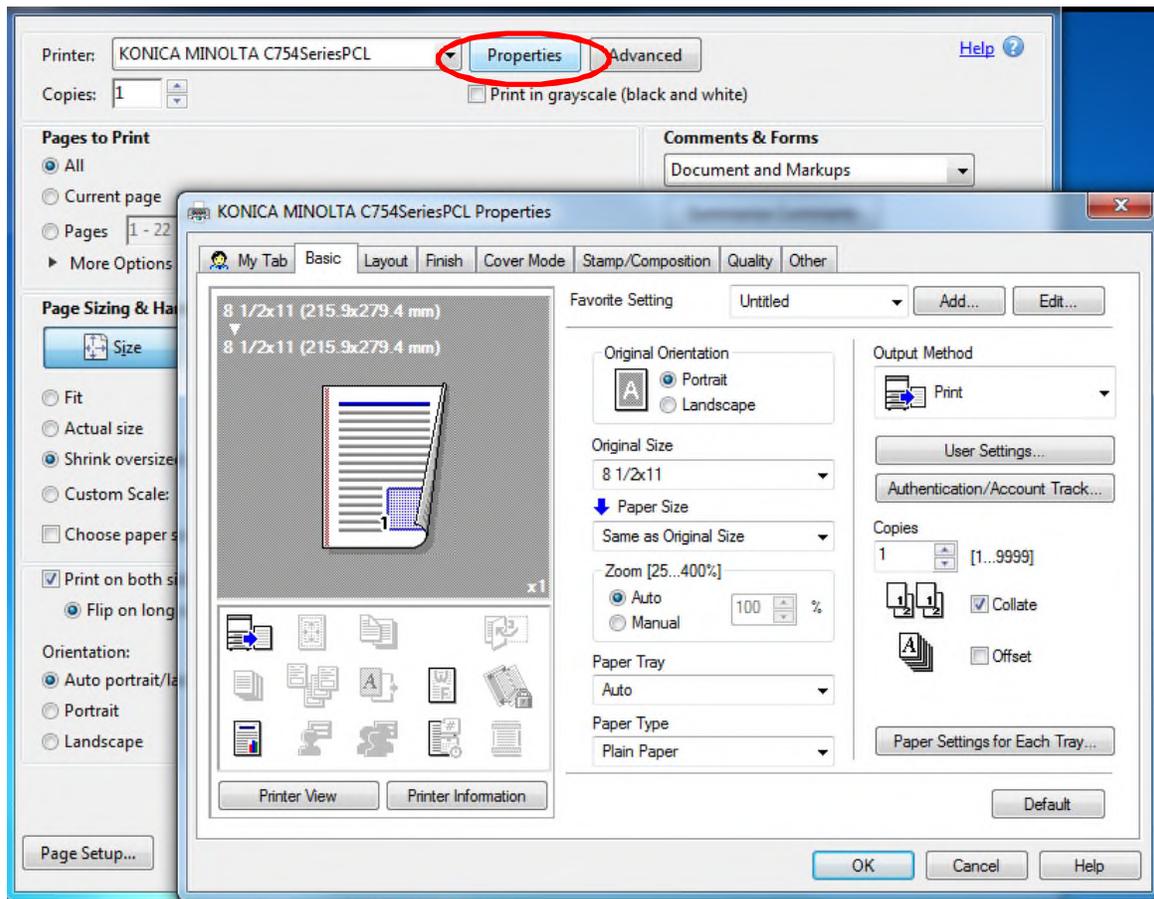


Printing Tab Inserts and Tabs

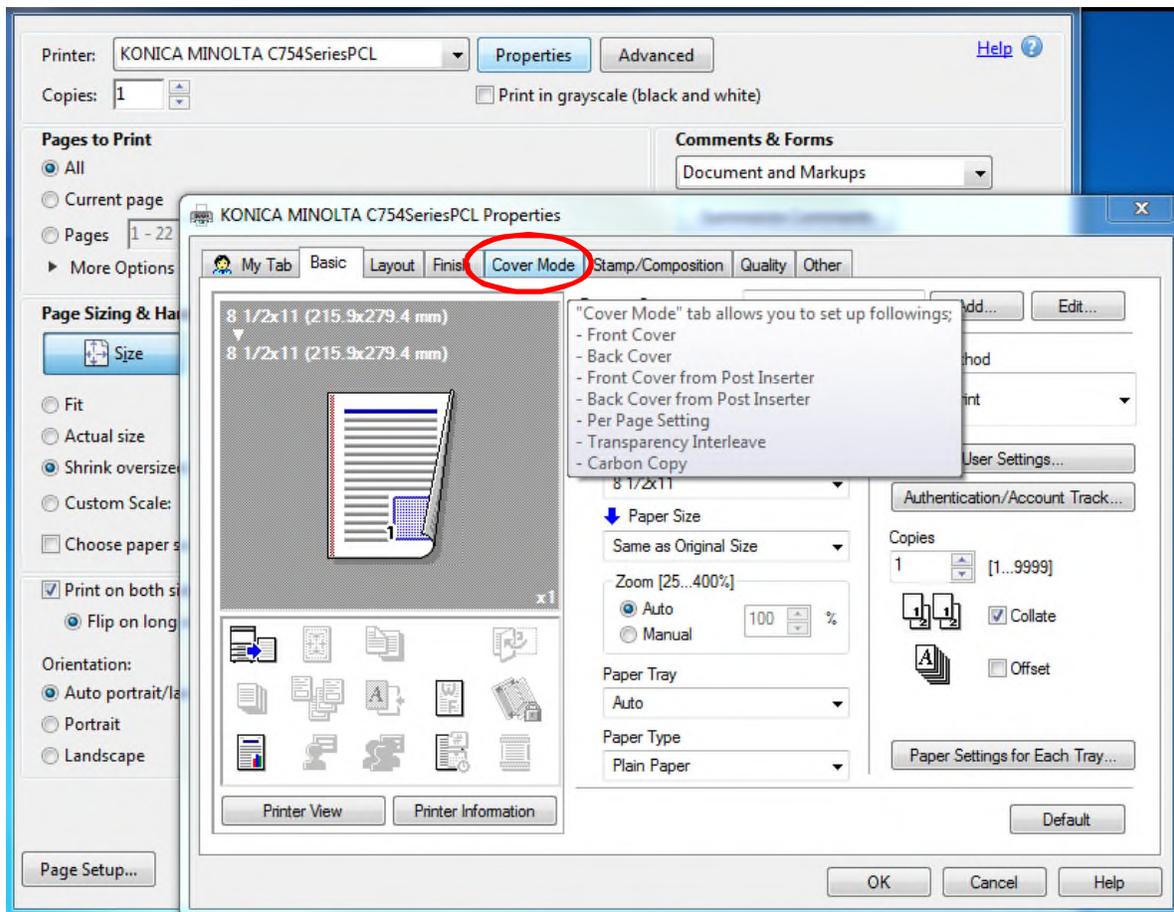


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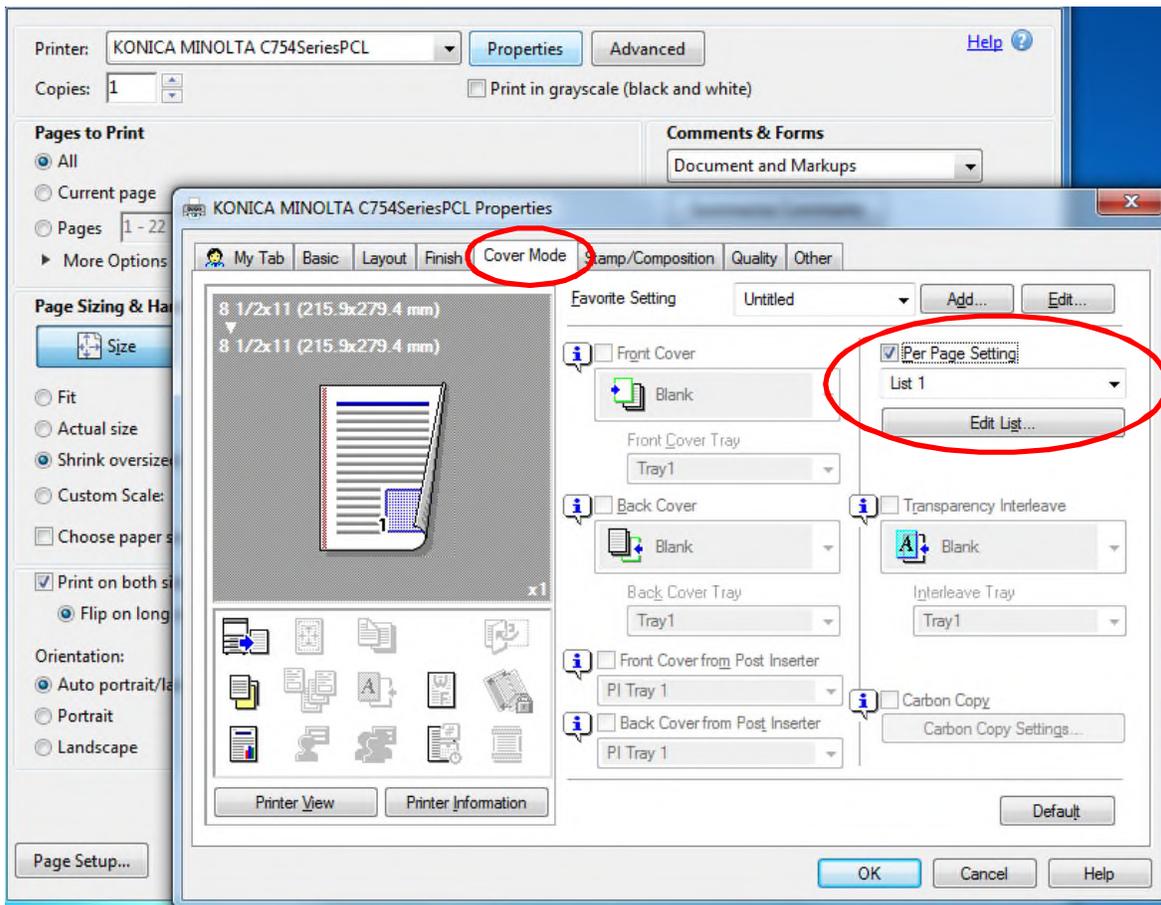
Open your document and determine the page numbers that the Tab Inserts will fall on. Next tell the application to print. Access the printer properties and the screen below is what you should see.



