

Glossary of terms

Capacity/Gusset

-Depth allowed for the insertion of another item. i.e. Folder with 10mm capacity for inserted booklet.

Die-Cut

-Method of cutting shapes, folders, etc, out of board/paper using a tool made of strips of metal. Similar in principle to a pastry cutter!!

Flysheet

-Page inserted between cover and text pages.

Hinge

-Area of cover on perfect bound book either side of the spine which is glued to the front and back pages of the text.

RPC

-Reply paid card, often attached to rear cover of book.

Sections

-A group of folded pages used to make up a book.

Self Cover

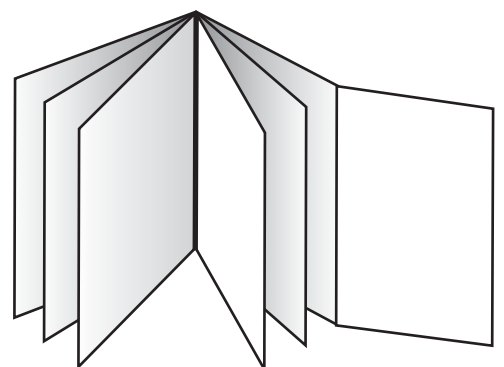
-Term for book/booklet which has same paper stock for text as for cover.

Spine Width

- Measurement of capacity between cover pages.

Throw-out

-Extension of page which folds out i.e



Number of pages, Format and Binding edge

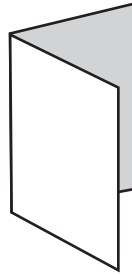
Number of pages

(sometimes abbreviated to **pp**) refers to the number of sides available to print.

Do not confuse with 'leaves'. A single sheet of paper can therefore be described as **one leaf** or **2pp** (2 sides)



one leaf or 2pp



4pp



8pp

Formats.

Two formats are used:-

portrait

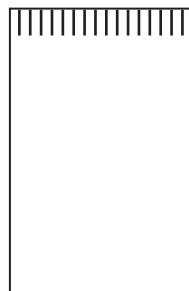


landscape

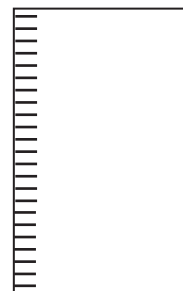


Binding edge.

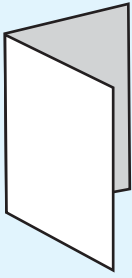
short
edge



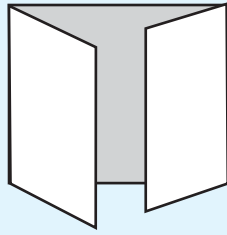
long
edge



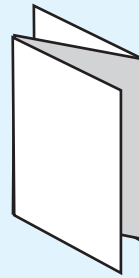
Main types of fold/binding (illustrations.)



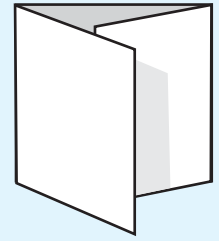
4 page single fold



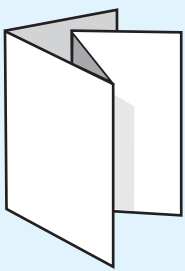
6 page gate fold



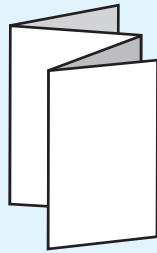
6 page concertina



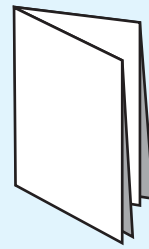
6 page roll fold



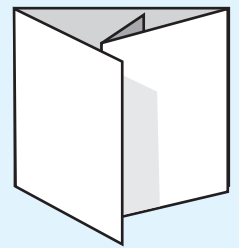
8 page parallel double fold



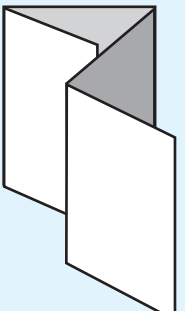
8 page concertina



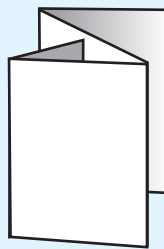
8 page right angle or french fold



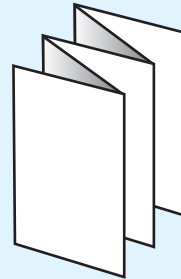
8 page parallel over & outer fold



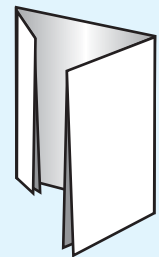
8 page parallel map fold



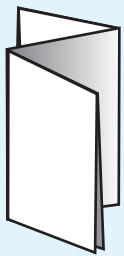
8 page reverse map fold



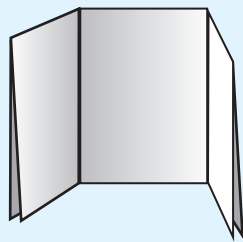
10 page concertina fold



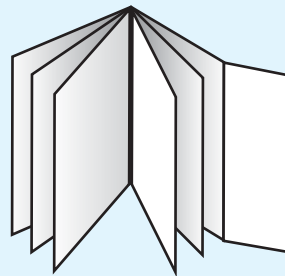
12 page standard letter fold



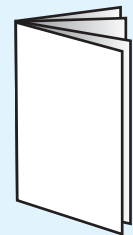
12 page concertina letter fold



endorsement fold



12 page single fold with throw-out



8 page single fold

Remember.....

the **spine** is always the **longer dimension** in a **portrait layout** and is the **shorter** for **landscape**.

