

How To Bind With Plastic Comb Binding

Definition: Comb binding is a method of securing loose printed pages using a piece of plastic with "teeth" that fit into rectangular holes in the paper..



Also Known As: plastic comb binding, or GBC binding.

Carefully punch the paper you need to bind first. Then follow the steps below:

1. Select the proper size of comb

- Most providers of plastic combs will be able to give an estimation of the size based on the count of sheets of paper and covers.
- A comb that is too small will hinder both the durability and

usability of the document as pages will not turn freely and could ultimately rip.

-Comb bind spines that are too large will look awkward and will not function as well as a properly fitted binding.

-Appearance is perhaps the best way to judge the size of a comb.

2. Place the comb on the comb binder so that it opens

-Place the solid spine of the comb on the binding opener from the back side so the loops are in between the fingers of the **comb** binding opener.

-Make sure that the comb binding will open up rather than down.

3. Depending on the system: push or pull the lever to open the comb binding

-Most systems have a single lever that will operate the punch by pulling forward and the comb opener by pushing back

-Electric punches and some manual systems will have a separate that will usually be pulled toward the operator to open the combs.

-Opening the comb too far will cause the binding to snap shut and possibly fly off the system.

4. "Hang" the front binding cover face down, followed by the contents of the document, and finish with the back cover

-It is very common for plastic comb bound documents to have oversized covers which are easier to hang alone.

-The contents of the document can be hung in sections. For larger documents, it may be necessary to close the comb incrementally.

-For best appearance, start with the front of the document and place the document on the comb binding face down. (This will ensure that the seam of the comb binding is on the back side of the document).

5. Replace the lever into the center or resting position to close the comb binding, and lift the book off the comb opener to remove the document. Make sure that your pages turn freely and that it is assembled correctly and your proposal is done.

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