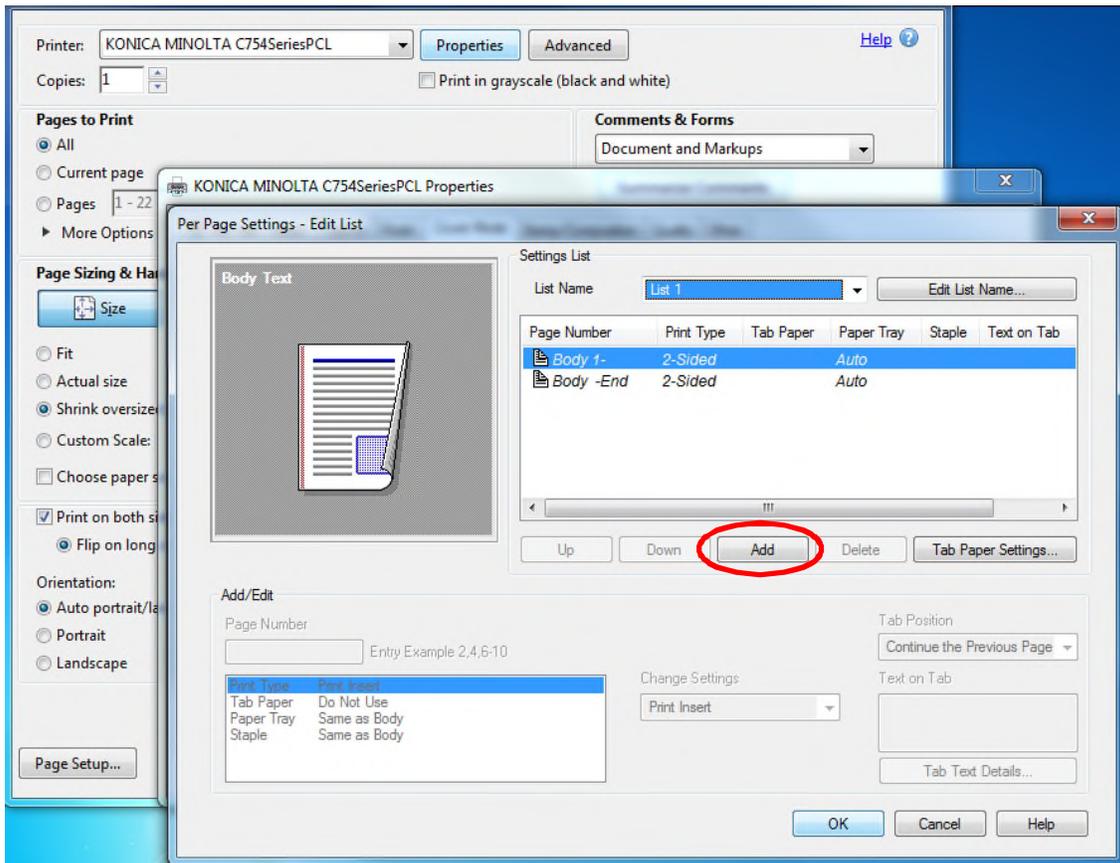
Next you will want to activate the “cover mode” in the “properties panel”.



