



TIP
NO. 1

Perfect Binding

Grain direction is probably the most important factor overlooked when producing this type of product. Wherever possible the grain direction on all materials should run from head to tail, i.e. parallel to the spine.



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TIP
NO. 2

Perfect Binding

When planning book covers & text it is important that seals, varnishes, inks etc. are kept away from the glue areas. On the inside of the cover this includes not only the spine but also the side-hinge areas.

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TIP
NO. 3

Perfect Binding

Book covers, if possible, should be laminated on the outer only. Be aware matt and soft touch laminates are susceptible to scuffing and marking. The spine & hinge creases should be free from UV varnish & foil blocking.





TIP
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Perfect Binding

When using folded sections, if possible, any thinner sections should be incorporated in the main body of book, i.e. not the first or last sections.





TIP NO. 5

Perfect Binding

An allocation of spine grind-off should be incorporated when planning. Our new binder can grind off as little as 0.5mm up to a maximum of 3mm (not needed when using thread sewn sections).





TIP
NO. 6

Perfect Binding

Digital Bookblocks

Most books can be produced more than one-up in pre-collated sets. These should ideally be centred on the sheet with trims all-round & an equal split between copies.





TIP
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Perfect Binding

Digital Bookblocks

Most digital presses do not have an official lay, so it would be advantageous when possible to mark up the side-lay & leading edge, even if it is with a marker pen down the stack, or a sheet be provided to indicate this.





TIP
NO. 8

Perfect Binding

Digital Bookblocks

Most bookblocks will have page numbers, but if the design does not allow for this, an ideal solution is to number the pages of the collated set in the waste area to help eliminate mistakes.





TIP
NO. 9

Perfect Binding

Suitability of stocks

Most modern papers are suitable and should present no problems for perfect binding. If in doubt, run some sheets through on the desired stock & ask us to produce a dummy.



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TIP
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Perfect Binding

Variable stock in the same binding

This can be done, but please bear in mind that the different stocks may absorb more moisture than others. This may show up on the fore-edge as larger or shorter sheets (castellation effect).



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TIP
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Perfect Binding

When supplying flat sheets for folding where the pages are not numbered, please include a folding guide with the purchase order to assist in production. This will save both time & money.





TIP
NO. 12

Perfect Binding

On multiple folded section work, a staggered collation mark on the spine would help to ensure the sections are gathered in the correct sequence.





TIP
NO. 13

Perfect Binding

When producing section sewn books, a pick-up lip on either the front or the back of each section is ideal, to assist in the sewing process. This will save both time & money.



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TIP
NO. 14

Ram Punching

Ram punching is a process of producing shaped items by pushing the work through a sharpened knife (similar to a pastry cutter), our maximum size is 250mm x 250mm.



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TIP
NO. 15

Ram Punching

The process is ideal for business cards, playing cards, etc., as the end product is free from 'nicks' on the edges, which occur when die-cutting. We are also able to shape folded and stitched products.



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TIP
NO. 16

Ram Punching

There must be at least a minimum of 3mm (ideally 5mm) of waste/bleed around each card.

The machine uses this waste to transport & hold the product in position.



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TIP
NO. 17

Ram Punching

The process is best suited when there is a collection/series of items, as they will all be the same shape & size.



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TIP
NO. 18

Ram Punching

When planning the cutter, it is advisable to avoid any sharp internal angles, making these slightly rounded produces a better product (call to discuss).



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TIP
NO. 19

Ram Punching

To save both time & money, we have in stock various shapes & sizes – ask for our list as you may be able to design the finished product to suit our standing dies.



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TIP
NO. 20

Ram Punching

Almost all paper & board products can be processed.

We can even punch thin plastics, simulator, 'Tyvek' & 'Nevertear'.



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TIP
NO. 21

Tab Sealing

Automatic applications of seals suitable for Royal Mail postings.

Crystal seals supplied with perforated edge for ease of opening. Suitable for products from A6 to A4 landscape.



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TIP
NO. 22

Tab Sealing

Stand-alone machine
but can be incorporated in-line
with folding machines
to reduce both lead-times
& costs.



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TIP
NO. 23

Tab Sealing

Accurate position and counts
where 100% production
is required. All copies
checked for quality, positions
& registration.



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TIP
NO. 24

Eyeletting

Process suitable to give strength to a punch/drilled hole in luggage labels/tags, or for attaching 2 or more items together (Rotator).





TIP
NO. 25

Eyeletting

In most cases a 4mm hole will need to be punched into each item. Where a Rotator is to be made, a 5mm hole is desired to make it easier to operate.



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TIP
NO. 26

Eyeletting

The most popular colour for eyelets are gold (Brass) & silver (Nickel plated). Other colours can be supplied depending upon quantity & availability.



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TIP
NO. 27

Ink-jet numbering

Using our high speed Hitachi machine, we can sequentially ink-jet number & code onto almost any flat product, utilising our range of feeders & conveyors.



