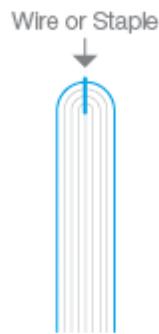
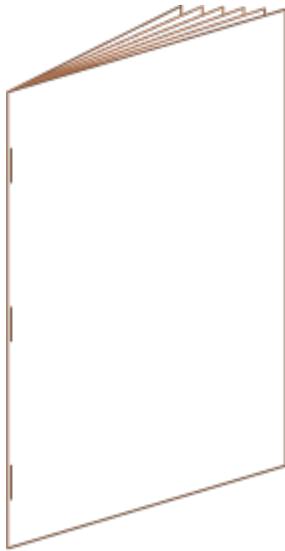


Choosing the Type of Binding

The type of binding is usually selected based on the function of the document, the number of pages it contains and the printing budget. In addition, consider the esthetics as the the binding itself can be part of the conceptual design.

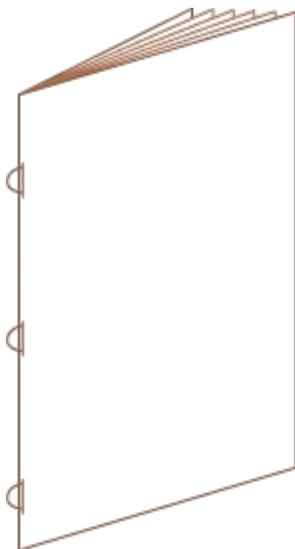
Saddle Stitching



Very low cost. Capacity 8-80 pages

Probably the most common and economical binding method. Created by punching wire through the document's outside spine, then bending the wire flat on the inside centre fold to grip all the pages. It may provide a similar look but is not the same as stapling.

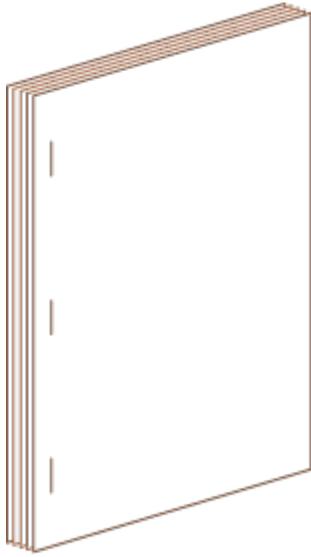
Loop Stitched



Low cost. Capacity 8-80 pages

Comparable to saddle stitching, but with a different effect. Loops are created with wire along the external spine to insert and secure the document into a 3-ring binder. Great option for information instalments that can be added to larger collection.

Side Stitched

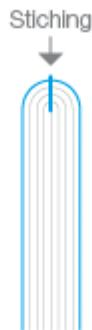


aka Stab Stitched, Side Stapled

Very low cost. Capacity 2-300 pages

Stapling is usually a do-it-yourself project with limits according to the capacity of your office stapler. If done by a bindery shop, stab or side stitching uses wire that is stabbed into the front cover, through the inside pages and back cover of the document, instead of along the spine. Can be covered with a strip of paper tape to hide the wire.

Sewn Bound

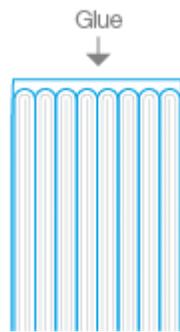
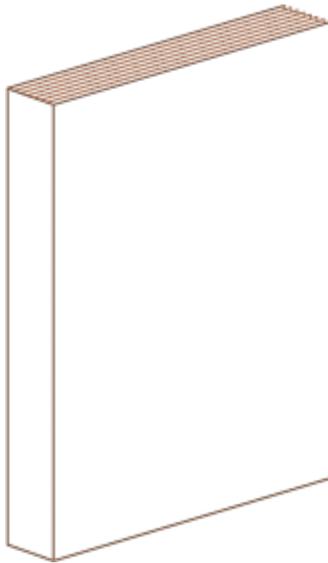


