

Often-overlooked organizational gem...

Looseleaf Offers Flexibility, Durability, Economy

In 1611, after seven years of hard work, the King James Bible translation committee sent their final draft to printer Robert Barker.

The resulting volume, which would become the bestselling book in history, was available in two versions: bound, for 12 shillings, and looseleaf, for only 10 shillings.

Why (other than to save a couple shillings) would anyone want a looseleaf book, manual, or publication?

We can't speak for Bible buyers in 17th century England, but today there are many valid reasons why looseleaf binding is a popular option.

Looseleaf Binding

The term "looseleaf binding" sounds like an oxymoron since in raw form looseleaf pages aren't bound at all.

In practice, looseleaf pages are usually drilled with holes and inserted into ring binders, from which they can be easily removed. This provides many unique advantages.

Writeable

The looseleaf format is especially well suited to any publication that will contain written comments, such as workbooks, training manuals, and technical manuals.

Pages may be easily removed from binders, marked up as needed, and painlessly reinserted.

Left-handers especially appreciate not having binding to interfere with their writing!

Truly Lays Flat

Other binding styles claim to lay flat on a desk or a table, but looseleaf rules the roost.

Looseleaf pages in a properly sized ring binder sit completely flat when opened on a desk, table, or even a lap.

As noted before, individual sheets can be removed for more convenience.

Reproducible

Many training and education publishers grant reproduction rights to their materials.

Looseleaf allows pages to be removed from binders for easy scanning/copying.

Examples of this are teacher's editions of textbooks for elementary, secondary, college, or continuing education.

Replaceable

Only looseleaf allows quick and completely painless updating: change, revise, correct, or supplement your publication. Why reprint an entire catalog or parts manual when only a page or two needs revision?

Timed Release

Sometimes you don't want users to read ahead. The simplest way to control this is to use looseleaf.

Copresco can shrinkwrap each chapter or section. On the first day of class a binder containing day one materials is handed to attendees.

Each successive chapter is parceled out at the beginning of each session to be inserted into their binder by the students.

Portability

Looseleaf is popular for thick, complex volumes which can be very bulky. Pertinent sections can be easily removed and moved to smaller notebooks, folders, or even simply stapled or paper-clipped.

Afterwards those pages can be returned to their proper place with no loss of integrity.

Why Print?

Can't all of looseleaf's features be duplicated by digital or on-line media? The short answer is "no." The longer, more thoughtful answer is "why would you want to?"

Studies unanimously show greater comprehension and retention comes from reading and studying from printed media.

Handwritten annotation significantly increases retention over typed notes. And after the event, a binder is much more likely to be retained and opened again and again for reference, while digital files tend to disappear into the cloud, never to be opened again.

Worth the Investment

If your project isn't important, a digital format might be worth considering to save a few pennies, but in most cases that is terribly shortsighted.

After all your hard work and expense of preparing and producing your publication, it is worth presenting in the most effective possible way.

Possibilities

Examples in which a looseleaf binder may be the best medium include workbooks, training materials, technical manuals, catalogs, teacher editions, conference and convention materials, employee handbooks, directories, and even cookbooks.

So the next time you need printed pages, whether bound or looseleaf, call the company that can handle whatever format is best for you. Call Copresco.

Next Month

We'll talk in-depth about organizing your looseleaf publications with such techniques as shrinkwrapping, index tabbing, and ring binders.

Postal Rate Increases

USPS postal rate increases of approximately 2.5% are now in effect. A one ounce stamp is now 55¢.

(630) 690-2000 • www.copresco.com



Digital On-Demand Printing

262 Commonwealth Drive
Carol Stream, IL 60188

Address Correction Requested

A father was trying to teach his young son the evils of alcohol. He put a worm in a glass of water and another worm in a glass of whiskey. The worm in the



water lived, while the one in the whiskey curled up and died. The son commented, "Well, I learned my lesson. If you drink alcohol, you will not have worms."

* * *

An archaeologist is the best husband a woman can have: the older she gets, the more interested he is in her.

* * *

A hospital posted a notice in the nurse's lounge saying: Remember, the first five minutes of a human being's life are the most dangerous. Underneath, a nurse had written: The last five are pretty risky, too.

* * *

Sign seen in a health food shop window: Closed due to illness.

Mitch was getting his hair cut at a neighborhood barber's shop, and he asked the barber when would be the best time to bring in his two-year-old son. Without hesitation, the barber answered, "When he's four."

* * *

Gold mine: a hole in the ground with a liar standing in front of it. —Mark Twain.

* * *

A wife noticed her husband standing on the bathroom scale, sucking in his stomach. Thinking he was trying to



weigh less with this maneuver, she commented, "I don't think that's going to help." "Sure it does," he said. "It's the only way I can see the numbers."

* * *

This sign was posted in the break room yesterday: After coffee break, staff should empty the coffee pot and stand upside down on the draining board.

My therapist told me the way to achieve true inner peace is to finish what I start. So far today, I have finished two bags of chips and a chocolate cake. I feel better already.

* * *

Liz went to her first show at an art gallery and began looking at the paintings. One was a huge black canvas with yellow blobs of paint splattered all over it. The next painting was a murky gray color that had drips of purple paint streaked across it. Liz walked over to the artist and said, "I don't understand your paintings." "I paint what I feel inside me," explained the artist. "Have you ever tried Alka-Seltzer?" asked Liz.

* * *

Sign on a hotel entrance: Take one of our horse-driven tours — we guarantee no miscarriage.

* * *



Overnight Lite is published monthly by Copresco for the edification and amusement of our clients and friends.

Subscriptions: Subscriptions to *Overnight Lite* are complimentary and available only within the United States of America. To subscribe, visit www.copresco.com/lite.htm

Submissions: Reader comments, suggestions and submissions of both humorous and technical material are welcomed. Submissions will be fully credited if requested.

Postmaster: Send address corrections to Copresco's *Overnight Lite*, 262 Commonwealth Dr., Carol Stream, IL 60188

Copyright: All contents ©2019 Copresco. All rights reserved.

ISSN 1930-2274

Copresco
262 Commonwealth Drive
Carol Stream, IL 60188-2449
phone (630) 690-2000 fax (630) 690-8182
<http://www.copresco.com>