

## END OF THE LINE

Finishing includes mounting, diecutting, coating, laminating, embossing, punching, gluing, and marbling. Binding is the work required to convert printed sheets into books, magazines, catalogs, and folders. Included are the steps of the finishing processes.

## SCORING

Heavy stocks or those requiring very precise folding should be scored prior to folding. Generally this is a separate operation on letterpress equipment but some scoring may be done inline on offset equipment for certain jobs.

## TRIMMING

Once a piece is printed, trimming is usually done to clean up the sheet or sheets. Since trimming cannot be 100% accurate from sheet to sheet certain tolerances must be taken into account. A common mistake that is made is not allowing overwork for images intended to bleed off the edges of the page or sheet. Normally this overwork should be no less than 1/4".

## EMBOSSING

Embossing results in a dimensional image on a sheet. The embossing may be single level or sculptured (referred to as multilevel). Single level dies are least expensive and may be mechanically prepared. Multilevel dies are made in much the same way a sculptor

executes a work of art and are therefore more expensive. Embossing may be either blind (without any printed image), foil (application of foil at the same time as embossing), or printed (embossing over a previously printed image).

## FOIL STAMPING

Application of a flat surface of foil can add much to a piece. Foils are not only metallic but may be holographic, tints, or pigmented. Pigmented foils, including white, are usually opaque and are used frequently to imprint a light image or type on dark stocks, thus reducing multiple passes required in lithographic or letterpress printing processes to achieve the same degree of opacity.

## FOLDING

Folding is a relatively imprecise operation, so you must leave room for variations in the folds. Remember also, that each fold is affected by the variation in the previous fold. Paper stock also affects folds. Prepare a paper dummy of the folds before you go to press, and remember to allow adequate trim for the bindery operation. The diagrams below show some common folds.

## BINDING

When planning your job, you need to decide if it will be bound and how. Talk about the bindery requirements with your printer or trade binder before going into production. Listed below are some common bindings and their definitions.

- **SADDLE STITCHING**

Signatures inserted into each other and stapled through the spine.

*Requirements:* Lip on back of signature at least 1/4".

Head trims and foot trims should be 1/8".

- **SIDE STITCHING**

Stapled through stack, parallel to spine.

- **PERFECT BINDING**

Individual leaves are glued at the spine to form the book. Ask your bindery for special preparation instructions.

- **SPIRAL BINDING**

Wire spiral inserted through holes punched in bindery edge of leaves.

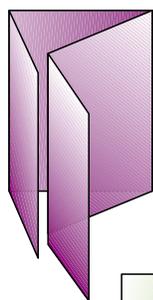
*Requirements:* Minimum trim of 1/8" on head, spine, foot, and front – more desired. Binding margin is 1/2".

- **COMB BINDING**

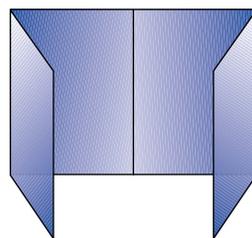
Plastic comb binding inserted through holes punched in bindery edge of leaves.

## LAST WORD ON FINISHING

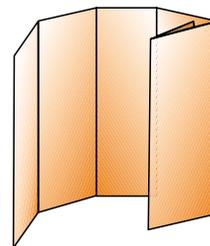
All finishing processes require special planning before the job is even printed. In addition to the processes listed, printed pieces may be diecut, coated, or laminated. Many laminates and coatings will react with certain inks and discolor them. Be sure you and your printer are fully aware of the printing requirements that are affected by the finishing processes.



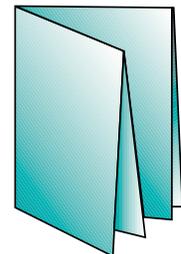
DOUBLE  
PARALLEL  
FOLD



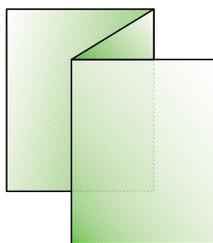
GATE FOLD



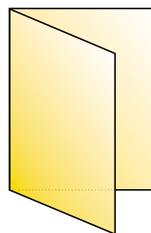
ROLL FOLD



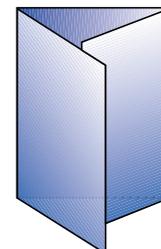
FRENCH FOLD



ACCORDION  
FOLD



SINGLE FOLD



LETTER FOLD