

BUYING GUIDE • Binders



Whatever the job, from professional presentations to storing and organizing large volumes of paperwork, there is a binder style that's perfect for the task. Here are a few pointers.

CHOOSE A BINDER STYLE

View Binders

Clear overlay allows you to insert your own covers and spines for a custom look. Makes a great impression for presentations and allows easy identification.



Standard, Non-view Binders

Ideal for reference and storage of any amount of paperwork. Many styles include spine labels for easy identification.



Flexible Binders

Designed for smaller presentations and reports. Easily portable, fits perfectly into briefcases. Available with solid colors or view covers for customization.



CHOOSE A RING TYPE TO FIT YOUR DOCUMENT PAGE COUNT

Ring Types



Round Ring

Traditional ring shape with standard capacity.



EZ-Turn™ Ring

Allows for smoother page turning. Ring is mounted to the back cover so pages lie flat.



Slant Ring

Holds up to 25% more than round ring. More durable than round ring.



D-Ring

Holds approximately 30% more than round ring. More durable than round ring.



EZD® Ring

Holds up to 50% more than round ring. Pages turn easily with Gap Free™ rings. More durable than round ring.

BASED ON RING TYPE, SELECT THE CORRECT BINDER SIZE FOR YOUR PROJECT

Sheet Capacity

Ring Size	Round Ring	EZ-Turn™ Ring	Slant Ring	D-Ring	EZD® Ring
½"	100	100	120		
1"	175-250	200	200-270	200-275	275
1½"	275-375	375	325-375	350-540	400
2"	325-500	500	475-540	480-540	540
3"	450-625	600	600-725	600-670	670
4"	750		725-890	700-780	780
5"	1,000		925-1,100	950-1,050	1,050
6"	1,300				

EXTRA FEATURES TO LOOK FOR:

- **Easy opening one-touch ring** Offers easier, one-handed operation
- **Gap-free rings** Prevents gapping to keep pages secure and easy to turn
- **Back-mounted rings** Allows pages to lie flat
- **Label holders** Perfect for identifying spines of storage binders
- **Nonstick material** Prevents transfer of ink from printed materials to pockets or covers
- **Pockets and business card slits** Organize and secure loose papers and business cards