

mimeo

Mimeo 3-ring Binder Spine Templates

Version 5
February 4, 2025

Detailed Instructions

- Contact Mimeo.com Customer Care at 901.566.8900 or via email at help@mimeo.com to have a special instruction (SI) added to your account for spine insertion into your binders.
 - Ask for SI: **MIM-D-0325**
 - If you have a back cover that will be inserted into your binder as well as a spine then ask for SI: **MIM-D-0327**
- Copy the slide which corresponds to the size of the binder for which you are creating a spine to a new file.
- Change the text and graphics on the slide to your desired configuration, within the content area of the spine.
- Any combination of text and graphics is acceptable, however please remember that Mimeo will cut your spine at the crop marks. Any text or graphic data outside of the crop marks will be lost.
- Print your customized spine to Mimeo (please do not print all slides to Mimeo).
- Ignore any warnings regarding the printable area; we have scaled your spines to fit perfectly in the selected binder size.
- When building your document in the Mimeo website, add your spine as the last page of your document.
- After choosing your binder option, click on “Edit Special Instructions” and select your spine SI (**MIM-D-0325 or MIM-D-0327**). Click the “Apply” button and continue processing your order.
- **IMPORTANT: PLEASE DO NOT SCALE YOUR PRINTED PAGES, THIS WILL CAUSE YOUR SPINE TO BE AN INCORRECT SIZE FOR THE BINDER YOU HAVE SELECTED.**

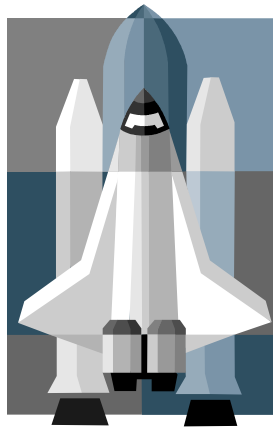
4 Inch Binder Spine

Customer Instructions

Please keep
all text and
graphics in
the content
area between
side panels

(Crop Marks)

When
printing to
Mimeo only
submit your
completed
spine file for
the binder
size you
desire.



Your Graphic Here

4 Inch Binder

Production Instructions:

Trim to 4.375 inches

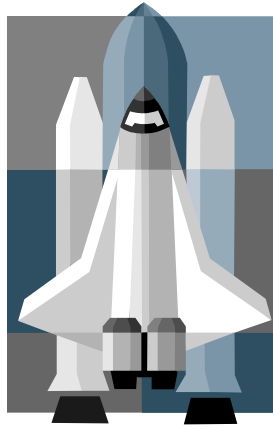
3 Inch Binder Spine

Customer Instructions

Please keep
all text and
graphics in
the content
area between
side panels

(Crop Marks)

When
printing to
Mimeo only
submit your
completed
spine file for
the binder
size you
desire.



Your Graphic Here

3 Inch Binder

Production Instructions:

Trim to 3.0 inches

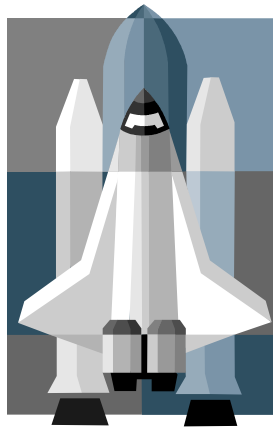
2 Inch Binder Spine

Customer Instructions

Please keep all
text and
graphics in the
content area
between side
panels

(Crop Marks)

When printing
to Mimeo only
submit your
completed
spine file for the
binder size you
desire.



Your Graphic Here

2 Inch Binder

Production Instructions:

Trim to 2.375 inches

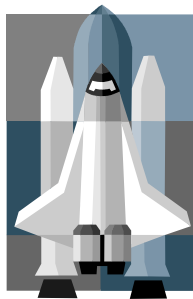
1¹/₂ Inch Binder Spine

Customer Instructions

Please keep all
text and
graphics in the
content area
between side
panels

(Crop Marks)

When printing
to Mimeo only
submit your
completed
spine file for the
binder size you
desire.



Your
Graphic
Here

1¹/₂ Inch Binder

Production Instructions:

Trim to 1.625 inches

1 Inch Binder Spine

Customer Instructions

Please keep all
text and
graphics in the
content area
between side
panels

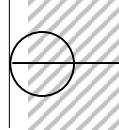
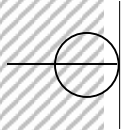
(Crop Marks)

When printing
to Mimeo only
submit your
completed
spine file for the
binder size you
desire.



Your
Graphic
Here

1 Inch Binder



Production Instructions:

Trim to 1 inch

1/2 Inch Binder Spine

Customer Instructions

Please keep all
text and
graphics in the
content area
between side
panels

(Crop Marks)

When printing
to Mimeo only
submit your
completed
spine file for the
binder size you
desire.



Your
Graphic
Here

1/2 Inch Binder

Production Instructions:

Trim to 0.625 inch