



Document **Presentation Solutions**

| How to choose - Binding | xxx |
|------------------------------|-----|
| GBC® ClickBind™ | XXX |
| GBC® CombBind® | xxx |
| GBC® WireBind | XXX |
| GBC® Multifunctional™ | XXX |
| GBC® StripBind™ | XXX |
| GBC® ThermaBind™ | xxx |
| GBC [®] CoilBind™ | XXX |
| GBC® Technical specification | XXX |
| GBC® Covers Ideas and Tips | xxx |
| | |

Binding for Home, **Education and Business**

www.gbceurope.com





How to Choose - Binding

What do you want to bind and how often?

PROFESSIONAL (External Documents)



Use for pitches, tenders and client presentations

Important individual documents

BUSINESS (Internal & External)



Use your document to impress during client meetings

Internal use to say something about you and self promote

INFORMAL (Internal Documents)



Training materials / storage & reference documents

General every day use

2 Choose the right binding style for your purpose

| What do you plan to do with your document | Coml | bBind | | ClickBind | | Wire | Bind | Therm | naBind | Coil | Bind | Strip | Bind |
|--|------|-------|---|-----------|---|------|------|-------|----------|------|------|-------|------|
| Document lays flat (for photocopying) | / | 1 | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | | |
| 360 degree page turning (for easy reference) | | | 1 | 1 | 1 | 1 | 1 | | | 1 | 1 | | |
| Editable (easily add or remove pages) | / | 1 | 1 | 1 | 1 | | | | | 1 | 1 | | |
| Secure bind (cannot remove or change pages) | | | | | | 1 | 1 | 1 | 1 | | | 1 | 1 |
| Suitable for mailing | 1 | 1 | 1 | 1 | 1 | | | 1 | ✓ | 1 | 1 | 1 | 1 |
| Highly professional finish | | | 1 | 1 | 1 | 1 | 1 | | | / | 1 | 1 | 1 |
| Modern and flexible design | | | 1 | 1 | 1 | 1 | 1 | | | | | 1 | 1 |
| See page number | ххх | -ххх | | ххх-ххх | | ххх | -ххх | ххх | -ххх | ххх | -ххх | ххх | -ххх |

3 Choose the front and back cover to suit your style and add those finishing touches

Polypropolyene covers are frosted clear – made from 100% post-consumer recycled material



Cardboard covers offer a variety of textures and are perfect for your back cover



PVC has a clear, glossy finish to show off your title page



Finishing touches

For the perfect finishing touch, choose tab dividers to easily separate and identify sections



File strips allow you to easily archive your bound document



| Binding Style | Usage | Do you Prefer | | Recommended Machine |
|---|----------------|----------------------------------|------|---------------------|
| | _ | Separate Units - Punch and Bind? | Yes | DB28 & EP28 |
| | HIGH: SEMI PRO | 21 Deselectable Pins? | Yes | C250Pro |
| | | 21 Booliotable 1 mo. | No | C150Pro |
| CombBind | HIGH | Electric Punching? | Yes | C450E |
| g mo | HUH | Electric Functions: | No | C340 & C336 |
| | MEDILIM | Floatic Burghing | Yes | C110E |
| | MEDIUM | Electric Punching? | No | C20 |
| | LOW | | | C12 & BindMate |
| | | | | |
| | HIGH | | | Pronto P3000 |
| Sind | MEDIUM | Electric Punching? | Yes | ClickBind 15E |
| ClickBind | | | No | ClickBind 15 |
| 3 | LOW | Use PrePunched Paper | Yes | EzClick |
| | | | No - | ClickMan |
| | | | Yes | E Karo 40Pro |
| | HIGH: SEMI PRO | Electric Punching? | No | Karo 40 Pro |
| pe | | | Yes | W25E |
| WireBind | HIGH | Electric Punching? | No | W20 |
| × | MEDIUM | | | W18 |
| | MEDION | | | |
| | LOW | | | W15 |
| Ъ | HIGH | | | T500Pro |
| ThermaBind | MEDIUM | | | T400 |
| herm | | | | |
| F | LOW | | | T200 |
| <u>in</u> | MEDIUM | | | C200 |
| CoilBind | LOW | | | C100 |
| | 2011 | | | |
| | HIGH: SEMI PRO | | | SureBind System 3 |
| pui | HIGH | | | SureBind System 2 |
| StripBind | MEDIUM | | | SureBind System 1 |
| \ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \\ \ | LOW | Electric Bind? | Yes | SureBind 500 |
| | 2011 | - Licotto Bina. | No | DeskTop VeloBinder |



GBC[®] ClickBind[™]

The most upscale and easy-to-use spine gets

you maximum attention with minimal effort. 34 hole spines zip and unzip with a ClickBind editing tool or by hand so you can add and remove pages anywhere, anytime. Compatible with any ClickBind or WireBind hole pattern.



16 mm Click Cartridge

5x 20 spines

145 sheets (80gsm)





ProClick Pronto® P3000

The ProClick Pronto P3000 system offers integrated punching capability and automatic binding of the ProClick spine. Easy to use and highly versatile, the P3000 provides professional, high speed binding suitable for a multitude of shared office environments.

- Simple to operate, no training required
- Intuitive LCD interface provides easy to follow instructions as you bind
- Document sizer indicates the correct spine size every time
- Alignment guide ensures precise punch hole location
- Automated for high volume production
- Six second binds up to 450 books per hour
- Pre-loaded ProClick cartridges that hold 20 spines each eliminate the need for loading individual binding spines

| Model | Max. Binding Length | Product Code |
|-------|---------------------|--------------|
| A4 | 7708520 | |
| | | |
| . ~ @ | | |
| | | |





2515714



EDUCATION

2515717





2515723

| A4 ProClick Cartridges | | | | | | |
|------------------------|--------------|-------------------|---------|---------|-----------|-------------|
| Description | Qty. | Capacity | White | Black | Navy Blue | Frost Clear |
| 8 mm Click Cartridge | 5x 20 spines | 45 sheets (80gsm) | 2515718 | 2515712 | 2515715 | 2515721 |
| 12 mm Click Cartridge | 5x 20 spines | 95 sheets (80gsm) | 2515719 | 2515713 | 2515716 | 2515722 |

2515720

ClickBind15/15E

ClickBind[™]

Office Click Binding Machine. Recommended for medium to large offices with moderate usage.

Features an exclusive new "GuideRight" paper alignment system to ensure accurate punching every time. No more mis-punched sheets!

- Punch capacity: 15 sheets (80 gsm)
- Binds up to 145 sheets (80 gsm) Using 16mm click
- Easy to add and delete pages using a ClickBind zipper

| Model | Max. Binding Length | Product Code |
|---------------------------------------|---------------------|--------------|
| GBC ClickBind 15E (electric punching) | A4 | 4400418 |
| GBC ClickBind 15 (manual punching) | A4 | 4400416 |





EZClick

Fast & simple. Print on pre-punched paper, assemble your document onto the unit and simple use EZClick to close the spine.

- Compact desktop bind unit ideal for everyday office use
- Binds up to 100 sheets (100gsm) Using 16mm Click
- Storage for Clicks incorporated into the design
- Unique built in editing tool

| Model | Max. Binding Length | | Product Code |
|---------|---------------------|----|---------------------|
| GBC EZC | lick | A4 | 4400419 |



The perfect personal binder; quick and easy to use. Just insert your papers, slide the blue bar and your papers are perforated! Neat, round hole punching adds the perfect finish to the final document.

- Punch capacity: 6 sheets (80gsm)
- Binding capacity: 145 pages Using 16mm click
- Lightweight and compact design fits into most desk drawers
- Unique binding system with a round hole punch

Max. Binding Length Product Code GBC ClickMan CA610000









ClickBind Presentation Kit

Need a presentation in a flash? Look no further than the presentation kit. It has everything you need in one pack including pre-punched paper.

The GBC Presentation kit includes everything you need to create 2 x 25 page professionally bound presentations. Simply print, bind and close! It couldn't be easier and with the unique ClickBind Spine, you can edit your document over and over again. Pack Includes:

- 2 Black 8mm click spines
- 2 Pre-punched cover sets (clear front, black back)
- 50 Sheets of pre-punched paper (80gsm)
- 1 ClickBind 'Zipper' editing tool

| Model | Max. Binding Length | Product Code |
|----------------------|---------------------|--------------|
| GBC Presentation Kit | A4 | 4400391 |











ClickBind Accessories

A4 Binding Clicks - 34 Ring Standard Colours.

| Description | Qty. | Capacity | White | Black | Blue | Frost Clear | |
|---------------------------|------|----------|---------|---------|---------|-------------|--|
| 8 mm Clicks incl. zipper | 50 | 45 | 388002E | 388019E | 388026E | 387302E | |
| 12 mm Clicks incl. zipper | 50 | 95 | 388057E | 388064E | 388071E | 387319E | |
| 16 mm Clicks incl. zipper | 50 | 145 | 387340E | 387357E | 387333E | 387326E | |
| Zipper 8 + 12 mm | 1+1 | - | 388309E | - | - | - | |
| 8 mm Clicks incl. zipper | 25 | 45 | - | 4400642 | - | 4400644 | |
| 12 mm Clicks incl. zipper | 25 | 95 | - | 4400643 | - | 4400645 | |

FileStrips - 3: 1 pitch, 34 Holes.

| Description | Qty. | Product Code | Colour |
|----------------------|------|--------------|--------|
| ClickBind FileStrips | 100 | IB184994 | Clear |

A4 Pre Punched Presentation Covers - Combo Pack

| Description | Qty. | Thickness | Product Code | |
|---|-------|-------------------|--------------|--|
| Soft-to-Touch Black / HiClear PVC | 25+25 | 240 gsm / 240 mic | 4400449 | |
| Soft-to-Touch White / HiClear PVC | 25+25 | 240 gsm / 240 mic | 4400450 | |
| PolyTechno Lavender / PolyClearView Matt/Frost | 25+25 | 700 mic / 350 mic | 4400451 | |
| PolyTechno Ice White / PolyClearView Matt/Frost | 25+25 | 700 mic / 350 mic | 4400452 | |

A4 Pre Punched Paper

| Description | Qty. | Thickness | Product Code |
|--|-------|-----------|--------------|
| Pre-Punched Paper - 250 pack | 250 | 100 gsm | 4400454 |
| Pre-Punched Paper - Trade Carton (5 packs of 500)* | 5x500 | 100 gsm | 4400599 |

^{*} Not for sale individually.

