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

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.

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

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.

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

EXTRA FEATURES TO LOOK FOR:

- **Easy-opening one-touch ring** Offers easier, one-handed operation.
- **Gap-free 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.