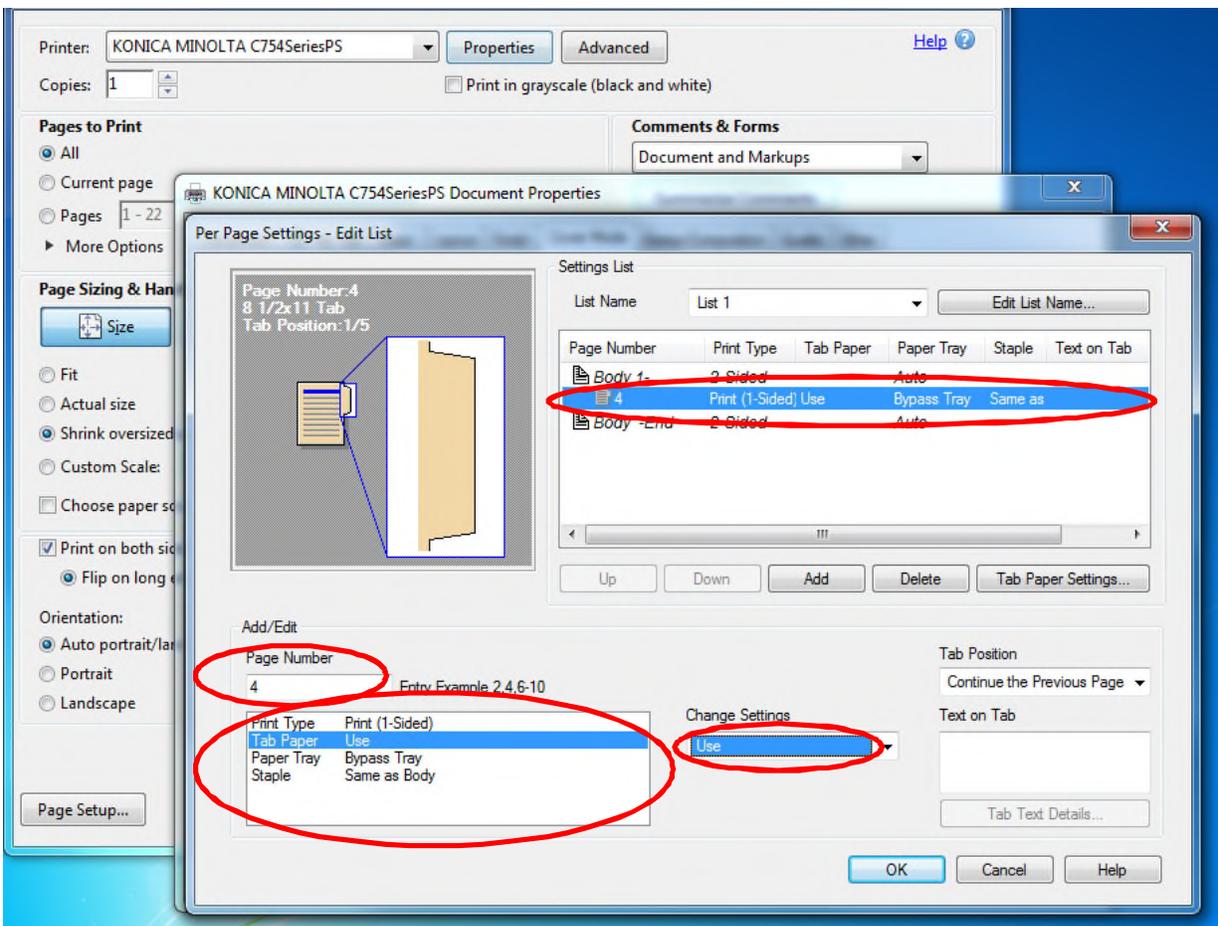
In the “cover mode” selection, you will be working with the “per page setting” and creating and editing the list. You must check “per page setting” to activate the list and the editing function.



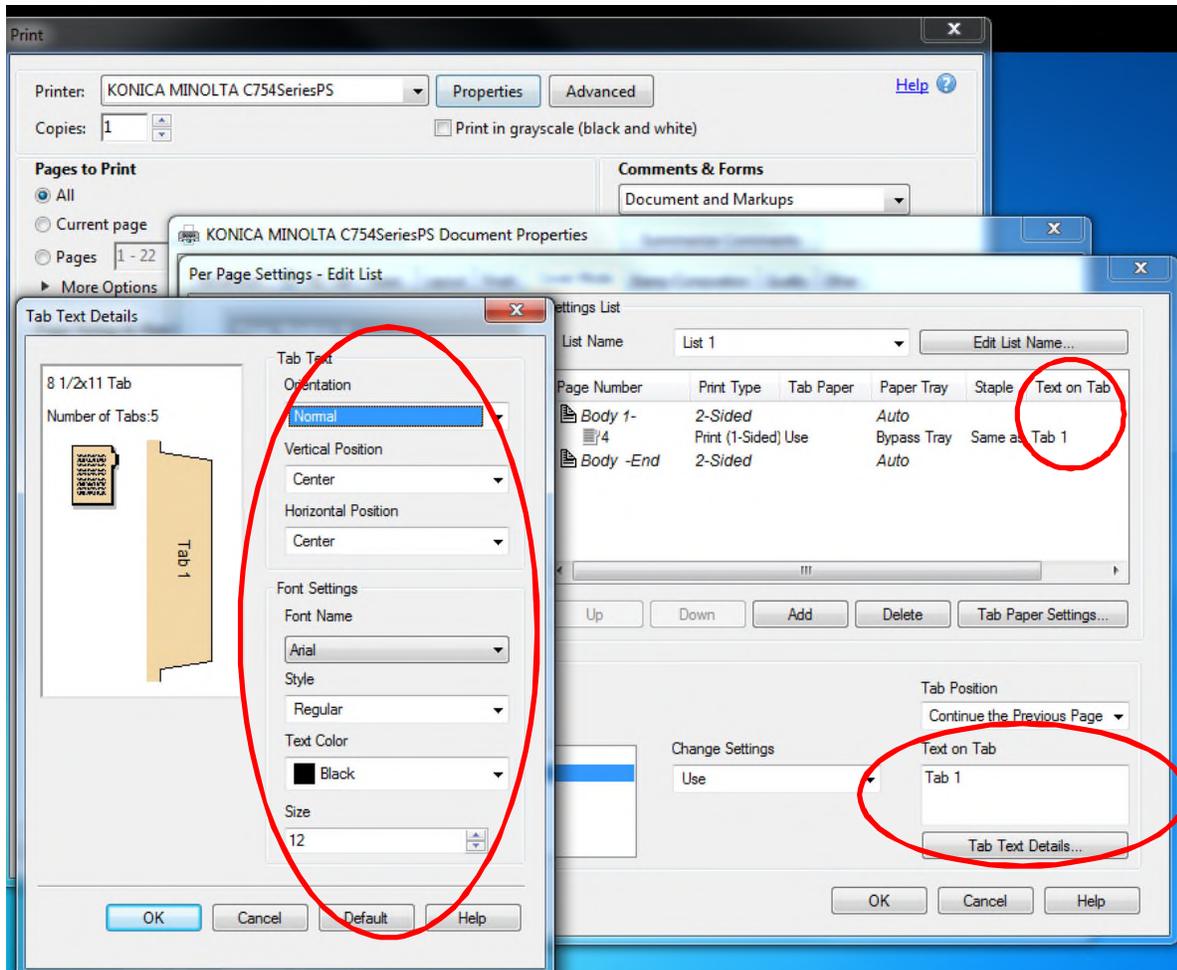
Ok, so here is the “Per Page Setting- Edit List”. What this list is showing you, is the beginning and end of your document. It is through this interface that you will add tabs to your document and define the parameters of that tab. But first you have to click the “Add” button.



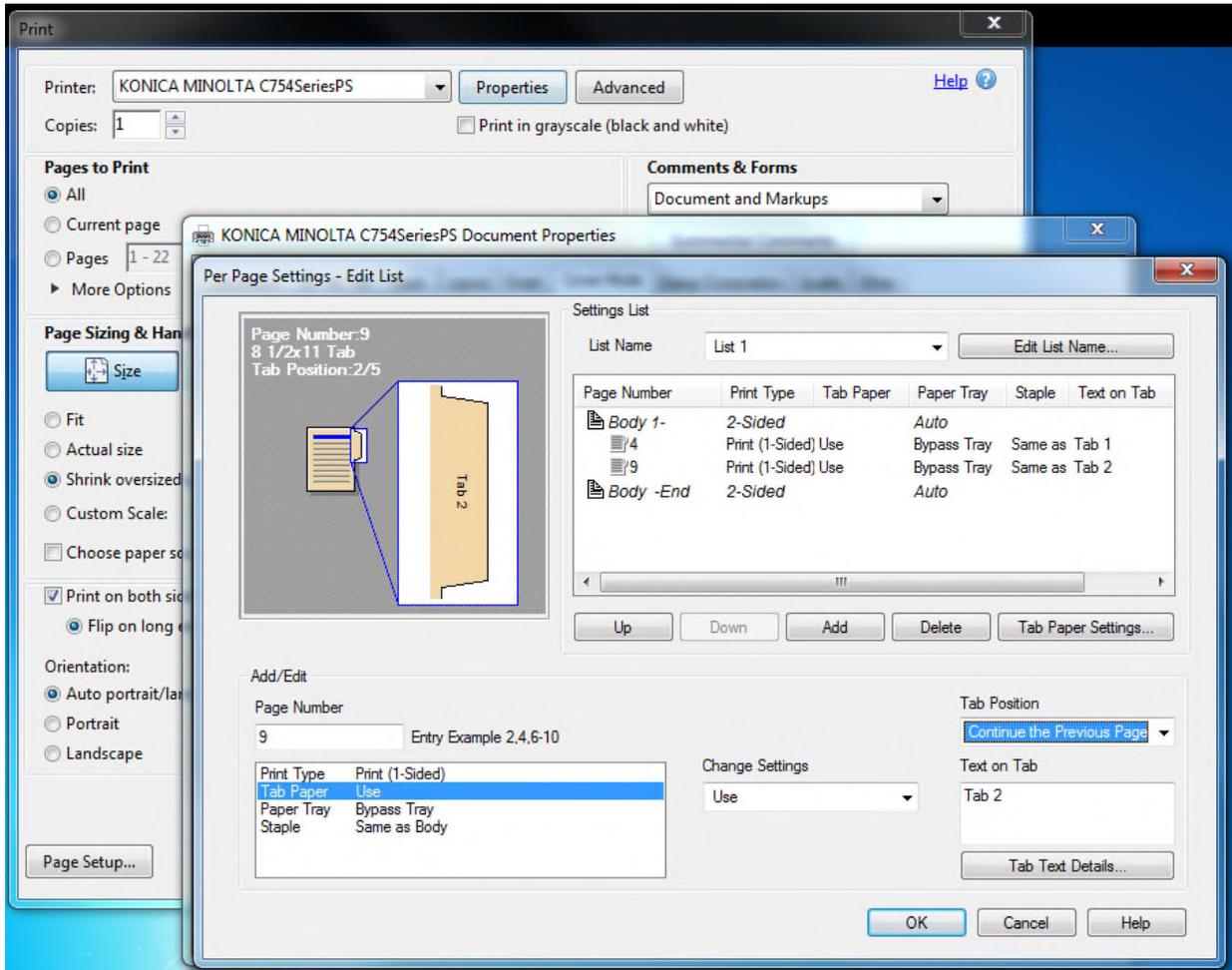
Now when you add the tab you have to assign specific parameters about the tab. These define the page number, whether it's an insert in a document that you are printing, what is printed on the tab itself. We can also define typeface and color of that text here as well as the positioning of the text on the tab. The settings you see below is typically what you would see if we are preparing an insert, the tab is designated as page 4 and will take the place of page 4 in the document and the original page 4, now becomes page 5. Under the page number designation is a set of instructions for the printer to follow. These instructions are set according to the settings in a drop down menu directly to the right of the instructions. The setting that are currently seen in this screen shot are the settings used to print the tabs in an insertion job. You will not be able to tell it to "Use" the "Tab Paper" until you change the "Paper Tray" setting to "Bypass". Once these parameters are set, they are reflected in the list.



