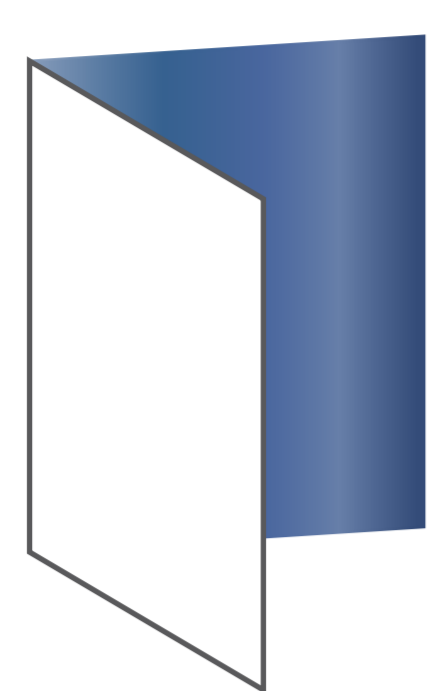




UNDERSTANDING FOLDING & BINDING

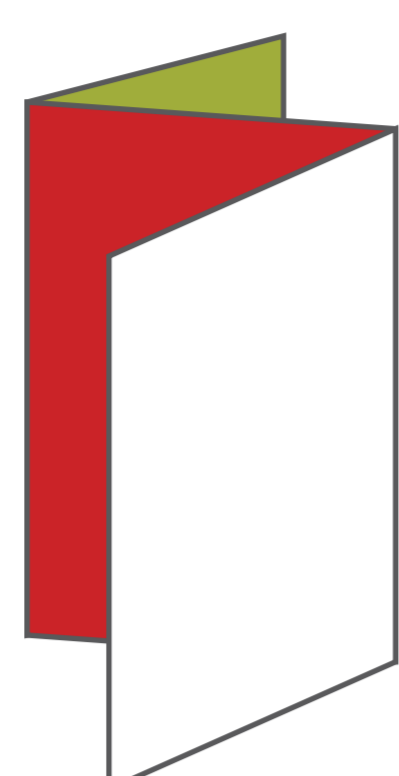
When it comes to designing a piece, there are many different folding options available to choose from. How the piece will fold will affect the layout of the design as well as the flow of information. It can also bring the design to the next level, both creatively and efficiently.

HALF FOLD



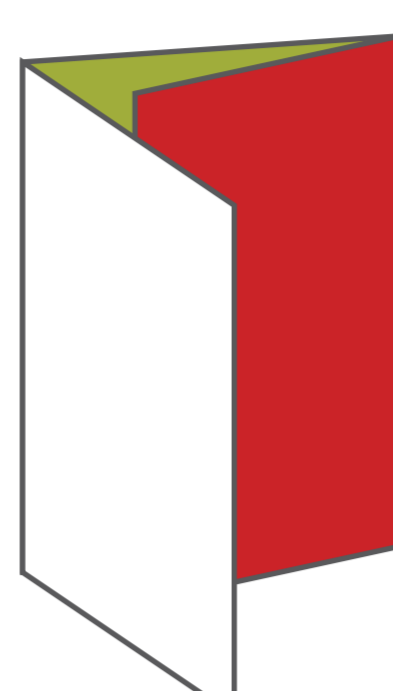
The half fold divides the sheet directly in half, so that it opens either vertically or horizontally, creating a total of four panels.

