

DigiTabs Instructions for Use:

Handling Tips

- Handle gently. Fan 8-1/2" edge only.
- **Do not touch the tab surface. Finger oils can degrade copy quality.**
- Inspect carefully for bent or damaged tabs. If any are found, remove the entire set.
- Flat, uncurled tabs are required to eliminate image voids and deletions.
- Keep the copier clean. Excess toner from a dirty machine can print in unwanted areas.

Preparation of Originals

[Use transparent layout guide, available at \[indextabtemplates.com\]\(http://indextabtemplates.com\), to position your tabs.](http://indextabtemplates.com) (Leave unprinted margins of 1/4" on each side of tab field and 1/10" on top of tab copy.)

- Center your copy on the tab.
- Use separate original for each tab (instead of one original for an entire bank of tabs) to minimize the buildup of excess toner.

Loading Tips

Load as instructed by the copier manufacturer.

- To preserve the collating sequence when in the paper tray, unload the remaining tabs, add new tabs in complete sets, then place the original remaining tabs on the top of the stack.

Storage Tips

- To protect against humidity each inner box of DigiTabs is sealed. Do not open the sealed box until ready to use.
- For best results allow carton to acclimate to processing environment for 24 hours prior to use.
- Store in a cool, dry place. Like all paper products, tabs are humidity sensitive.