Printing Tabs with the Toshiba Printer Driver

Start with either 5 bank or 8 bank tab template attached with this document. If you need a different number of tabs, you will have to create your own or sometimes the tab's manufacturer will have a template on their website. Avery has several templates available. I found some more here:
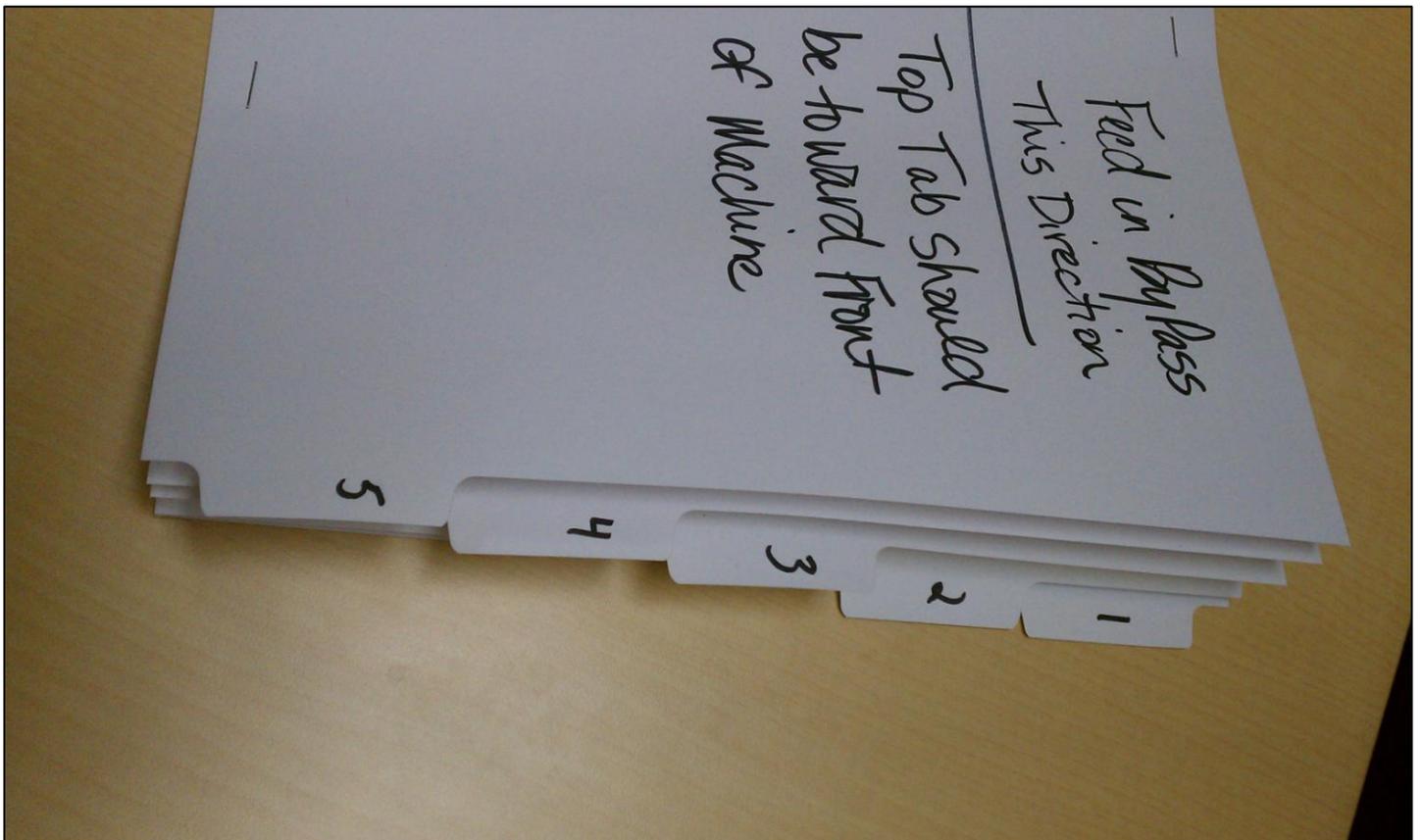http://www.mybinding.com/.sc/ms/ch/copiertabtemplates.html
Open the template, label your tabs, then select Print from the Microsoft Word Menu.
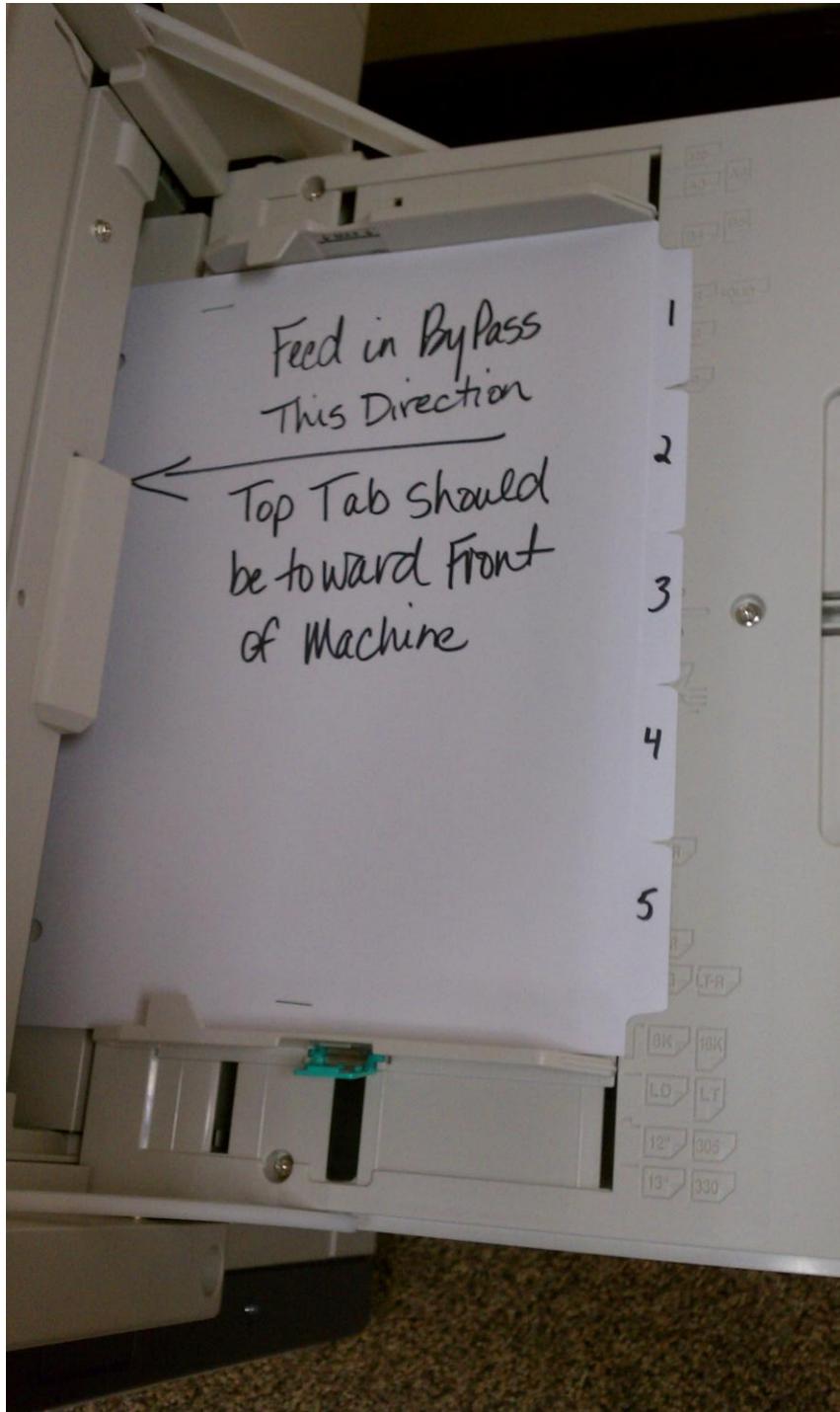
Follow the screen shots on page 3 of this document:
1. Go to Properties
2. Go to the Paper Handling tab
3. Check Insert Pages
4. Hit the Edit button
5. Check Use Tab Paper
6. From the drop down menu, select "Blanks USA copy Tabs 5 Banks" or "...8 Banks"
   *If you need to make a custom tab setup, select Custom and make your adjustments
7. The example in the screen shots is for just printing the tabs alone. If you are printing the tabs at the same time as print the document, you will need to know the page number where you want the tabs to appear.
   a. Select the page number your tab appears in the document
   b. Print Style= 1 Sided
   c. Paper Source= Bypass
   d. Paper Type= Tab(1)
8. Repeat the above for each tab

