

## Artwork

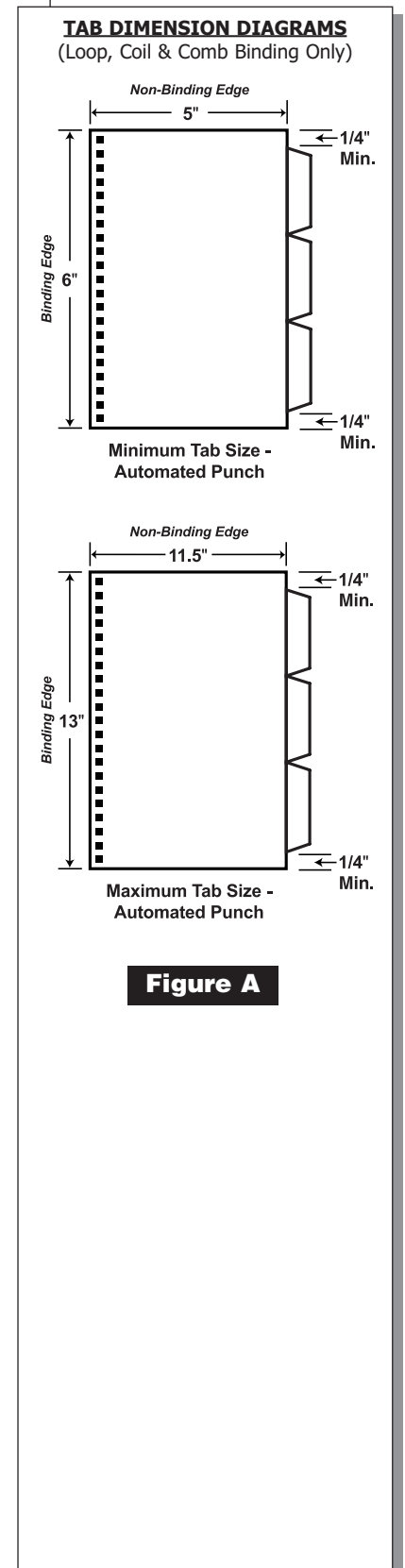
The second step to book binding success involves creating correct artwork. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.

- **Document Layout** - Layout the master page of your document as detailed below.
  - **Page Size**
    - a) Document dimensions are listed as follows:  
Non-Binding Edge Dimension **X** Binding Edge Dimension  
*Example ---*  
*8.5" x 11" for a book with Portrait Orientation*  
*11" x 8.5" for a book with Landscape Orientation*
    - b) Create a new document in your desktop publishing software using this methodology.
  - **Margins**
    - a) Create a text box that provides an appropriate amount of blank space at the Head, Foot, Face and Spine sides of the page. This space is used for headers, footers and any trimming that may be necessary to square the book.
    - b) Add extra space at the spine side of the page to accommodate the binding element when a mechanical book binding system is used. Additionally, extra spine-side margin is needed when a thermal (tape and perfect) binding system is used. This extra space is used to shift printed text and images away from the spine on books that cannot be opened flat. Review the binding gutter dimensions found in the Book Binding Equipment Specifications table in the reference section of this chapter.
  - **Bleeds**
    - a) Create page layout for documents that bleed with all necessary margins.
    - b) Confirm the accuracy of your layout by creating a dummy that has been trimmed to finished size.
- **Tab Layout** - Review the following Index Tab section for details on creating artwork for your index tabs.

## Printing and Assembly

The third step to book binding success involves printing and assembling the sheets that will be converted into finished books. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.

- **Wire Loop Binding** - Prepare components for use with Wire Loop book binding per the guidelines below.
  - **Covers**
    - a) Collate covers that are the exact same run-size as the book block except as noted below.
    - b) Oversized, rigid, laminated or acetate covers must not be collated, as they will be processed separately.
    - c) Coat your flood printed or digitally printed covers with some type of protective coating (aqueous or UV coating, varnish or film laminate) to prevent scratching or scuffing during the production process and while in transit.
  - **Book Blocks**
    - a) Determine if the sheet size you will supply can be used with our automated processing equipment. If not, determine if you can supply a multiples-up combination (2-up, 3-up or 4-up) that can be processed on this equipment. If so, you must request a custom setup sheet prior



**Figure A**

to laying out the signatures. This sheet will guide your layout by providing all the necessary book block and gutter dimensions for your document. If your sheet size continues to fall outside the parameters of automated processing, determine if it can be manually processed. Review the Sheet Processing Parameters table that follows for pertinent sheet size information.