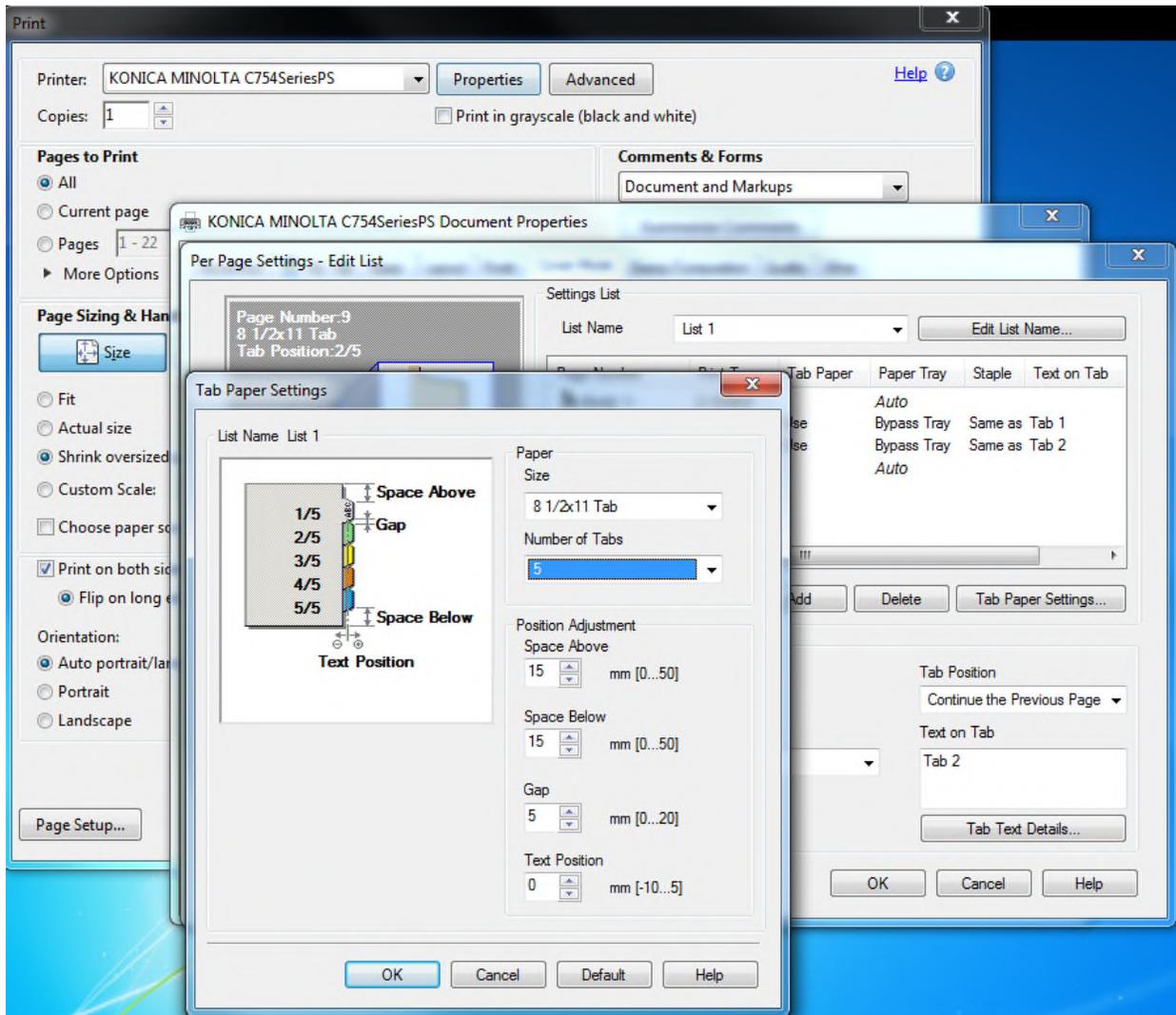
Clicking on the “Tab Text Details” opens the text editing feature. The typeface, size, color and positioning are all defined in the “Tab Text Details” dialog box. We actually set the text for the tab in the “Text on Tab” window just above the “Tab Text Detail” button. The name for the tab then can also be seen in the list in the text on tab column.