aka Stitched binding

Medium cost. Capacity 8-24 Pages

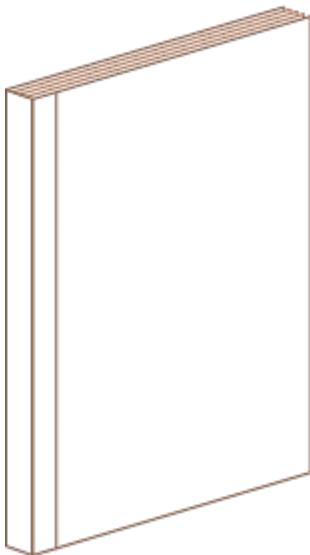
Rarely used, sewn binding is similar to saddle stitching but uses cloth thread instead of wire. Thread is stitched along the entire spine. As more pages are added it begins to closely resemble case binding, but without the hardcover.

Perfect Bound



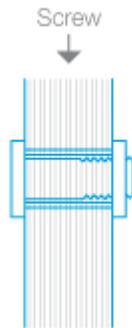
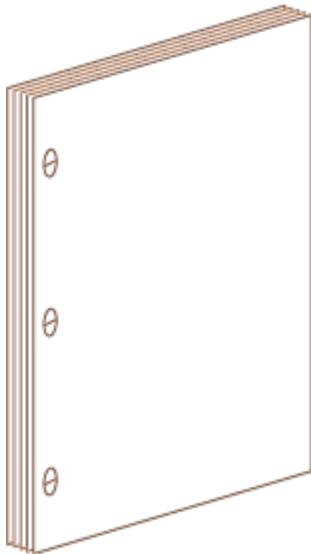
aka Soft cover or paperback books
Medium cost. Capacity 50-250 pages.
Sections of folded pages (signatures) have their spines trimmed off and roughed up to improve bonding with glue. All sections are collated and glued to its wrap-around cover. Cover is always scored on back and front, for ease of opening and less stress on spine.

Tape Bound



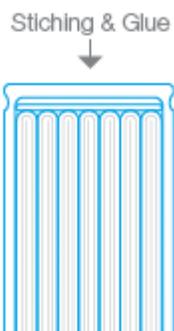
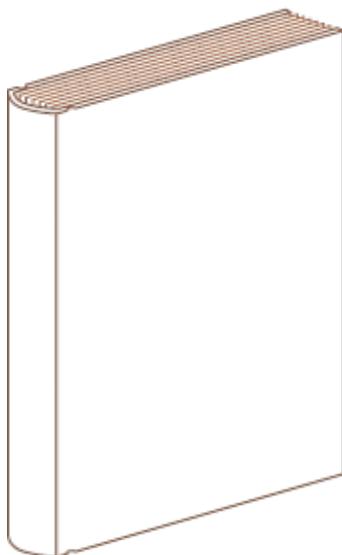
Medium cost. Capacity 50-250 pages.
This method involves an adhesive tape being wrapped around the spine to hold the covers and inside pages in place. Usually pages need to be stitched together prior to affixing the tape to reinforce and provide added strength.

Screw Bound



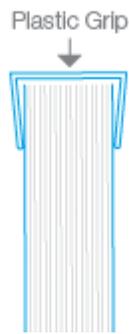
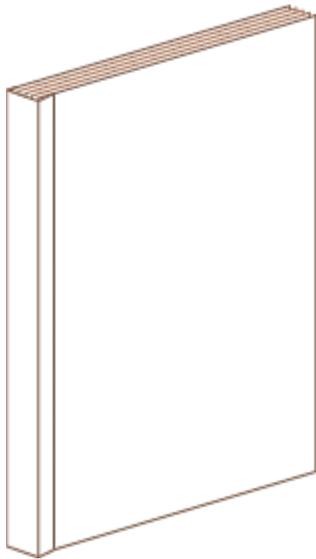
aka Stud Binding, Chicago Screws or Posts
Moderately high cost. Capacity 16-400 pages
Screw bindings are a manual binding that is usually a do-it-yourself project using hardware you can purchase from an office supplier. In screw, stud or post binding, first holes are drilled through the complete document. Then a barrel post is inserted through the holes and a cap screw is added to the post to hold everything together.