- b) Trim all sheets of the document to the exact same dimensions, especially when using automated equipment. This equipment processes sheets much like a printing press or copier. A common-sized stack of sheets is placed in the feeder and a small lift of is pulled into the registration area for punching.

**- Tabs**

- a) Collate tabs when the two outermost tabs of the tab bank have a 1/4" minimum (3/8" or 1/2" is better) inset (measurement from the corner of the sheet to the base of the tab). (Figure A) This requirement applies to the first and last tab of the bank. Our automated punch can process these tabs as long as this minimum inset is available.
- b) Do not collate tab sets that lack this minimum measurement, as these must be hand processed. Tab sets lacking this inset that have already been collated must be removed, manually punched and re-inserted. If this is an impractical solution, the only other option is to hand punch the entire job. Either way, improperly cut tabs will slow the process and increase the price of processing your job. Review the Diagrams section to help with your understanding of the dimensional requirements for tabs.

**- Inserts**

- a) Collate inserts that are the exact same run-size as the book block.
- b) Oversized or undersized inserts must not be collated, as they will be processed separately.

**- Slipsheet**

The rule-of-thumb regarding Slipsheet is to avoid using them when you have already collated same-sized covers onto the document. See the Covers section above for an explanation of when to collate covers. Collated covers create a natural break that makes separating documents quick and painless. Slipsheet used improperly create unnecessary work and slow the process. If needed, slipsheets should be handled as follows:

- a) **Size** - Slipsheet must be the **exact** same size as the book block of the document. If oversized Slipsheets are used, they must be removed prior to punching. This not only slows the process, it increases the price of processing your job.
- b) **Weight** - Slipsheet should be offset or text weight stock. Cover weight stock 80# or less may be used, but is not the best choice. Chipboard should not be used.
- c) **Color** - Slipsheet should be a color that is in high contrast to the stock it is separating. For example, ivory makes a poor slipsheet color when separating documents imaged onto white stock.

- **Plastic Coil Binding** - Prepare components for use with Plastic Coil book binding per the guidelines below.

**- Covers**

Use the same cover guidelines listed in the Wire Loop section.

**- Book Blocks**

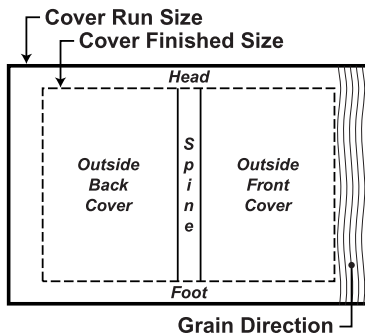
Use the same book block guidelines listed in the Wire Loop section.

**- Tabs**

Use the same tab guidelines listed in the Wire Loop section.

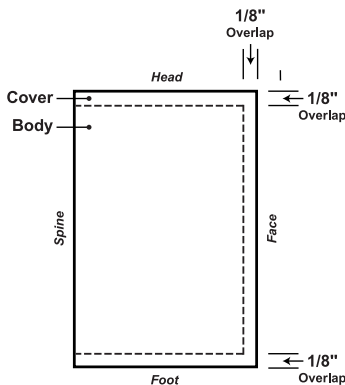
- **Inserts**  
Use the same insert guidelines listed in the Wire Loop section.
- **Slipsheet**  
Use the same slipsheet guidelines listed in the Wire Loop section.
- **Plastic Comb Binding** - Prepare components for use with Plastic Comb book binding per the guidelines below.
  - **Covers**  
Use the same cover guidelines listed in the Wire Loop section.
  - **Book Blocks**  
Use the same book block guidelines listed in the Wire Loop section.
  - **Tabs**  
Use the same tab guidelines listed in the Wire Loop section.
  - **Inserts**  
Use the same insert guidelines listed in the Wire Loop section.
  - **Slipsheet**  
Use the same slipsheet guidelines listed in the Wire Loop section.
- **VeloBind Binding** - Prepare components for use with VeloBind book binding per the guidelines below.
  - **Covers**
    - a) Collate either same-sized or horizontally over-sized covers onto the book block.
    - b) Coat your flood printed or digitally printed covers with some type of protective coating (aqueous or UV coating, varnish or film laminate) to prevent scratching or scuffing during the production process and while in transit.
  - **Book Blocks**  
Use the same book block guidelines listed in the Wire Loop section, with the exception of multiples-up layout. Book blocks used with VeloBind binding may not be laid out more than one up. Once VeloBind elements are joined to the document, they are nearly impossible to trim.
  - **Tabs**  
The aforementioned 1/4" minimum requirement does not apply to tabs inserted into books using the VeloBind binding system.
  - **Inserts**  
Collate either same-sized or horizontally over-sized inserts into the book block.
  - **Slipsheet**  
Use the same slipsheet guidelines listed in the Wire Loop section.
- **Thermal Tape Binding** - Prepare components for use with Thermal Tape book binding per the guidelines below.
  - **Covers**
    - a) Collate either same-sized or horizontally over-sized covers onto the book block.
    - b) Coat your flood printed or digitally printed covers with some type of protective coating (aqueous or UV coating, varnish or film laminate) to prevent scratching or scuffing during the production process and while in transit.
  - **Book Blocks**  
Use the same book block guidelines listed in the Wire Loop section.
  - **Tabs**  
The aforementioned 1/4" minimum requirement does not apply to tabs inserted into books using the Thermal Tape binding system.
  - **Inserts**  
Collate either same-sized or horizontally over-sized inserts into the book block.
  - **Slipsheet**  
Use the same slipsheet guidelines listed in the Wire Loop section.