Z-FOLD



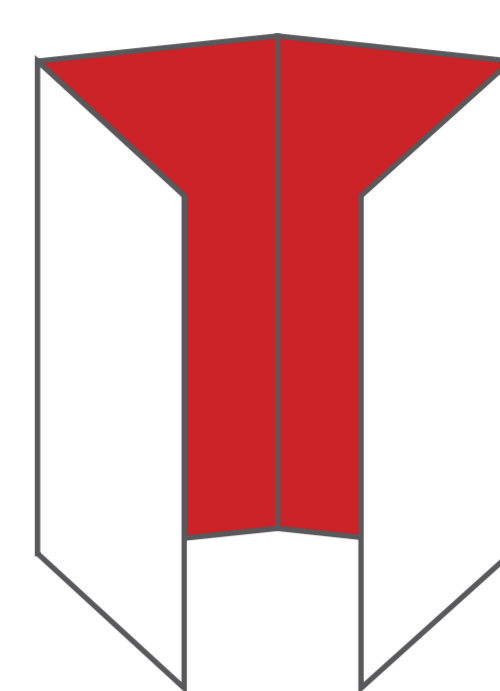
A Z-fold is created by folding the paper, which is in three panels, back and forth, to create the "Z" in the Z-fold. A Z-fold brochure is a great option to exhibit step-by-step information, or with a design that goes across the entire width of the brochure.

TRI FOLD



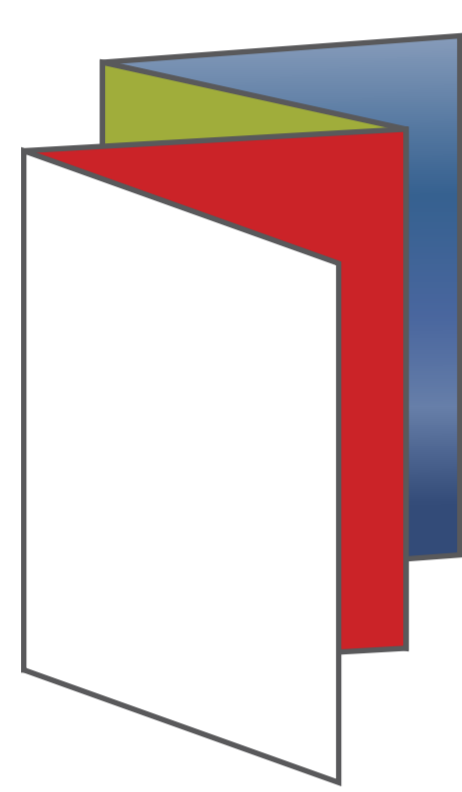
The tri-fold is a very popular brochure fold. The one key point to remember when using a tri-fold on your brochure is that each of the three panels are slightly different in size, specifically the width, with the front or cover panel being the widest panel on the brochure.

GATE FOLD



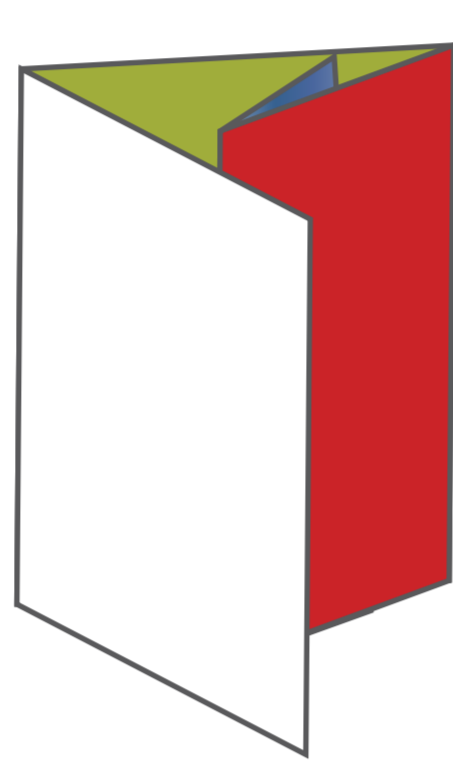
The open or closed gate fold offers a distinctive format when opened, showing your brochure design comparable to two side-by-side doors opening. The left and right edges fold inward toward each other, and these edges meet in the middle of the page, creating a seamless look.

