USING THE COMB BINDER

For more help watch the video Library Shorts: How to bind your document on the Leeds Beckett Library YouTube channel

Binding Kits are available from the Advice Point for £1 and include:

Binding comb, black card rear cover, clear PVC front cover

There are four key steps to binding your document:

1. **Punch the holes**
   - Place the paper against the alignment guide and pull the handle towards you to punch the holes – test on a blank sheet first
   - Insert no more than 5 pages at a time
   - The covers should be punched together but separately from the main document
   - Return the handle upright and remove the paper

2. **Position the binding comb**
   - Pull the handle towards you until the small and large teeth are lined up
   - Place the comb on the teeth with the comb rings upwards so that it will uncurl towards you
   - Push the handle away to open the rings

3. **Put your document onto the comb rings**
   - Thread your document onto the rings a few pages at a time

4. **Close the binding comb**
   - Release the lever to close the comb
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