**DIAGRAMS**



**Correct Cover Layout and Grain Direction**  
(Perfect Binding Only)

**Figure B**



**Correct Glue Trap When Oversized Covers Wrapped Around Book Block**  
(Perfect Binding Only)

**Figure C**

- **Perfect Binding** - Prepare components for use with Perfect book binding per the guidelines below.

- **Covers**

- To minimize cracking, image the covers so the grain direction of the stock runs parallel to the book spine. (Figure B)
- Account for spine deviation during the perfect binding process when text or graphics are used on or near the spine. This deviation is most noticeable on a book that has a thin spine (1/2" or thinner).
- Send the covers to us untrimmed so we can trim them to the correct run-size. If you decide to trim them, make sure that the cover you provide extends 1/8" beyond the head, foot and face (thumb edge) of the book block. For example, if you provide us with a book block run-size of 5"x8" that is 1/2" thick, trim the cover to 10.75" x 8.25"(Width = 5" + 1/8" + 5" + 1/8" + 1/2" and Height = 8" + 1/8" + 1/8"). This extra 1/8" dimension on the head and foot catches excess glue and prevents it from ending up on the outside of the spine. (Figure C)
- Coat your flood printed or digitally printed covers with some type of protective coating (aqueous or UV coating, varnish or film laminate) to prevent scratching or scuffing during the production process and while in transit.

- **Book Blocks**

- Use the same book block guidelines listed in the Wire Loop section.
- Add an allowance of 1/8" to the book block finished trimmed-size to determine the signature run-size you should provide us. This mandatory allowance is used during final trimming to square the head, face and foot of each book.

- **Tabs**

- Fold tab extensions toward the book spine 1" to 2".
- Collate these folded tabs into the document.
- Disregard the 1/4" minimum inset requirement on opposite ends of the tab set. These tabs may be die-cut right off the edge of the sheet.

- **Inserts**

- Use inserts that are the same run-size as the book block to avoid additional processing costs.
- Oversized inserts may be used if they fold similarly to tabs. The width (spine to face) is the only dimension that may be oversized.
- Undersized inserts may be processed, but do require additional processing time and costs.

- **Slipsheet**

- Collate one slipsheet between each book block. These Slipsheet must match the run-size of the book blocks. For example, if you supply 8.5"x11" books, collate one 8.5"x11" slipsheet between each book.
- Use the same Size, Weight and Color guidelines listed in the Wire Loop section.

- **Saddle Stitching** - Prepare components for use with Saddle Stitching per the guidelines below.

- **Covers**

- To minimize cracking, image the covers so the grain direction of the stock runs parallel to the book spine. (Figure B)
- Trim covers to the same size as the book block signatures.
- Do not collate covers, as they will be collated by the equipment.
- Oversized, rigid or acetate covers may not be used with saddle stitching systems.
- Coat your flood printed or digitally printed covers with some type of protective coating (aqueous or UV coating, varnish or film laminate) to prevent scratching or scuffing during the production process and while in transit.