8 PAGE ACCORDIAN FOLD



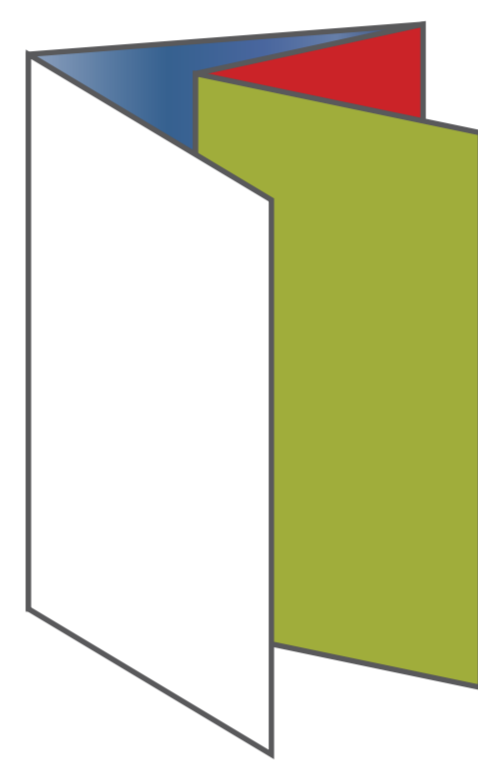
This kind of fold when used on brochures typically has two or more comparable folds that result in the brochure opening like a fan. Brochures can use the accordion fold with great success, and maps use this fold as well.

8 PAGE ROLL FOLD



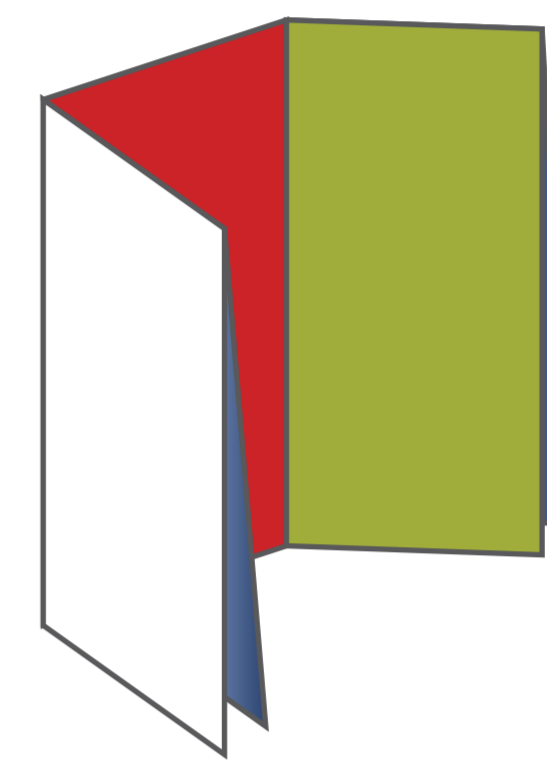
Four panel roll folds have two panels that are the largest size, a short panel, and an even shorter panel. A sheet is folded inwards from the right and the leftmost panel is folded over the rest of the sections.

8 PAGE DOUBLE PARALLEL FOLD



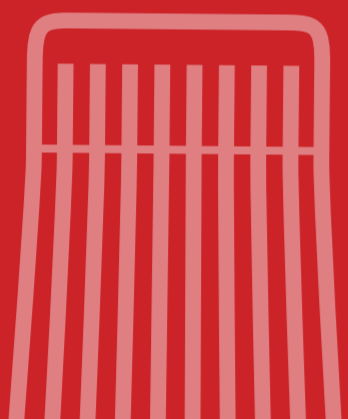
A 4 panel fold is fashioned by folding the brochure paper in half, and then half again. The finished brochure is a more slender piece, which is perfect for displaying information in narrow locations, such as tourist center information racks.

