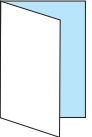
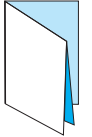

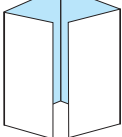
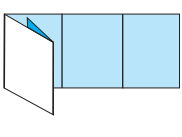
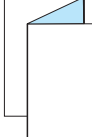
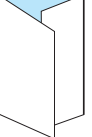
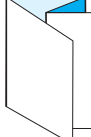
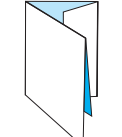
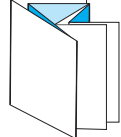
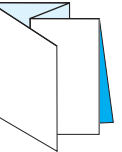
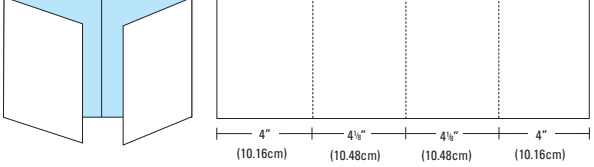


Folds

 simple fold 4-page	 french fold 8-page	 double accordion fold 12-page	 gate fold page	 roll fold 10-page
 accordion fold 6-page	 tri-fold 6-page	 double parallel fold 8-page	 double tri-fold	 triple parallel fold 4-page 1 fold
 parallel fold				

SIMPLE FOLD: One fold made on the long or short side.

ACCORDION FOLD: One fold in and fold back.

BARREL OR ROLL FOLD: All folds follow the same direction.

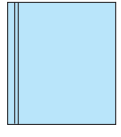

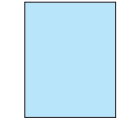
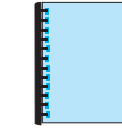

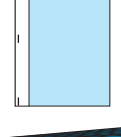
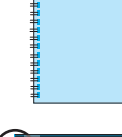


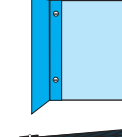
GATEFOLD: Two folds, one to the right, one to the left.

FRENCH FOLD: Folded in one direction then folded perpendicular to the first fold.

PARALLEL FOLD: Folds in half and in half again.

TRI-FOLD: One fold folds into another.

Bindings

 Case	 Perfect	 Saddle Stitch	 Comb	 3-Ring
 Side Stitch	 Double Loop Wire	 Spiral	 Tape	 Screw & Post

CASE: Signatures are gathered and sewn along the spine. Once blocked and glued it is then trimmed on three sides. This is then glued to the cover (case) with the end sheets.

PERFECT: Signatures are gathered. The spine side is trimmed and melted adhesive is applied. The cover is then wrapped around the book and trimmed.

SADDLE STITCH: Signatures are nested like a horse saddle. The cover is scored, folded and laid on the outside of the nested signatures. All signatures and cover are stitched (stapled) at the center of the spine and trimmed.

COMB: Individual sheets are collated and assembled with a trimmed cover. The entire document is drilled and the comb binding is inserted into the drilled holes.

SIDE STITCH: Individual sheet or signatures are collated and assembled. The entire document is stitched (stapled) at the bond edge.

DOUBLE LOOP WIRE: Individual sheets are collated. The entire document is drilled, a double wire binding is inserted into the holes and closed.

SPIRAL: Individual sheets are collated. The entire document is drilled, a plastic or wire spiral is thread through the holes.

TAPE: Signatures or individual sheets are collated. The entire document is trimmed on all four sides. Flexible strip cloth is applied to the spine and heated, melting the glue.

3-RING: Individual sheets are collated. The entire document is drilled with a 3-hole drill. Binders and rings come in various sizes.

SCREW AND POST: Signatures or individual sheets are collated. The entire document is drilled and a post inserted into the hole and screwed. The screws can be removed to add additional pages.