CombBind®

The classic CombBind is our best-selling binding spine. Easy to use for your audience and you, with pages that lie flat and easy page changing. Perfect for internal reports and functional documents.









ACCO Brands, any other party (whether or not knowled in creating, producing, maintaining or delivering the Stel), and any of ACCO Brands holding companies, subsidiaries or affiliated companies ("Affiliates") and the officers, directors, employees, shareholders or agents of any of here shall not be liable in connection with the Sile in any way for in connection with the use of, performance of, or your browsing in, or your fines to, other sites from this Site), for any loss or damages of any kind however arising, including without limitation, any direct, indirect, puritive or consequential loss or damages or any loss of income, profits, goodwill, data , contracts, and whether or not advised of the possibility of such damages and whether in tort photoding negligence, contract or otherwise. However, nothing in this legal notice shall exclude or limit ACCC Brands Hability or thaud.

Introducing the new



Three quick steps to perfect document binding

The new QuickStep system guides users through the binding process using colour coding and images to achieve perfect results every time.

Choose

The correct ProComb depending on the number of pages to bind

The arrow on the ProComb to the machine for correct orientation

Bind

Open comb to the optimum point for quick loading and finishing of document







CombBind C20

GBC CombBind C20 is the ideal shared binding solution for a busy, medium sized office.

- QuickStep Work Flow Guide: for simple, intuitive operation. Combine with GBC ProCombs for maximum productivity
- Low punch force technology: reduces punching effort by up to 50% for increased productivity
- Vertical punch: for easy paper alignment and accurate punching
- Gravity-fed 'paper fall' mechanism: to maximise productivity
- Punch capacity up to 20 sheets
- Binding capacity: up to 330 pages using a 38mm comb
- Binds A4. oversize and US letter documents



| Model | Max. Binding Length | Product Code |
|------------------|---------------------|--------------|
| GBC CombBind C20 | A4 | 4400311 |



























CombBind C12

The GBC CombBind C12 is the ideal shared binding solution for the small office with moderate volume needs. From training manuals and everyday reports to client proposals, CombBind C12 enables you to create professional, editable documents of A4 or US letter size.

- QuickStep Work Flow Guide: for simple, intuitive operation. Combine with new colour coded GBC ProCombs for maximum productivity
- Full-width handle: for more stable, 2-handed, effortless paper punching
- Independent comb opener: enabling simultaneous punching and comb loading for faster document finish
- Punch Capacity: 12 Sheets. Bind Capacity: 195 Pages using a 22mm comb

BindMate

Compact, user-friendly puncher and comb binding solution for occasional use in the home or small office.

- Light and portable: ideal for home or desktop use, with an integrated carry handle for easy transportation
- Binding capacity: up to 125 pages using a 14mm comb
- Punch capacity: up to 8 sheets, with a 4-hole punching option for traditional file archiving
- Binds A4 sheets only

| Model | Max. Binding Length | Product Code |
|--------------|---------------------|--------------|
| GBC BindMate | A4 | 4400399 |



CombBind









EDUCATION

CombBind C450E

Featuring the unique Flowline Pro binding system which offers paper separating and auto centering as standard, the C450E makes the binding process easy and ensures perfect results every time.

- Ideal for everyday office use
- Electric punch capacity: 25 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- Solid construction provides longer life and greater durability

| Model | Max. Binding Length | Product Code |
|-------------------------------|---------------------|--------------|
| GBC C450E (electric punching) | A4 | 4400422 (EU) |
| | | 4400421 (UK) |
| | | 4400539 (CH) |
| GRC C340 (manual nunching) | ΔΔ | 4400420 |



CombBind C366

The C366 is a premium office model featuring the Flowline Pro binding system. It is the perfect machine for a busy office environment.

- High punch capacity: 30 sheets (80gsm)
- Offers A4 & A5 punching
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- Comb opening stop
- The "auto centering" feature positions the pages for perfect punching
- The unique "document separator" divides your pages into punchable quantities

| Model | Max. Binding Length | Product Code |
|----------------------------|---------------------|--------------|
| GBC C366 (manual punching) | A4 | 2101434 |











CombBind C210

The C210 manual comb binder is ideal for the creation of document presentations in the office. Its modern design, with a built-in comb and cover storage facility, allows for quick and easy document preparation.

- Punch capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using 51 mm comb
- Full width punch handle for extra power when punching
- Comb and cover storage trays

| Model | Max. Binding Length | Product Code |
|----------|---------------------|--------------|
| GBC C210 | A4 | 4400407 |



Comb Binder C110E

Office Comb Binding Machine featuring electric punching. Recommended for medium offices with moderate usage.

- Electric punch capacity: 15 sheets (80gsm)
- Binds up to 330 sheets (80gsm) Using 38mm comb
- Anti-Jam function (auto reverse)
- Empty clippings tray light

| Model | Max. Binding Length | Product Code |
|-------------------------------|---------------------|--|
| GBC C110e (electric punching) | A4 | 7700160 (EU) 7700170 (UK) 7705570 (CH) |











CombBind®

Semi Professional Comb Binding Machines

CombPunch EP28Pro & CombBind DB28Pro

These separate punch and bind units enable 2 users to create a productive document finishing station.

- The ultra-high capacity EP28Pro enables fast punching of papers and the DB28Pro binding station is used separately for fast assembly of documents
- Both units are built to withstand constant use in a production environment due to robust aluminium construction.

Perforator EP28Pro

- Punches up to 38 sheets at a time with either trigger switch or foot pedal
- High volume chip drawer
- Binds up to 450 sheets (80gsm) 51 mm comb
- Top quality construction for durability

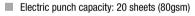
| Model | Max. Binding Length | Product Code |
|-------------|---------------------|--------------|
| GBC EP28Pro | A4 | 4400103 |
| GBC DB28Pro | A4 | 4400104 |











- Binds up to 450 sheets (80gsm) Using a 51mm comb
- 21 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Foot pedal included for optional hands free punching
- Easy to access high volume clippings tray

| Sammonn |
|---------|
| |
| |

| Model | Max. Binding Length | Product Code |
|---------------------------|---------------------|--------------|
| GBC C800Pro | A4 | IB271717 |
| *Previously know as EPK21 | | |







Semi Professional Comb Binding Machines

CombBind C250Pro *

The C250Pro is a high volume comb binding machine which is ideal for everyday use.

- Punch Capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- 21 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Easy to access high volume clippings tray

| Model | Max. Binding Length | Product Code |
|---------------------------|---------------------|--------------|
| GBC C250Pro | A4 | IB271403 |
| *Previously know as Kombo | | |



GBC[®] CombBind[®]











CombBind C150Pro *

The C150Pro is a solid and robust comb binding machine ideal for high volume use.

- Punch Capacity: 20 sheets (80gsm)
- Binds up to 450 sheets (80gsm) Using a 51mm comb
- Robust aluminium construction
- Easy to access high volume clippings tray

| Model | Max. Binding Length | Product Code |
|-------------|---------------------|--------------|
| GBC C150Pro | A4 | IB271106 |

*Previously know as ibiMatic







GBC® CombBind®

CombBind Accessories



GBC ZipComb

Create professionally bound, editable documents of up to 145 pages to ensure documents remain up-to-date

- Editable and reusable: simply zip open the spine of the bound documents to remove or replace individual pages
- Made of smart yet durable polypropylene plastic, the combs can be opened and closed with a clever, hand-held zipper tool to add or remove pages on the spot
- The bound pages lie flat with 360 degree rotation for convenient note taking and photocopying



ZipComb can be used with any comb binding machine

ZipCombs

ProCombs



| Capacity (mm) | Sheet Cap. | Qty. | Black |
|---------------|------------|------|---------|
| 8mm | 45 | 50 | 4400316 |
| 12mm | 90 | 50 | 4400317 |
| 16mm | 140 | 50 | 4400318 |



GBC ProComb



Avoid frustration and find the correct sized comb to bind your documents with GBC ProComb.

- A revolutionary solution that makes the selection and loading of binding combs quicker and simpler than ever before
- 9 different, colour-coded comb sizes to choose from, all with a premium matte textured finish, enabling you to create stylishly bound, editable documents of up to 450 pages
- Can be used with all binding machines but work best on the new 'QuickStep' comb binder from GBC for maximum productivity
- Come in unique stackable storage boxes



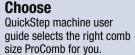


| Capacity (mm) | Sheet Cap. | Qty. | Black | White |
|---------------|------------|------|---------|---------|
| 6mm | 25 | 100 | 4400319 | 4400320 |
| 8mm | 45 | 100 | 4400321 | 4400322 |
| 10mm | 60 | 100 | 4400323 | 4400324 |
| 12mm | 90 | 100 | 4400325 | 4400326 |
| 16mm | 120 | 100 | 4400327 | 4400328 |
| 19mm | 160 | 100 | 4400329 | 4400330 |
| 25mm | 225 | 100 | 4400331 | 4400332 |
| 38mm | 330 | 100 | 4400333 | 4400334 |
| 51mm | 450 | 100 | 4400335 | 4400336 |
| | | | | |



QuickStep







ProComb locator dots enables correct comb orientation ready for binding



ProComb opens to the optimum point for quick document loading

CombBindAccessories





| A5 Combs | | | | |
|---------------|------------|------|---------|---------|
| Capacity (mm) | Sheet Cap. | Qty. | White | Black |
| 6mm | 25 | 100 | 4400019 | 4400018 |
| 8mm | 45 | 100 | 4400011 | 4400008 |
| 10mm | 65 | 100 | 4400012 | 4400009 |
| 12mm | 95 | 100 | 4400013 | 4400010 |

A4 plastic binding combs - 21 ring standard colours.