12 PAGE HALF TRI FOLD

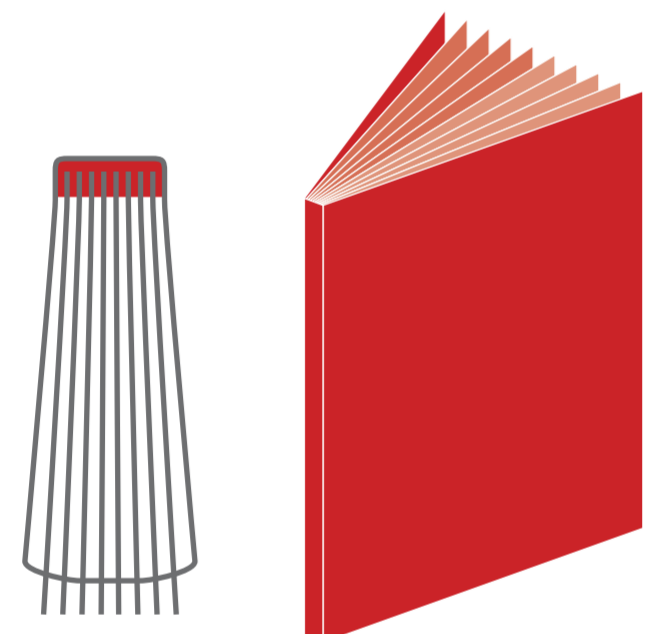


This brochure fold is perfect for large brochures. It's a great way to fold a bigger sheet such as an 11 x 17, and fit the brochure into a #10 envelope for mailing. Some good uses for a half then tri fold would be maps, real estate sell sheets.

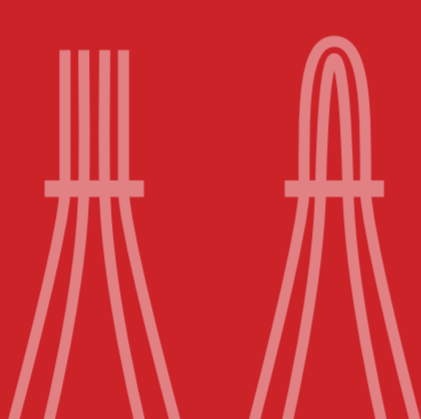
There are many binding options available, and while binding is usually based on the function of the piece, how many pages it contains, and of course budget, binding can also add creativity and interest to the piece. How the piece will bind also affects how the piece is set up, so binding decisions need to be made at the beginning of the project.



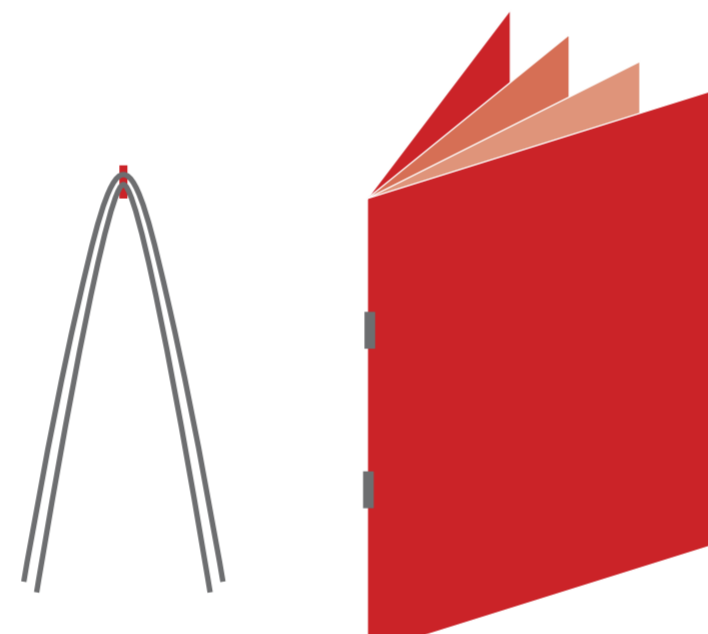
PERFECT BOUND (50-250 Pages)



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.



