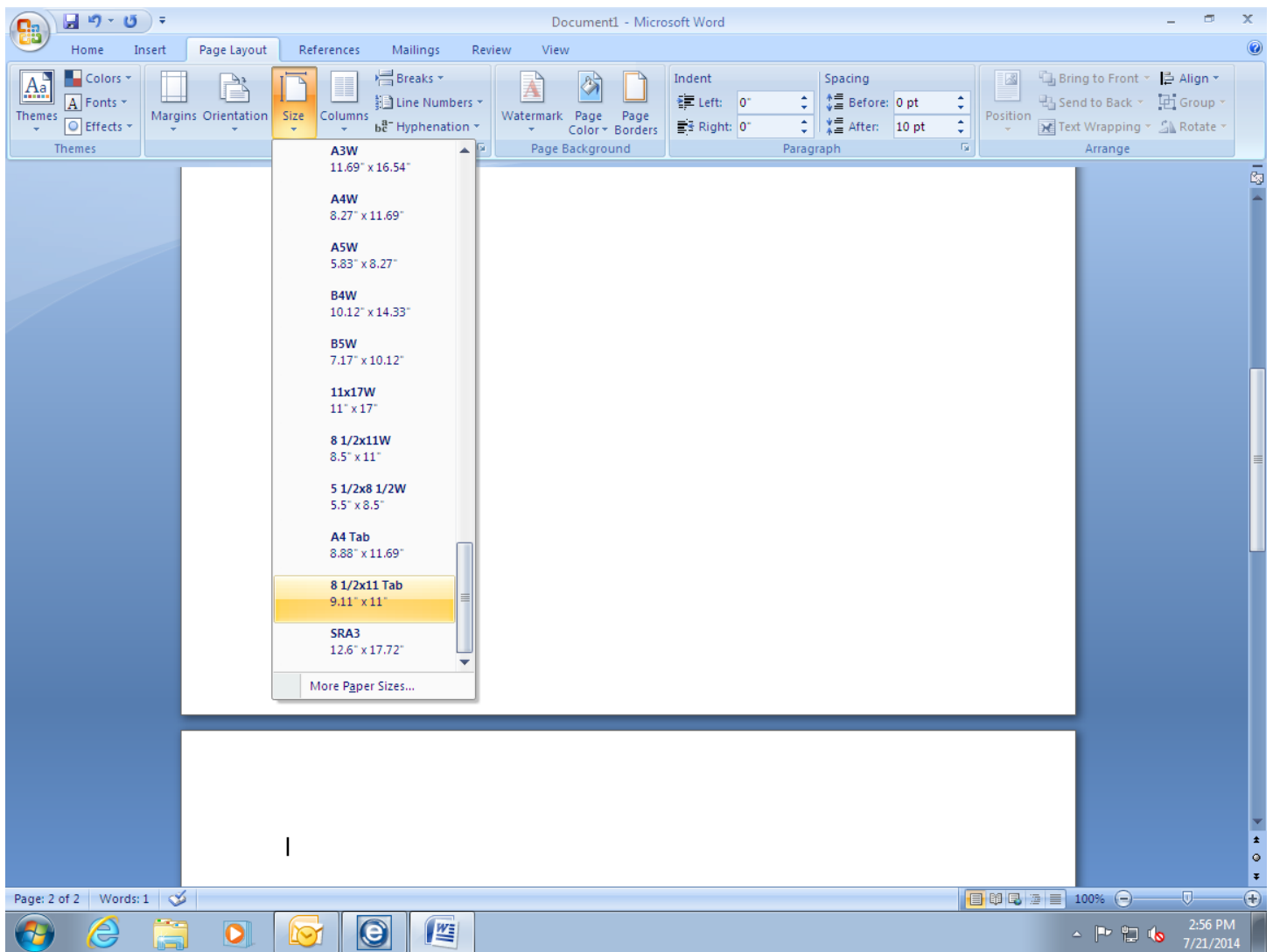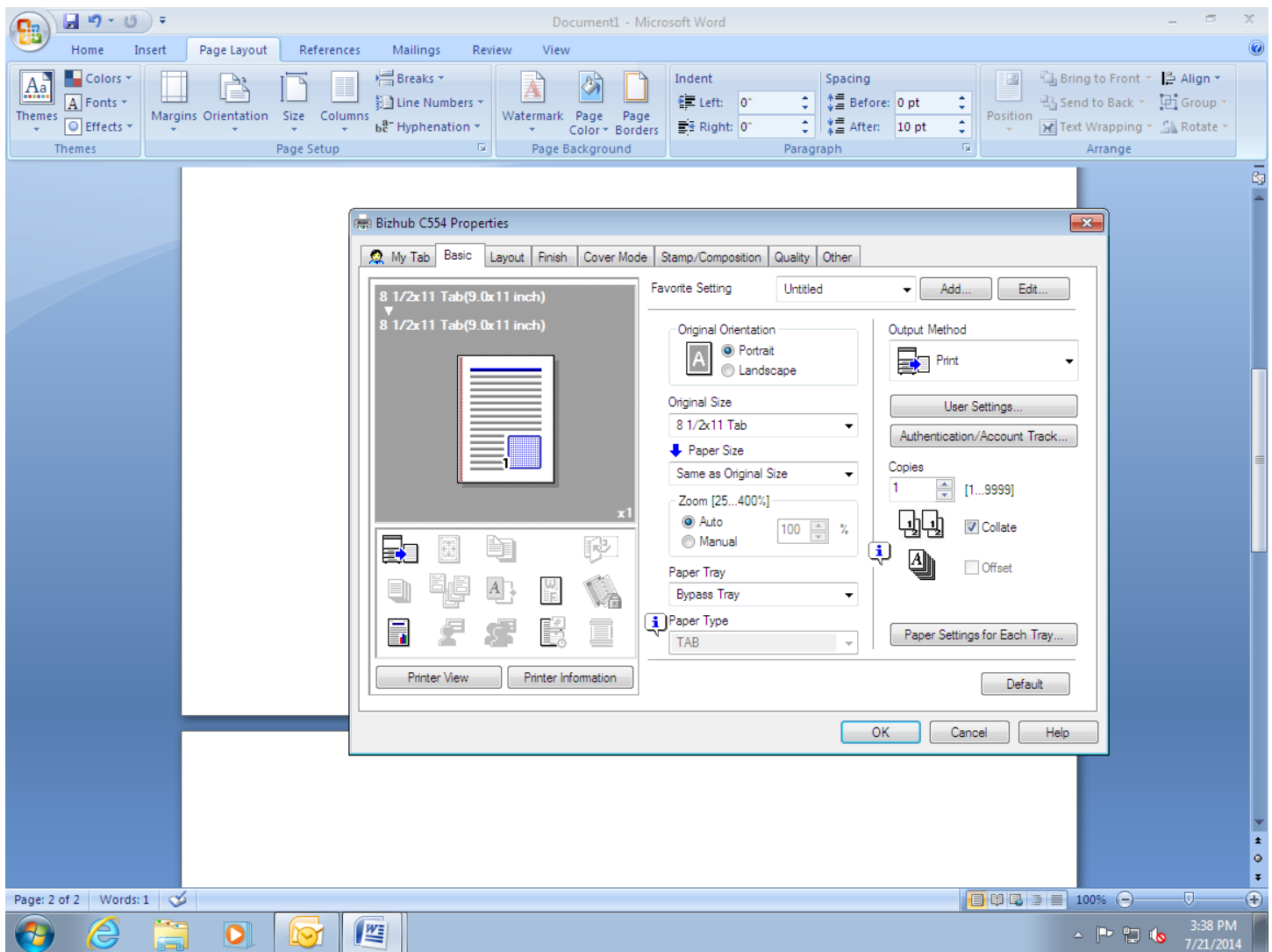How to create & print tabs through Microsoft Word

