Product Specifications

HCMiller
we can

T.E. Berry & Associates
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- Custom Index Tabs
- Multi-Color (4-Color Process) Index Tabs
- Folded Tabs For Perfect Bound Books
- Legal Index Dividers
- Filing System Chart Divider Tabs, Filebacks & DuoTabs
- Polyethylene Tabs
- Synthetic Material Tabs
- Plain Paper Copier Tabs
- Write-On Mylar® Tabs
- Mylar® Tabbed Covers
- Ring Binders & Folders
- Loose Leaf (Binder Inserts)
- Program Releases
- Assembly
- Fulfillment

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

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

H.C. Miller Definitions...

Bank:	One successive row of staggered tabs from first to last position.
Body Copy:	Text or graphics printed other than on tab extensions. (i.e. the "body" of the sheet)
Collate:	Gathering of individual tabs into sequentially ordered sets.
Cut:	Number of tab positions in a bank. (Example: 1/5 cut = 5 tabs of equal size completing one bank)

Mylar® reinforced binding edge: Strengthened binding edge resulting from application of a Mylar strip to the binding edge on the backside of the sheet.

Mylar® reinforced tab:	Strengthened tab extension resulting from application of a Mylar® coating around tab extension and onto the body of the sheet.
Position:	Sequential location of a specific tab in a bank. (Example: 1st position of a 1/5th cut is the first tab in the bank)
Reverse Printing:	Printing of solid background behind tab or body copy with actual copy appearing in color of unprinted paper.
Set:	One each of every individual tab in a job or group.
Shrink Wrapping:	Sealing and heat-shrinking in clear film of individual or multiple tab sets or pieces.
Poly Bag:	Loosely sealed in clear film.
Tab Copy:	Text or graphics printed on tab extensions.
Tab Mylar®:	Clear or colored Mylar® coating around tab extension.

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MYLAR® TAB COLOR GUIDE

A custom divider is the most cost effective way to streamline all of your organizational needs while also providing a professional look and feel to your product.

Organize and Enhance your Projects Including:
- Presentations
- Directories
- Reports
- Booklets
- Reference Material
- Catalogs
- Manuals

Customized Index Dividers are Available with:
- Numerous paper stocks, weights, colors and sizes.
- Printed in any color, one sided or two sided.
  Print on the tab only or with body copy
- Variety of tab extensions available
- Mylar coated tabs are available in clear or
  15 standard colors (displayed on this sheet)

Listed Below are Our Most Commonly Used Papers.
These Will Always be Readily Available and Competitively Priced:

Standard Weight Index (White or Ivory)
Heavy Weight Index (White or Ivory)
Paper Plus White Index
10 pt. C-1-S Cover
10 pt. C-2-S Cover

Due to the printing process, actual Mylar® colors may vary slightly from this printed sample.
Actual Mylar® samples are available upon request.

*Mylar® is a registered trademark of Dupont.

MY-415 LIGHT BLUE
MY-425 MEDIUM BLUE
MY-405 DARK BLUE
MY-615 LIGHT GREEN
MY-625 MEDIUM GREEN
MY-605 DARK GREEN
MY-315 LIGHT YELLOW
MY-305 YELLOW

MY-105 CLEAR
MY-205 RED
MY-705 PINK
MY-805 PURPLE
MY-115 GREY
MY-915 BROWN
MY-505 ORANGE
MY-515 LIGHT AMBER

15 Gauge Poly Divider Colors

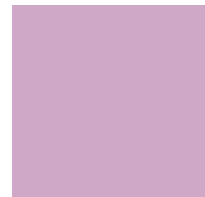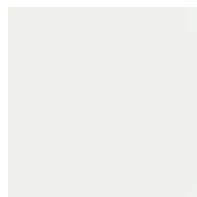|				
048-Gray	062-Gray	078-Yellow	081-Ivory	133-Colonial Blue
1605-Mauve	169-Peach	182-Pink	1841-Blue	184-White
325-Teal	359-Maroon	360-Lime	489-Red	517-Gold
562-Beige	608-Green	777-Royal Blue	834-Orange	882-Lavender
905-Azure Blue	999-Natural	251-Dusty Rose		
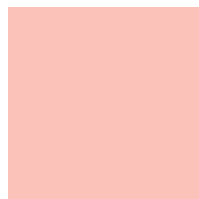
• Poly colors may vary slightly from this printed example.
• Actual samples available upon request.

