

everything you need  
to know about

# Spiral+Wire-O Bound Books



# What are Spiral + Wire-O binding?

Spiral and Wire-O Bound books use a plastic or metal coil that is fed through small holes punched in the pages and cover of the book. The coil holds the pages and cover as an assembly yet still allows them to open freely and lay flat. The pages can be opened a full 360 degrees (cover to cover). This allows an open book to fold back upon itself and yet still remain flat. This binding style is durable and is often used for notebooks, handbooks, photo books and portfolios.

## COLOR OPTIONS

· Yellow · Fuchsia · Pink · Clear  
Reflex Blue · Mint Green · Teal  
Orange · White · Black · Red ·

## SPIRAL

White · Black

## WIRE-O



**WIRE-O**



**SPIRAL**

You can purchase your own materials for your project. We recommend [www.mybinding.com](http://www.mybinding.com). There are many colors available. Samples are available behind the counter.

## SIZES



**Maximum Sheets:** 100  
(thinner papers may fit more)

**Margins:** Gutter margin of at least 1/4 inch

**Size:** No standard size

**Format:** PDF, single pages, crops and bleeds if applicable

**Covers:** Cardstock, Clear covers up to 11x17in.

Spiral + Wire-O bound books can be bound either portrait or landscape.

You can also bring your own materials to bind as long as holes can be punched into it with the binder.

We have a wide range of spiral + wire dimensions to accommodate however many pages you have in your book.

There's no standard size for Spiral or Wire-O Bound books.

**The coils are 12" long**, so books longer than that would have the coil centered on the spine unless otherwise specified.

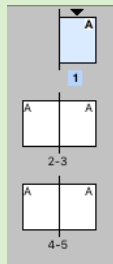
Smaller books will be trimmed exactly to size. You will have to provide crop or cut marks for us to know where to trim your book.

We can also show you how to use the spiral binder and you can do your own binding for FREE!! It's easy and fun!

## FILE SETUP

→ Set up your file using facing pages.

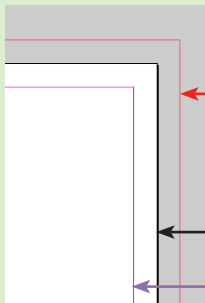
Your cover will simply be page 1 of your pdf, and the back cover will be the last page of your pdf. We also offer the option to include a clear plastic cover (for books up to 11x17in) and a card-stock front/back cover to make your book more sturdy.



### → Margins ←

We suggest leaving a gutter margin of at least  $\frac{1}{4}$  inch on the side you intend to bind, this leaves space for punching holes needed for binding without cutting off your images or text.

If any information goes to the edge of the page, or is *full bleed*, you'll want to include a bleed of .125in into your file.



**Bleed Line** - content that goes "off the page" extend to this line and will be trimmed off allowing for full bleed images.

\*If you need content to be full bleed then you will need to pull that content out to this line.

**Cut Line** - this is the actual physical edge of the page and your book. This is where we will cut.

**Margin** - important information should be inside this line. The binding side should be set to .25in to ensure no important information gets cut off with the hole punches

# EXPORTING TO PDF

File > Export > "Adobe PDF (Print)"

Format: Adobe PDF (Print) ▾

Export Adobe PDF

Adobe PDF Preset: [High Quality Print] (modified) \*

Standard: None ▾ Compatibility: Acrobat

General

Compression

**Marks and Bleeds**

Output

Advanced

Security

Summary

**Marks and Bleeds**

Marks

All Printer's Marks Type: Default ▾

Crop Marks \* Weight: 0.25 pt ▾

Bleed Marks \* \* Offset: ▾ 0.125 in

Registration Marks

Color Bars

Page Information

Bleed and Slug

Use Document Bleed Settings \*

Bleed:

Top: ▾ 0.125 in \* Inside: ▾ 0.125 in

Bottom: ▾ 0.125 in Outside: ▾ 0.125 in

**Adobe PDF Preset:**  
"[High Quality Print]"

**General:**

Uncheck "Spreads".

You want single pages when exporting.

Pages

All

Range: ▾

Pages

Spreads

**Under Marks and Bleeds:**  
Check "Crop Marks" "Bleed Marks" & "Use Documents Bleed Settings".

Offset: .125 in

Click Export.

Always check your PDF after exporting to be sure it looks correct.

# Papers and Prices

<b>Binding Only.....</b>	<b>\$3.00</b>
<b>Binding &amp; Cardstock Covers.....</b>	<b>\$3.50</b>
<b>Binding &amp; Clear Covers Only.....</b>	<b>\$4.00</b>
<b>Binding &amp; Clear Cover &amp; Cardstock Back.....</b>	<b>\$4.50</b>

37 S Wabash  
room 1111

p: 312 629 9155

e: servicebureau  
@saic.edu

w: sites.artic.edu/  
servicebureau