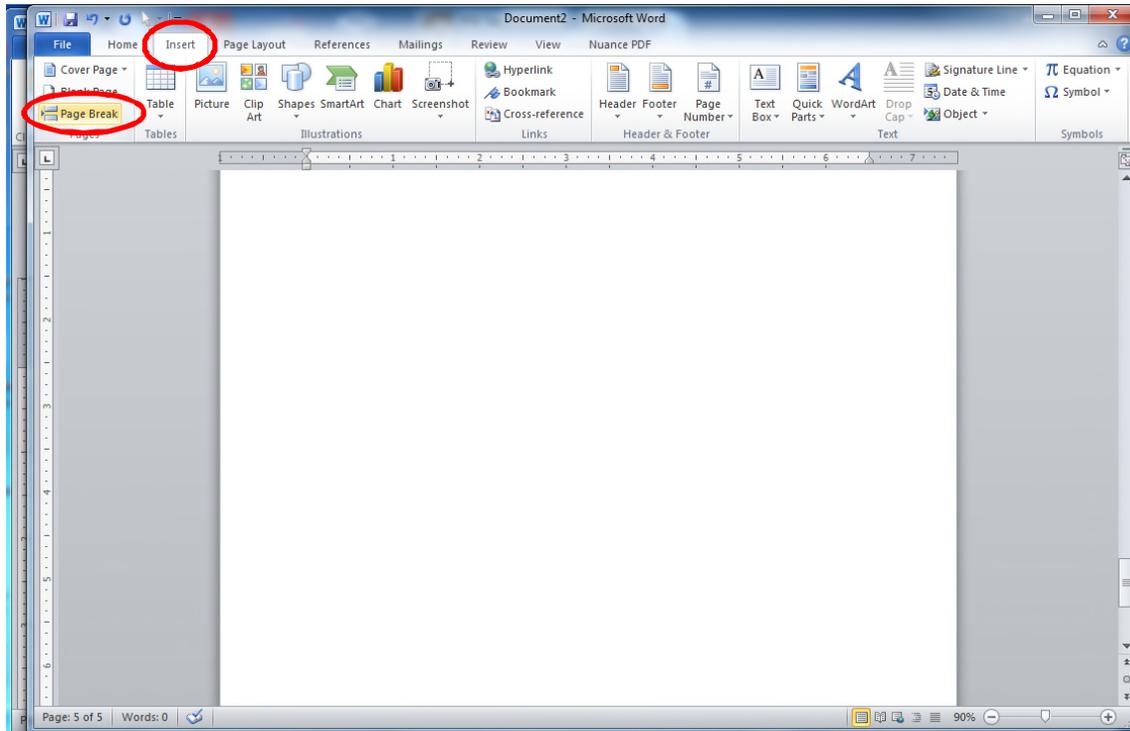
This screenshot just illustrates the addition of a second inserted tab on page 9 of the document which actually comes after page 7. This can all be a little confusing but is something you need to be aware of and may take some getting accustomed with.



