



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



EZD RING

Holds increased capacity vs. same size slant and round ring. Gap Free™ prevents gapping and misalignment of rings.



D-RING

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



SLANT RING

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



ROUND RING

Traditional ring shape with standard capacity.



GAPLESS RING

Solid rings have no gaps. Pages flow smoothly, and rings will not open if binder is dropped.

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

SHEET CAPACITY

Ring Size	EZD Ring	D-Ring	Slant Ring	Round Ring	Gapless Ring
½"			120	100	
1"	275	200-275	200-270	175-250	
1½"	400	350-540	325-375	275-375	
2"	540	480-540	475-540	325-500	
3"	670	600-670	600-725	450-625	670
4"	780	700-780	725-890	700-750	780
5"	1,050	950-1,050	925-1,100	900-1,000	1,050
6"	1,250	1,300			

SPECIAL FEATURES TO LOOK FOR:

- **Easy-opening one-touch ring** Offers easier, one-handed operation
- **Gap-free or Gapless ring** Prevents gapping to keep pages secure and easy to turn
- **Back-mounted ring** 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
- **Recycled** Choose binders made from post-consumer recycled content and those made of materials which are 100% recyclable