| Capacity (mm) | Sheet Cap. | Qty. | White | Black | Red | Blue | Hunter Green | Euro Green | Clear |
|---------------|------------|------|---------|---------|---------|---------|--------------|------------|---------|
| 6mm | 25 | 100 | 4028193 | 4028173 | 4028213 | 4028233 | 4030960 | 4028313 | 4028353 |
| 8mm | 45 | 100 | 4028194 | 4028174 | 4028214 | 4028234 | 4030961 | 4028314 | 4028354 |
| 10mm | 65 | 100 | 4028195 | 4028175 | 4028215 | 4028235 | 4030962 | 4028315 | 4028355 |
| 12mm | 95 | 100 | 4028197 | 4028177 | 4028217 | 4028237 | 4030964 | 4028317 | 4028357 |
| 14mm | 125 | 100 | 4028198 | 4028178 | 4028218 | 4028238 | 4030965 | 4028318 | 4028358 |
| 16mm | 145 | 100 | 4028610 | 4028600 | 4028660 | 4028620 | 4028650 | - | - |
| 19mm | 165 | 100 | 4028611 | 4028601 | 4028661 | 4028621 | 4028651 | - | - |
| 22mm | 195 | 100 | 4028612 | 4028602 | 4028662 | 4028622 | - | - | - |
| 25mm | 225 | 50 | 4028202 | 4028182 | 4028222 | 4028242 | - | - | - |
| 28mm | 240 | 50 | 4028203 | 4028183 | 4028223 | 4028243 | - | - | - |
| 32mm Oval | 280 | 50 | 4028204 | 4028184 | 4028224 | 4028244 | - | - | - |
| 38mm Oval | 330 | 50 | 4028205 | 4028185 | 4028225 | 4028245 | - | - | - |
| 45mm Oval | 390 | 50 | 4028206 | 4028186 | 4028226 | 4028246 | - | - | - |
| 51mm Oval | 450 | 50 | 4028207 | 4028187 | 4028227 | 4028247 | - | - | - |

A4 plastic binding combs - retail packs.













| Capacity (mm) | Sheet Cap. | Qty. | White | Black | Red | Blue | Textured Black |
|---------------|------------|------|---------|---------|---------|---------|----------------|
| 6mm | 25 | 25 | 4020635 | 4020619 | 4020651 | 4020667 | - |
| 8mm | 45 | 25 | 4020636 | 4020620 | 4020652 | 4020668 | 4400441 |
| 10mm | 65 | 25 | 4020637 | 4020621 | 4020653 | 4020669 | 4400448 |
| 12mm | 95 | 25 | 4020639 | 4020623 | 4020655 | 4020671 | 4400455 |
| | | | | | | | |

A4 plastic binding combs - selection packs. Everything you need to start comb binding. Protect and Preserve your documents. Finish your documents in style.

| Product Code | Description | Contents |
|--------------|---|--|
| 2101318E | 10 Document Pack. Create up to 10 documents | 6 x 6mm White Combs, 4 x 8mm Blue Combs, 7 Blue Leathergrain Covers, 7 White Leathergrain Covers, 6 PVC Clear Covers. |
| 2101319E | 15 Document Pack Create up to 15 documents | 5×8 mm White Combs, 7×6 mm Blue Combs, 3×12 mm Black Combs, 5×9 PolyOpaque Covers 8 Leathergrain White Covers, 7×10 Leathergrain Blue Covers, 10×10 PVC Clear Covers |
| 2101320E | 50 Document Pack Create up to 50 documents | 15 x 6mm Blue Combs, 15 x 8mm Black Combs, 10 x 10mm White Combs, 10 x 12mm Black Combs 40 PVC Clear Covers, 20 PolyOpaque Covers, 20 Leathergrain White Covers, 20 Leathergrain Blue Covers. Storage Box. |

FileStrips 21 hole. Universally punched for CombBind & WireBind21

| Product Code | Description | Qty. | Colour |
|--------------|-----------------------|------|-----------|
| IB410215 | 21 Ring PVC FileStrip | 100 | Clear PVC |
| IB195020 | 21 Ring PP FileStrip | 100 | Clear PP |



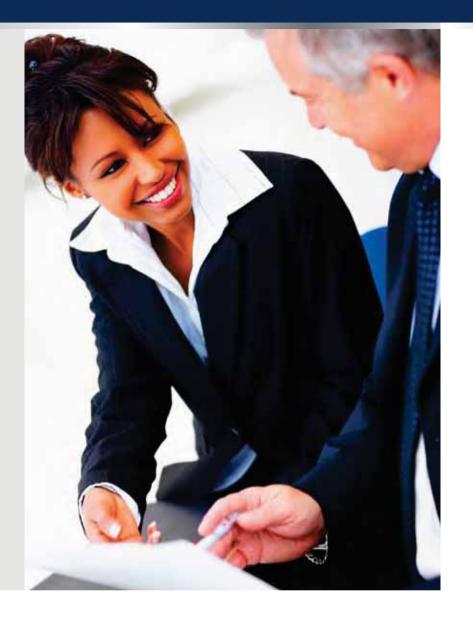


WireBind

Stylish and Robust. High-tech durable metal spines securely bind A4 documents. Pages lie flat with 360° rotation for easy photocopying and note taking.







OFFICE EDUCATION

WireBind W25E

From dividing the pages to centering the document and adjusting the settings, the W25E completes each binding stage in an entirely logical sequence.

- Electric punch capacity: 25 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm wire
- Solid construction provides longer life and greater durability
- A4 and A5 punching
- Wire closure control
- Includes foot pedal for optional hands free punching
- Paper separating

| Model | Max. Binding Length | Product Code |
|----------|---------------------|---------------------|
| GBC W25E | A4 | 4400428 |

WireBind



WireBind W20

Featuring the unique Flowline Pro binding system which offers paper separating and auto centering as standard, the W20 makes the binding process easy and ensures perfect results every time.

- Punch capacity: 20 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm wire
- A4 and A5 punching
- Wire closure control

| Model | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC W20 | A4 | 4400426 |

WireBind W18

Featuring the unique Flowline Pro binding system which offers paper separating and auto centering as standard.

- Punch capacity: 15 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using a 14mm wire
- A4 punching
- Document separator

| Model | Max. Binding Length | Product Code |
|---------|---------------------|--------------|
| GBC W18 | A4 | 2101440 |











WireBind W15

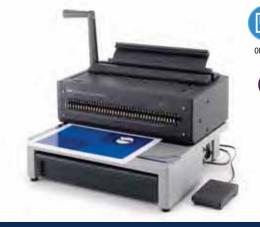
A compact and stylish general office wire binder. Ideal for everyday desktop binding.

- Punch capacity: 15 sheets (80gsm).
- Binds up to: 125 sheets (80gsm) Using a 14mm wire
- Simple and easy to use controls
- Carry handle for nortable hinding

| and the second s | | | |
|--|---------------------|--------------|--|
| Model | Max. Binding Length | Product Code | |
| GBC W15 | A4 | 4400402 | |



Semi Professional Binding Machines







WireBind E Karo 40Pro

A fully featured, semi professional wire binding machine.

- Punch capacity: 15 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using 14mm wires
- 40 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Easy to access high volume clippings tray
- Wire holder included

| Model | Max. Binding Length | Product Code |
|------------------|---------------------|--------------|
| GBC E karo 40Pro | A4 | 4400101 |





WireBind Karo 40Pro

A fully featured, semi professional wire binding machine.

- Punch capacity: 20 sheets (80gsm)
- Binds up to 125 sheets (80gsm) Using 14mm wires
- 40 selector pins to accommodate any size paper
- Adjustable margin depth
- Robust aluminium construction
- Easy to access high volume clippings tray
- Wire holder included

| Model | Max. Binding Length | Product Code |
|----------------|---------------------|--------------|
| GBC Karo 40Pro | A4 | 4400100 |

WireBind Accessories

A4 Binding Wires - 34 Loop Standard Colours. For use with all 34 loop wire binding machines. For non-standard colours or non-standard lengths, refer to ACCO Reseller

| tid to Addo Hosailot. | | | | |
|-----------------------|------------|------|-------------------------------------|--|
| Spine mm | Sheet Cap* | Qty. | White Black Blue Silver | |
| 5 | 35 | 100 | 47901E 47900E - 2101007E | |
| 6 | 55 | 100 | RG810470 RG810410 RG810420 RG810497 | |
| 8 | 70 | 100 | RG810570 RG810510 RG810520 RG810597 | |
| 9.5 | 85 | 100 | RG810670 RG810610 RG810620 RG810697 | |
| 11 | 100 | 100 | RG810770 RG810710 RG810720 RG810797 | |
| 12.5 | 115 | 100 | RG810870 RG810810 RG810820 RG810897 | |
| 1.4 | 105 | 100 | DC010070 DC010010 DC010020 DC010007 | |

A5 binding wires

| Spine mm | Sheet Cap* | Qty. | White | Black | Blue | Silver | |
|----------|------------|------|-------|---------|------|---------|--|
| 6 | 55 | 100 | - | 4400027 | - | 4400026 | |
| 8 | 70 | 100 | - | 4400030 | - | 4400028 | |
| 9.5 | 85 | 100 | _ | 4400032 | _ | 4400031 | |

A4 binding wires - Selection pack.

| Product Code | Description | Contents |
|--------------|------------------|---|
| 2101626E | 15 Document Pack | 6 x 6mm Black Wires, 6 x 9.5mm White Wires, 3 x 14mm Silver Wires, 5 x PolyOpaque Covers, 8 x LeatherGrain White Covers, 7 x LeatherGrain Blue Covers, 10 x PVC SuperClear Covers |

FileStrips - 3: 1 pitch, 34 holes.

| Description | Qty. | Product Code | Colour | |
|---------------------|------|--------------|--------|--|
| WireBind FileStrips | 100 | IB184994 | Clear | |

^{*} Based on 80 gsm paper



With the World's Favourite System CombBind as its core competence, MultiFunctional™ adds, depending upon model choice, the ability to bind WireBind using its own unique 21 loop format, ClickBind and even a tough 4Hole paper punch for standard archiving.









MultiBind 420

CombBind, ClickBind, WireBind 34 and WireBind 21 are all possible in this spectacular and robust manual office binding machine.