SADDLE (8-80 Pages)



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



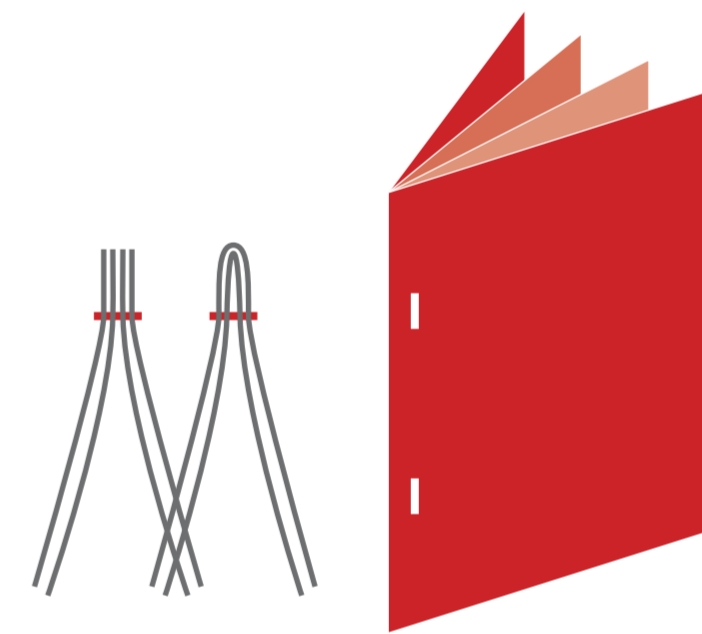
LOOP STITCH (8-80 Pages)



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



SIDE STITCH (2-300 Pages)



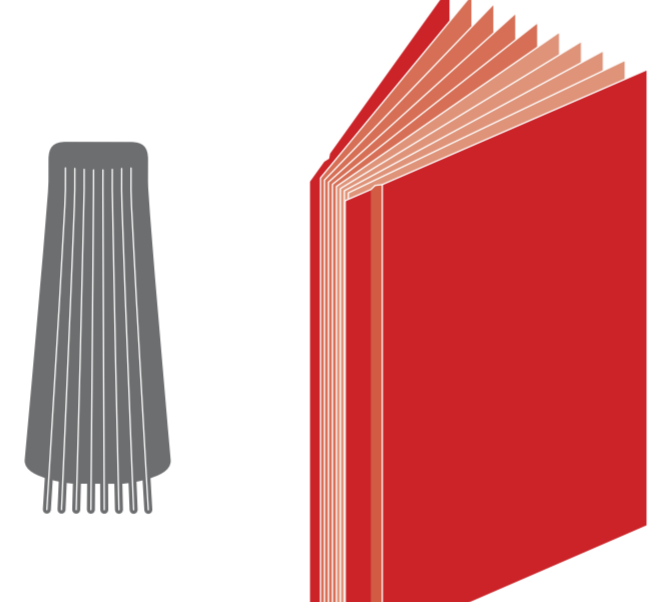
Stab or side stitching uses wire that is 'stabbed' into the front cover, through the inside pages and back cover of the document, instead of along the spine. Often covered to hide the wire.

SEWN BOUND (8-24 Pages)



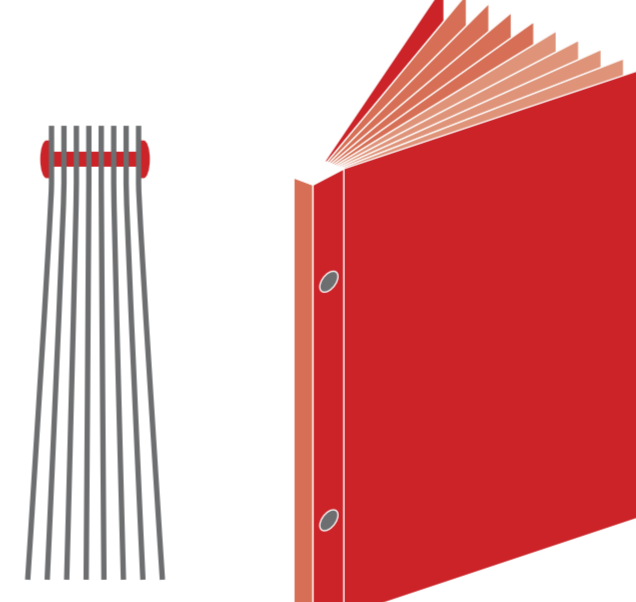
Similar to saddle stitching, but uses thread instead of wire. Thread is stitched along the entire spine. As more pages are added it begins to closely resemble case binding, but without the hardcover.

