



## A – Z OF BINDING

### **Advance Sheets/ Copies**

Folded and collated sheets given to the client for approval before binding. Also referred to as hand-mades.

### **Adhesive Binding**

Style of unsewn binding in which the backs of gathered sections are cut off and the leaves are held together at the binding edge by glue. Also referred to as perfect bound.

### **Against The Grain**

At right angles to the direction of the grain of the paper. In practice, folding of printed material should be with the grain direction to avoid unsightly cracking, otherwise creasing may be a necessary.

### **Back Margin**

The white area of page between the spine and the printed image.

### **Banding**

A strip of paper, rubber or plastic tied around a number of finished items to keep them in sets, i.e. banded in 25's.

### **Blocking**

To make an impression on paper or board from a block of design or lettering, the impression may be filled with a foil, or without (referred to as blind embossing).

### **Book Jacket**

Printed board or paper wrapper used to cover a paperback or cased book.

### **Buckram**

A heavy binders' cloth made from coarse thread. Available in a range of colours.

### **Burst Binding**

Method of unsewn adhesive binding widely used on paperbacks, in which the back fold is burst through (nicked) in short lengths during folding so that the glue can reach each leaf as well as section without having to remove the usual 3mm as in perfect binding.

Due to the fact that each leaf and section is adhered with the glue, burst binding is considered to be a more robust form of binding than perfect binding, unless PUR glue is utilised.

As folded sheets are required to burst through, this method of binding does not lend itself to digital print processes.

**Case Binding**

To bind using glue to hold signatures together into a case made of binder board covered with fabric, plastic or leather. Also called cloth edition, hard bind or hard cover. Often case bound books will also have folded signatures sewn together forming a book block, before gluing into a case; this offers extra robustness to the book.

**Comb Bind**

To bind by inserting the teeth of a flexible plastic comb through holes punched along the edge of a stack of paper.

**Creep**

The shifting position of the page in a saddle stitched book, which moves the inside signatures or pages away from the spine, effectively reducing the page size progressively towards the centre of the book.

Printers need to allow for this creep by offsetting the pages towards the spine by a set amount dependant on paper weight and number of pages. This is done automatically at the imposition stage or by manually offsetting individual elements (also known as bulking).

**Crop Marks**

Symbols placed in the margin outside the image area that indicate to the printer and the bindery the area to be printed and/or trimmed from the image.

**Deboss**

To press an image into paper so it lies below the surface.

**Die**

Device for cutting, scoring, stamping, embossing or debossing.

**Die-Cutting**

The cutting of paper or board with sharp steel rules on a press to give cut outs or folds in printed material.

**Drawn On Cover**

A paper or board book cover that is attached to the sewn, perfect or burst bound book by gluing the spine.

**Dust Jacket**

Paper wrapper of a book.

**Dummy**

A sample for a job made up with the actual materials and to the correct size to show bulk, style of binding, spine width etc.

**Emboss**

A mechanical process for raising an area of paper above the surface.

## **End Papers**

Lining sheet that attaches the inside pages of a case bound book to its front and back cover. End papers can be plain or coloured.

## **Feet/foot margin**

The white area at the bottom of a page between the image and trimmed edge.

## **Finishing**

All operations post press, such as folding, trimming, binding.

## **Foil**

Plastic film with a gold, silver or metallised colouring used to block designs.

## **Foredge**

The edge of a book or pamphlet opposite the back, spine or binding edge.

## **French Fold**

A sheet of paper with four pages, printed on one side only, then folded with one right angle fold in half. The inside pages are blank.

## **Gather**

To assemble folded signatures in the proper sequence ready for binding.

## **Gatefold**

The two outside edges of a sheet are folded parallel to meet in the centre of the page. Refer double gate fold also. See page 117.

## **Grain Direction**

The direction in which most fibres within a paper are aligned. It is best to have the grain direction running parallel with the line of folding.

If printed material is to be overprinted via a laser printer the general requirement will be long grain A4 (the grain runs parallel to the long edge) or short grain A3 (the grain runs parallel to the short edge).

## **Guillotine**

A device used to trim paper or board before or after printing.

## **Gutter**

The margin down the centre of a double page spread or the distance between trim marks.

## **Insert**

A section of a book printed separately, perhaps on a different paper, but bound in with that book.

## **Jacket**

Paper wrapper of a book – also referred to as a dust jacket.

**Kiss Cut**

To die cut the top layer but not the backing of a self adhesive paper.

**Laminate**

To bond a plastic film to a printed sheet to protect or enhance it. Encapsulated lamination refers to the enclosing in of the printed sheet within the laminate.

**Loose Leaf**

Single sheets of paper or board bound together in a ring or similar device, which allows for easy removal or addition of pages.

**Margin**

The blank space around the image area of a page.

**Perfect Binding**

Adhesive form of binding. Signatures that are folded will have a section of spine cut off with the back edge roughened, glue will then be applied and the cover attached. As perfect binding is able to utilise loose sheets, it is a suitable method for binding digitally produced work also. However, perfect binding does not have the same robustness which a burst bound book offers, unless PUR glue has been used.

**Perforating**

Small holes or slots through paper to allow for a straight-line tear.

**PUR Glue**

A polyurethane glue used in perfect binding. Creates a welding bond, considered similar in strength to sewn binding.

**Saddle Stitched**

A form of binding that uses staple shaped wires through the middle fold of sheets.

**Score**

To make a crease along a straight line on board or paper so that it will fold more easily and accurately. It is preferable to score heavy paper before folding it, in order to avoid cracking.

**Self Cover**

A cover made from the same paper as the inside text pages.

**Signature (Sig)**

All pages of a book or other bound print job, to be printed on a single sheet through a printing press. (Bound pages are always in groups divisible by four, two outside and two inside pages.)

**Slug Marks**

Numbered indicators printed on a sheet which when folded will show the correct collation order of signatures.

### **Spiral Bind**

A form of binding using a spiral of continuous wire or plastic looped through holes.

### **Three-knife Trimmer**

A guillotine designed with three knives for trimming books. One trim removes the fore-edge, head and footer.

### **Tip In**

To fix a single leaf within a section.

### **Trim Marks**

A mark to indicate where a piece is to be cut.