Desktop Publishing
Carnegie-Mellon University
Spring 2001

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Binding and Finishing
What is Binding and Finishing

• This category of the process includes everything from simple folding to complex die cutting and case binding
Design for Limitations

- Binding and finishing equipment is usually accurate to within 1/32 of an inch whereas presses are accurate to within .010 of an inch.
- Take the tolerances into account when creating artwork for complex finishing work.
Imaging in the Bindery

- Die cutting
- Kiss Die cutting
- Embossing and Debossing
- Foil Stamping
- Holography
Cutting and Trimming

- We run jobs on paper larger than the TRIM size to accommodate bleeds, color bars, multiple-up images
- Waste must be trimmed away and items cut apart from each other
Drilling and Punching

• Holes for three-ring binders are drilled
• Diameters range from 1/8 in. to 1/4 in.
• Holes that are not round must be punched
Scoring and Perforating

- Scoring means to crease the printed piece to allow it to fold more easily.
- This is necessary when paper is thicker than .005 in.
- Coated stock that is printed with large solids of ink requires scoring to prevent cracking.
Folding

• The options seem almost endless
• Most printers do basic folding
• More complex jobs need to go to trade binderies
• Accuracy of the folds is compounded with the number of folds
Grain Direction

- Paper folds better when folded WITH the grain rather than against it.
- Plan the final fold grain long so that the piece lies fat and opens easily.
- Grain direction affects perfect binding also, causing pages to pucker in the binding edge.
Four Page
6-page letter
6-page accordion
8-page parallel
8-page French
8-page map
8-page gate
8-page accordion
10-page accordion
8-page roll
10-page parallel
12-page roll
12-page broadsheet
16-page broadsheet
16-page signature
12-page signature
A signature
Collating

- Collating machines have specific tolerances and capabilities
- If your job has more sheets than pockets in the equipment, or the sheet size is too heavy it may require more than one pass through the machine
Laminating

- Relatively simple but costly operation
- Book jackets, maps, menus, cookbooks, counter displays, name tags
- Used to prevent moisture from reaching the final piece
- Watch curling
Adhesive Bindings

• There are several ways to glue loose folded sheets or signatures to each other.

• Each method offers a different mix of aesthetics, performance, convenience and cost.
Padding

- Almost every printer can glue a stack of paper into a pad
- One of the most simple of binding operations
- Can be a hand operation with a brush and glue pot
Gluing

- Binderies and envelope makers can apply adhesive strips for individual sealing by the user.
- Remoistenable glue strips are inexpensive and can be wet sealed automatically.
Perfect Binding

- Perfect-bound books are made from gathered signatures
- The left-side of the stack is trimmed to get rid of the folds
- The edges are roughed and notched for maximum surface adhesion
Perfect Binding

- Glue is applied to the spine of the publication and the pages are inserted.
- When the glue is set-up the other three sides of the assembled book are trimmed.
Perfect Binding
Lie-Flat
Perfect
Binding
Burst Perfect Binding
Case Bound Book
Side Stitch Binding
Saddle Stitch Binding
Screw and Post Binding
Plastic Grip Binding
Comb Binding
Spiral Bound
Double-loop wire bound
Three-ring bindery
Converting

- A printed sheet changed into a substantially new product—a box, point-of-purchase display, or envelope—has been converted
Converting companies

• Usually specialize in one area of the process, envelope creation, boxes, display houses
• Usually have specific tolerances and requirements
Final Considerations

- Packing
- Final Counts
- Shipping
- Storage
Contacting me

- I don’t have an office on campus and really work all day
- Please e-mail me and I will set up a meeting time as quickly as possible
Thanks for your attention!

Now let’s head over to the lab (CFA Room 318)