Hit Ok 3 times to print the document

Load your tabs in the bypass like this:

The printer prints on the back side of the paper when pulled from the bypass, so basically the tabs are pulled in reverse order. When they come out of the printer they should be in the correct order.
As with anything pulled from the bypass, select Job Status on the machine when it start flashing and hit Start to output the document.

Special thanks to Brian "Tab Master" Courtney for helping detail this process.
**No copiers were harmed in the making of the document.

8BankTab (Read-Only) [Compatibility Mode] - Microsoft Word

Home   Insert   Page Layout   References   Mailings   Review   View   Add-Ins   Acrobat

Print Layout | Full Screen Reading | Web Layout | Outline | Draft
Document Views

Ruler | Gridlines | Message Bar
Document Map | Thumbnails
Show/Hide

Zoom | 100% | One Page | Two Pages | Page Width
Zoom

New Window | Arrange All | Split | View Side by Side | Synchronous Scrolling | Reset Window Position | Switch Windows
Window

Macros
Macros

Print

Printer
Name: TOSHIBA 5540C   **1**   Properties
Status: Idle   Find Printer...
Type: TOSHIBA Universal Printer
Where: 10.64.204.50   Print to file
Comment: Manual duplex

Page range
○ All
○ Current page   ○ Selection
○ Pages:
Type page numbers and/or page ranges separated by commas counting from the start of the document or the section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3

Print what: Document
Print: All pages in range

Copies
Number of copies: 1
☑ Collate

Zoom
Pages per sheet: 1 page
Scale to paper size: No Scaling

Options...   OK   Cancel

TOSHIBA 5540C Properties

2 Basic | Finishing | Paper Handling | Image Quality | Effect | Others | Templates

Print Job:
Normal Print

☐ Use Front Cover:
Source: Auto   Print Style: Do not print on page
☐ Use Back Cover:
Source: Auto   Print Style: Do not print on page

3 ☑ Insert Pages:
Pages:
1, 2, 3, 4, 5, 6, 7, 8   **4** Edit...

☐ Interleave Pages:
Source: Auto
☐ Duplicate

100 %
Letter
1.2.3   1.2.3

Settings...

Profile:
None
Save Profile   Delete

Restore Defaults

OK   Cancel   Help

Insert Pages

Page:	Print Style:	Paper Source:	Paper Type:
1	1 Side	Bypass Tray	Tab(1)
2	1 Side	Bypass Tray	Tab(2)
3	1 Side	Bypass Tray	Tab(3)
4	1 Side	Bypass Tray	Tab(4)
5	1 Side	Bypass Tray	Tab(5)
6	1 Side	Bypass Tray	Tab(6)
7	1 Side	Bypass Tray	Tab(7)
8	1 Side	Bypass Tray	Tab(8)

7
8 Do for each tab

5 ☑ Use Tab Paper
Tab Manufacturer:
Blanks USA copy Tabs(8Banks) LT + 1/2" Tab   **6**

Number of tabs per Bank: 8

Tab Extension/Image Shift Width
Tab Extension
Image Shift Width

Tab Extension: 0.500   inches (0.393 - 0.787)
Image Shift Width: 0.500   inches (0.000 - 1.181)

Units:
○ inch   ○ mm

OK   Cancel

Page: 2 of 8   Words: 0   45%

1:10 PM
8/10/2011