

# Gluing a Ribbon Into Your Planner

## Introduction

So y'all have a new hardcover planner — but it doesn't have a ribbon.

Unfortunately adding ribbons is not an option from every printshop, so some authors can't offer a ribbon. Also, an extra service like this often raise the cost of the planner a good chuck as each volume needs special handling or requires an extra step in processing on special (read: expensive) equipment.

So y'all might want to add a ribbon (or two!) to your& planner. Here's a step-by-step with photos of how Chris& and we Crisses add ribbons to our planners, courtesy of <https://pluralityresource.org>.

## Supplies Needed



Choose whether y'all want to use 1 or 2 ribbons, and whether y'all want to use different or matching ribbons for a 2-ribbon planner.

Make sure your& ribbons are no wider than the binding of the planner.

Gather your supplies and tools together:

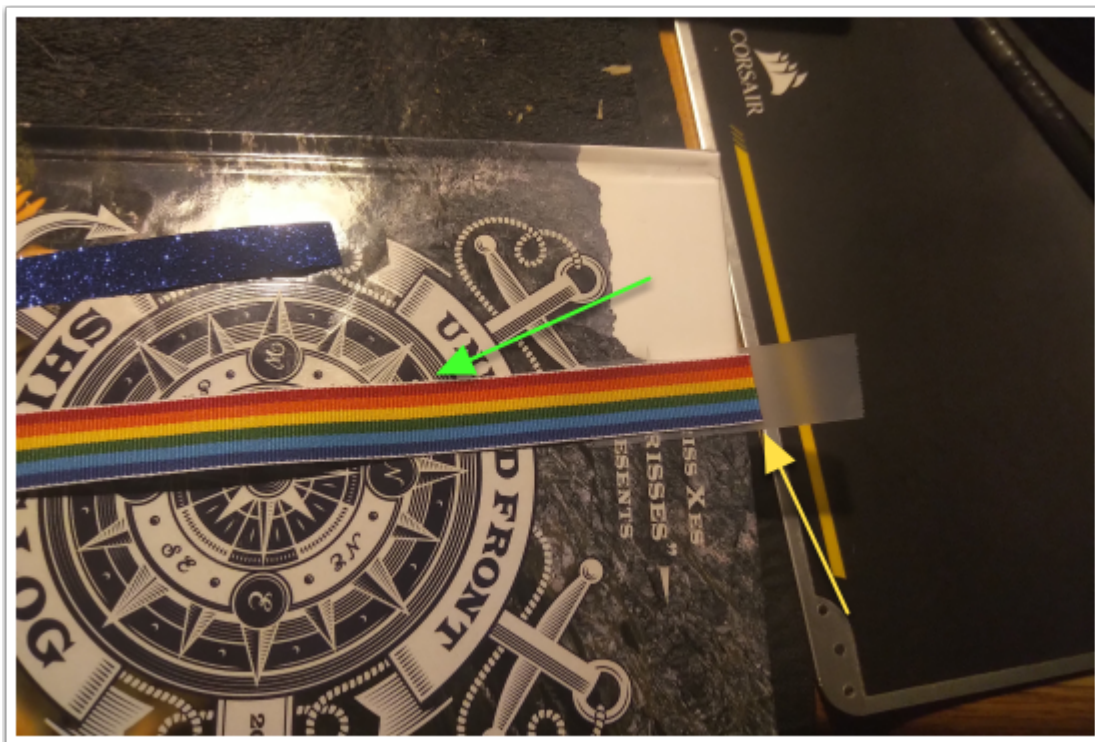
- 1 or 2 types of cloth ribbon (if using 2 ribbons) - other types of ribbon (nylon, lace, etc.) might work, but too thick may break the binding
- Scissors - *not shown*
- Clear 1-sided tape ("Scotch" Tape)
- Glue (school style "Elmers" glue or wood glue) - *not shown*
- Hardcover Planner - may work on other types of books with special binding techniques like coil bound cookbooks with external binding

### Measure Ribbon



Measure the ribbon(s) - leave at least 2 inches (5cm) at the top to go down into the binding (green arrow). Determine how far out the bottom of the planner y'all want the ribbons to go, cut the ribbons at least an inch or 2 (3-6cm) longer than the desired length (yellow arrow). You can always trim them down more later.

