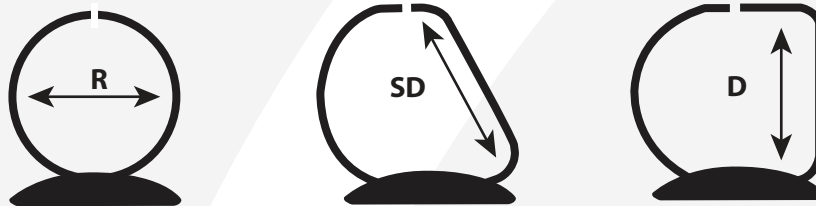


Binder Designer's Guide

For reference purposes, binderies always state the binding edge first then the additional tab extension when describing sheet size. i.e. 11" x 8 1/2" + 1/2" would translate to binding treatment to be on the 11" edge with a tab extension of 1/2". Total area of sheet pack to cover an 11" x 9" area.

How To Determine Ring Size



The ring size of your binder is determined by the inside diameter or straight edge of the ring metal, NOT the outside width of the binder spine. The size of a round ring is figured by measuring the inside diameter of the ring. For a D or Slant D, measure the length of the straight or angled edge. Ring metals sometimes measure slightly larger than the stated size.

Ring Elements available for 11" x 8 1/2" sheets									
	1/2"	3/4"	1"	1 1/4"	1 1/2"	2"	2 1/2"	3"	4"
Round	X	X	X	X	X	X	X	X	N/A
D	N/A	N/A	X	N/A	X	X	X	X	N/A
Slant D	N/A	N/A	X	N/A	X	X	X	X	X

Artwork Guidelines

- Spine printing area should come no closer than 3/8" away from hinge edge of spine. For best results, the maximum printing width on spine should equal the ring capacity.
- If rivets are not concealed, keep copy at least 3/8" away from rivet centers.
- Copy to bleed off edges must extend at least 3/8" beyond layout perimeters.
- Utilize upload utility on web site when possible following noted guidelines.

How To Determine Ring Size

The charts to the right are a guide to approximate paper capacity. The actual amount of paper that a ring mechanism will hold can vary based on the weight and type of paper, including the number of index tabs. It is recommended to stack and measure the contents then add ¼" to get the proper/comfortable sheet capacity. All three popular metal styles are shown.

Decorative Methods

- Screen-Printing
- Foil Stamping
- Debossing
- Applique (for raised/dimensional effects)
- Offset Printing

Accessories


Index Tabs: Custom made to coordinate with your binder or choose the economy of in-stock tabs.


Sheet Lifters: Facilitates page turning in all binders. A must with rings 2" or larger.

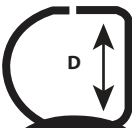
Plastic Page Protectors: Gives a "finished" look to your front and back cover pages and prevents ink or toner offsetting to the vinyl inside covers.

Options

- One or Two Literature Pockets
- Label Holders on Spine
- Business Card Pocket(s)
- Color Coordinated Rings
- Padded Covers
- Concealed Rivets
- Easel Backs

	Number of Sheets				
	24# Bond	70# Text	80# Gloss Text	100# Gloss Text	80# Cover
.5"	85	75	92	65	42
1"	165	150	187	129	95
1.25"	206	187	233	161	118
1.5"	247	225	280	193	142
2"	230	300	374	258	190
2.5"	412	375	467	322	237
3"	495	450	561	387	285
4"	N/A	N/A	N/A	N/A	N/A

	Number of Sheets				
	24# Bond	70# Text	80# Gloss Text	100# Gloss Text	80# Cover
.5"	N/A	N/A	N/A	N/A	N/A
1"	184	170	212	146	110
1.25"	N/A	N/A	N/A	N/A	N/A
1.5"	276	255	318	219	165
2"	368	340	424	292	220
2.5"	460	425	530	365	275
3"	552	510	636	438	330
4"	736	680	848	584	440

	Number of Sheets				
	24# Bond	70# Text	80# Gloss Text	100# Gloss Text	80# Cover
.5"	N/A	N/A	N/A	N/A	N/A
1"	220	200	250	172	125
1.25"	N/A	N/A	N/A	N/A	N/A
1.5"	330	300	375	258	187
2"	440	400	500	354	250
2.5"	550	500	625	430	312
3"	660	600	750	516	375
4"	N/A	N/A	N/A	N/A	N/A