

organize your paper clutter

workshop

Use this document to create a cover and spine for a standard, vinyl 3-ring binder. Here's how:

1. Print your binder spine and cover page by printing this document.
2. Use your paper trimmer or scissors to trim the spine to fit your binder. The spine on the left is for a 1 1/2" binder. The spine on the right is sized for a 2" binder.
3. Slide the spine insert into your three ring binder spine label holder.
4. Slide the cover page into the clear overlay on your binder's cover.

Enjoy!

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presented by aby garvey