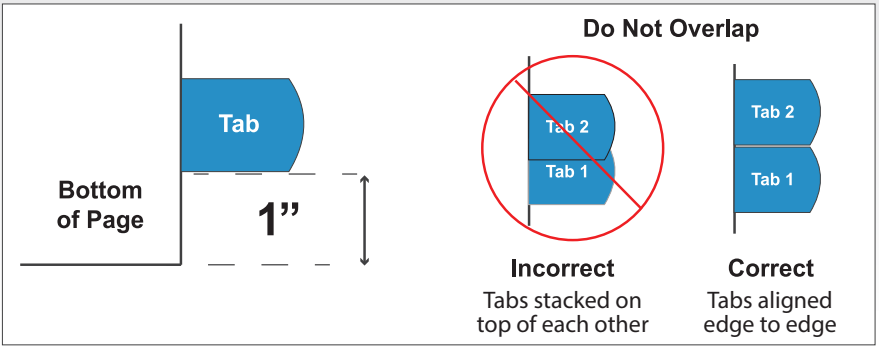
Instructions For Applying Your Tabs

You will start at the back of the book and work your way to the front. Tabs will be placed on the right-hand side of your Code book facing the front. To place the tabs properly, align the black vertical line on each tab with the edge of the page and place them edge-to-edge with no overlap.

NOTE: For some tabs, the reference may be on the left page of your Code book, but the tab will be placed on the right side for consistency. On some pages, you may have more than one tab.



CAUTION: Tabs hold fast on contact. Make sure that you have correct placement before applying each tab.

STEP 1 – Beginning at the back of the book, find the index page that has “T” and apply the last tab labeled “T–Z” one inch from the bottom of the page.

STEP 2 – Find the next page to be tabbed. Position the corresponding tab on the page just above the previous tab using the black line for guidance, taking care that they don’t overlap. Repeat, working your way up the tabs towards the front of the book and stopping one inch from the top of the page.

STEP 3 – Repeat step 2 with your next tab, making sure to start one inch from the bottom. Continue tabbing upward until you reach one inch from the top.

STEP 4 – Repeat step 3 until all tabs have been placed.