### Tape the Ribbon End



This step will prevent the glue from going through the ribbon and gluing it to both sides of the binding. The tip of the ribbon will be down inside of the binding (yellow arrow).

Cut a piece of tape that is longer than the area you will be gluing, and place the ribbon centered along the tape. Use more than one piece of tape if needed.

Optional: Chris& seems to leave his tape in the planner binding, I like to use a longer piece of tape and sit more ribbon on the tape at this step (about to the point of the green arrow) to have a piece of tape extend out so I can pull the tape out of the binding later, once the glue has cured. Either way works.



### Add Glue



Add glue to about 2 inches (5cm) of the ribbon. You will spread it out, and cloth ribbon will soak up considerably more glue than nylon.

### Spread the Glue



Spread the glue. You may want to get it right to the edges (shown later), but try to keep it over the taped area. The tape will help if the glue spreads over the edges when you press the ribbon into the binding, so you can go up to the edges.

### Optional: Add a second ribbon



At this point Chris& added a 2nd ribbon, I'm pretty sure it doesn't matter if you add a thinner one first or second. Line it up evenly, press it into the glue.

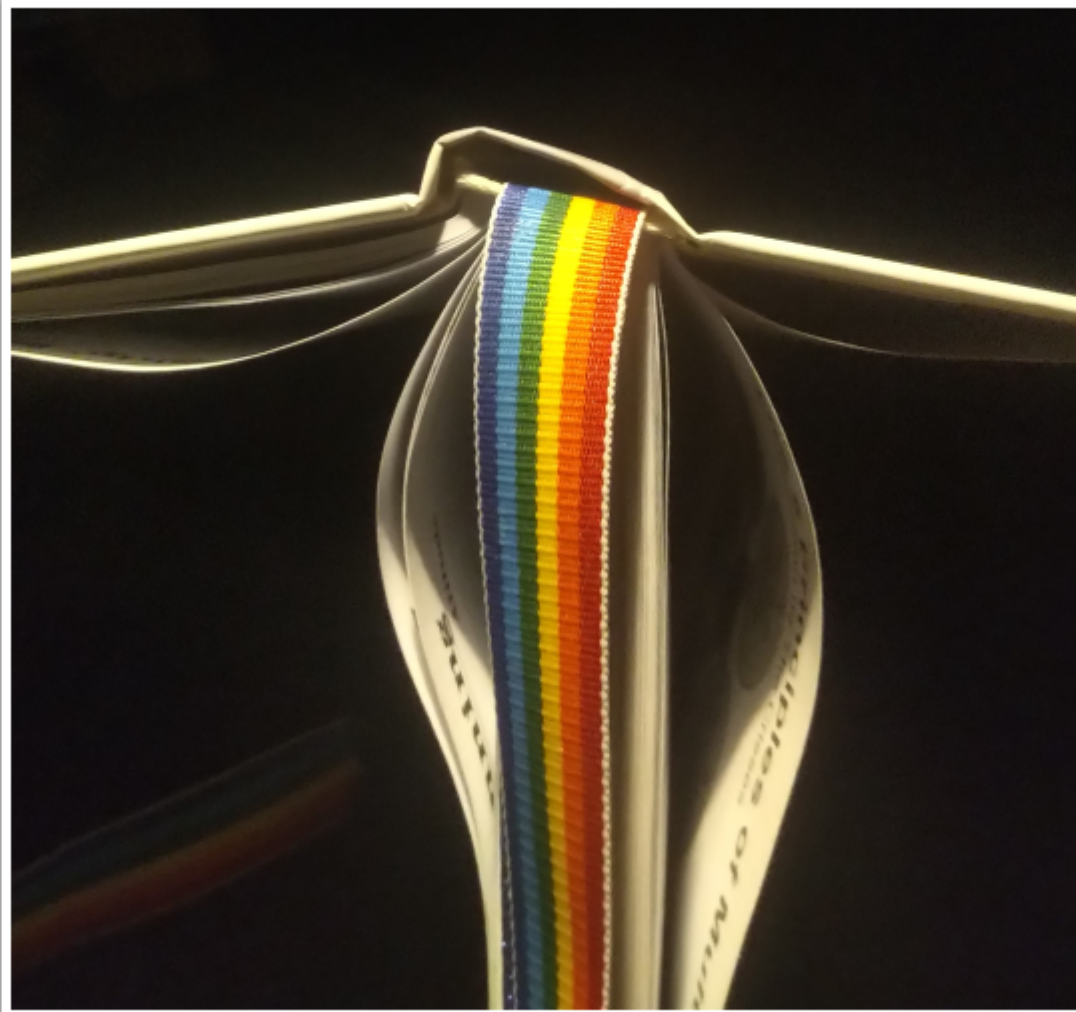
### Optional (cont.): Glue and spread



Add glue and spread. Here you can see that Chris& spread the glue throughout the ribbon surface.



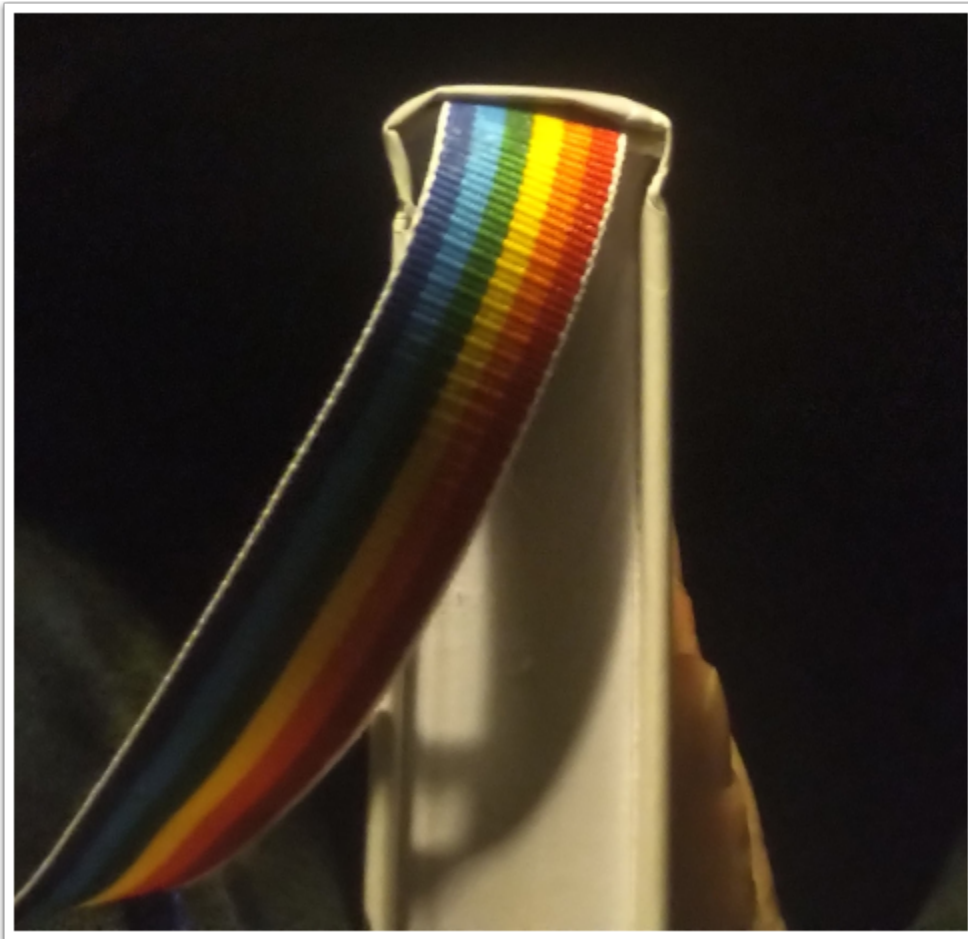
### Insert the Ribbon



Stand the planner up and open the hard cover both front and back so that there's a gap between the cover and the page binding. Chris& is gluing to the page binding. We Crisses prefer to glue to the cover. Either one works, I think. Your& choice.