Always give cover specification and text specification separately

Binding methods - continued

Comb binding.

This method of binding uses a plastic 'comb' which is inserted through slots in the booklet. For short run work - not commonly used in commercial print.



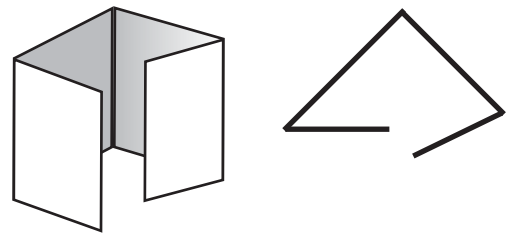
text pages with
holes punched

We **cannot** offer this type of specialised binding in the Dummy dept.

Types of fold

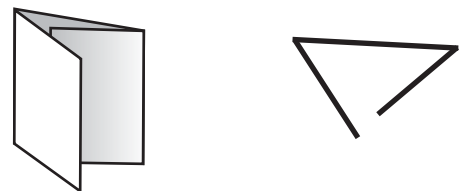
Gate fold.

Pages fold over and meet in the middle - like a pair of farm gates!



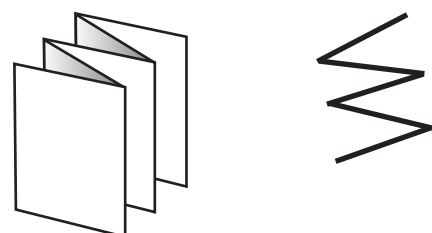
Roll fold.

Continuously folded in one direction.



Concertina fold

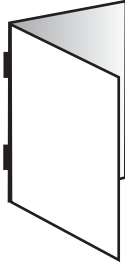
Folded in zig-zag fashion - folded one way then the opposite way.



Binding methods

Stitch or Wire binding.

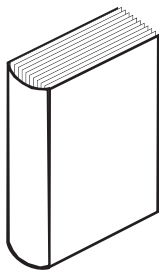
This is a method of binding using steel 'staples' inserted through the spine.



We can produce this method of binding.

Perfect binding.

This is used for thicker books, catalogues etc. Pages are glued on the spine and cover is glued to the text pages. A **glued set of text pages** is called a **book block** or **block**. (a method of binding commonly used for paperbacks.)



We can produce this method of binding.

Thread sewn.

-as above, but pages are sewn together on the bound edge creating a very strong flexible bind. Especially for books subject to heavy use.

We **cannot** produce this method of binding, but perfect binding has a very similar appearance and is a good substitute.

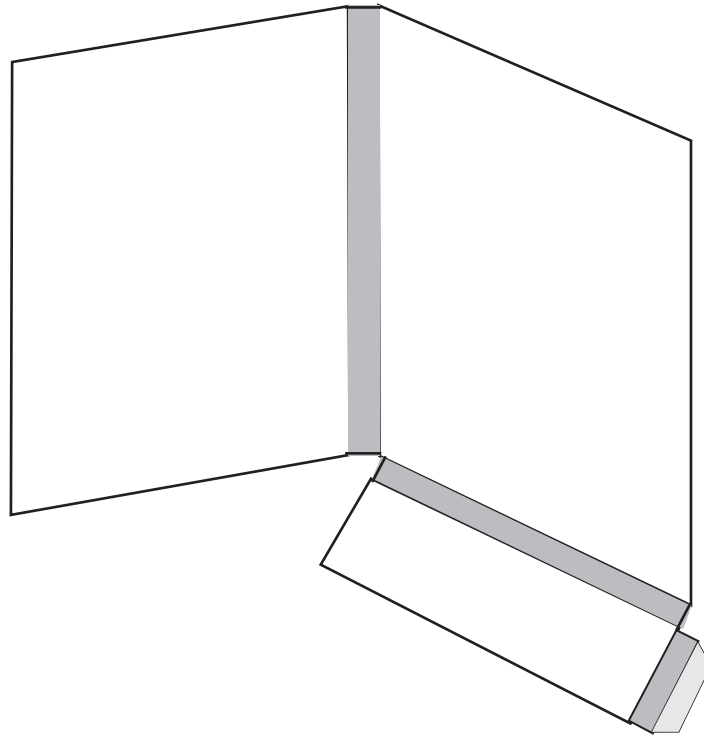
Wiro binding.



We **cannot** offer this type of specialised binding in the Dummy dept.

It is a binding method using a wire spiral through pre-punched holes in a block of text pages, as seen in note pads, price lists etc

Folder with pocket and capacity.



Folder with pocket, but no capacity.