- Punch capacity: 20 pages (80gsm) comb
- Punch capacity: 12 pages (80gsm) wire and click
- Binding capacity: 450 pages Using a 51mm comb
- Binding capacity: 125 pages Using a 14mm wire
- Binding capacity: 145 pages Using a 16mm click
- Solid construction, provides longer life and greater durability
- Full Width Punch Handle for extra power when punching
- 7 De Selectable Pins for A5 and US quarto punching

| Model | Max. Binding Length | Product Code |
|-------------------|---------------------|--------------|
| GBC MultiBind 420 | A4 | 4400435 |











GBC® Multifunctional™

HIGH USE EDUCATION

MultiBind 230E

Perfect for everyday office Comb and 21Wire Binding.

Featuring the Flowline Pro Binding system, which offers paper separating and auto centering as standard, the MultiBind 230E makes the binding process easy and ensures perfect results every time.

- Electric punch capacity: 30 sheets (80gsm)
- Binding capacity: 450 pages Using 51mm comb
- Binding capacity: 125 pages Using 14mm 21wire
- Solid construction provides longer life and greater durability
- Binds A4 landscape and A5 formats

| Model | Max. Binding Length | Product Code |
|--|---------------------|--------------|
| GBC MultiBind 230E (electric punching) | A4 | 4400425 |
| GBC MultiBind 230 (manual punching) | A4 | 4400423 |

MultiBind 400E

The MultiBind 400E has a robust, quiet, 12 page electric punch via foot pedal or switch.

- Electric punch capacity: 12 pages (80gsm)
- Binding capacity: 450 pages Using 51mm comb
- Binding capacity: 125 pages Using 14mm 21wire

| 7 De Selectable Pins for A4 landscape and A5 paper | | | | |
|--|---------------------|--------------|--|--|
| Model | Max. Binding Length | Product Code | | |
| GBC MultiBind 400E (electric punching) | A4 | IB271212 | | |
| | | | | |











MultiBind 320

A robust multifunctional machine offering CombBind, WireBind 21 and tough 4 hole punch unit ideal for a busy office.

- Punch capacity: 20 pages (80gsm)
- Binding capacity: 450 pages Using 51mm comb
- Binding capacity: 125 pages Using 14mm 21wire
- Solid construction, provides longer life and greater durability
- Full width punch handle for extra power when punching
- 7 De Selectable Pins for A4 landscape and A5 paper
- Fully portable and easy to store, the arms and cover fold down to reduce size

| Model | Max. Binding Length | Product Code |
|-------------------|---------------------|--------------|
| GBC MultiBind 320 | A4 | IB271076 |

Multifunctional



MultiBind 220

A combination CombBind and tough 4 hole Punch unit for full coordination with all popular filing and archiving systems.

- Punch capacity: 20 pages (80gsm)
- Binding capacity: 450 pages (80gsm) Using 51mm comb
- Fully portable and easy to store, the arms and cover fold down to reduce size
- Full width punch handle for extra power when punching

| Model | Max. Binding Length | Product Code | |
|-------------------|---------------------|--------------|--|
| GBC MultiBind 220 | A4 | IB271090 | |

MultiBind 212

A robust, yet light and compact dual function CombBind/ WireBind21, unit ideal for personal office use.

- Punch capacity: 12 pages (80gsm)
- Binding capacity: 145 pages Using 16mm comb
- Binding capacity 125 pages Using 14mm 21wire
- Fully portable and easy to store, the arms fold away for easy storage

| Model | Max. Binding Length | Product Code |
|-------------------|---------------------|--------------|
| GBC MultiBind 212 | A4 | IB275999 |



MultiBind 208

A portable comb and 21 loop wire machine perfect for the home and small office.

- Punch capacity: 8 pages (80gsm)
- Binds up to 125 pages Using a 14mm comb
- Binds up to 125 pages Using a 14mm Wire21
- Desk top light weight design

| Model | Max. Binding Length | Product Code |
|-------------------|---------------------|--------------|
| CRC MultiRind 208 | Δ4 | 4400110 |



WireBind21 MultiFunctional Accessories

A4 MultiFunctional Wires - 21 loop

For use with Multi-Functional 21 loop machines.







| Spine mm | Sheet Cap* | Qty. | White | Black | Silver |
|----------|------------|------|----------|----------|----------|
| 6 | 55 | 100 | IB165085 | IB165023 | IB160431 |
| 8 | 70 | 100 | IB165184 | IB165122 | IB160639 |
| 10 | 85 | 100 | IB165283 | IB165221 | IB160837 |
| 12 | 100 | 100 | IB165382 | IB165320 | IB161230 |
| 14 | 130 | 100 | IB165481 | IB165429 | IB161438 |

^{*} Based on 80 gsm paper

StripBind™

StripBind[™]

The two categories of GBC StripBind are represented by two world-renowned brands - VeloBind and SureBind. The VeloBind re-closeable' 4-pin format allows typical small desktop or personal usage to bind and re-open with just one simple A4 plastic strip. The SureBind 'secure' 10 pin format is the official professional option to permanently bind classified documents.





SureBind® Machines

SureBind System 1, 2 & 3

Very productive office strip binding machines for professional, high volume use.

System 3 - Electric punch capacity: 26 sheets (80gsm)

- Binds up to 750 sheets (80gsm) (3" SureBind spines)

- Built in de-bind function

System 2 - Electric punch capacity: 22 sheets (80gsm)



- Binds up to 500 sheets (80gsm) (2" SureBind spines)

- Jam-Protection device

System 1 - Manual punch capacity: 22 sheets (80gsm)



- Binds up to 200 sheets (80gsm) (1" SureBind spines)

- De-bind tool included

| Model | Max. Binding Length | Product Code |
|--------------|---------------------|--------------|
| GBC System 3 | 330mm | 9707101 |
| GBC System 2 | 330mm | 9707051 |
| GBC System 1 | 330mm | 9707050 |







Desktop VeloBinder

A compact and portable strip binder for desktop use.

VeloBind® Machines

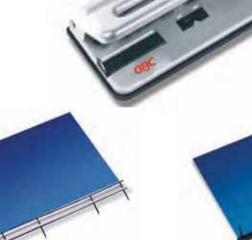
- Punch capacity: 20 sheets (80gsm)
- Binds up to 200 sheets (80gsm)
- Complete with bind/debind tool enabling easy update of documents using re-closable VeloBind strips

Product Code

9707121

| GBC Desktop VeloBinder | A4 |
|------------------------|--|
| | |
| | |
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| | The state of the s |

Press to punch..



...push through holes in paper...



...fold Pins to close or unfold to re-open.

SureBind 500

The SureBind 500 offers an office entry point for the 'secure' SureBind format and can bind up to 500 sheets in one go.

- Punch capacity: 25 sheets (80gsm)
- Binds up to 500 sheets (70gsm) (2" SureBind spines)
- Separate punching and binding unit so that multiple documents can be processed quickly and efficiently
- De-bind tool included

| Model | Max. Binding Length | Product Code |
|------------------|---------------------|--------------|
| GBC SureBind 500 | A3 | 4400401 |

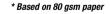


StripBindAccessories

VeloBind

| DeskTop VeloBind St For use with DeskTop | • | \bigcirc | | | |
|---|------|------------|---------|---------|---------|
| Sheet Cap* | Qty. | White | Black | Red | Blue |
| 2-200 | 25 | 9741639 | 9741635 | 9741640 | 9741636 |
| 2-200 | 100 | 9741651 | 9741650 | 9741652 | 9741653 |

| SureBind | | | | | | | | | |
|--|------|---------|---------|---------|---------|---------|---------|----------|--|
| SureBind Strips 1" 25m For use with all SureBind | | | | | | | | | |
| Sheet Cap* | Qty. | White | Black | Red | Blue | Green | Grey | Burgundy | |
| 2-250 | 100 | 1132840 | 1132850 | 9660000 | 1132845 | 9660001 | 9660002 | 9660003 | |
| SureBind Strips 2" 50m For use with all SureBind | | 0 | | | | | | | |
| Sheet Cap* | Qty. | White | Black | Red | Blue | | | | |
| 2-500 | 100 | 1132884 | 1132886 | 9660004 | 1132885 | | | | |
| SureBind Strips 3" 75 n For use with all SureBind | | | | | | | | | |
| Sheet Cap* | Qty. | White | Black | Blue | | | | | |
| 2-750 | 100 | 3700512 | 3700510 | 3700511 | | | | | |
| | | | | | | | | | |



100

7705047

9777078

4400020

A5 SureBind

Sheet Cap*

DeBinder Tool

SureBind

2-250

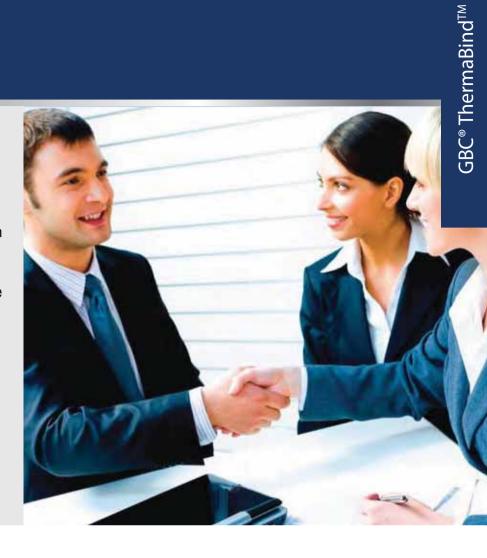


ThermaBind[™]

Thermal Binding Systems turn loose pages into 'Perfect Bound' paperbook 'look' books in seconds. By using unique ThermaBind covers where the adhesive is already inserted into a pre-formed cover, one can conveniently arrive at what is truly a professional, secure, stylish and 'published-feel'.







ThermaBind T500Pro

T500Pro is a professional thermal binder ideal for high volume use.