Carefully slide the glued end of the ribbons, tape and all, down into the binding, so that where the glue ends is at least 1/4-1/2" or 1cm or so down into the binding to give the ribbons some play at the top of the book binding and prevent excess glue from squeezing out the top. If you have some tape sticking out that's perfectly fine; you can use that tab of tape to yank the tape out after. Chris& has the tape all the way into the planner binding which is fine.

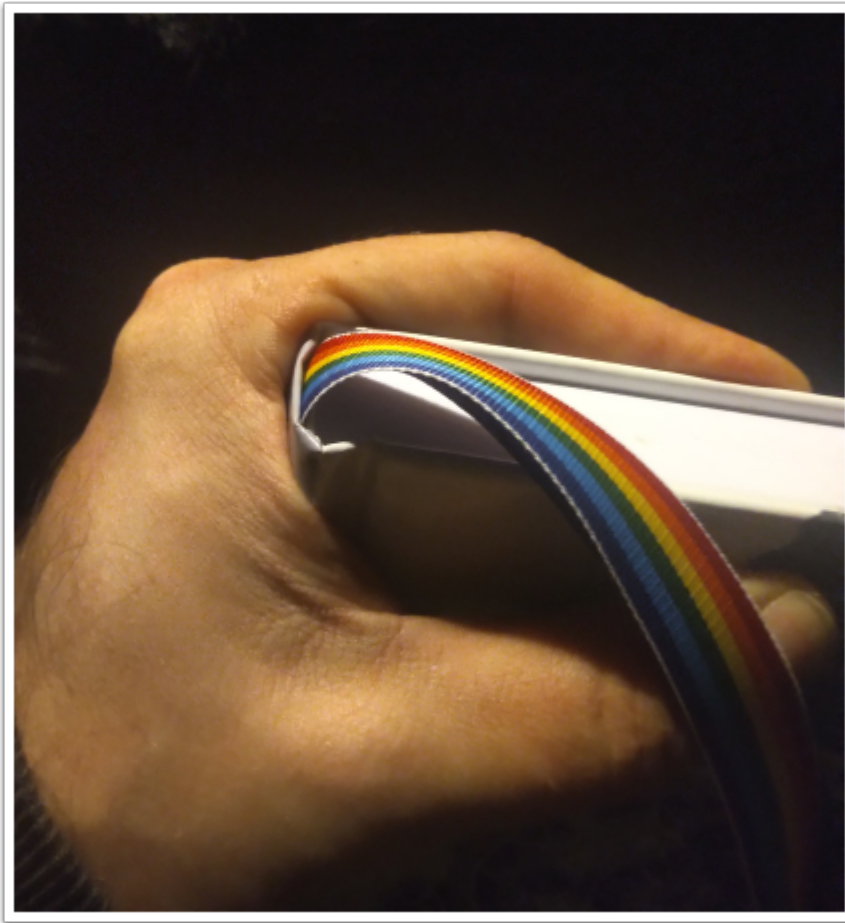
## Check the Position



Gently close the book and make sure y'all are happy with how the ribbon is positioned, you have a few minutes to reopen the binding (as in the previous step) and carefully wiggle the ribbon assembly until you're satisfied with where it is when the book is closed.



## Pressing and Curing Time



Once y'all are satisfied with the position of your ribbon, shut the book, and press on the back binding for a minute or so to make sure the ribbon and glue have made contact, and that enough glue has transferred to the other surface to help it cure firmly.

Now set the book aside overnight or 8+ hours to cure.

### And Enjoy Your Planner!

After 8 hours, y'all can use the planner again but for the first 24 hours, we would recommend just letting the ribbons dangle and treating your ribbons carefully in case they haven't fully cured yet.

Y'all can also trim the other end of the ribbons, glue the end sparingly if you think it may fray (you don't want it hard or excessively stiff, just enough glue so the threads don't want to come loose), or cut at a 45° angle or cut a notch into the ribbon ^ to prevent fraying.

After 24 hours your& planner ribbons have fully cured — you can now loosen and then tug on the tape (if it's sticking out the top) until it comes loose and discard.

Use like any planner ribbons.

Hope this photo tutorial was helpful!

Crisses (text) & Chris& (Photos)

Courtesy of <https://pluralityresource.org>