CASE BOUND (60-400 Pages)



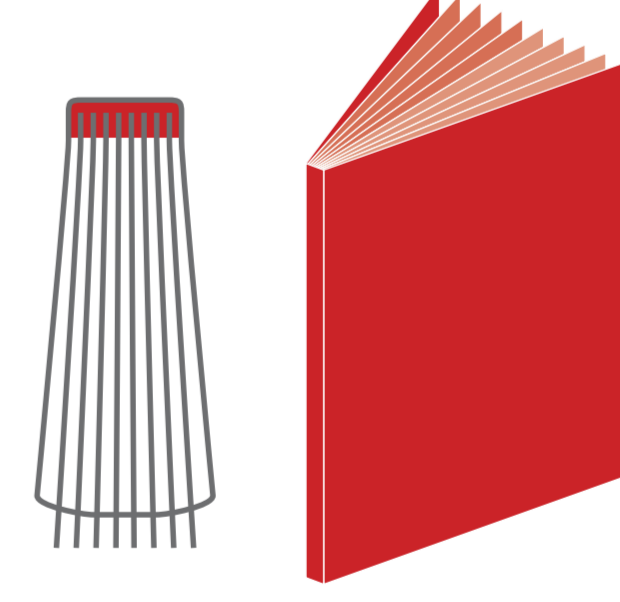
Standard binding used for hardcover books. Several different types to choose from, but typically involves inside pages being sewn together in sections. These are then glued to end papers which are glued to cover's spine.

SCREW BOUND (16-400 Pages)



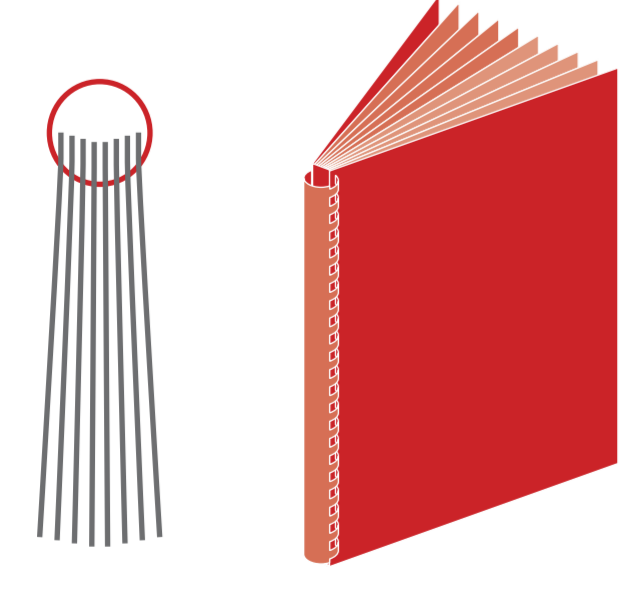
In screw, stud or post binding, first holes are drilled through the complete document. Then a barrel post is inserted through the holes and a cap screw is added to the post to hold everything together. Frequently used for swatch books.

PUR BOUND (16-180 Pages)