- Binding Capacity 440 sheets (80gsm) Using 50mm covers
- Digital electronic control
- Minimal power consumption, thanks to PTC technology
- 1000 binds per hour
- Auto shut off after 45 minutes for safety
- Multi cooling rack included
- Binding cycle commences immediately after insertion of the document

| Model | Max. Binding Length | Product Code |
|--------------------|---------------------|--------------|
| ThermaBind T500Pro | A4 | 4400102 |











ThermaBind[™]











ThermaBindT400

An executive thermal binding machine perfect for medium to high usage.

- Binding capacity up to 400 sheets (80gsm) Using 40mm covers
- Audio and visual cycle complete signals
- Adjustable heat settings for perfect thermal binding results
- Auto shut down feature for extra safety
- Extra wide binding channel for one large or smaller multiple documents
- Document support and integral cooling tray enables documents to be bound and cooled at the same time

| Model | Max. Binding Length | Product Code |
|---------------------|---------------------|---------------------|
| GBC ThermaBind T400 | A4 | 4400411 |

ThermaBind T200

A perfect machine for general office use. The T200 can produce one 20mm (200 sheets) A4 document or multiple bind many smaller presentations simultaneously

- Binding capacity: up to 200 sheets (80gsm) Using 20mm covers
- Audio and visual cycle complete signals
- Fast binding with a fixed cycle time of 40 seconds
- Simple to operate controls

GBC ThermaBind T200

Document support and integral (21mm) cooling tray



ThermaBind Accessories

A4 ThermaBind Covers

Standard White Thermal Covers A4 - 150 mic PVC transparent front with satin white 240 gsm back. Can be stored away in files using GBC File strips (up to 8mm)

| - | |
|---|--|
| | |
| | |

| can be elered away | | | |
|--------------------|------------|------|-------------|
| Spine (mm) | Sheet Cap* | Qty. | Satin White |
| 1.5 | 15 | 100 | IB370014 |
| 3 | 30 | 100 | IB370021 |
| 4 | 40 | 100 | IB370038 |
| 6 | 50 | 100 | IB370045 |
| 8 | 60 | 100 | IB370052 |
| 10 | 90 | 100 | IB370168 |
| 12 | 110 | 100 | IB370175 |
| 15 | 140 | 50 | IB370083 |
| 20 | 180 | 50 | IB370090 |
| 25 | 240 | 50 | IB370106 |
| 30 | 280 | 50 | IB370113 |
| 35 | 320 | 50 | IB370120 |
| 40 | 370 | 50 | IB370137 |
| 50 | 440 | 50 | IB370151 |

Optimal Thermal Cover - 150 mic PVC transparent front with satin white 200 gsm back. Comes with built in filing tab so you can store your documents after use (up to 8mm).



| Spine (mm) | Sheet Cap* | Qty. | Satin White |
|------------|------------|------|-------------|
| 1.5 | 15 | 100 | TC080070 |
| 3 | 30 | 100 | TC080370 |
| 4 | 40 | 100 | TC080470 |
| 6 | 50 | 100 | TC080670 |
| 9 | 70 | 100 | TC080970 |
| 12 | 110 | 100 | TC081270 |
| 15 | 140 | 50 | TC081570 |
| 18 | 160 | 50 | TC081870 |
| 21 | 190 | 50 | TC082170 |
| 24 | 230 | 50 | TC082470 |



Thermabind A4 Covers - Standard PET. 150 mic transparent PET front with satin white 200 gsm back. Comes with built in filing tab so you can store your documents after use (up to 8mm).



| Spine (mm) | Sheet Cap* | Qty. | Satin White |
|------------|------------|------|-------------|
| 1.5 | 15 | 100 | IB373619 |
| 3 | 30 | 100 | IB373626 |
| 4 | 40 | 100 | IB373633 |
| 6 | 50 | 100 | IB373640 |
| 8 | 60 | 100 | IB373657 |
| 10 | 90 | 100 | IB373664 |
| 12 | 110 | 100 | IB373671 |

^{*} Based on 80 gsm paper



ThermaBindAccessories

Standard Thermal Covers A4 – Retail packs - 150 mic PVC transparent front with 240 gsm silk white backs. Can be stored away in files using GBC File strips (up to 8mm)



| Spine (mm) | Sheet Cap* | Qty. | Satin White | Royal Blue |
|------------|------------|------|-------------|------------|
| 1.5 | 15 | 25 | 45445 | 45822U |
| 3 | 30 | 25 | 45440 | 45823U |
| 6 | 50 | 25 | 45442 | 45824U |
| 9 | 80 | 25 | 45448 | 45825U |
| 12 | 110 | 25 | 45443 | _ |

A5 Thermal Covers. 150 mic PVC transparent front with silk white 240 gsm back.

| Sheet Cap* | Qty. | Satin White | |
|------------|------|-------------|--|
| 15 | 100 | IB370410 | |
| 30 | 100 | IB370427 | |
| 40 | 100 | IB370434 | |
| 50 | 100 | 4400021 | |

Business Line LinenWeave™ Thermal Covers A4

For ThermaBind Machines 150 mic transparent front with 250 gsm LinenWeave back. Can be stored away in files using GBC File strips (up to 8mm)





4400022



| | • | | · | | | |
|------------|------------|------|----------|----------|----------|------------|
| Spine (mm) | Sheet Cap* | Qty. | White | Black | Red | Royal Blue |
| 1.5 | 15 | 100 | IB386305 | IB386008 | IB386503 | IB386602 |
| 3 | 30 | 100 | IB386312 | IB386015 | IB386510 | IB386619 |
| 4 | 40 | 100 | IB386329 | IB386022 | IB386527 | IB386626 |
| C | EO | 100 | IDancase | IDOCCOO | ID20CE24 | IDanceaa |

Business Line LeatherGrain™ Thermal Covers A4
For ThermaBind Machines. 150 mic PVC transparent front

with 250 gsm LeatherGrain back. Can be stored away in files using GBC File strips (up to 8mm)









| Spine (mm) | Sheet Cap* | Qty. | White | Black | Red | Royal Blue | Wedge. Blue | Burgundy | |
|------------|------------|------|----------|----------|----------|------------|-------------|----------|--|
| 1.5 | 15 | 100 | IB451706 | IB451607 | IB451201 | IB451003 | IB451102 | IB451300 | |
| 3 | 30 | 100 | IB451713 | IB451614 | IB451218 | IB451010 | IB451119 | IB451317 | |
| 4 | 40 | 100 | IB451720 | IB451621 | IB451225 | IB451027 | IB451126 | IB451324 | |
| 6 | 50 | 100 | IB451737 | IB451638 | IB451232 | IB451034 | IB451133 | IB451331 | |
| 8 | 70 | 100 | IB427398 | IB427381 | IB427343 | IB427329 | - | - | |

ThermaBind File Strips.

| Description | Qty. | White |
|----------------|------|----------|
| PVC FileStrips | 50 | IB412356 |

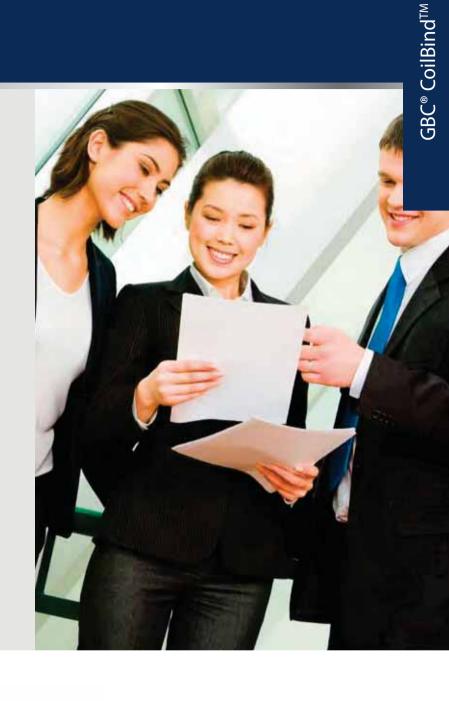
^{*} Based on 80 gsm paper

CoilBind[™]

GBC CoilBind combines the convenience of 360° page rotation with speed-to-bind, flexibility and light weight qualities. Page changing and/or alteration is possible by cutting one end of the coil and unwinding.









EDUCATION

OFFICE

CoilBind C200

A robust manual A4 punch and electric coil feeder that is ideal for the general office to speed up productivity.

- Punch Capacity: 20 sheets (80 gsm)
- Binds up to: 145 sheets (80 gsm) Using an 18 mm plastic coil
- Manual coil and crimp
- Includes simple size guide
- Crimper included

| Model | Max. Binding Length | Product Code |
|----------|---------------------|--------------|
| GBC C200 | A4 | 7705520 |
| | | |

Equipment

Technical specification









CoilBind C100

A simple to use entry point machine ideal for small office or home environments with low usage.

- Punch capacity: 12 sheets (80gsm)
- Binds up to: 145 sheets (80gsm) Using an 18 mm plastic coil
- Manual coil and crimp
- Includes simple size guide
- Crimper included

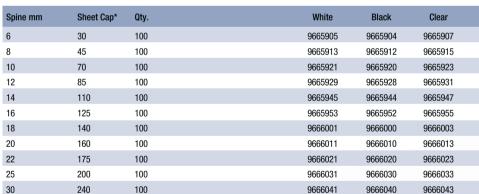
| Model | Max. Binding Length | Product Code |
|----------|---------------------|--------------|
| GBC C100 | A4 | 7705410 |

CoilBind Accessories

100

A4 ColorCoils™ for use with all CoilBind Machines.