Create Tabs

1) Open a blank Word document
2) Select [Page Layout]
3) Select [Size]
4) Select [8.5x11 Tab]
5) Select [Insert]
6) Select [Blank Page] with the number of pages equaling the number of tabs to be printed (Example: 5 tabs equals 5 blank pages)
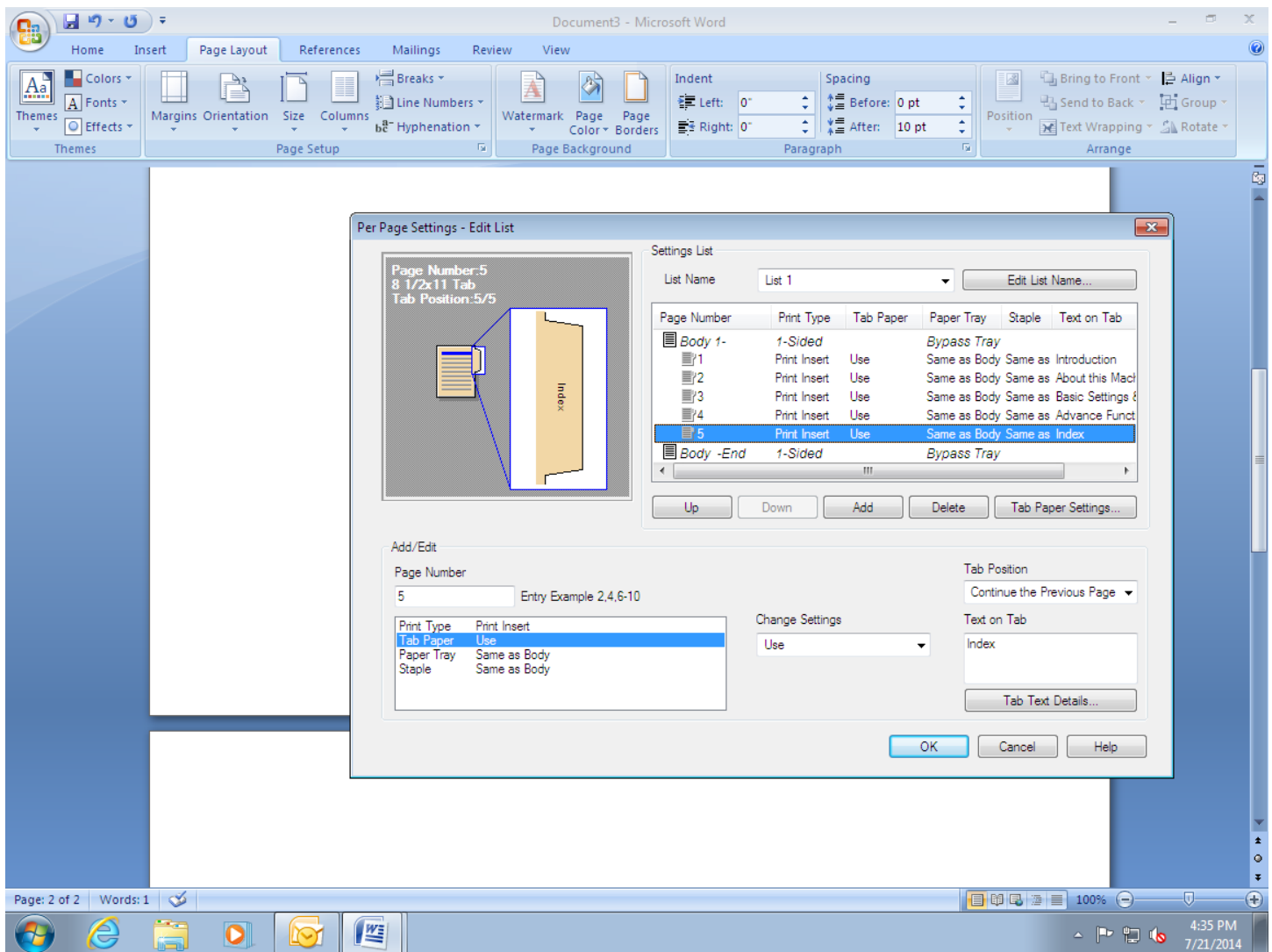
Printing the Tabs

7) Select [File/Print]

8) Select [Konica Minolta bizhub MFP] as printer

9) Select [Properties]

10)   Select [Basic]

11)   Select [Original Size] and scroll down to [8.5x11 Tab]

12)   Select [Paper Tray] as [Bypass Tray]

13)   Select [Paper Settings for Each Tray]

14)   Select [Paper Type] as [TAB]

15)   Select [OK]

How to create & print tabs through Microsoft Word

16)   Select [Cover Mode]

17)   Select [Per Page Settings]

18)   Select [Edit List]

19)   Select [Add]

20)   Assign [Page Number] of tab

21)   Select [Print Type] as [Print Insert]

22)   Select [Tab Paper] to [Use] in [change Settings]

23)   Select [Text on Tab] to type the name of tab

Optional: Select [Tab Text Details] to change [Orientation], [Vertical Position], [Horizontal Position], [Font], [Style], [Text Color] or [Size]

24)   Repeat [Steps 19 through 23] until finished

25)   Select [Edit List Name] to rename your tabs, if desired.

