

What are common ways to **bind documents**?

TIPS &
TRICKS

When producing a multi-page document, booklet or book you need to consider the various ways to bind your material. There are several binding methods available to you. The most commonly used are defined below. This will help you choose the appropriate binding technique for your product:

COMB, COIL, WIRO BINDING

This process involves cutting rectangular squares in the printed product and fitting the “teeth” of the comb, coil or wiro into these holes to hold the pages together.

The comb is made of plastic and comes in a variety of colours. Wire uses a single metal wire. Wiro uses a sturdier alternative to the comb and wire since the “teeth” that fit into the holes are double loops.

These processes allow documents to lay flat. They are commonly used for booklets, manuals and workbooks. This method of binding can be done by a printer or do-it-yourself kits are available.

THERMAL BINDING:

The process of using heat to fuse plastic strips or cloth to the edge of the document. This can be applied to a document with or without covers. This process provides a neat and sturdy binding. Thermal binding is commonly used on multi-page document and also allows documents to lay relatively flat.

SADDLE-STICHING

Saddle stitching is the process of applying two or more staples to the fold of many sheets of paper (the fold becomes the spine of the product).

This process is commonly used small booklets, calendars and magazines and gets its name by the way the staples are applied. The document is draped across a rack and the staples are applied, hence the saddle reference.

PERFECT BINDING

This is the process of applying a flexible adhesive glue to a paper cover adhering it to the sheets of paper that make up the document. The edge of pages are roughened to provide maximum hold.

Perfect binining is often used for paper back books, reports telephone directories and magazines.

CASE BINDING

Case binding involves sewing together many sections of pages and applying endsheets to a strip of cloth and then to the spine. Hard covers are then attached. The spine is rounded and there are hinges (grooves) along the edges near the spine.

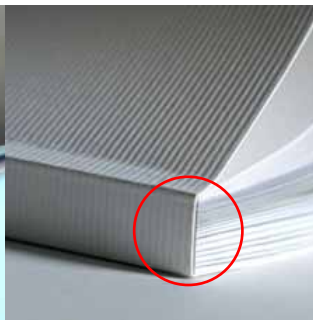
Case binding is commonly used for binding hard cover books. These books also typically have dust covers.



Thermal Binding: tape or binding material wrapped on spine and heat sealed



Saddle-stitch Binding: stapled through cover and pages



Perfect Binding: cover and interior pages wrapped and glued together



Case Binding: cover printed on box board, pages stitched together to cover