265



9666051

Max
Paper I:
Max Bindin,
Anti- Jam

ClickBind













| ClickBind Model Ref/Name | P3000 | ClickBind15E | ClickBind15 | ClickBind EzClick |
|---------------------------------------|---------------|-----------------|-----------------|-----------------------|
| Product Code | 7708520 | 4400418 | 4400416 | 4400419 |
| Type of Punch | Electric | Electric | Manual | Uses PrePunched Paper |
| Max. Punch Capacity per lift (80gsm) | 15 | 15 | 15 | n/a |
| Max. Approx. Binding Capacity (80gsm) | 100 | 145 | 145 | 100 (100gsm paper) |
| Paper Formats | A4 | A4 | A4 | A4 |
| Max Binding Element Cap | 16mm | 16mm | 16mm | 16mm |
| Anti- Jam Feature | V | ✓ | n/a | n/a |
| De-Selector Pins | Fixed 34 ring | Fixed 34 ring | Fixed 34 ring | Fixed 34 ring |
| Click Size Selector | Auto | ✓ | V | V |
| Margin Depth Selector | Fixed | Fixed | Fixed | Fixed |
| Additional Features | Auto Bind | GuideRight Tray | GuideRight Tray | Storage Tray |
| Machine Dimensions (HxWxD mm) | 520x476x470 | 180x405x384 | 180x440x460 | 108x410x200 |
| Weight | 38.4kg | 8.4kg | 5.9kg | 3.2kg |



| ClickBind Model Ref/Name | ClickBind ClickMan | ClickBind Presentation Kit | |
|---------------------------------------|--------------------|----------------------------|--|
| Product Code | CA610000 | 4400391 | |
| Type of Punch | Manual | Uses PrePunched Paper | |
| Max. Punch Capacity per lift (80gsm) | 6 | n/a | |
| Max. Approx. Binding Capacity (80gsm) | 145 | 45 | |
| Paper Formats | A4 | A4 | |
| Max Binding Element Cap | 16mm | 8mm | |
| Anti- Jam Feature | n/a | n/a | |
| De-Selector Pins | Fixed 34 ring | Fixed 34 ring | |
| Click Size Selector | Х | n/a | |
| Margin Depth Selector | Fixed | n/a | |
| Additional Features | Compact Design | All In-One kit | |
| Machine Dimensions (HxWxD mm) | 85x360x85 | 345x300x26 | |
| Weight | 1.3kg | 0.5kg | |
| • | 3 | - 3 | |

CombBind 3











| Joinis Dina | | | | |
|---------------------------------------|----------------------|----------------------|----------------------------|--|
| CombBind Model Ref/Name | CombBind C20 | CombBind C12 | BindMate | |
| Product Code | 4400311 | 4400310 | 4400399 | |
| Type of Punch | Manual | Manual | Manual | |
| Max. Punch Capacity per lift (80gsm) | 20 | 12 | 8 | |
| Max. Approx. Binding Capacity (80gsm) | 330 | 195 | 125 | |
| Paper Formats | A4 | A4 | A4 | |
| Max Binding Element Cap | 38mm | 22mm | 14mm | |
| Anti- Jam Feature | ✓ | Х | n/a | |
| De-Selector Pins | Х | Х | Fixed 21 ring/4 hole punch | |
| Comb Size Selector | ✓ | ✓ | Х | |
| Margin Depth Selector | Fixed | Fixed | Fixed | |
| Additional Features | QuickStep user Guide | QuickStep User Guide | Carry handle | |
| Machine Dimensions (HxWxD mm) | 145x465x400 | 130x320x380 | 264x394x140 | |
| Weight | 9.8kg | 5.3kg | 2.8kg | |

Specifications







| | | | 1 | - |
|---------------------------------------|--------------------|--------------------|--------------------|-------------------|
| CombBind Model Ref/Name | CombBind C450E | CombBind C366 | CombBind C210 | ComBind C110E |
| Product Code | 4400422 | 2101434 | 4400407 | 7700160 |
| Type of Punch | Electric | Maual | Maual | Electric |
| Max. Punch Capacity per lift (80gsm) | 25 | 30 | 20 | 15 |
| Max. Approx. Binding Capacity (80gsm) | 450 | 450 | 450 | 330 |
| Paper Formats | A4 | A4, A5 | A4 | A4 |
| Max Binding Element Cap | 51mm | 51mm | 51mm | 38mm |
| Anti- Jam Feature | Х | n/a | Х | ✓ |
| De-Selector Pins | Auto centering | Auto centering | Fixed 21 ring | Fixed 21 ring |
| Comb Size Selector | V | ✓ | ✓ | ✓ |
| Margin Depth Selector | Fixed | ✓ | Fixed | Fixed |
| Additional Features | Document Separator | Document Separator | Cover Storage Tray | Base Suction Cups |
| Machine Dimensions (HxWxD mm) | 170x440x450 | 200x480x450 | 185x455x435 | 411x355x225 |
| Weight | 15.6kg | 11.03kg | 7.5kg | 9.1kg |











| | - | | | | |
|---------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| CombBind Model Ref/Name | CombBind EP28Pro | CombBind DB28Pro | CombBind C800Pro | CombBind C250Pro | CombBind C150Pro |
| Product Code | 4400103 | 4400104 | IB271717 | IB271403 | IB271106 |
| Type of Punch | Electric | Electric | Electric | Manual | Manual |
| Max. Punch Capacity per lift (80gsm) | 38 | n/a | 20 | 20 | 20 |
| Max. Approx. Binding Capacity (80gsm) | n/a | 450 | 450 | 450 | 450 |
| Paper Formats | A3, A4, A5, US Letter | A3, A4, A5, US Letter | A4, A5, US Letter | A4, A5, US Letter | A4 |
| Max Binding Element Cap | n/a | 51mm | 51mm | 51mm | 51mm |
| Anti- Jam Feature | ✓ | n/a | Х | n/a | n/a |
| De-Selector Pins | 28 | n/a | Full 21 disengageable | Full 21 disengageable | Fixed 21 Ring |
| Comb Size Selector | X | n/a | ✓ | Х | Х |
| Margin Depth Selector | ✓ | n/a | ✓ | ✓ | Fixed |
| Additional Features | Solid metal construction |
| Machine Dimensions (HxWxD mm) | 265 x 505 x 435 | 290 x 510 x 150 | 420 x 385 x 295 | 380 x 300 x 230 | 360 x 300 x 210 |
| Weight | 53.6kg | 8.3kg | 22.5kg | 10.4kg | 8.7kg |



Equipment

Technical Specification

| WireBind | | 3 | | |
|---------------------------------------|--------------------|--------------------|--------------------|---------------|
| WireBind Model Ref/Name | WireBind W25 E | WireBind W20 | WireBind W18 | WireBind W15 |
| Product Code | 4400428 | 4400426 | 2101440 | 4400402 |
| Type of Punch | Electric | Manual | Manual | Manual |
| Max. Punch Capacity per lift (80gsm) | 25 | 20 | 15 | 15 |
| Max. Approx. Binding Capacity (80gsm) | 125 | 125 | 125 | 125 |
| Paper Formats | A4/A5 | A4/A5 | A4 | A4 |
| Max Binding Element Cap | 14mm | 14mm | 14mm | 14mm |
| Anti- Jam Feature | Х | n/a | n/a | n/a |
| De-Selector Pins | Auto Centering | Auto Centering | Auto Centering | Fixed 34 Ring |
| Wire Size Selector | ✓ | ✓ | ✓ | ✓ |
| Margin Depth Selector | Fixed | Fixed | Fixed | Fixed |
| Additional Features | Document Separator | Document Separator | Document Separator | Carry handle |
| Machine Dimensions (HxWxD mm) | 170x495x450 | 170x495x450 | 170x495x450 | 144x400x360 |
| Weight | 18.1ka | 12.4ka | 11.3kg | 7.7ka |

| WireBind Model Ref/Name | WireBind E Karo 40 | WireBind Karo 40 |
|---------------------------------------|--------------------------|--------------------------|
| Product Code | 4400101 | 4400100 |
| Type of Punch | Electric | Manual |
| Max. Punch Capacity per lift (80gsm) | 15 | 20 |
| Max. Approx. Binding Capacity (80gsm) | 125 | 125 |
| Paper Formats | A4, A5, US Letter | A4, A5, US Letter |
| Max Binding Element Cap | 14mm | 14mm |
| Anti- Jam Feature | n/a | n/a |
| De-Selector Pins | 40 Disengageable | 40 Disengageable |
| Wire Size Selector | V | ✓ |
| Margin Depth Selector | Fixed | Fixed |
| Additional Features | Solid metal construction | Solid metal construction |
| Machine Dimensions (HxWxD mm) | 260x420x385 | 190x420x305 |
| Weight | 25.8kg | 11.5kg |





Specifications

Multifunctional @ 3 2











| Multifunctional Model Ref/Name | MultiBind 420 | MultiBind 230E | MultiBind 230 |
|---------------------------------------|--|---------------------------------------|---------------------------------------|
| Product Code | 4400435 | 4400425 | 4400423 |
| Type of Punch | Manual | Electric | Manual |
| Max. Punch Capacity per lift (80gsm) | 20x CombBind & WireBind, 12x WireBind & ClickBind | 30 | 30 |
| Max. Approx. Binding Capacity (80gsm) | 450 (CombBind) or 125 (WireBind) or 145 (ClickBind) | 450 CombBind, 125 (WireBind21) | 450 CombBind, 125 (WireBind 21) |
| Paper Formats | 315mm, A4, A5 | A4/A5 | A4/A5 |
| Max Binding Element Cap | 51mm (CombBind), 14mm (WireBind),16mm (ClickBind) | 51mm (CombBind), 14mm (WireBind21) | 51mm (CombBind), 14mm (WireBind21) |
| Anti- Jam Feature | n/a | х | n/a |
| De-Selector Pins | 7 disengageable | Auto centering | Auto centering |
| Margin Depth Selector | Fixed | Fixed | Fixed |
| Additional Features | Foldaway design | Document Separator | Document Separator |
| Machine Dimensions (HxWxD mm) | 125x460x425 | 170x525x450 | 200x525x450 |
| Weight | 12.6kg | 18.8kg | 12.2kg |











| Multifunctional Model Ref/Name | MultiBind 400E | MultiBind 320 | MultiBind 220 | MultiBind 212 | MultiBind 208 |
|---------------------------------------|---|---|---------------------------|---|---|
| Product Code | IB271212 | IB271076 | IB271090 | IB275999 | 4400110 |
| Type of Punch | Electric | Manual | Manual | Manual | Manual |
| Max. Punch Capacity per lift (80gsm) | 12 CombBind & WireBind 21, 20 4Hole | 20 CombBind & WireBind 21, 30 4Hole | 20 CombBind & 30 4Hole | 12 | 8 |
| Max. Approx. Binding Capacity (80gsm) | 450 (CombBind), 125 (WireBind 21) | 450 (CombBind), 125 (WireBind 21) | 450 (CombBind) | 145 (CombBind) 125 (WireBind 21) | 125 (CombBind) 125 (WireBind 21) |
| Paper Formats | A4, A5, 315mm | A4, A5, 315mm | A4, 315mm | A4 | A4 |
| Max Binding Element Cap | 51 mm (CombBind), 14 mm (WireBind21) | 51 mm (CombBind), 14 mm (WireBind21) | 51 mm (CombBind) | 16 mm (CombBind), 14 mm (WireBind21) | 14 mm (CombBind), 14 mm (WireBind21) |
| Anti- Jam Feature | Х | Х | Х | n/a | n/a |
| De-Selector Pins | 7 Disengageable | 7 Disengageable | Fixed 21 loop/4 Hole | Fixed | Fixed |
| Margin Depth Selector | v | ✓ | Fixed | Fixed | Fixed |
| Additional Features | Fold away design | Fold away design | Fold away design | Compact design | Carry handle |
| Machine Dimensions (HxWxD mm) | 125x425x460 | 125x425x425 | 125x425x425 | 112x385x160 | 264x400x140 |
| Weight | 14.8kg | 11.5kg | 11.5kg | 3.5kg | 3.5kg |

