

# DOCUCOPY® COPIER TAB TEMPLATE

5<sup>th</sup> cut tabs for acrobat

- Replace the highlighted box on the right with your tab title
- Repeat for the remaining tabs on each separate page
- To change the formatting (font, size, alignment, etc.), press Control E or Command E to open the properties menu
- When ready to print, choose a printer and select the properties menu button. In this menu, select paper size 9 x 11