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.
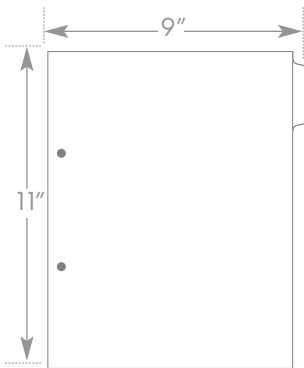
This illustration
represents an index
measuring 11" x 9",
its binding edge runs
along the length of the
left-hand side of the page
– a side measuring 11".
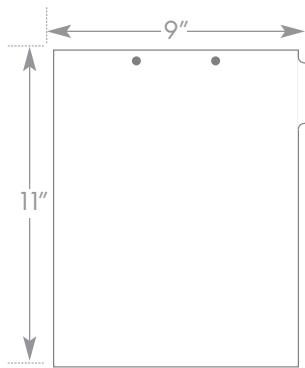
This illustration
represents an index that
measures 9" x 11",
its binding edge runs
along the top of the page
– a side measuring 9".
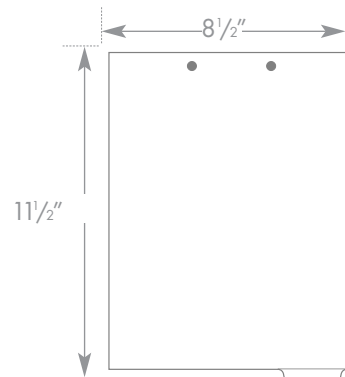
This illustration
represents an index that
measures $8^1/_2$" x $11^1/_2$",
its binding edge runs
along the top of the page
– a side measuring $8^1/_2$".

Tab Dimensions…

There are two dimensions to a tab – length and extension.
When ordering, specify the size for each dimension.
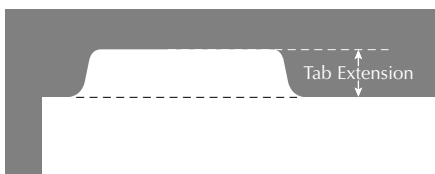
Extension: The extension is the height of
the tab, measured from the edge of the
index sheet to the top of the tab, as this
illustration shows. (Most popular
extensions are 3/8" and 1/2" – others
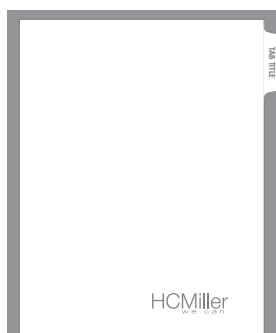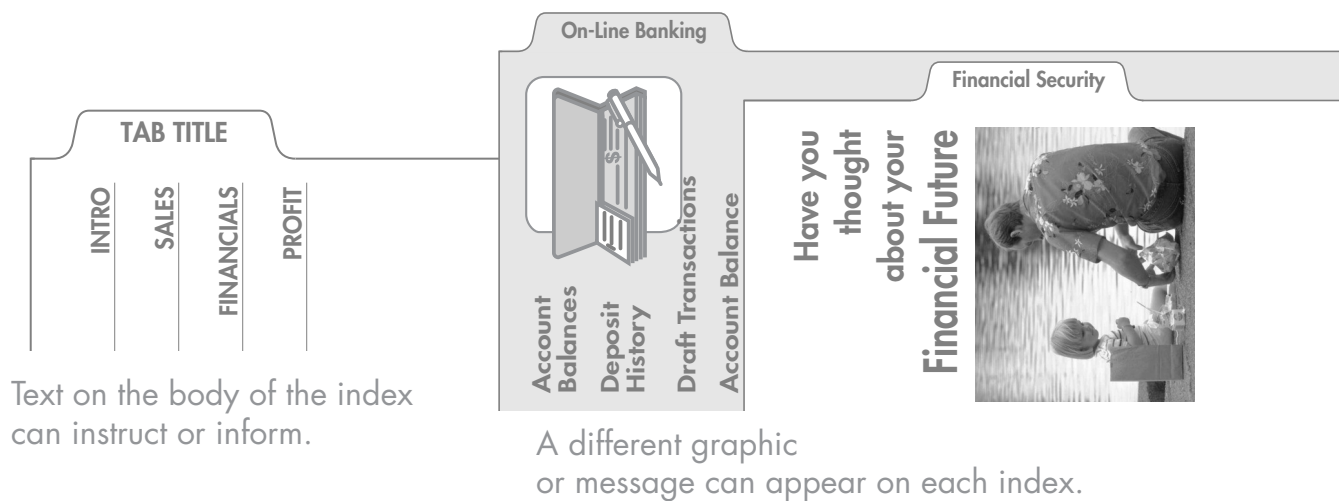available are 1/4", 5/8" and 3/4".)
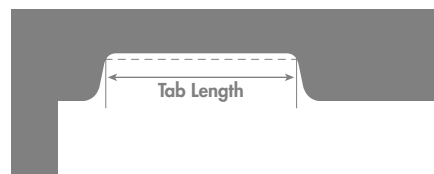
Length: The length is measured along an
imaginary line that extends 1/16" down
from the top of the tab. (Also referred to
as "Cut", ie: 1/5th cut, etc.)

