

THREE BANK TABS

- File should be set-up at 100% of output size
- Include crop and bleed on the file
- All bleeds should be set to 1/4"
- File should be built according to our three bank tab dieline
- Fill out each tab with section title. For example, Tab 1 – Introduction. Tab 2 – Session 1, etc.
- Tabs can utilize any color or font. Fonts should be outlined or included when sending file; if using PMS colors, note which PMS color should be matched

FOUR BANK TABS

- File should be set-up at 100% of output size
- Include crop and bleed on the file
- All bleeds should be set to 1/4"
- File should be built according to our four bank tab dieline
- Fill out each tab with section title. For example, Tab 1 – Introduction. Tab 2 – Session 1, etc.
- Tabs can utilize any color or font. Fonts should be outlined or included when sending file; if using PMS colors, note which PMS color should be matched

5 BANK TABS

- File should be set-up at 100% of output size
 - Include crop and bleed on the file*
 - All bleeds should be set to 1/4"
 - File should be built according to our five bank tab dieline
 - Fill out each tab with section title. For example, Tab 1 – Introduction. Tab 2 – Session 1, etc.
 - Tabs can utilize any color or font. Fonts should be outlined or included when sending file; if using PMS colors, note which PMS color should be matched
- * Please note: If you are printing the pre-cut 5 bank tabs the files cannot be set up with a bleed, as the tabs have already been cut. If you are unsure please ask your Account Manager which way you have been quoted.

