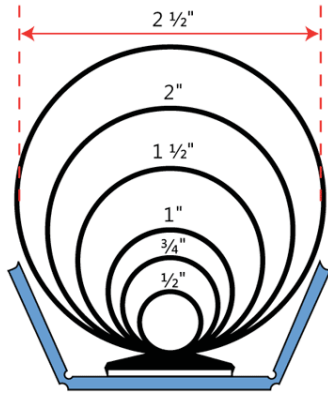


# Measuring Ring Binders

Many of you have inquired on how to measure a binder. Here are some basics that should help. Please feel free to contact customer service if you have any questions.

## Round Ring Binders

### Measuring Your Ring



Ring Size (measured as shown)	Number of sheets including indexes*				
	16# Bond	20# Bond	24# Bond	50# Bond & Enamel	60# Bond & Enamel
1/2"	144	124	100	132	120
3/4"	216	186	150	198	180
1"	288	248	200	264	240
1 1/4"	360	310	250	330	300
1 1/2"	432	372	300	396	360
1 3/4"	504	434	350	462	420
2"	576	496	400	528	480
2 1/2"	720	620	500	660	600

Measure horizontally, inside the ring at it's widest point, parallel to flat open cover. Capacities are in 1/4" to 1/2" increments, and may be as much as 1/8" variation, depending upon manufacturer. For number of sheets per capacity, see chart.

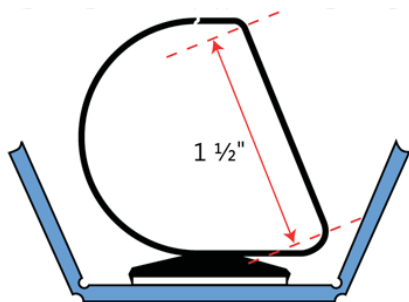
\*For tabs, deduct 4 sheets per tab from chart totals.

For example: 5 tabs = 20 sheets, which would be deducted from the above total number of sheets.

For larger binders, you can approximate the number of sheets by calculating from the totals chart. For example, a 2" binder can hold up to 400 sheets of 24# bond, and a 1" binder can hold 200 sheets. Therefore, a 3" binder would be needed to hold up to 600 sheets.

## D-Ring Binders

### Measuring Your Ring



Ring Size (measured as shown)	Number of sheets including indexes*				
	16# Bond	20# Bond	24# Bond	50# Bond & Enamel	60# Bond & Enamel
1/2"	180	155	125	165	150
3/4"	270	233	188	248	225
1"	360	310	250	330	300
1 1/4"	450	388	313	413	375
1 1/2"	540	465	375	495	450
1 3/4"	630	534	438	578	525
2"	720	620	500	660	600
2 1/2"	900	775	625	825	750

Measure along the straight edge of the ring, as indicated by the red arrow. Do not include any of the curved part of the ring.

Capacities are in 1/4" to 1/2" increments, and may be as much as 1/8" variation, depending upon manufacturer. For number of sheets per capacity, see chart. Note: Generally D-ring binders will hold 25% more capacity than O-ring/Round Ring binders.

\*For tabs, deduct 4 sheets per tab from above totals.

For example: 5 tabs = 20 sheets, which would be deducted from the above total number of sheets.

For larger binders, you can approximate the number of sheets by calculating from the chart above. For example, a 2" binder can hold up to 500 sheets of 24# bond, and a 1" binder can hold 250 sheets. Therefore, a 3" binder would be needed to hold up to 750 sheets.