



FINISHING & BINDERY

FINISHING DEFINITIONS

Trim (Cutting)

Trimming cuts a printed piece down to its desired size by removing excess paper along crop marks, separates multiple images printed on a single sheet, or clips the open edges of a book to create evenly aligned pages.

Score

Scoring is done to prevent paper from cracking when folded. Used mostly on heavyweight papers and cardstock typically used for brochures and cards.

Hole Punch or Drill

Holes are punched or drilled into paper. This is a great way to organize projects/pages in a binder.

Inserting

Our automatic inserting machine can insert separate pieces into an item like an envelope.

Fold

A procedure that bends over a printed piece so that it lies flat upon itself. It is commonly used as a design technique to create separate panels from a single sheet for items like a brochure or invitation. There are numerous folding styles available.

UV Coat

A tough clear-coat applied over printed materials to improve resilience and appearance. This coating is applied in liquid form, then exposed to ultraviolet light, which bonds and dries it instantly.

Aqueous Coating

An environmentally-friendly, water-based clear-coat applied to printed pieces to help protect the ink and paper against minor scuffs, abrasions, fingerprints, and dirt. It is useful for projects that are handled a lot such as mailings, and is best used on cardstock 80# or heavier. Aqueous comes in gloss, dull, and satin finish.

Laminate

The process of bonding a clear plastic film onto printed projects to protect it against stains, smudges, moisture, wrinkles, and tears. It improves item durability and enhances the vibrancy of the ink colors. Lamination is a popular choice for printed items that must endure heavy use, such as educational materials, flip charts, book covers, maps, and consumer displays. Lamination is available in gloss and matte finish.

Die-Cut

A thin sharp blade is used to cut a variety of substrates into various shapes; examples include door hangers, coasters or labels.

Round Corner

A semi-circle cut is removed from the corners of printed material. It enhances the look of the finished product and helps prevent the edges from fraying or becoming dog-eared.

Foil Stamp

A process that uses heat and pressure to apply a metallic foil design to a printed piece. The foil comes in a variety of colors. Foils can be combined with the embossing technique to create a metallic design that adds elegance and distinction. Foils are often used on business cards, invitations, and certificates.

Emboss / Deboss

Refers to the method of pressing an image into paper or cardstock to create a three dimensional design. Embossing results in a raised surface; debossing results in a depressed surface. This technique is often used in greeting cards, and booklets.

Perforate

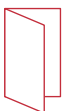
A procedure that creates a series of very fine holes in paper or cardstock, usually along a straight line, to allow a portion of the printed piece to be easily detached by hand. Used for a variety of purposes, such as coupons, tickets, ID cards, and response cards.

Indexing & Tabbing

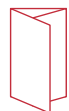
Adding a small projection that extends beyond the edge of the sheet used as an aid to help locate specific information with a document.

Sequential Numbering

Involves the printing of identification numbers so each printed unit receives its own unique number. This number can appear in one or multiple positions on each document. Frequently used on contracts, invoices, purchase orders, quote forms, checks, raffle tickets, and contest entries.



Half Fold / V-Fold / Single Fold



Trifold / C-Fold / Letter Fold



Z-Fold



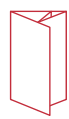
Double Parallel Fold



Gate Fold (Open)



Closed Gate Fold (Double)



Roll Fold / Barrel Fold



Right Angle Fold / French Fold / Map Fold



Half Accordion Fold Engineering Fold



Accordion Fold



BINDERY DEFINITIONS

Saddle Stitched Bind

A book binding method where folded sheets are gathered together one inside the other and then stapled through the fold line with wire staples.

Wire-Binding

C-shaped wire loops are inserted into holes that have been punched through a document. The loops are then crimped closed to make a circle.

Plastic Coil Bind

A plastic coil is threaded through holes in multiple sheets of paper to bind them together. This method is typically used to bind handbooks, user guides, course materials, wall calendars, and reports.

Hard-cover Bind

Pages are glued or sewn along the book's spine into a hard cover. Most commonly used to bind dissertations with 60 pages or more.

Perfect Bind

Is a widely used soft cover book binding method. Pages and cover are glued together at the spine with a strong, flexible thermal glue. Other examples include corporate reports, manuals, catalogs, and thicker product brochures and magazines.

Side Stitching

Binding several single pages together by driving staples into edges of the material, parallel to the bound edge. This method secures sections of a book (called leaves) with wire staples. It's one of the strongest forms of construction, frequently used to bind textbooks and thick periodicals.

Corner Stitching

Individual sheets are stapled together at the corner.

Loose-leaf Binding

A set of holes is drilled into a stack of sheets for easy insertion into three-ring binders. This technique is typically used for notebooks, presentations, financial reports, manuals, or other publications that require frequent updates.

Padding

A flexible adhesive is applied along one edge of a stack of same-sized sheets securing them together into a single unit, but allows the top sheet to be easily removed as needed. Common examples include notepads that typically include 50 sheets per pad.

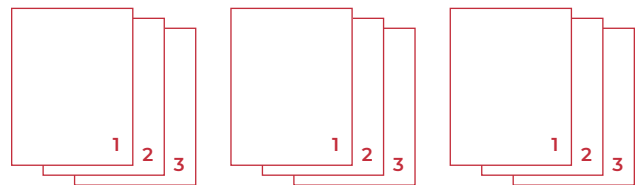
Shrink Wrapping

Shrink wrapping packs items in a tight, clear wrap that leaves graphics visible. It's a good option to protect printed assets, or to group multiple pieces together.

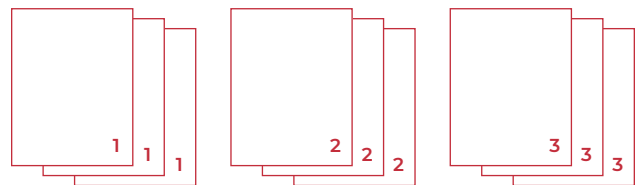
Collate

The gathering and arranging of individual sheets into a predetermined sequence. Collating creates consistent, logical sets from multiple parts.

COLLATED



UNCOLLATED



NEED HELP? Our team can help you decide what bindery or finishing option is best for your project. For assistance, please contact your Project Coordinator or call us at 801-581-6171.