A Crash Course in Graphic Communications

Press Page Up or Page Down to navigate through the program.
Press Esc twice to exit the program.
Part 8
Binding, Finishing, and Mailing

Last but Not Least
Postpress

- Binding—joining together the assembled pages of a printed piece
- Finishing—cutting, trimming, folding, and additional decorative actions that enhance the visual appeal of a printed piece
All Systems Go?

• In prepress, a process called *preflighting* involves examining digital files to ensure that all files are in place and structured properly

• This same concept is applied to bindery operations
Making the Cut...

- Press sheets must be trimmed down to their final size
- Guillotine cutters use a hydraulic-powered blade to cut the paper
The diecutting process is how special shapes other than squares or rectangles are created.
Adding Pizzazz

- Foil stamping involves pressing a ribbon of metallic foil against paper using a heated flat piece of steel called a die.
- The foil fuses to the paper to create a metallic image in the shape of the die.
More Pizzazz

- Embossing—creates text or designs in relief on paper
Adding Polish and Protection

- Lamination:
  - Adds a glossy sheen
  - Enhances the longevity of a printed piece
Making the Score...

- Ever try to fold a piece of cardboard?  
  - *Scoring* creases or compresses heavy papers to facilitate folding or tearing
Perforation

- Perforating—punching a row of small holes through a sheet of paper so that part of it can be detached
Folding

- **Signatures** are one or more printed sheets folded to form a multiple-page section of a book or pamphlet.
Folding

- More folds result in more pages
Folders

- **Buckle folder**—paper moves through a gate, hits a stop, and the paper “buckles”
  - The buckled area is grabbed by two rollers running together at a nip, forcing the fold
- **Knife folder**—a steel blade forces the paper between two rollers
Pulling it all together...

- Popular binding methods:
  - Saddle stitching
  - Perfect binding
  - Case binding
  - Mechanical binding
Pulling it all together...

- Saddle stitching involves punching and fastening a steel wire through the spine of a set of signatures
  - A signature is a folded press sheet, resulting in a sequence of pages
Pulling it all together...

- In perfect binding, or adhesive binding, glue is applied to stacked signatures to fasten them together.
Pulling it all together...

- In case binding a hard-cover “case” is glued onto the set of signatures
Pulling it all together...

- Mechanical binding clasps individual sheets together using plastic coils, plastic combs, metal rings, or spiral wire
One More Step...

- The last leg of the job’s journey involves packaging and shipping
It's a wrap!

Concept
Writing
Design
Salesperson
Estimator
CSR
Planner
Image creation
Scanning
Image editing
Page layout

Preflighting
Trapping
Imposition

or

Imagesetting
Film assembly
Analog proofing
Analog platemaking

Digital proofing
Computer-to-plate

Presswork
Finishing and binding
Packing and shipping
Mailing and distribution
End of Part 8