How to Pick the Right Stapler

Finding the right stapler helps ensure smooth fastening, fewer jams, and the right performance for your workspace. Use this simple step-by-step guide to choose the right model for your tasks.

1. Determine Paper Volume (Sheet Count)

How many sheets do you regularly staple? Light use (5-10 sheets) works with a standard office stapler. If you're stapling 30-50+ sheets, choose a heavy-duty stapler with the proper rating. Consider whether you'll staple coated sheets or booklets occasionally.





2. Identify the Stapler Type & Throat Depth

Desktop staplers are ideal for everyday use. Handheld staplers work well for mobile or light-duty tasks. Long-reach staplers are perfect for booklet making or stapling deeper into the page. If you need to staple in the center of large sheets, check the stapler's reach (throat depth).

3. Check Sheet Capacity & Staple Size Compatibility

Staplers list maximum sheet capacity for standard 20 lb paper. Make sure the stapler you choose supports the number of sheets you need. Verify staple size: smaller sizes (1/4") handle small stacks, while 3/8" or 1/2" staples handle more pages. Using the wrong staple size leads to jams and poor fastening.

LEG LENGTH	STAPLE SIZE	SHEETS
6 mm	23/6 (1/4")	30
8 mm	23/8 (5/16")	50
10 mm	23/10 (3/8")	70
13 mm	23/13 (1/2")	100
16 mm	23/15 (9/16")	140
17 mm	23/17 (5/8")	160
20 mm	23/20 (3/4")	200
24 mm	23/24 (15/16")	240

4. Look at Build Quality and Features

Metal construction offers better durability for frequent use. Reduced-effort or low-force mechanisms reduce hand strain. Jam-free and flat-clinch systems improve performance and document neatness. Quiet staplers are ideal for shared or quiet environments.

5. Match the Stapler to Your Environment

High-traffic office spaces benefit from heavy-duty models with high capacity. Home offices or occasional users can use standard or compact staplers. Classrooms or mobile carts may require portability and durability.

6. Budget vs. Lifespan

Light-duty staplers are inexpensive and fine for occasional use. For daily or heavy stapling, investing in a durable, well-built model saves frustration and replacement cost over time.