Hardcover or Case Bound



aka Hardcover, Case Bound, Smyth-Sewn
Very high cost. Capacity 60-400 pages
Standard binding used for hardcover books. Several different types to choose from, but typically involves inside pages being sewn together in sections. These are then glued to end papers which are glued to cover's spine.

Plastic Grip

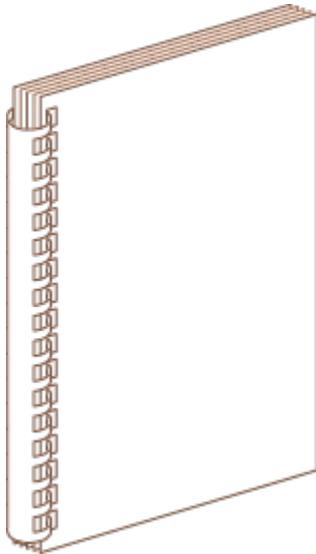


aka Report Covers.

Very low cost. Capacity 2-250 pages

This simple and easy method uses a moulded 3-sided plastic spine. By prying apart the 2 vertical strips the entire document is guided through one end of the plastic grip until it covers the full length of the spine.

Comb Bound

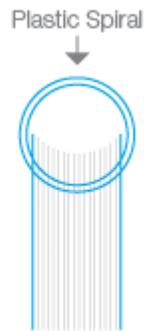
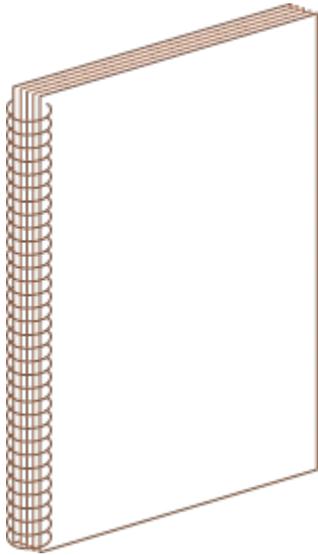


aka Plastic Bound or Cerlox Binding (\$)

Low cost. Capacity 2-250 pages

Economical method suitable for manuals and books that need to lay flat when open. Using rectangular holes punched through the document, the plastic comb's rings are threaded through holes. Page edges at spine are covered by plastic comb. If you have the machine, the book can be opened and pages easily replaced.

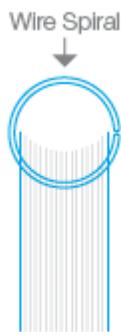
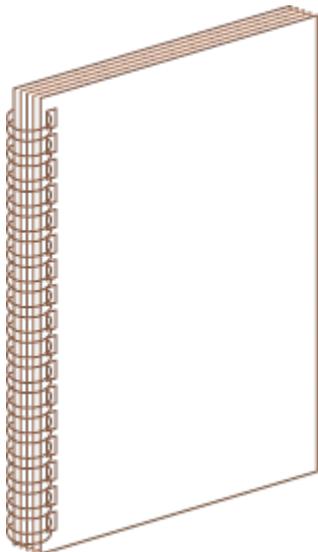
Coil Bound



aka Spiral or Plastikoil Bound (\$\$)

Moderately low cost. Capacity 16-275 pages
Very popular bind that utilizes a smooth round coil to hold pages together. Less common is to use wide coils which are a little thinner in profile. Allows book to lie flat when open or pages can be turned all the way around to the back if desired. Wire is threaded through punched holes and then ends are crimped to prevent wire slipping off. Spirals or coils are available in variety of colours.

Wire-O Bound



aka Wire Bound (\$\$)

Moderately low cost. Capacity 16-275 pages
Highly popular Wire-O option uses formed wire that threads through punched holes. This allows books to lay flat when open. Wire loops are available in variety of colours to coordinate with cover colour. A durable option for a wide variety of project types. It is also possible to use wrap-around covers to hide the wire and provide the look of a book spine.

Anatomy of a Hardcover Book