Equipment

Technical Specification













| StripBind 23 | 3 . | | | | |
|---------------------------------------|-------------------|-------------------|-------------------|--------------|------------|
| StripBind Model Ref/Name | Surebind System 3 | Surebind System 2 | Surebind System 1 | Surebind 500 | VeloBinder |
| Product Code | 9707101 | 9707051 | 9707050 | 4400401 | 9707121 |
| Type of Punch | Electric | Electric | Manual | Manual | Manual |
| Max. Punch Capacity per lift (80gsm) | 26 | 22 | 22 | 25 | 20 |
| Max. Approx. Binding Capacity (80gsm) | 750 | 500 | 200 | 450 | 200 |
| Max Binding Element Cap | 75mm | 50mm | 25mm | 50mm | 45mm |
| Paper Formats | A5,A4 | A5,A4 | A5,A4 | A5,A4,A3 | A4 |
| Anti- Jam Feature | V | ✓ | n/a | n/a | n/a |
| Machine Dimensions (HxWxD mm) | 343x564x457 | 267x597x451 | 180x560x407 | 500x400x145 | 90x315x110 |
| Weight | 27kg | 20.5kg | 12.7kg | 7.3kg | 1.5kg |

ThermaBind











| ThermaBind Model Ref/Name | ThermaBind T500Pro | ThermaBind T400 | ThermaBind T200 |
|---------------------------------------|-----------------------|-----------------------|-----------------|
| Product Code | 4400102 | 4400411 | 4400409 |
| Binding Cycle | 40-60 secs | Fixed | Variable |
| Binding/Cooling Indicator | Audio & Visual | Audio & Visual | Audio & Visual |
| Max. Approx. Binding Capacity (80gsm) | 440 | 400 | 200 |
| Max Binding Element | 50mm | 40mm | 20mm |
| Element Size Selector | Х | V | X |
| Additional Features | Separate Cooling Rack | Document Support Rail | |
| Machine Dimensions (HxWxD mm) | 185x500x240 | 95x365x220 | 82x360x135 |
| Weight | 4.2kg | 1.7kg | 0.8kg |

CoilBind









| CoilBind Model Ref/Name | CoilBind C200 | CoilBind C100 | |
|---------------------------------------|---------------------|----------------------|--|
| Product Code | 7705520 | 7705410 | |
| Type of Punch | Manual | Manual | |
| Max. Punch Capacity per lift (80gsm) | 20 | 12 | |
| Max. Approx. Binding Capacity (80gsm) | 145 | 145 | |
| Max Binding Element Cap | 18mm | 18mm | |
| Anti- Jam Feature | х | X | |
| De-Selector Pins | Fixed 47 Ring | Fixed 47 Ring | |
| Coil Size Selector | ✓ | ✓ | |
| Margin Depth Selector | Fixed | Fixed | |
| Additional Feature | Quick Starter Guide | Crimper Storage Tray | |
| Machine Dimensions (HxWxD mm) | 215x463x480 | 150x405x330 | |
| Weight | 11.5kg | 6kg | |

A5 Presentation Report Covers

A4 Presentation Report Covers

CE030070

Cardboard Covers

HiClear

HiClear is a transparent PVC.

HiClear

| Holta | | | | |
|-------------|----|------|---------|--|
| Description | | Qty. | Clear | |
| 180mic | A5 | 100 | 4400024 | |
| 240mic | A5 | 100 | 4400025 | |
| | | | | |



PolyClearView[™]

Made from high quality polypropylene, PolyOpaque is a 300 micron weight cover with a slight 'sand' grain on one side and completely smooth on the reverse. Ideal for all binding styles.



| | | \mathcal{D} |
|--|--|---------------|
|--|--|---------------|

PolyClearView™ 100 4400037



GBCLeatherGrain™

This range offers the look and feel of real leather. At 250gsm these covers provide exceptional durability. LeatherGrain is available in 14 colour-fast colours.

CDCI aatharCrainTV

| ubule | aune | eruralli" | | | | |
|-------------|------|-----------|---------|---------|------------|---------|
| Description | | Qty. | White | Black | Royal Blue | Red |
| 250gsm | A5 | 100 | 4400015 | 4400017 | 4400014 | 4400016 |





PolyOpaque™

Made from high quality polypropylene, PolyOpaque is a 300 micron weight cover with a slight 'sand' grain on one side and completely smooth on the reverse. Ideal for all binding styles.



| Description | | Qty. | White | Black | Blue | Dark Red |
|-------------|----|------|---------|---------|---------|----------|
| 300mic | A5 | 100 | 4400034 | 4400036 | 4400035 | 4400033 |
| | | | | | | |





Regency™

Regency is an elegant 325gsm plasticised board material with a slight pinpoint finish. Ideal for personalisation – foil stamping, silk-screening and embossing.



CE030032

Regency™ is made from a combination of natural wood fibres and recycled materials





GBC® Covers

HiGloss™

Regency™

A vivacious and modern colour series of single-sided, cast-coated, Hi-Gloss covers that really bring presentations to life.



|) | \bigcirc | | | |
|-------|------------|----------|----------|--------|
| White | White | Black | Blue | Red |
| 71 | CE020071 | CE020010 | CE020020 | CE0200 |

| Description | Qty. | Economy White | White | Black | Blue | Red | Green | Yellow |
|------------------------|------|---------------|----------|----------|----------|----------|----------|----------|
| 250gsm A4 Single-sided | 100 | CF020071 | CE020071 | CE020010 | CE020020 | CE020030 | CE020040 | CE020060 |
| 250gsm A4 Single-sided | 50 | - | 46800 | - | - | - | - | - |
| 250gsm A4 Single-sided | 25 | - | CN020070 | - | - | - | - | - |
| 250gsm A4 Double-sided | 100 | - | CE020070 | - | - | - | - | - |

HiGloss™ Combo

| ss TM (2 | 250gsm)+ 25 HiClear™ (| 180 mic) | | | |
|---------------------|------------------------|----------|-------------|------|--|
| iption | | Qty. | White/Clear | Blac | |
| m | A4 Single cided | 25 25 | CD121970 | CR1 | |

LinenWeave™

With a classic, natural fibre look and a professional colour palette to match LinenWeave is the perfect companion to any report.

100



LinenWeave™ is made from high wood content pulp with a minimal percentage

CE050070 CE050030



Traditional[™]

LinenWeave Board (One side)

Durable and simple with a silky smooth matt finish.



Traditional™ is made from high wood content pulp with a minimal percentage

*Traditional™ White has a thickness of 220gsm making it suitable for certain











| Description | | Qty. | White | Black | Blue | Red | lvory | |
|-------------|---------------|------|-----------|----------|----------|----------|----------|--|
| 220gsm | A4 Plain Matt | 100 | CE080070* | | | | | |
| 230gsm | A4 Plain Matt | 100 | IB421082 | | | | | |
| 250gsm | A4 Plain Matt | 100 | | CE110010 | CE110020 | CE110030 | CE110065 | |



34 | **GBC**

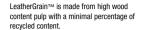


A4 Presentation Report Covers

PVC Covers

LeatherGrain™

This range offers the look and feel of real leather. At 250gsm these covers provide exceptional durability and quality. LeatherGrain is available in 14 colour-fast colours.







LeatherGrain™

| _canioi | didiii | | | | | | | | |
|----------------|--------------------|------|----------|----------|-----------|------------|----------|-----------|--|
| Textured leath | er-look (one side) | Qty. | White | Black | Navy Blue | Royal Blue | Blue | Wedgewood | |
| 250gsm | A4 | 50 | 46710E | 46700E | - | - | 46730E | - | |
| 250gsm | A4 | 100 | CE040070 | CE040010 | CE040025 | CE040029 | CE040020 | CE040021 | |
| | | | | | | | | | |

| Textured Leather | -Look (one side) | Qty. | Red | Dark Red | Burgundy | Dark Green | lvory | Dark Grey | Black | Royal Blue |
|------------------|------------------|------|----------|----------|----------|------------|----------|-----------|-----------|------------|
| 250gsm | A4 | 50 | 46720E | - | - | - | - | - | - | - |
| 250gsm | A4 | 100 | CE040031 | CE040030 | CE040032 | CE040045 | CE040065 | CE040055 | - | - |
| 250gsm | A3 | 100 | - | - | - | - | - | - | T22410029 | T22410038 |

| | | | \bigcirc | | | | |
|----------------|---------------------|----------------------|------------|----------|------------|-----------|----------|
| Textured Leath | ner-Look (one side) | Qty. | White | Black | Royal Blue | Wedgewood | Red |
| 250gsm | A4 | 50 (25 with window) | 46715E | 46705E | 46735E | - | 46725E |
| 250gem | Μ | 100 (50 with window) | CE0/1170 | CE0/1110 | CE0/1120 | CE0/1121 | CE0/1120 |

LeatherGrain™ Combo

| | [™] (250gsm) + 25 x HiClear | | \circ | |
|---------------|--------------------------------------|-------|-------------|--|
| Textured Leat | her-Look (one side) | Qty. | White/Clear | |
| 250gsm | A4 | 25+25 | CR140070 | |

| | | | \bigcirc | | | | | |
|------------------|-------------------|------|------------|----------|----------|------------|----------|--|
| Textured Leather | r-Look (one side) | Qty. | White | Black | Red | Royal Blue | lvory | |
| 250gsm | A4 | 25 | CN040070 | CN040010 | CN040030 | CN040029 | CN040065 | |
| | | | | | | | | |

GBCRecycled Covers

New GBC Recycled covers are made from 100% post consumer waste. They are available in a choice of natural earth tones and suitable for use on all GBC binding machines.