Print on Both the Tab and Index Body…

The type style 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 digital files or print ready art 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.

TAB TITLE

Printing in black
ink is standard.

REVERSE

Printing in reverse also commands attention.

On-Line Banking

TAB TITLE

INTRO   SALES   FINANCIALS   PROFIT

Text on the body of the index
can instruct or inform.

Account Balances
Deposit History
Draft Transactions
Account Balance

Financial Security

Have you thought about your Financial Future

A different graphic
or message can appear on each index.

TAB TITLE

HCMiller
we can

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

TAB TITLE

HCMiller
we can

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

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Custom Tabs...

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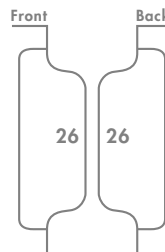an indexing system to best suit your needs.

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
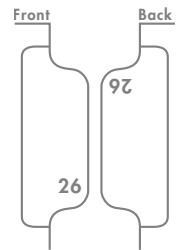of the following letters: A, B, BT, C, I, F & G.

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

Front   Back

COPY   COPY
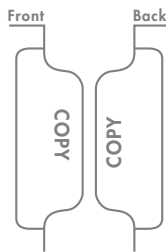
B For single letter or number - for limited copy.

Front   Back

26 | 26

BT For single letter or number; Legal Style Tabs.

Front   Back

26

26

C For stacked copy reading top to bottom.

Front   Back

C O P Y   C O P Y
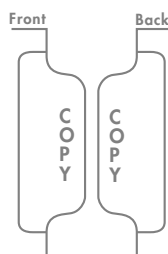
I A combination of style A and B (letters and numbers).

Front   Back

26 | 26

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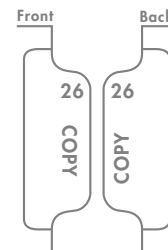
F Hanging Tab - copy reading **left** to right.

Front   1st ⟶ Last

1
COPY   2   3

COPY   2   3
1

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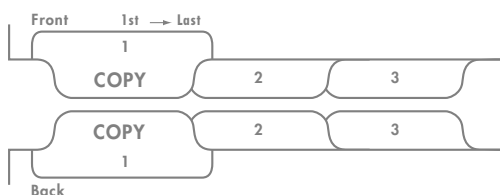
G Hanging Tab - copy reading **right** to left.

