

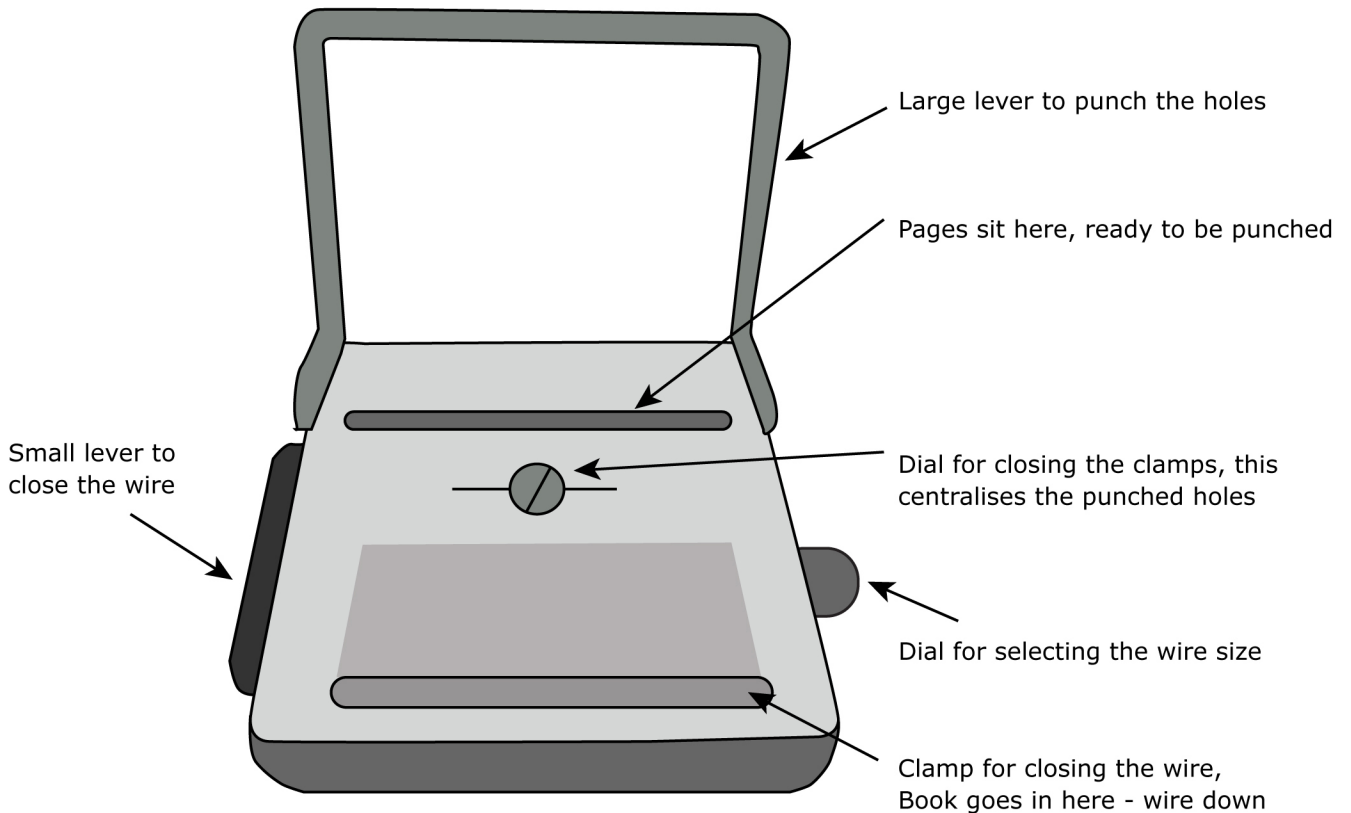


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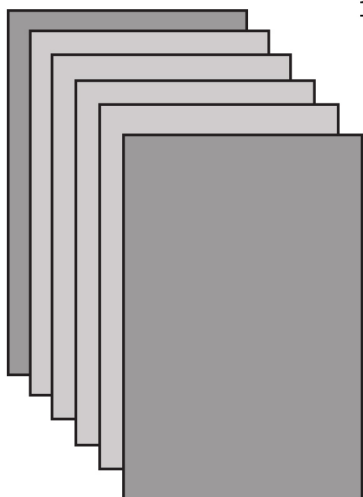
## Spiral Binding Machine

page 1

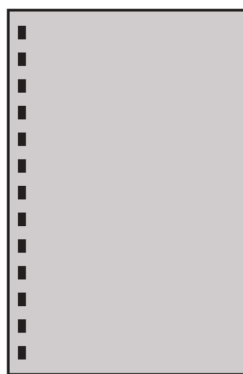
*These instructions refer to the machine that's kept in the Illustration Staff office. It can only do fairly slim books.*



