

Templates - Marbig Insert Binders & Lever Arch

Overview

Marbig Enviro Binders and Lever Arch Files are a great way to customise reports and presentations. The spines and covers have a non-glare clear overlay to insert your own artwork that you can design using these preformatted templates. This means you can change your binder as many times as you like!



It's easy - simply select Enviro Templates from the menu on the left, enter your information and print! Two pages are printed - the first one is your cover and the second contains 5 different spine sizes for the 5 different size binders and lever arch files (Lever Arch Files & 65mm Binders, 50mm, 38mm, 25mm and 19mm Binders) - cut out the size that suits your Enviro Binder and insert into the spine. For further instructions, click on Enviro instructions from the menu on the left.

Instructions

Note: The templates require that you have Microsoft Word on your computer. For best results, use your Tab key to move from text field to text field. Our templates have been protected to preserve printing margins. If you wish to change fonts, date info, or add/delete graphics, go to Tools>Unprotect Document. Please note: if you unprotect the template, the printing margins may be affected.

1. **Select a design** from the samples shown.
2. **Enter your information** Enter document information into the various text fields on the cover (Page 1). Fields on the spine page (Page 2) will up-date automatically.
3. **Print** your documents (both pages) on the A4 paper of your choice (selecting the "ignore" option when asked about margins being set outside the printable area).
4. **Insert** your cover page into the cover overlay of your Enviro Binder or Lever Arch File.
5. **Cut out** the appropriate spine label and insert into the binder spine of your Enviro Binder or Lever Arch File (see chart below for spine sizes. NB: If you are formatting for a Lever Arch File, select the 65mm spine).
6. **You're finished!** Close the template and save if you would like to edit your work in the future.
7. If you run into any formatting problems, you can always return to the templates page and start fresh on a new template.

