

## General Information

- Template file name tells you how many tabs are in a bank & the type of tabs they are; standard tabs, extra wide tabs, primary tabs & sub tabs
- The template is at trim size and has bleed of 5mm in the “Document setup”.
- A master page has been set up containing the grid lines, a margin where the bank edge begins and cut marks for each bank outside the 5mm bleed. Bank cut marks are to be included in final press PDF.
- Each end of the tab has a curved edge.
- All templates have been designed to suite Intertype’s unique production requirements and are considered unsuitable for other suppliers to use.
- All templates remain the property of Intertype and MUST NOT be used for any other purpose than to set up files to be printed by Intertype.

### Standard tabs:

- Tabs extend 13mm from the edge of an A4 page.
- Are 223mm wide (210mm + 13mm tab)

### Extra wide tabs:

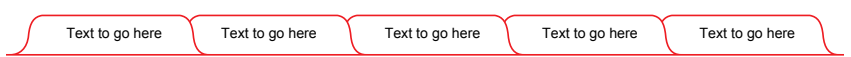
- Extra wide tabs are normally used to accommodate A4 documents that are held within plastic sleeves
- Are 248mm wide (235mm + 13mm tab)

### Primary tabs:

- Used in conjunction with sub tabs
- Are 233mm wide (220mm + 13mm tab)

### Sub tabs:

- You are unable to see the tabbed edge as it sits flush behind the Primary tab
- Sub tabs sit behind a Primary Tab.
- Are 220mm wide (210mm + 10mm tab)



### \* Please note;

With how the tabs banks are cut on our equipment with a 13mm bank, when coloured panels are applied to the bank edge, we require the artwork to contain 1mm of the image to bleed into the bank area with the remaining 12mm to be the coloured stripe.

The same applies to sub tabs with a bank edge of 10mm.

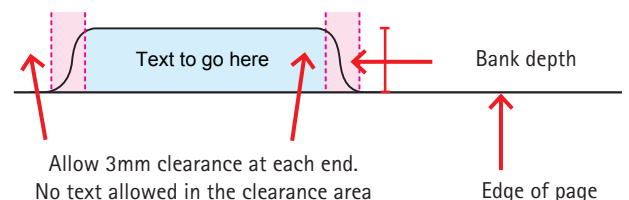
We require the artwork to contain 1mm of the image to bleed into the bank area with the remaining 9mm to be the coloured stripe.

## Number of tabs per bank:

- A bank of tabs refers to a single row of tabs. A bank can have as few as 1 tab and as many as 26. The number of tabs in a bank determines the length of each tab.
- There is no limit to the number of banks to a set

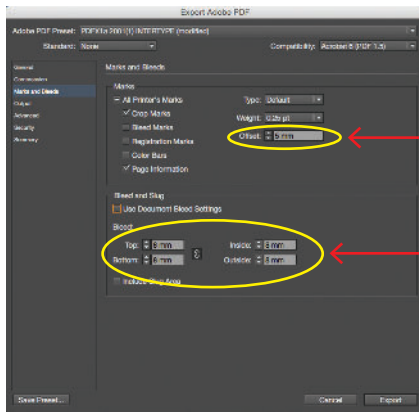
## Tab Text: (see diagram)

- Due to the curve on each bank (also known as “Valley”), you are unable to place text along the entire length of each tab
- You need to allow 3mm clearance at each end of the tab when placing text. Text may be trimmed off due to the curve of the tab if it is too close to the curved edge.
- If the tabs have a common front and/or back panel, text is to be placed on each position in order their listing order as they will be printed using one printing plate per bank.
- If the tabs have a unique front/back panel, place text only in the correct tab position on each page as they will be printed using a separate printing plate per tab position.



## Creating press PDF and checking final PDF before sending to Intertype:

- Fonts are embedded within your PDF.
- Under “Marks & Bleed” when creating your press PDF, make sure the following is applied (Diagram 1):
  - Trim offset is set to “5mm”
  - Document bleed setting of “8mm” is applied.
- Check that the file is separated correctly.** (Double check by selecting the “Advance” menu, select “print production”, “Output preview”. In the “show” drop down menu, select “Not device CMYK”).
- Check that the file is flattened.** (Double check by selecting the “Advance” menu, select “print production”, “Flattener preview”. In the “highlight” drop down menu, make sure that “None” is black text and the drop down menu is all greyed out. If not all grey, file is not flattened. You must flatten your file when creating the press pdf).



Trim "Offset" 5mm

"Bleed" 8mm

Diagram 1

**Intertype will not be responsible for reprinting your job if you do not flatten your Press PDF, or your artwork is not "Print" ready**

This means, that all technical issues associated with document size, halftone, fonts, format, bleeds, colors, trims, trim offset, vector graphics, transparency flattening, DPI, registration and color-separations have been taken care by your graphic designer.

If the printing of this job is not correct because of any artwork issues, you will be responsible for all costs

## Artwork checklist:

- Physical size is correct ie standard tab, Sub tab
- Bleed of 5mm is included in the document setup
- File is set up CMYK.\*
- Black text is not a mixture of CMYK or RGB
- Text in the tab is not in the 3mm clearance.
- All unwanted colours have been deleted from the colour pallet.

## Images checklist:

- Scans / colour images / rasterised files must be supplied at 300dpi for printing
- Images that are linked from other applications must not be scaled greater than 125%
- All linked files must be either EPS, Tiff, PSD or AI format
- No LZW compression is applied or used in other programs
- Files supplied in Illustrator are separated correctly with all links and fonts either supplied, outlined or embedded
- Colour management is off when saving files (no lab/ SWOP colour or ICC Colour Profiles are used)

- Some clients choose to use their own graphic designers and supply us with finished artwork usually as press ready PDF's. It is the graphic designer's role to ensure that their client is fully informed on how their design will perform in the printing process and to correctly specify all aspects of the job including colours.
- Intertype will faithfully reproduce what is provided in the PDF file and can't be held responsible for any errors, omissions or lack of prepress, print production or finishing knowledge of a clients appointed designer.
- All of Intertype quotes include the cost of performing one pre-flight check prior to printing of your supplied press PDF. If errors are found in the preflight, a \$25 + GST charge will apply for every resubmission of the final press PDF until correct.
- If your designer is unsure of how colours will perform, we are more than happy to provide a colour proof at a cost of \$75 + GST each. As proofs aren't produced using the actual production machinery they only provide an approximation of how the colours will perform.
- The above check list provides your designer with a handy reminder of the main items that they should considered for reliably producing PDF files that will perform in the print production process.

\*if your job requires spot colours or spot UV, please contact intertype and we will advise separately.