There are 3 stages to spiral binding: 1. punch the holes: 2. thread the wire into the book: 3. Close the wire



1. Cut a number of pages, they can vary in weight and texture but keep them all the same size.



Now, place them into the machine about 5 pages at a time, close the dial to make sure the pages sit centrally in the machine. Pull the large lever to punch the holes. DON'T JERK IT - pull evenly.

The machine will punch rectangle holes in a row about 5mm in from the edge of your pages, so allow for the binding in your design.



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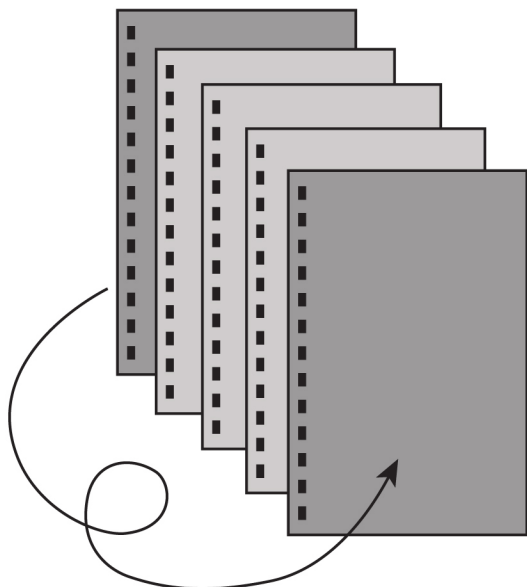
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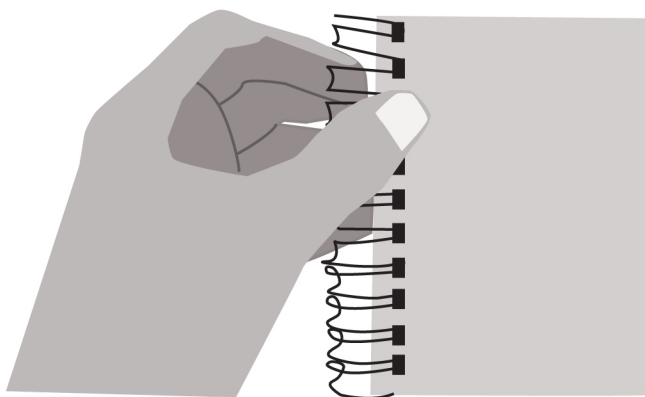
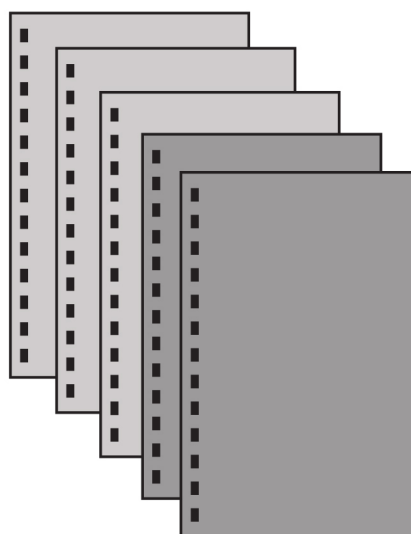
## Spiral Binding Machine

page 2

### 2. Thread the wire into the book



Stack the pages so they resemble the finished book. Now take the back cover and place it on the front cover - like this



This next bit is fiddly, thread the wire through the holes, make sure you catch all the pages as it is easy to miss one. It can take a little practice.

You can use pliers to cut the wire if it's too long.

### 3. Close the wires

Be careful not to over-close the wire. If you have set the dial on the right to the same measurement as your wire, it will stop the clamp from closing too much.

*The wire join will be trapped neatly in between the back covers of your book, this is due to placing the back cover on the front in step 2.*

