

Recommended Punching and Binding

Punching

The following recommended standards for 5-HOLE COMBINATION PUNCHING will allow loose-leaf sheets or catalogs to fit both the standard 3-ring or 3-post binders as well as the automotive 4-post binders.

COMBINATION PUNCHING consists of five round holes (two 1/2" diameter and three 3/8" diameter, or five 1/2" diameter holes) accurately spaced as shown here. Catalog rack manufacturers suggest 1/2" diameter on all 5 holes. If possible, this should be done. If strength is important, the combination punch provides for a stronger catalog.

11" Since all five holes are usually drilled after the publication is folded and trimmed, and since the trim size may vary between 10 7/8" and 11", the position of each hole should be established by measuring from the trimmed top edge of the publication downward to the horizontal centerline of the first hole, and then from horizontal

8 1/2" centerline to horizontal centerline of the remaining four holes. The dimension between the horizontal centerline of the last hole and the bottom of the page will vary, depending on the exact trimmed size.

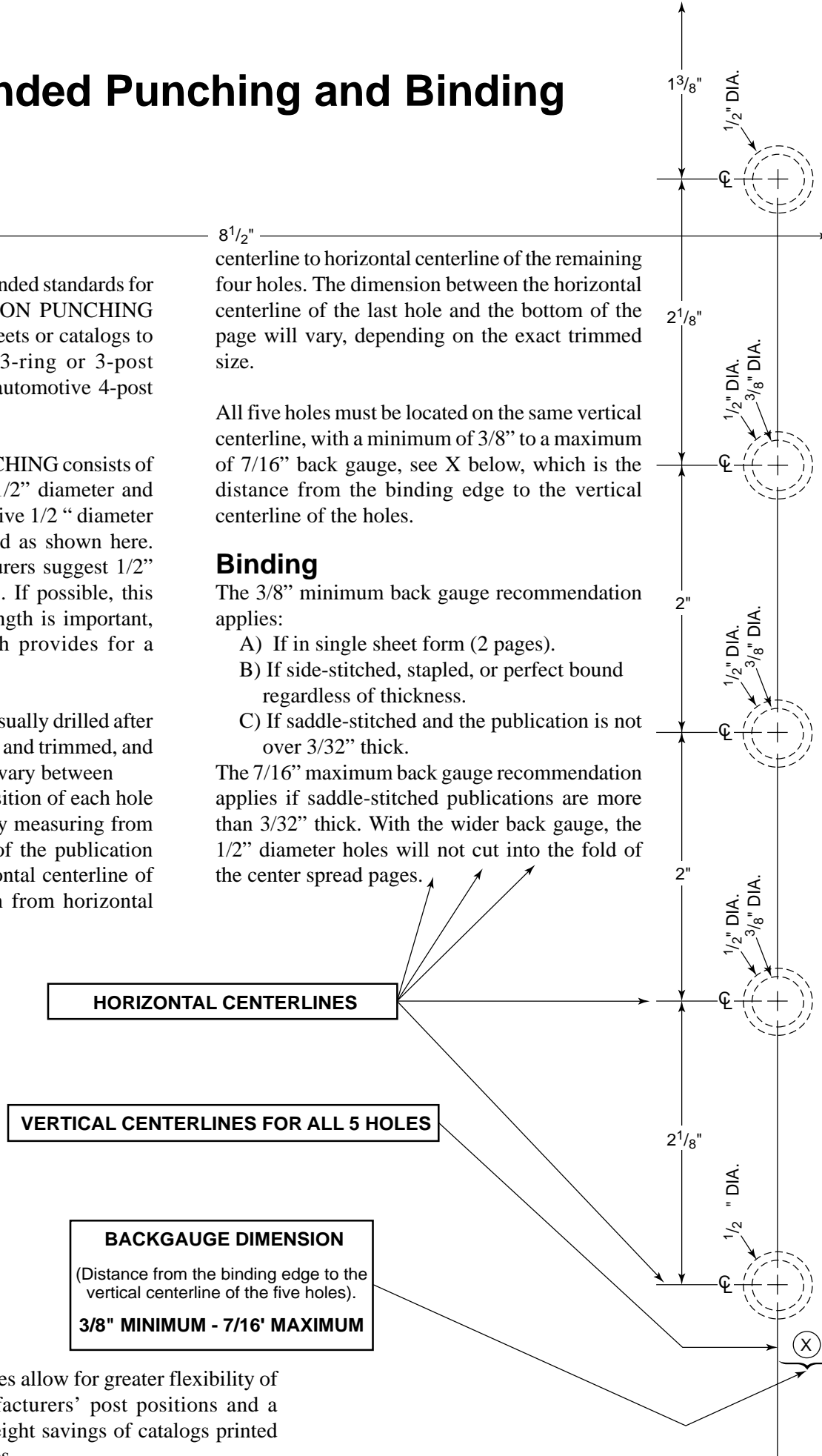
All five holes must be located on the same vertical centerline, with a minimum of 3/8" to a maximum of 7/16" back gauge, see X below, which is the distance from the binding edge to the vertical centerline of the holes.

Binding

The 3/8" minimum back gauge recommendation applies:

- A) If in single sheet form (2 pages).
- B) If side-stitched, stapled, or perfect bound regardless of thickness.
- C) If saddle-stitched and the publication is not over 3/32" thick.

The 7/16" maximum back gauge recommendation applies if saddle-stitched publications are more than 3/32" thick. With the wider back gauge, the 1/2" diameter holes will not cut into the fold of the center spread pages.



HORIZONTAL CENTERLINES

VERTICAL CENTERLINES FOR ALL 5 HOLES

BACKGAUGE DIMENSION
 (Distance from the binding edge to the vertical centerline of the five holes).
3/8" MINIMUM - 7/16" MAXIMUM

Five 1/2" diameter holes allow for greater flexibility of various binder manufacturers' post positions and a substantial mailing weight savings of catalogs printed in substantial quantities.