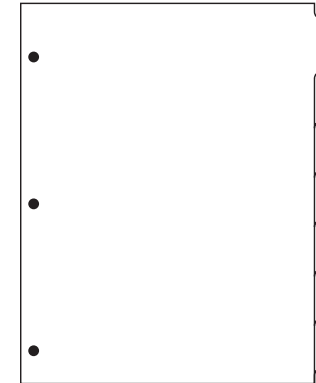
As with the Standard Side Tabs above, tabs are arranged one after the other without overlapping. Tab copy is slightly restricted for the same cut as that of a side tab due to the tabs being placed on the 8 1/2" bottom vs. the 11" side.

(Example: bottom tab, 1/5th cut = 1 1/2" tab length vs. a side tab, 1/5th cut = 2" tab length)



8 1/2" x 11 1/2" - 8 1/2" binding edge

## 11" Tab Edge

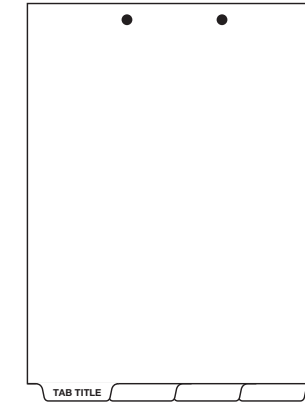


Example: 11" x 9"  
1/7 cut = 1 7/16" tab length

On 11" tab edge our standard tab length is approximately:

- 1/2 cut = 5"
- 1/3 cut = 3 1/3"
- 1/4 cut = 2 1/2"
- 1/5 cut = 2"
- 1/6 cut = 1 5/8"
- 1/7 cut = 1 3/8"
- 1/8 cut = 1 1/4"
- 1/9 cut = 1 1/8"
- 1/10 cut = 1"

## 8 1/2" Tab Edge



Example: 8 1/2" x 11 1/2"  
1/4 cut = 1 7/8" tab length

On 8 1/2" tab edge our standard tab length is approximately:

- 1/2 cut = 3 3/4"
- 1/3 cut = 2 1/2"
- 1/4 cut = 1 7/8"
- 1/5 cut = 1 1/2"
- 1/6 cut = 1 1/4"
- 1/7 cut = 1 1/8"
- 1/8 cut = 1"
- 1/9 cut = 15/16"
- 1/10 cut = 7/8"