

Binder Specifications

(This sheet is for information only, and need not be printed out and inserted into a binder.)

The binder used may be any standard US Letter size (8 1/2" x 11" sheet) or A4 size binder. It should have a slipcase. The binder thickness is as desired.

Discussion:

The pages for this documentation are designed to be printed on US Letter size paper (8 1/2 x 11 inches / 215.9 x 279.4 mm) in "portrait" format. The inner margin is 7/8 inch (22.2 mm). The outer margin is 1 inch / 25.4 mm.

These pages also should print on A4 paper (210 mm x 297 mm / 8.26 x 11.7 inches). Since A4 is narrower and taller than US Letter, if the pages are printed flush left (not horizontally centered) on the A4 sheet, the right margin will be reduced by 5.9 mm. Vertical alignment will vary depending on whether you print the page centered vertically on the A4 sheet, or flush with its top, or flush with its bottom. In all cases the aesthetics of the page layout will change, but no printed area will be lost.

This page size will fit in a standard US Letter size binder, with room for 3-hole punching on the inner side.

This page size also should fit in most standard A4 binders, even though the A4 sheet size is narrower. The inner margin of 22.2 mm should be sufficient for either ISO 838 2-hole punching or the common but non-standard 4-hole "888" extension of ISO 838.