- **Book Blocks**
  - a) Make an imposed mock-up that includes allowances for pushout prior to imaging the book blocks. Push-out is the tendency for text/images printed on the center-most pages of a folded booklet to move toward the face edge of the booklet.
  - b) The book block signatures can be imaged multiples-up but must be trimmed to the 1-up run-size.
  - c) Do not collate book block signatures, as these will be collated by the equipment.
- **Tabs**

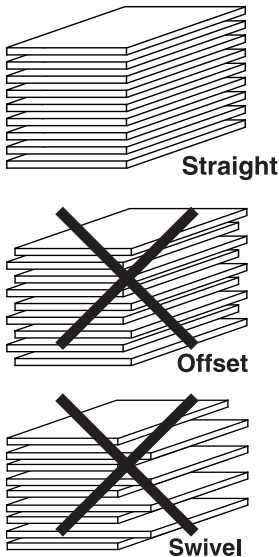
Die-cut tabs may not be used in saddle stitching systems. Instead, vertically stair-stepped, solid boxes with reversed text may be printed on the face of the booklet. When trimmed, these boxes bleed off the edge of the booklet and create visual section or chapter breaks.
- **Inserts**
  - a) It is best to use inserts that are the same size as the run-size signatures. Smaller inserts may be used but must be tested prior to estimating.
  - b) Oversized inserts may not be used.
- **Slipsheet**

Slipsheet are not needed as the document will be collated in-line as part of the saddle stitching process.
- **Side Stitching** - Prepare components for use with Side Stitching per the guidelines below.
  - **Covers**
    - a) Trim covers to the same size as the book block signatures.
    - b) Do not collate covers, as they will be collated by the equipment.
    - c) Oversized, rigid or acetate covers may not be used with side stitching systems.
    - d) Coat your flood printed or digitally printed covers with some type of protective coating (aqueous or UV coating, varnish or film laminate) to prevent scratching or scuffing during the production process and while in transit.
  - **Book Blocks**
    - a) Make an imposed mock-up prior to imaging the book blocks.
    - b) The book block can be imaged multiples-up but must be trimmed to the 1-up run-size.
    - c) Do not collate book block signatures, as these will be collated by the equipment.
  - **Tabs**

Die-cut tabs may be used in side stitching systems. Additionally, vertically stair-stepped, solid boxes with reversed text may be printed on the face of the booklet. When trimmed, these boxes bleed off the edge of the booklet and create visual section or chapter breaks.
  - **Inserts**
    - a) It is best to use inserts that are the same size as the run-size signatures. Smaller inserts may be used but must be tested prior to estimating.
    - b) Oversized inserts may not be used.
  - **Slipsheet**

Slipsheet are not needed as the document will be collated in-line as part of the side stitching process.

**ACCEPTABLE BOOK PACKAGING**



**Figure D**

**Packaging**

The fourth step to document finishing success involves packaging your printed material for safe transportation to our production facility. Use the following guidelines to maximize production efficiency and minimize cost and turnaround for your project.

- **Method** - The two methods available for packaging your material are detailed below.
  - **Corrugated Cartons**
    - a) Use the smallest corrugated carton necessary to securely package your material.
    - b) Large cartons should be used if you do not have the necessary capabilities to move and handle pallets.
  - **Pallets**
    - a) Palletize large jobs to reduce your packaging time and transportation costs.
    - b) Use gayloads (corrugated wall and ceiling panels) when maximum protection is required.
  
- **Stacking** - If pallets are used, material should be stacked as follows.
  - **One Stack Per Pallet**
    - a) Straight stack your material using the same orientation (head to head, foot to foot). Using offset or swivel stacking and different orientations within the same stack can increase job processing time and add costs to your job. (Figure D)
  - **Multiple Stacks Per Pallet**
    - a) Straight stack your material using the same orientation (head to head, foot to foot). Additionally, use the same orientation for all stacks on the pallet. Using offset or swivel stacking and different orientations within the same stack can increase job processing time and add costs to your job. (Figure E)
  
- **Identification** - Material should be identified for ease of handling as follows.
  - **Contents**
    - a) Mark each carton to identify the documents/signatures contained within. The better the identification and organization of the contents, the faster the job will be processed.
  - **Sample Quality vs. Standard Quality vs. Setup Stock**
    - a) Keep sample quality, standard quality and setup quality stock separate. Do not mixed qualities within the same packaged unit.
    - b) Clearly mark the quality of the product contained within each carton or on each skid.
  
- **Documentation** - Documentation pertinent to the correct completion of the order should also be included with the packaged job components.
  - **Purchase Order**
    - a) Record general order information such as the purchase order, contact person and due date.
    - b) List required quantity, acceptable overrun quantity, and special transportation needs and/or carriers.
    - c) List all operations necessary to correctly complete your job.
    - d) List special job details such as element colors, binding edge location, use of special covers, need for collating or binding edge reinforcing and number and diameter drilled holes.
  - **Dummy/Proof/Blueline**
    - a) Send a dummy/proof/blueline with each job to be finished.
    - b) Show pagination, binding edge location and finished trim size details, at a minimum.
    - c) Match the specifications detailed in the purchase order with the dummy/proof/blueline.