                  (The settings will stay in the print driver until changed or deleted)

26)   Select [OK] twice

27)   Hold, do NOT print your tabs yet
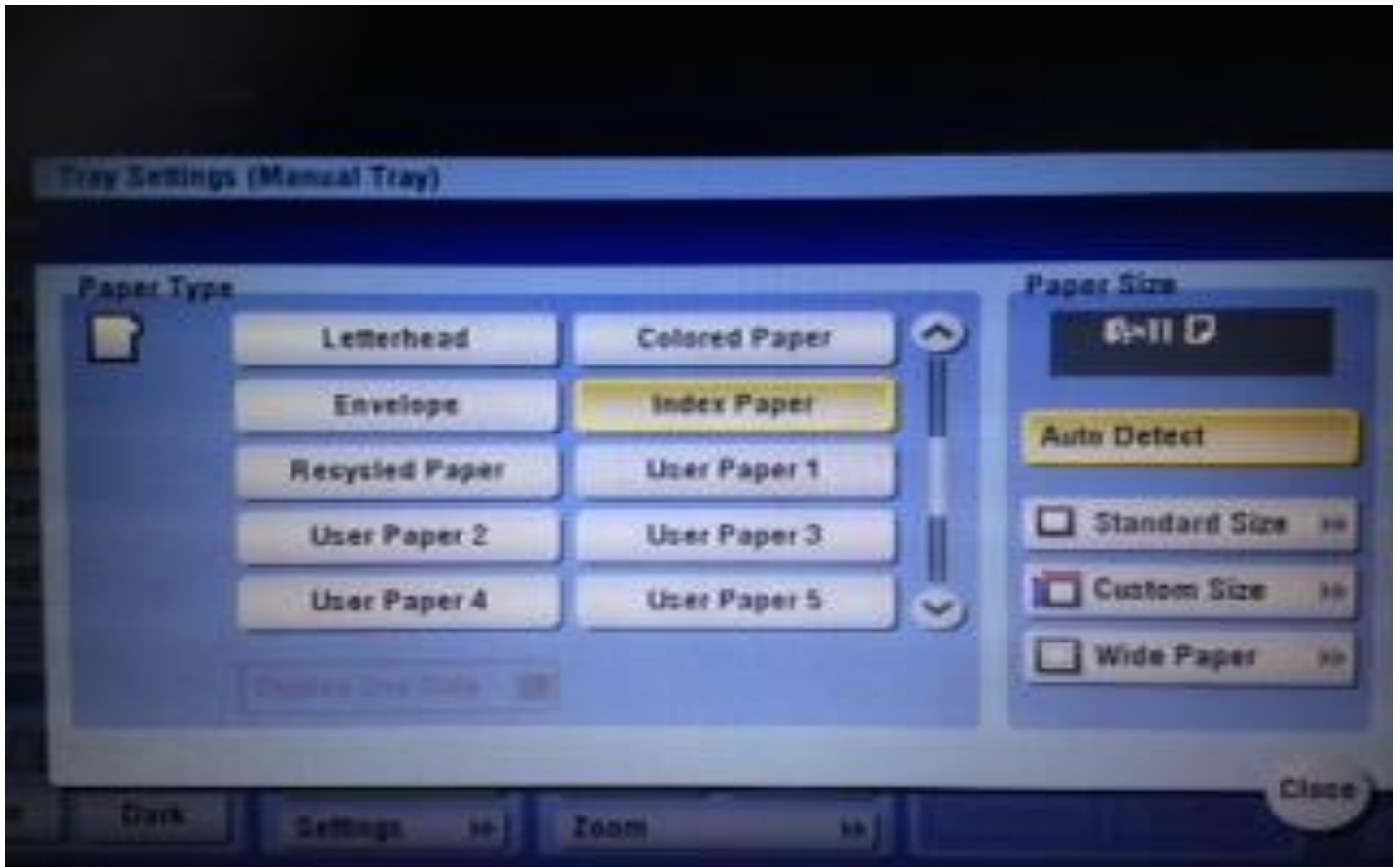
At the MFP

28)   Select [Copy] mode

29)   Load [Bypass Tray] with the tabs facing out and in reverse order

                  (The bizhub will only pull tabs from the Bypass Tray and pulls from the top)

30)   The [Bypass Tray Settings] will appear

31)   Select [Index Paper] in menu 2/3 display using down arrow icon

32)   Select [Close]

33)   Return to your Word document, Select [Print]

34)   Return to the bizhub MFP to retrieve your printed tabs