



Binder Spine Inserts

1. Test print. Check the alignment of your layout. Slight adjustments to the layout may be necessary.
 2. If the entire sheet is slightly misaligned, adjust the top and/or left margins slightly if your program has this feature.
 3. When satisfied with the layout, print onto the Avery product.
 4. After you printed the binder spines, fold back and forth along the horizontal perforations. Separate along horizontal perforations.
 5. Repeat folding and separating along the vertical perforations until all the spines are separated. Then insert one behind the plastic sleeve on the spine of the binder.
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For all **Binders & Accessories**, visit our product catalog at: avery.com/us/products

Avery Software Support: 1.888.835.8379

Avery Product Support: 1.800.GO.AVERY (1.800.462.8379)