Last ⟵ 1st   Front

1
3   2   COPY

3   2   COPY
1

Back

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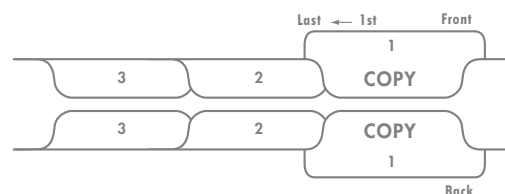
Tab Design

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.

Tab Length
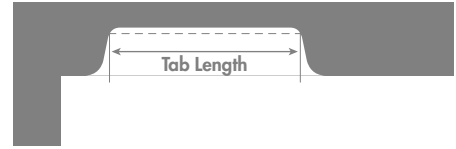
Extension…
This dimension is also needed when specifying tab design. Extension is the height of the tab, measured from the edge of the index sheet to the top of the tab, as this illustration shows. We offer tab extensions in a total of 5 heights, 1/4", 3/8", 1/2", 5/8" and 3/4". Most popular are 3/8" and 1/2".

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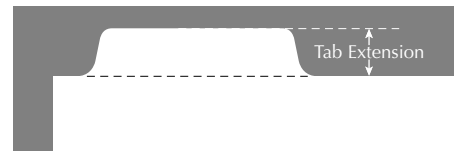
Shoulder…
It is recommended that each tab bank have a 1/2" shoulder, which is the distance from the edge of the index sheet to the beginning of the first tab in the bank. This will provide added tear strength by allowing the Mylar® to extend beyond the tab length. We can produce a tab with a smaller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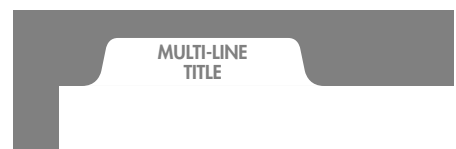
Shoulder

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.

ONE-LINE TITLE

Multi-Line Titles…
1/2" tab extensions are recommended for titles that require two or three lines.

MULTI-LINE TITLE

Fileback Dividers

Fileback Dividers make the organization of large file folders simpler and more efficient. Individual fasteners on each divider enable you to add to or delete from any section without disturbing information in other sections. This allows for a more efficient and accurate filing system. Fileback Dividers have several standard features, allowing you to pick and choose to coordinate with your current filing system.
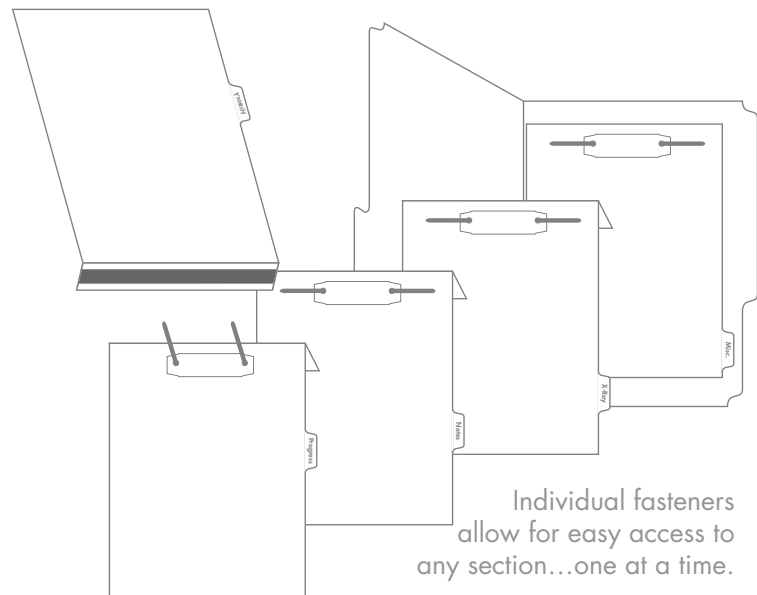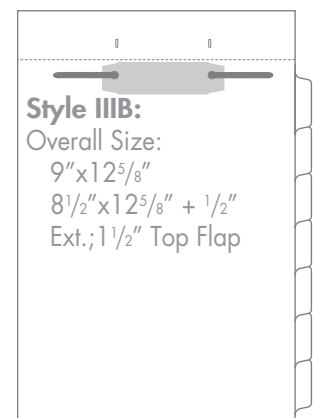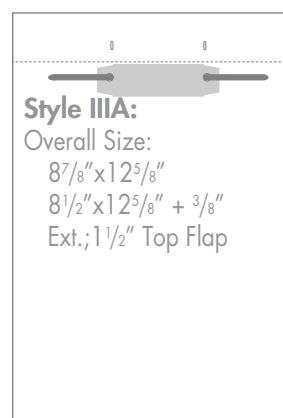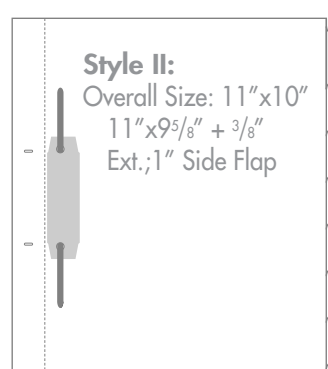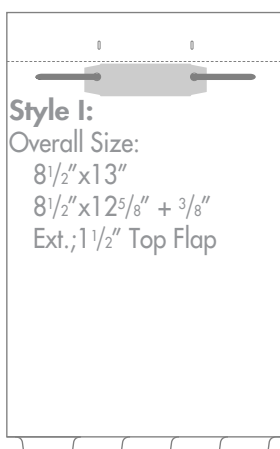

