

Digital process printing artwork planning guide

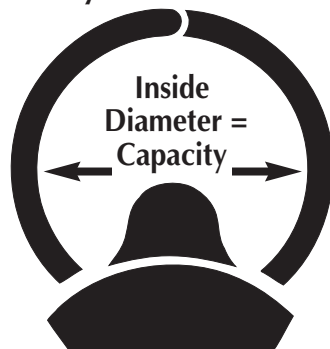
Follow these guidelines and the ones on the Artwork Planning Guide for Inserts page to plan your VINYL binder and prepare your artwork. If you need assistance with artwork, we can help. Ask your Customer Service Representative about art charges and prices for vinyl loose-leaf products.

If you need printed inserts for Clear Overlay or Pictorial binders, see pages 2 & 4 of this section.

Determine Your Binder Capacity:

This is done by measuring the inside diameter of the ring. **DO NOT** measure the outside spine of the binder.

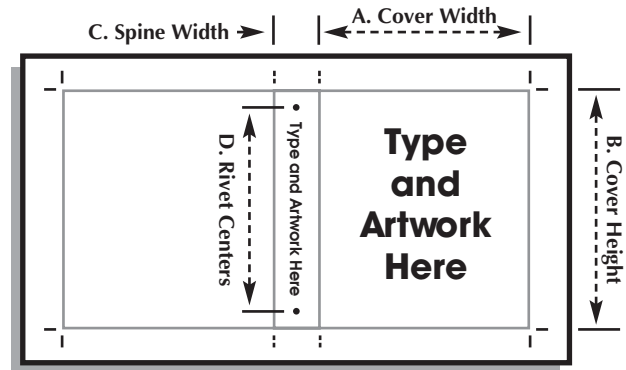
You should consider how many sheets of paper you plan to have in your binder and if you may be adding sheets in the future.



The following chart will give you a guide as to how large a ring you should order based on the number of sheets of paper you expect the binder to hold. These capacities are for Round Ring, D-Ring or Angle D-Ring binders.

Capacity (Inside Diameter)	Holds Approximately
1/2" Ring Size	100 sheets
1" Ring Size	200 sheets
1 1/2" Ring Size	300 sheets
2" Ring Size	400 sheets
2 1/2" Ring Size	500 sheets
3" Ring Size	600 sheets

Capacities are based on 20# bond paper



(Note: All rivets are 1/4" in diameter.)

Prepare Your Artwork:

Front Cover Art: Unless your art bleeds, all images should be kept at least 3/16" away from the heat seal (see A & B). If art bleeds, allow at least 3/8" beyond the edge of the cover. It is recommended that art not bleed into spine area.

Spine Art: Unless you are ordering a binder with concealed rivets, or a D-Ring binder, locate the art for spine at least 1/4" away from the rivet centers (see D), and 3/16" away from the heat seal.

Binder Dimensions are to the outer edges of the heat seal.	Capacity	A. Cover Width	C. Spine Width	D. Rivet Centers
Round Ring Binders 11" x 8 1/2" B. Cover Height 11 9/16"	1/2"	9 3/4"	1 1/8"	9 9/16"
	3/4"	9 3/4"	1 1/8"	9 9/16"
	1"	10 3/8"	1 1/2"	9 9/16"
	1 1/4"	10 5/16"	1 3/4"	9 9/16"
	1 1/2"	10 13/16"	1 15/16"	9 9/16"
	2"	11 3/16"	2 13/16"	9 9/16"
Round Ring Binders 9 1/2" x 6" B. Cover Height 10 1/8"	1/2"	7 3/8"	1 1/16"	8 1/16"
	3/4"	7 9/16"	1 3/16"	8 1/16"
	1"	7 3/4"	1 1/2"	8 1/16"
	1 1/2"	8 1/16"	2 3/8"	8 1/16"
Round Ring Binders 8 1/2" x 5 1/2" B. Cover Height 9 1/8"	1/2"	6 13/16"	1 1/32"	7"
	3/4"	7"	1 1/4"	7"
	1"	7 1/16"	1 9/16"	7"
	1 1/2"	7 5/8"	2 3/16"	7"
D-Ring Binders 11" x 8 1/2" B. Cover Height 11 9/16" 8 1/2" x 5 1/2" (Height 9 3/16")	1"	10 5/16"	1 3/4"	
	1 1/2"	10 9/16"	2 5/8"	
	2"	11 13/16"	3 5/16"	
Angle D-Ring Binders 11" x 8 1/2" B. Cover Height 11 9/16"	1"	10 3/8"	1 1/2"	
	1 1/2"	10 13/16"	1 15/16"	
	2"	11 3/4"	2 13/16"	
	2 1/2"	12 1/8"	3 3/8"	
	3"	12 9/16"	4"	
	4"	12 5/16"	5 3/16"	