GUIDELINES

Binding Methods Explained

Saddle stitch – pages are stitched (stapled) through the fold from the outside using saddle wire. Saddle stitch is appropriate for small booklets and documents with only a few pages.

Perfect binding/PUR binding – solely adhesive based bindings, whereby single pages are collated, jogged into place and then clamped to form a straight block before the spine edge is glued with either bookbinding glue or a resin strip.

Loose Leaf Binding – holes are punched into loose pages ready to be inseted into a ring binder or post binder.

SADDLE STITCH

Saddle stitch is a method of binding where the pages are stitched *(stapled)* through the fold from the outside using saddle wire. A saddle stitch is appropriate for small booklets and, in general, for volumes with only a few pages. A cost effective method of binding, with no restrictions on paper stock, however anything over 170gsm will need to be creased prior to folding and stapling.

The use of saddle stitch is limited to documents of no more than 128 pages *(32 sheets, printed with 2 pages front and back)* if the paper stock is thin enough, or 64 pages for heavier stocks. This limitation is due to something called 'page creep' which is where the innermost sheets stick out farther than the outside due to the paper thickness. Therefore the innermost sheet will be the narrowest in the book, with each successive sheet being wider than the next one *(working from the inside of the book to the outside)*.

To compensate for *'page creep'*, the inner margin, or *'gutter'*, needs to be increased so that the outside page has the widest gutter, and the inside page has the narrowest. By doing this, when the pages of the book are trimmed flush, the printed copy appears to cover the same portion of each page. This procedure isn't for documents with only a few pages because the effects of creep are minimal, however it should be considered if your document is approaching the page maximum for saddle stitching.

PERFECT BINDING AND PUR BINDING

Perfect binding and PUR binding have absolutely no staples and provide you with a perfectly clean edge. These are solely adhesive based bindings, whereby single pages are collated, jogged into place and then clamped to form a straight block before the spine edge is glued with either bookbinding glue or a resin strip. The cover is then creased, attached and wrapped around the inside pages to create a beautiful and timeless finish. The beauty of perfect/PUR binding is that for even the thickest of documents the pages open flush, which is why this method is used for books, magazines, manuals and catalogues. The only down side to this method is that it has a reputation for cracking and falling apart with wear over time.

For the best results the thickness of your document should be between 3mm and 50mm.

When creating the wrap around cover artwork for this method of binding, remember that the cover needs to be twice the width of your internal page size plus the spine width.

LOOSE LEAF BINDING

Loose leaf binding is the process of punching holes into loose pages which are to be inserted into a ring binder or post binder. Adequate 'inside margins' are necessary when creating artwork so that holes aren't punched through the artwork.

GUIDELINES

Binding methods explained

Comb Binding – often used for presentation documents, uses round removable plastic spines and a specialised hole-punch, or a drilling machine to makes rectangular holes.

Spiral/Coil Binding – coiled wire is wound through a margin of multiple holes so that it can open flat whilst also allowing 360 degree rotation for easy note taking.

COMB BINDING

Comb Binding, uses round plastic spines and a specialised hole-punch or drilling machine that makes rectangular holes. The rings of the spine open and insert into the holes in the page, then rest against the body of the spine, resulting in a closure that can be opened again should you wish to making changes to the book.

With comb binding, the spine is obstructive which means that although the book opens flat it cannot be opened 360 degrees like that of spiral binding.

Adequate 'inside margins' are necessary when creating artwork so that holes aren't punched through the artwork.

SPIRAL BINDING

Spiral binding *(aka coil binding)* is commonly used for reports, presentations and proposals and note pads. A coiled wire is wound through a margin of multiple holes so that it can open flat whilst also allowing 360 degree rotation for easy note taking.

The advantage of spiral binding is the availability of a variety of lengths and spine widths, which can be cut to size allowing you to bind documents of custom sizes. However binding thick documents can be difficult. When a large document is punched, the path through the holes is straight but the coil spines are curved, making it necessary to shape the spine of the document into a curve so that the pages can travel smoothly through the holes.

Adequate 'inside margins' are required when creating artwork so that holes aren't punched through the artwork.

We hope that these guidelines have clarified any queries that you might have. However, should you be unsure of anything, please call us on **01582 699851**, and one of our team will be delighted to assist you, in order that your achieve the very best results for your print project.

We look forward to hearing from you!