Individual fasteners allow for easy access to any section...one at a time.

Fileback Features...

- Heavy Weight Ivory Index is a high quality, durable and compact paper, making your filing system more space efficient.
- Clear binding edge reinforcing adds additional strength for active file retrieval.
- Tabs can be clear or colored Mylar® film to coordinate with any filing system.
- Tabs can be printed on 1 or 2 sides with black ink.
- 1 fastener and slot hole punches.
- Square sheet corners.
- Scored for easy folding.
- 1 $\frac{1}{2}$" or 2" metal PermClip® fastener is heat-bonded for durability.

To fit most filing system applications,
Fileback Dividers are available in a variety of styles:

Style I:
Overall Size:
8$\frac{1}{2}$"x13"
8$\frac{1}{2}$"x12$\frac{5}{8}$" + $\frac{3}{8}$"
Ext.;1$\frac{1}{2}$" Top Flap

Style II:
Overall Size: 11"x10"
11"x9$\frac{5}{8}$" + $\frac{3}{8}$"
Ext.;1" Side Flap

Style IIIA:
Overall Size:
8$\frac{7}{8}$"x12$\frac{5}{8}$"
8$\frac{1}{2}$"x12$\frac{5}{8}$" + $\frac{3}{8}$"
Ext.;1$\frac{1}{2}$" Top Flap

Style IIIB:
Overall Size:
9"x12$\frac{5}{8}$"
8$\frac{1}{2}$"x12$\frac{5}{8}$" + $\frac{1}{2}$"
Ext.;1$\frac{1}{2}$" Top Flap