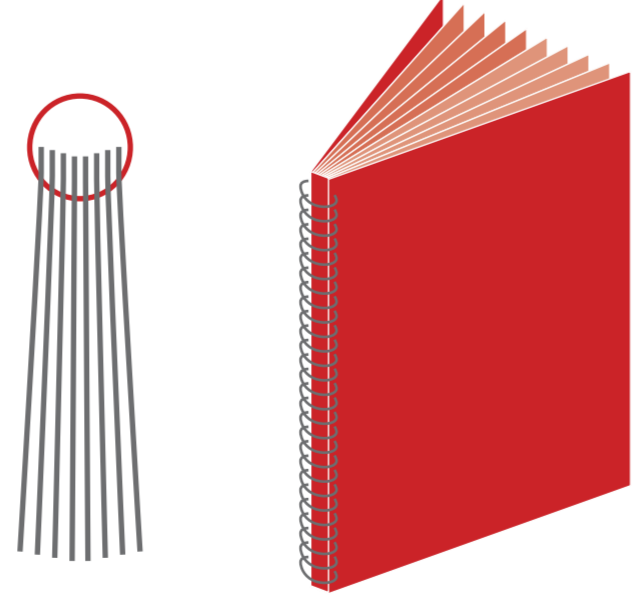
PUR binding is the same method as perfect binding, but uses a different adhesive. PUR (polyurethane reactive) glue holds stronger than standard perfect binding glue and remains strong at temperature extremes.

COMB BOUND (2-250 Pages)



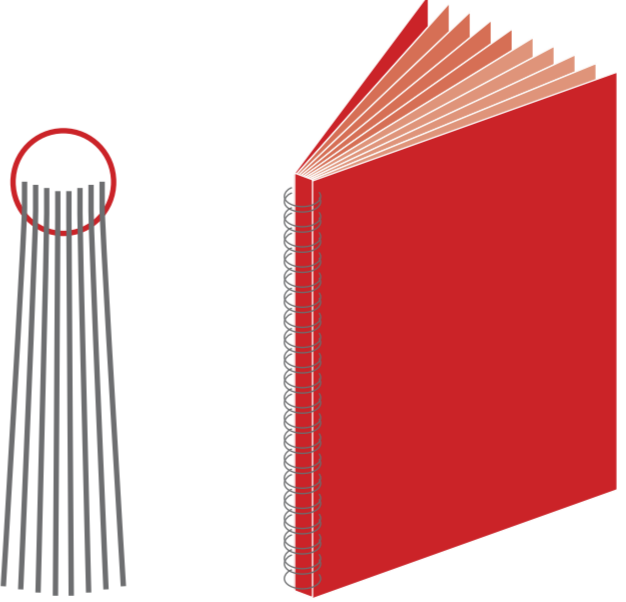
Economical method suitable for manuals and books that need to lay flat when open. Using rectangular holes punched through the document, the plastic comb rings are threaded through holes. Page edges at spine are covered by plastic comb.

SPIRAL BOUND (16-275 Pages)



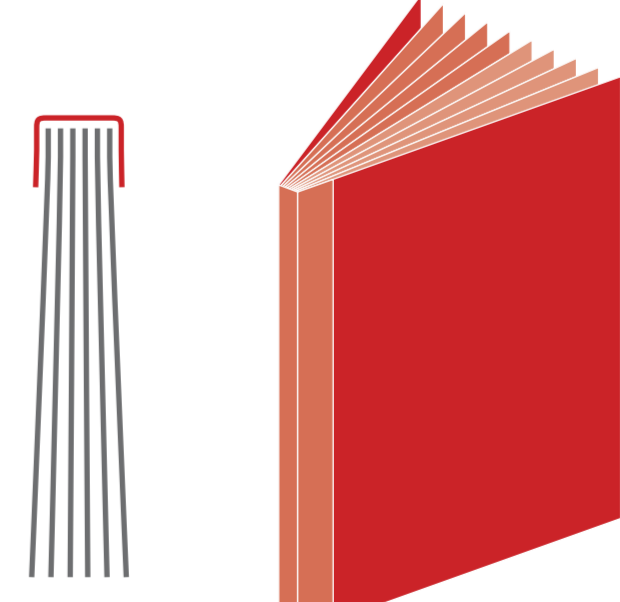
Utilizes a smooth round coil to hold pages together. Allows book to lie flat when open or pages can be turned all the way around to the back if desired. Wire is threaded through punched holes and then ends are clipped to prevent wire slipping off. Spirals or coils are available in variety of colors.

WIRE BOUND (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.

TAPE BOUND (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.