

Saddle Binding of Digital Documents

WHO SHOULD READ THIS BULLETIN:

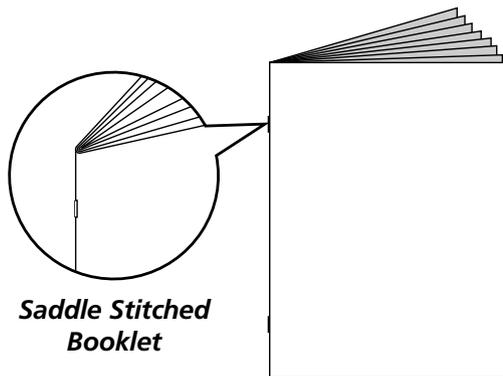
Any person who designs, specifies or purchases publications, booklets and manuals.

In previous *TechTopics* issues, we have discussed the importance of determining the binding style before a digital document is created. The binding method is frequently dictated by the thickness of the piece.

Copresco offers complete binding services to meet specific requirements. Methods include wire, plastic, tape, ring, perfect and case binding and stitching.

Saddle stitching provides a fast and cost-effective way to bind booklets, brochures and catalogs. The finished piece can be flattened or folded over, a user-friendly convenience for readers.

Saddle Binding



Saddle Stitched Booklet

Applications

Saddle stitching is a good choice for relatively thin booklets with as few as eight pages (two *signatures*) and as many as 60 pages. Thicker books are possible, but those over 60 pages tend to be cumbersome and unwieldy. Perfect binding may offer a better solution for these applications.

Note: See TechTopics No. 2 for details of Perfect Binding.

Sizes

Some popular sizes for saddle stitched books are:

- 5" x 8"
- 5 1/2" x 8 1/2"
- 7" x 9"
- 7" x 10"
- 8 1/2" x 11"
- 8 17/64" x 11 11/16" (A-4 size).

These are only suggestions. Virtually any size is possible.

Design Flexibility

Saddle bound books are available in a variety of paper stocks in various text and cover weights and colors. Covers can be offset or digitally printed in colors.

Separate covers are not always needed. Self-covered books (those using the same stock as the body of the piece) work well for many applications. Heavier cover stocks, however, do add class and durability to the finished product. Cover weight papers require the extra operation of *scoring* on the spine prior to binding.

Construction Method

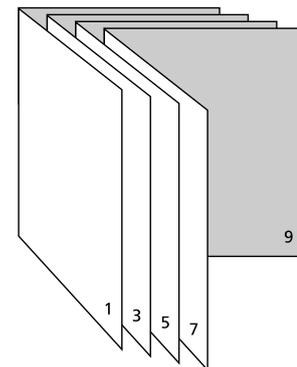
Copresco's saddle binding system collates, stitches, folds and face-trims the booklet. Staples go through the crease of the document's spine. The term "saddle" derives from the saddle of the machine. The machine cuts the wire, forms the staple, drives it through the paper and clinches it from the other side.

The following guidelines will help you plan an effective saddle bound document.

Document Preparation

Saddle binding utilizes 4-page spreads called *signatures*.

Four 4-Page Nested Signatures of 16-Page Booklet



Prepare your document in single page format. Copresco will *impose* (arrange the pages in their proper sequence) to create 4-page signatures which will be printed as *printer's spreads*. Please be sure to submit a sample of your job.

The problem of *shingling* needs to be considered. Shingling is an adjustment to compensate for the

way pages of saddle bound documents tend to *creep* or push out toward the outer or facing edge of a book. Pages must be shingled to assure equal margins throughout the printed piece.

For example: The innermost signature of a 32-page self-covered book on 60# stock will protrude an 1/8" outside the cover. Adjustments must be made to keep the copy in the book centered when it is face-trimmed. Copresco will make these adjustments digitally, but sufficient margin space must be provided.

Also...please remember to leave margin space at the binding edge if the book is to be drilled for inclusion in binders.

Unlike other binding methods, index tab dividers cannot be used with saddle stitched documents.

Note: See TechTopics No. 13 for further details of digital documents preparation.

Additional Finishing

All finished saddle bound books can be drilled, inserted in binders, shrink-wrapped in multiples

for easy handling and drop-shipped to single or diverse destinations.

General Information

Our staff will gladly answer your questions about software applications, digital files preparation and transmission, paper stocks, binding and our digital printing services.

TechTopics is a continuing series of technical bulletins on digital technology, document preparation and on-demand printing.

To obtain additional copies or back issues, please call, fax or e-mail us.

TechTopics issues are also available in PDF format on our website.

Our Thanks

Drawings reprinted with permission of The Society for Service Professionals in Printing.
© 1994 703/684-0044

TechTopics Details

TechTopics is the proud recipient of the Apex 2000 award of excellence for design, content and overall communications effectiveness.



262 Commonwealth Drive • Carol Stream, IL 60188

Phone: (630) 690-2000 • Fax: (630) 690-8182

www.copresco.com • techtopics@copresco.com

© 2001 Copresco/Copies Overnight, Inc.