

Binding Tips

Double check that all your sheets are facing the right way before you start adhering them to each other.

If you're folding your page, use a bone folder to ensure a tight fold.

Remember when compiling your page "guts" that nothing goes on the first page. Your first spread is your end sheet. This is what adheres to the cover.

When trimming your book, if you are using an x-acto knife, always use a fresh blade.

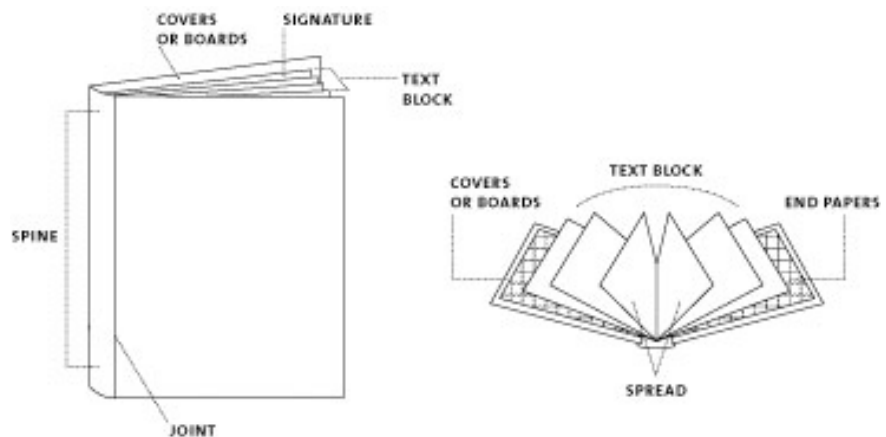
Always use crop marks! Pre-trim your pages to the OUTSIDE of your crop marks, and if it's your final you really should trim the pages one at a time.

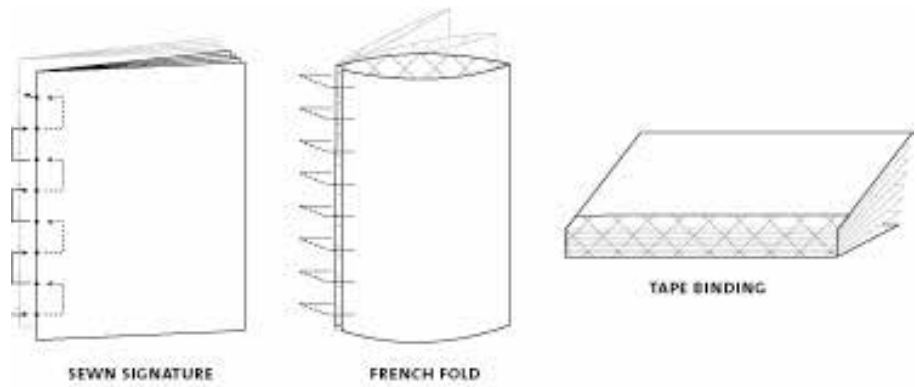
Book Binding

Anatomy of the book Multiple sheets of paper bound together comprise a book. Your choice of binding methods will be influenced by factors such as page count, paper weight, folding, desired durability, the quantity of books to be produced, and whether or not it is important for the book to lie flat when opened. There are several ways to construct a book and endless variations can be made to each type.

Covers can be made from a variety of materials, adding physical as well as graphic character to your book.

Text Blocks The core of most books is the text block, a group of pages that are sewn or glued together. Cheap paperbacks typically are glued, whereas well-made books are sewn. A sewn book is made from signatures, groups of pages that are folded down the middle and then gathered together to make a larger text block. A book consisting of just one signature can be stapled through the centerfold.