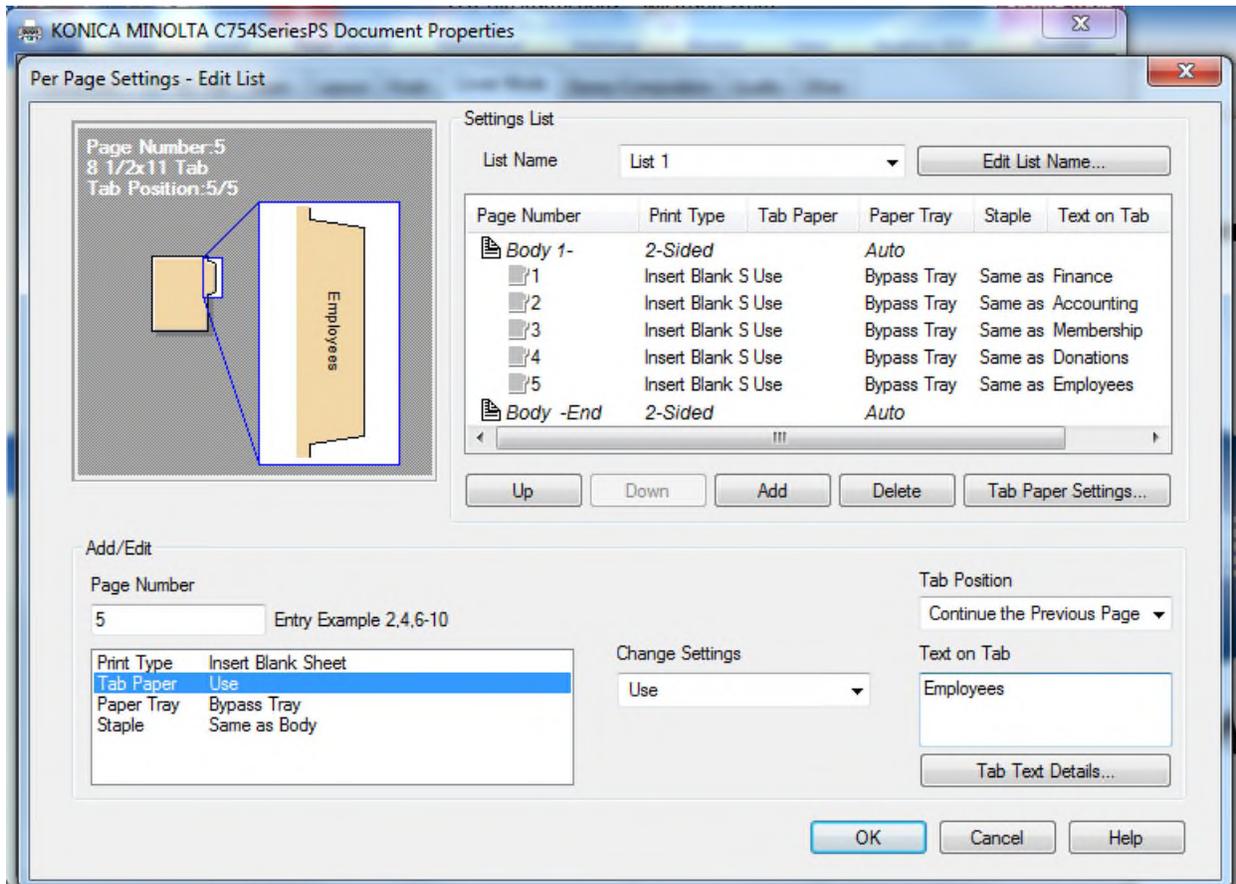
What this shot is showing you is an additional setting called “Tab Paper Settings”. This button to activate this window is found directly under the list window. These settings can set the number of tabs that you are printing, precise spacing and centering of the text in the actual tab.



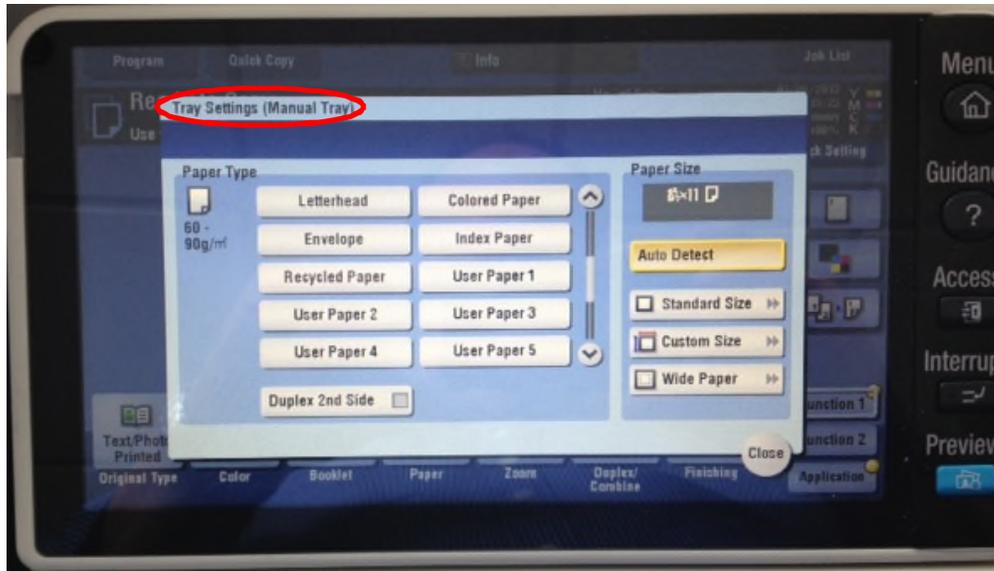
If you are attempting to set up just a tabs document for a print job to print tabs only, then this is how you would do that. Open Word to a new blank document. Go to the insert tab and add 4 page breaks creating a total of 5 pages.



Now just go to the printer properties and follow the instructions for the insertion set up. Only now we are numbering the pages 1 to up to 15 and not concerning ourselves with the insertion page number. What you see below is a list built with 5 tabs in it.



What has to happen at the printer is that when the tab stock is loaded, it's loaded in the bypass tray with the tabs going through the machine with the tabs trailing. Another way to look at it is with the tabs to the right.



The other thing is that the paper settings for the bypass tray will need to be set for "index paper". Once this is set up and the tabs are set up your ready to print.