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TIP
NO. 28

Ink-jet numbering

Ideally suited for use in conjunction with our folding machines, enabling us to number & fold in one pass, reducing both time & costs.



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TIP
NO. 29



Ink-jet numbering

Our special fast-drying ink allows us to sequentially number onto both matt & gloss laminated products. Stand-alone products (perfect bound) or even made-up display boxes can be numbered.



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TIP
NO. 30

Ink-jet numbering

Sequentially numbering of items, allow for greater security & trace-ability of products. Ideal for vouchers, limited editions, application forms etc. We can also pre-number flat pages for ledgers, journals & notebooks.



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TIP
NO. 31

Drilling

A range of drill-hole diameters from 3mm to 13mm, can be applied to most paper & board products.



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TIP
NO. 32

Drilling

If the finished items are to be folded, i.e. throw-outs/4pps or 6pps, it is best practice to drill before the item is folded, to give a consistent product & improved quality.



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TIP
NO. 33

Drilling

Our wide-range of single & multiple headed drilling machines can be set for almost all configurations of holes.

Either simple 1 hole swing tags or multiple "Filofax" style items.



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TIP
NO. 34

Drilling

Not all materials are suitable for drilling as coatings & laminates may fuse the substrates together. If you think this may be a problem, please call to discuss or have the sample item trialled.



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TIP
NO. 35

Miniature Folding

When multiple folds are required it is always best practice to have the grain of the paper running parallel to the first fold. The cross-folds (if required) will be creased on the machine to assist the folding process.



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TIP
NO. 36

Miniature Folding

Sometimes it is tempting to mix redundant stock when running small quantity jobs. This is not recommended as the machine will need resetting for the different properties of each paper
(AVOID AT ALL COST).



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TIP
NO. 37

Endorse Folding

This is the process of reducing the size of a product to suit mailing/inserting, usually carried out on stitched products or newsletters.





TIP
NO. **38**

Ram Bundling

A process of compacting/
keeping together items for
mailing purposes, (usually 2pp).

Some simple folded products
can also be rammed. Logs are
commonly 300mm in length
& no more than 12Kgs.



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TIP
NO. **39**

Ram Bundling

The logs are protected at each end by either thick greyboard or pre-cut MDF/Plywood, then labelled suitably keeping the product flat with consistent orientation.



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TIP
NO. 40

Case Binding /Hard Back Books

Foiling of front & spines

When a specific type or logo is required, a Black on White pdf file is needed to produce a "foiling die", which usually takes 48 hours to produce.



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TIP
NO. 41

Case Binding /Hard Back Books

It is always an idea to request a dummy to be made up prior to production to ascertain spine width and overall size. On an A4 book usually the size is the text size not the cover!

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TIP
NO.

42

Case Binding /Hard Back Books

As with all binding, grain direction is important. We will always try to cut board, cloth, spine and endpapers with the grain running head to tail.



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TIP
NO. 43

Case Binding /Hard Back Books

Covers

These can be either a printed sheet (150gsm) laminated on the outer, or a cloth/paper cover which can be foil blocked to suit the design.

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TIP
NO. 44

Case Binding /Hard Back Books

French Grooves

An impression into a cased book, after casing in, between the spine and front boards. Also known as "grooved joints" or "American Joints".

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TIP
NO. 45

Case Binding /Hard Back Books

Head & Tail bands

Usually a coloured cotton or silk cord, attached to the spine at the top and bottom of the book.

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TIP
NO. 46

Case Binding /Hard Back Books

Dust Jackets

A printed sheet usually laminated, that wraps around the case bound book to protect the foiled images, also acts as an eye-catching Point-of-Sale display.

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TIP
NO. 47

Case Binding/ Quarter Binding

A method of binding where the spine of the book is in one material/cloth and the sides are in another, usually contrasting to give a visual effect.

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TIP
NO. 48

Loop Stitching

Wire stitching along the spine which leaves a loop protruding, for use in ring binders, either 2 or 4 loops are standard.



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TIP
NO. 49

Stab Wiring

The method of stitching together single leaves, i.e. cheque book style binding. Used for security work when a stub/record is needed. Wires can be covered by a cloth binding tape in various colours.



01



TIP
NO. 50

Saddle Stitching

The method of securing folded sheets together by means of a wire stitch (staples) along the spine length. Small books may only require one stitch and larger books 3 or 4 to hold together (suitable for 8pp books up to 100pp – depending upon stock thickness).





TIP
NO. 51

Saddle Stitching

Silver wire is almost always used, but there are various colours/materials available, i.e. white, black or brass. These alternatives are not recommended for thicker products as the wire and coatings are quite "soft", and will buckle under pressure (test for suitability).



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TIP
NO. 52

Information

As with all jobs it is highly desirable to receive all relevant information on a purchase order, i.e. quantity, size, number of pages, boxing/pallet specification, pallet stacking & box weights, prior to production starting.



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