Tab Layout Guide For 11” Sheet Edge

Allow for .5” shoulder at either end of the tab bank – this leaves 10” of tab space.
Create a 10” table and divide into even cells (the number of cells = the number of tabs in your bank). Center your tab copy within each cell.
Example: 5th Cut Tab Bank… 10” divided by 5 = 2” for each tab…Tab position dimension = 2” x .5” (or 2” x .25” for quarter inch tab extension)

Half Cut Tabs

Center Text	Center Text

3rd Cut Tabs

Center Text	Center Text	Center Text

4th Cut Tabs

Center Text	Center Text	Center Text	Center Text

5th Cut Tabs

Center Text	Center Text	Center Text	Center Text	Center Text

6th Cut Tabs

Center Text	Center Text	Center Text	Center Text	Center Text	Center Text

7th Cut Tabs

Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text

8th Cut Tabs

Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text

9th Cut Tabs

Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text

10th Cut Tabs

Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text	Center Text