GBCRecycled Covers

| G.E. C. 100 y o. 1 | | | | | | | |
|--------------------|------|------|---------|---------|---------|---------|--|
| Description | С | ity. | Natural | Red | Brown | Green | |
| 300 mic | A4 1 | 00 | 4400004 | 4400005 | 4400006 | 4400007 | |



PVCOpaque™

PVC Opaque is a strong cover available in a matt or gloss finish and comes in a range of popular colours to suit.



| PVC Opaque [™] | | \bigcirc | | | | | |
|--------------------------------|------|-------------|-------------|------------|-------------------|-----------|-------------|
| Description | Qty. | Matt White | Matt Black | Matt Blue | Matt Dark Blue | Matt Red | - |
| 300 mic A4 | 100 | KV90183 | KV99033 | KV50093 | KV50063 | KV32613 | - |
| Description | Qty. | Gloss White | Gloss Black | Gloss Blue | - | Gloss Red | Gloss Green |
| 000 1- 44 | 100 | E0D404404 | E0D404400 | E00404400 | | E0D404404 | E0040440E |



ColorClear[™]

ColorClear is a clear two-sided coloured PVC with a medium weight. Ideal for all popular binding machines.











HiClear™

ColorClear

HiClear is a transparent PVC available in five standard weights.



HiClear™ Lightweight PVC

| Ligitivoigitti v | O | | | | | |
|------------------|----|------|-----------|------------|------------|--|
| Description | ı | Qty. | Clear | SuperClear | PrePunched | |
| 150 mic | A4 | 10 | 17441E | - | - | |
| 150 mic | A4 | 20 | 46260E | - | - | |
| 150 mic | A4 | 50 | 41600E | 41601E | 41604 | |
| 150 mic | A4 | 100 | CE011580F | CE011580E | - | |
| 150 mic | A4 | 25 | 4400342 | - | - | |
| 180 mic | A4 | 25 | CN011880 | - | | |
| 180 mic | A4 | 100 | CE011880E | - | - | |
| 200 mic | A4 | 100 | CE012080F | CE012080E | | |
| 240 mic | A4 | 100 | CE012480 | - | - | |
| 250 mic | A4 | 50 | 41605E | 41606E | - | |
| 300 mic | A4 | 100 | CE013080E | - | - | |
| 180 mic | A3 | 100 | CF121880 | - | - | |
| 200 mic | A3 | 100 | IB770050 | - | - | |
| 240 mic | A3 | 100 | 78500306 | - | - | |
| 300 mic | A3 | 100 | 78500307 | - | - | |
| | | | | | | |



^{*} Assorted pack contains 25 x red, green, blue and yellow

PolyOpaque™

Made from high quality polypropylene, PolyOpaque is a 300 micron weight cover with a slight 'sand' grain on one side and completely smooth on the reverse. Ideal for all binding styles.



PolyOpaque™



PP

PP

recyclina.



Polypropylene Covers

A4 Presentation Report Covers

PolyDesigner™

Available in two professional styles - Globe or Compass that add an up scale look to any presentation.



| D D | |
|--------------|----------|
| | DCIMPOR |
| IUIV | esigner™ |
| | 3 |

| Olypesigner | | | | | |
|-------------|----|------|-------------|---------------|--|
| Description | | Qty. | Clear Globe | Clear Compass | |
| 350 mic | A4 | 50 | IB387173 | IB387180 | |
| | | | | | |



PolyClearView™is a Polypropylene Cover available in 5 thicknesses - 300, 200, 280 also 350 and 450

depending upon colour and finish. Its chemical

PolyClearView[™]

PolyClearView is a robust semi-clear solution to protect title pages. Available in five weights and a variety of clear and frosted finishes.



| Poly | v Clea | arView |
|------|---------------|--------|

| Description | | Qty. | Clear | Frosted Clear | Frosted Clear/Matt | Frosted Blue | Frosted Red | |
|-------------|----|------|----------|------------------|-----------------------|-----------------|----------------|--|
| 200 mic | A4 | 100 | 2100536E | | | | | |
| 280 mic | A4 | 100 | 2101607E | | | | | |
| 300 mic | A4 | 25 | | IB386794 | - | - | - | |
| 300 mic | A4 | 100 | | IB386848 | - | - | - | |
| 350 mic | A4 | 100 | - | | IB387166 | - | - | |
| 450 mic | A4 | 50 | | IB387159 | | | | |



PolyTechnoTM

PolyTechno™

Description

PolyTechno is a 700 micron polypropylene cover with a heavy grained finish. Available in a striking, contemporary range of colours.



PolyTechno™ is a 700 micron Polypropylene Cover. Its chemical make-up properties make it far more

> Due to the thickness of PolyTechno, care should be taken to establish that one's choice of binding model can punch the







GBC® Covers

Presentation Accessories FileStrips

IB387210

The GBC FileStrip is a simple way to enable bound documents to be incorporated into an organisational or archiving solution. They are bound into the document during the binding process and being of clear plastic remain discreet yet strong.











FileStrips¹¹

| Product Code | Description | Colour | Qty. |
|--------------|---|-----------|------|
| IB410215 | 21 Ring PVC FileStrip (Universally Punched) for CombBind & WireBind21 | Clear PVC | 100 |
| IB195020 | 21 Ring PP FileStrip (Universally Punched) for CombBind & WireBind21. For use with PolyCover Presentation Covers. | Opaque PP | 100 |
| IB184994 | 34 Loop (Square Holes) PVC FileStrip (Universally Punched) for WireBind & ClickBind™ | Clear PVC | 100 |
| IB412356 | 2 Hole PVC File Strip for ThermaBind™ | | |
| 4400385 | 10 pin PVC filestrip (universally punched) for use with SureBind™ | Clear PVC | 100 |
| | | | |

PolyDividers

For use with comb, wire, coil, click and strip bound documents

| Product Code | Description | Colour |
|--------------|--|-----------------------------------|
| 2101323E | PolyDividers 5 part set with oversized clear covers | Blue, Purple, Pink, Orange, Green |
| 4400386 | PolyDividers 10 part set with oversized clear covers | Blue, Purple, Pink, Orange, Green |







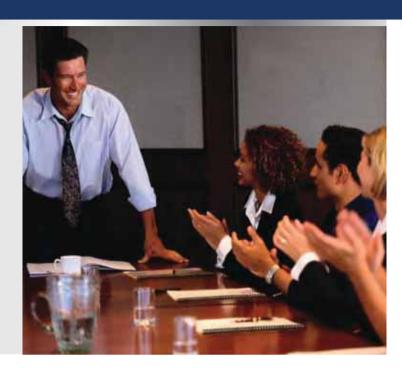


Binding Ideas and Tips

It's not just what you say; it is also how you say it, present it and package it.

In today's increasingly competitive and communicative world, getting your message across has become much more of a challenge. GBC understands this.

Please read our ideas and tips to help you determine what to bind and how to present it.



What to bind

In the office:

- Research results
- Presentations
- Sales tools
- Project information
- Status reports
- Training manuals
- Proposals and tenders
- Contracts and legal documents
 Reference documents
- Business policies

At home:

- Calendars
- Recipe books
- Photo albums
- Diaries
- Writing assignments
- Phone book
- Scrapbooks

In education:

- · Teaching guides
- Writing assignments / dissertations
- Emergency / indicident book
- Fire regulations / role call lists
- Phone books



Binding tips

- When you place your document in the punching throat of the machine make sure it is fully in by moving it from side to side, then ensure your document is aligned to the left.
- When using a cover and back, place a sheet of paper in between before punching.
- When using a ClickBind spine, pinch the first two rings together before using the zip tool.
- Make sure all of the pages are aligned before you place the document onto the spine.
- Prior to inserting the binding spine, place the back cover on the front then once bound rotate the back cover to the reverse so that the spine is completely hidden.

Design tips

- Create a background for PowerPoint slides and title page based on your company colours and style. If you would like to use the same template again, create a folder on your computer named template and save it there.
- When grouping text and images, the images should be separate and distinct so the audience knows where to focus.
- Use pictures as bullet points. Go to bullets, then select picture, and import.
- Use up-to-date images with a professional look instead of clip art. Many images are available at no charge on the web.
- Using too many arrows on your slides results in clutter and confusion. Try boxing the information together.

Delivery tips

- Have an opening statement that will encourage audience involvement. Asking questions is one way to do this.
- Let the audience know what's in it for them.
- Use visual aids in moderation; too many overwhelms your message.
- If something goes wrong during your presentation, do not panic. Relax, take a breath and pick up where you left off.
- Watch for filler words such as "um," "like," "you know".

Packaging tips

- Package your presentation to match the occasion.
- 76% of professionals believe a bound presentation gives materials a more professional appearance.
- If in doubt, make your presentation more professional than casual. It's always an advantage if you look polished.
- Packaging with durable materials will add shelf life to your presentation.
- Laminate visual aids to enhance their appearance and give you the ability to display them in the meeting room. And they can be re-used for future presentations.

Content tips

- · Understand and know what you are talking about
- Develop your own story on the topic to connect with your audience.
- Your word choice is often more important than the words themselves.
- Make sure your presentation is clear, focused and interesting.
- What you are saying now is not as critical as what you will say next. Keep your audience eager to hear more.

Want effortless binding with perfect results?



GBC's new range of comb binding machines feature low punch force technology, to **reduce punching effort by up to 50%** for increased productivity.

