

Self Service Binding

- 1. Select the correct size spine** to bind your document by using the spine measurer next to the binding machine;

Spine measurer



or the conversion chart:

Number of pages	1-10	10-25	25-40	40-55	55-75	75-100	100-130	130-160	160-190	190-220	220-280	280-340
Spine size (mm)	1	3	5	7	9	12	15	18	21	24	30	36

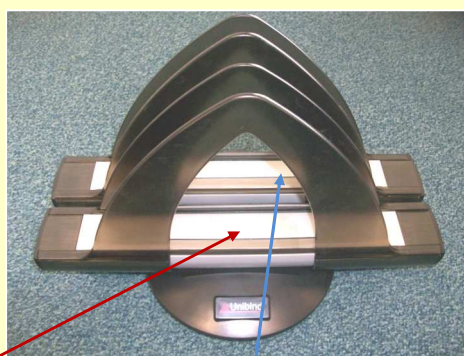
Based on 80gsm copier paper

- 2. Purchase your binding spine** from the Helpdesk before 6:30pm. A £2.00 charge per spine (irrelevant of size) applies. Remember that the binding machine is available throughout Library opening hours.

- 3. Familiarise yourself with the machine**

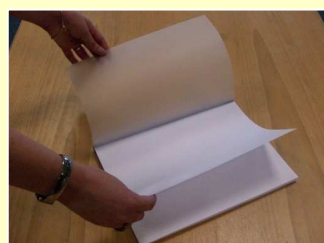


Heating bay (smooth plate)



Cooling bay (ridged plate)

- 4. Bind your document**



1. Place your document in the binding spine ensuring that all pages are aligned neatly and close the cover when you are happy.



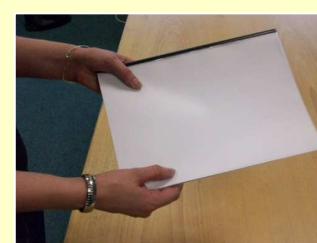
2. Set it on the heating bay (smooth plate) with the spine down. The binding element light will turn red, indicating that your document is being bound.



3. When the light turns green your document is bound. Carefully transfer it, spine down, to the cooling bay (ridged plate).



4. Leave your document to cool in the cooling bay for up to 1 minute.



5. Your document has been successfully bound