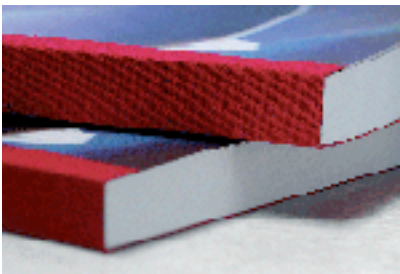




Sewn Signatures Books made from sewn signatures lie flat when opened. Make signatures by folding four or more sheets of paper together down the center. Puncture eight evenly spaced holes in the fold of each signature. Sew along the first signature, beginning from the outside bottom hole and weaving out through the next hole. Continue this pattern until you reach the top of the signature. Attach the second signature by beginning to sew at the top hole and continuing the stitch through the bottom. Hold the signatures securely together by tying a square knot around the exposed thread along the top and bottom lines of the binding. Repeat this process until the desired text block size is bound.



French Fold Individual sheets of paper folded in half and bound together at the open—rather than the creased—edge are called French folds. Sheets folded this way can either be glued together or bound with a coil, posts, or stitches. This method is useful if you want to avoid double-sided printing.



Tape Binding Copy centers provide a service called tape binding, in which glue is heated and then attached to a group of pages before it cools again. The glue is concealed beneath a strip of tape. Tape-bound books are surprisingly durable, and they lie flat when opened. This method works well for binding books consisting of at least thirty pages. (The glue will seep out and spoil books with too few pages.) To make your own tape binding, trim covers and text block to size. Tightly clamp together on three sides, leaving one side exposed for the spine. Apply three or four generous coats of PVA adhesive along exposed side, allowing each application to dry before applying the next. Conceal glue with duct tape, contact paper, or another material.



Perfect Binding (see separate handout)



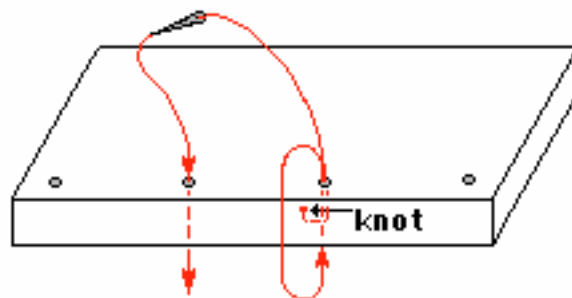
Mechanical Binding A spiral-bound notebook and a loose-leaf binder have something in common: they both consist of single sheets of paper joined together with hardware. This makes them different from books that are made from sheets folded into signatures. Spiral binding can be done at a copy center or bindery, or with inexpensive equipment in your own home or office. Metal posts, available at a crafts store, can also be used to bind together single sheets. (Books bound with metal posts will not lie flat.)



A saddle wire is a metal stitch (like a staple) placed through the center fold of a single signature. Copy centers provide this service, or you can do it yourself with a long-necked stapler, available at office supply stores. Saddle-wired books lie flat when opened. For the best results, keep your page count under twenty-four pages; otherwise the book will bow open around the center spread. Saddle wiring can only be used to bind a single-signature book. If you don't want the wire to show, make a paper book jacket to wrap around the cover.

When preparing files for a saddle-wired book, you must arrange your pages in printer's spreads, because when the pages are folded and bound together, they will be in a different order from how they are designed on screen (except for the center spread). This process is also called imposition, the arrangement of pages for printing.

Japanese Stitch Binding



Accordeon Books



Perfect Binding

1. Print each page with crop marks and bleeds (centered on paper)
2. Hand cut each spine edge with x-acto knife & straight edge
3. Sort pages and align cut edge
4. Clamp spine edge of pages with clamps & flat rigid strips (i.e. pieces of matte board or two straight edges)
5. Diagonally score in crosshatch pattern the exposed edge of the clamped spine
6. Brush adding compound onto spine edge with a small brush (Colorlock Precision Padding Compound by X-pedx)
7. Repeat step #6 eight times, allowing a few minutes in between each application. Allow to dry completely.
8. Remove clamps and have other three edges trimmed by a professional guillotine. Ensure the shop uses additional paper underneath and the blade is sharp to avoid tear-out of the bottom sheets.
(If you are carefl, you can cut it with an art knife by yourself.)
9. Trim cover design with spine indicated.
10. Score inside of cover at the spine edges with a butter knife or folding bone