

Copier Tab Template

4th Cut Tabs for Acrobat

Template Instructions

Click the highlighted box on the right edge of the page to enter your tab title.

Repeat for the remaining tabs on each separate page.

To change formatting (font, size, alignment, etc.), press Control-E or Command-E to open the Properties menu.

Once your settings and adjustments are satisfactory, Save As a new file, so your settings will be saved for future use.

Printing Recommendations

For best results, limit tab titles to one line of text.

Due to equipment variations, tab spacing may need to be adjusted.

Refer to your owner's manual on how to set up your equipment for tab printing.