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DuoTab Adhesive Fileback

This product was designed for the medical community who currently use standard Filebacks, but find that their folders have become too bulky. DuoTabs, with each divider acting as two tabs*, reduce the bulk and allow for a more manageable system by opening and functioning like a book.
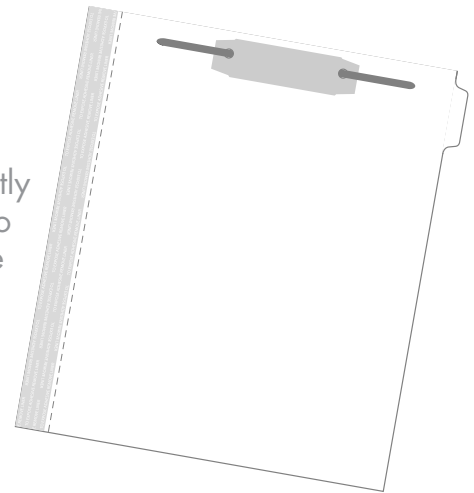
Product Benefits...
- Each DuoTab acts as two tabs
- Creates less bulk in folder
- Quick and easy installation in folder
- Once installed, DuoTabs open and function like a book
- Easy access to each section
- Easy insertion or deletion of material
- Economical, as one sheet acts as two tab dividers
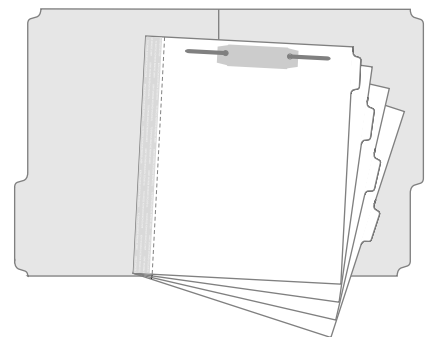
DuoTabs Uninstalled

General Specifications...
- High quality, durable Heavy Weight Ivory Index Stock
- Sheet size 11" x 10" including 7/8" adhesive flap and 3/8" tab extension
- 3/4" peel-off adhesive backing for easy and permanent installation
- 1 1/2" or 2" fastener on both sides of sheet
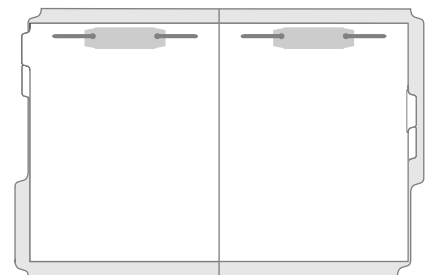- Tab printing on both sides of sheet

DuoTabs Installed

*The DuoTab System of printing allows for the end-user to scan both sides of the tab from the front or the back side. The title for the actual side in use is in bold letters, and the title for the opposite side is printed in smaller type underneath the main title. If this is not the desired format, it is the end-users option for any other printing style.
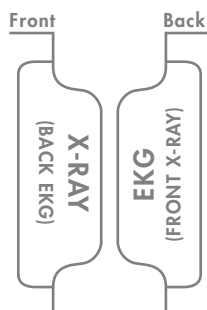
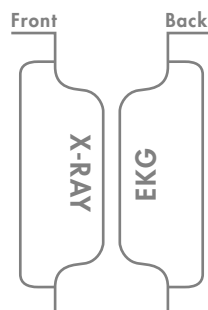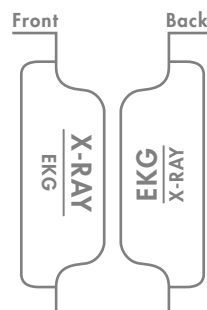| Suggested Format		Option A		Option B		Other	
Front	Back	Front	Back	Front	Back	Front	Back
X-RAY (BACK EKG)	EKG (FRONT X-RAY)	X-RAY	EKG	X-RAY / EKG	EKG / X-RAY		

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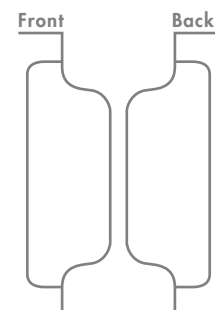w e   c a n

Has a Complete Line of Products to Compliment your Custom Index Tabs

- Folded & Glued Tabs for Perfect Bound Books
- Mylar® Tabbed Folders
- Mylar® Tabbed Covers for Booklets
- Plain Paper Copier Tabs
- Legal Exhibit Tabs
- Custom Vinyl & Poly Ring Binders
- Wire-O Binding
- Complete Manuals
- Custom Personal Organizers
- Assembly
- Fulfillment

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