

***Bindery***

## **WHAT IS BINDING?**

Binding is a general term for a collection of processes that secure together pages or sections of a publication, like a book, brochure, magazine and/or any other type of printed material.

Although binding is one of the last steps in producing printed material, it has a big impact on how a piece is design and printed.

The left and/or inside margin of a publication is normally affected depending on the binding method. It is best to check with the printer to determine what allowances should be made for the publication regarding the margin.

## TERMS YOU NEED TO KNOW:

### SPINE

The edge of the document that is affected by the binding. Although the spine can be opened or closed, it has an impact on the inside margins of the document.

### CLOSED SPINE

A spine that has a cover over the spine.

### OPEN SPINE

A spine that is open; the glue and stitching are exposed.

### GUTTER

Is the inside margins of a document, where the binding takes place.

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THE FOLLOWING ARE VARIOUS TYPES OF BINDERY METHODS:

- Hole Punched
- GBC
- Spiral
- Wire-O Binding
- Saddle Stitch
- Perfect Bound
- Sewn & Glued
- Case (or Edition) Bound
- Alternate Binding

## HOLE PUNCHED

A die cuts round circles along the gutter of a publication.

The pages are then bound in a ringed binder or held together by a clasp.

The most popular type of hole punched is 3-hole punched.

### THE BENEFIT OF USING THIS METHOD:

- It is extremely easy to update publication pages and sections
- It is extremely easy to reorganize pages and sections
- If a client wants a document that allows for customizing of information, and the convenience of varying interchangeable content

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## **GBC BINDING (COMB BINDING)**

The publication is inserted in the GBC Binder, and a die cuts a continuous row of rectangles along the gutter. The publication is removed from the machine and a plastic comb is inserted in the binder. The binder opens the teeth of the comb, and the user feeds the each die-cut through each tooth.

Once the teeth are aligned the comb is released, closing the teeth around the individual holes.

## SPIRAL BINDING

The publication is inserted in a binder, and a die cuts a continuous row of circles along the gutter. The publication is removed from the machine and a plastic or metal spiral comb is feed through each hole of the publication.

Once the comb is through the length of the document, the ends are clasped at the top and bottom of the spine to prevent the publication from uncoiling itself.

Although Spiral Binding is more expensive than GBC and Wire-O, it is a more secure process, of the three.

## WIRE-O BINDING

The publication is inserted in a Wire-O Binder, and a die cuts a continuous row of rectangles along the gutter. The publication is removed from the machine and each tooth of the comb is inserted in the rectangular dies of the publication.

Once the teeth are aligned, the publication and the comb is inserted in the machine where the comb is clamped together, closing the teeth around the individual holes.

Although the process is very similar to GBC Binding, the only difference is the comb is a wire, and presentation-wise this technique looks more polished and professional.

One of the benefits of using GBC, Wire-O and Spiral is that it allows for the publication to lie flat.

## SADDLE STITCH

Binds by stapling the dead middle spread of a publication. The flat end of the staple is on the exterior of the spine, and the collapsed ends of the staple in the interior.

This is one of the more popular and most cost-effective methods of binding.

When designing a publication that will bind by this method, consideration must be taken in the page count and caliber of paper. Too many pages, at a certain paper caliber, will prevent the final publication to lie flat and a gapping space will reside in the center of the piece when it is closed.

## PERFECT BINDING

Binding that has a flexible adhesive applied to the spine of a publication to hold the pages together as well as allows for the application of the cover.

The cover of all perfect bound publications must consist of four pages and a spine.

The width of the spine is normally calculated by the printer or binder. It is based on the thickness of the interior, which is effected by the caliber of the paper.

Although this is seen as a more superior form of bindery, the quality of the glue will determine how secure and durable the publication will be.

This method is very popular in magazines and paperback books.

## THE PERFECT BINDING PROCESS:

- Once a document has run through the printing press, the pages of a publication are folded, separated into signatures, and collated.
- The publication is then formed into a Book Block.
- A portion of the spine is then cut away or notched, and an adhesive is applied.
- The cover, which includes the front and back covers along with the spine, will be attached to the book block.
- The remaining three edges of the book are then trimmed, creating a flat and even edge along all four edges.

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## **SEWN & GLUED**

This technique is the same as perfect binding but the book is sewn along the edge of the spine. This adds strength to the binding. The adhesive is then applied, which is followed by the application of the cover.

## CASE BOUND (EDITION BOUND)

Used in the production of hard bound books, this process is very similar to Sewn & Glued and Perfect Binding concerning the set up of the interior of the book. The only exception, for the interior, is the spine is not trimmed nor notched.

The cover of a Case Bound book is normally a more durable material like plastic, paper, cloth/leather/fabric...

The cover is divided into three separate paneled sections:

The front cover, spine and back cover. Both covers are of equal distance from the spine, which will allow for some give when opening and reading the publication.

The fabric of the cover is adhered to the panels, and the interior is glued to the spine and the interior cover pages.

## ALTERNATE BINDING

Any non-traditional methods that hold a document together. The following is a list of some popular methods, but alternate binding is not limited to this list:

- Belly Band
- Singer Stitch
- Canadian Binding
- Clips and Bolts

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## **BELLY BAND**

A sleeve made of paper or other material, that is wrapped around the publication. Great way to hold together a document that consist of loose paper, but also popular in magazine publications where bands are sold as advertising space.

## **SINGER STITCH**

An open bound publication that is sewn together, but for decorative purposes the stitch is visible on the front and back covers and adds to the aesthetics of the piece.

## **CANADIAN BINDING**

Wire-O Binding that hides the wire on the front cover, but is exposed on the back cover. The cover has a front and back cover as well as a spine.

## **CLIPS AND BOLTS**

Hardware is used to hold together the pages of a publication.

