

## Perfect and Case Bound Books

### WHO SHOULD READ THIS BULLETIN:

Any person who designs, specifies or purchases bound technical and reference books.

No discussion of printing would be complete without mentioning the variety of binding styles available.

While not your normal high tech topic, many jobs have been destroyed in the bindery due to the lack of planning or because the binding process was taken for granted. Therefore, it's important to determine the method of binding before the document is created.

How a document is bound depends on four variables: size, intended use, expected life and price.

Copresco provides complete binding services to meet these diverse needs. Methods include wire, plastic, tape, ring and saddle binding as well as perfect and case binding.

Perfect and case binding are two popular ways to bind books.

telephone directories, bulky technical and reference books become unmanageable and difficult to use.

Uncoated book sheets (our standard stock papers) make the most secure binding.

### Cover Styles

Cover options can range from an index stock printed in 1-color to a varnished 4-color process job. Perfect bound covers may also be coated or laminated to provide additional durability.

### Construction Method

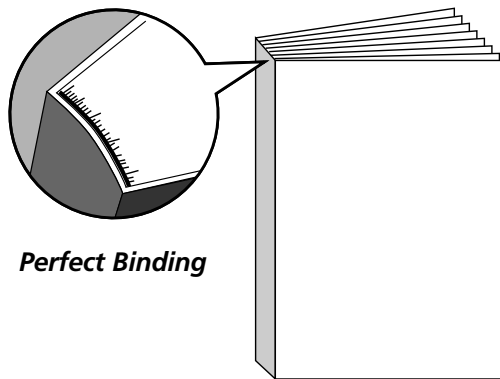
Books are made by joining the paper cover to the pages with an adhesive. The spine or binding edge is clamped, roughened and fanned so the adhesive envelopes the edge of each sheet. When the cover is pressed against the surface, some of the adhesive is forced between the pages, forming a strong bond.

After drying, the book is trimmed on the three remaining sides. Occasionally perfect bound books are 3-hole drilled for insertion in binders as individual documents or included with other materials.

### Production Time

While looseleaf binding is available overnight, perfect binding may take 2 to 5 working days, depending on your time schedule.

### Perfect Binding



Perfect Binding

This is an affordable and attractive binding method for runs of several hundred paperback books. Wraparound soft covers provide longevity benefits for a wide range of publications.

**The following details regarding book thickness and construction method also apply to case bound volumes.**

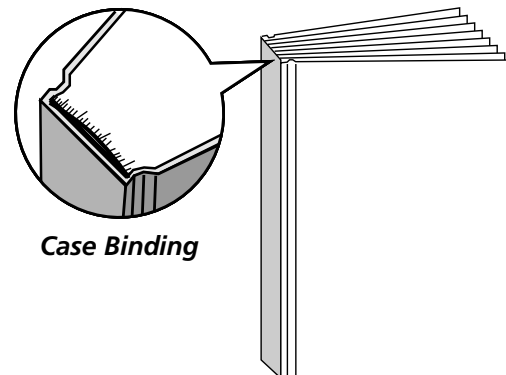
Perfect binding is best for books of:

- at least 1/8" minimum thickness (64 pages on a 50 lb. offset or 52 pages on 60 lb.)
- normally about a 2" maximum thickness (1000 pages on a 50 lb. offset)

Once a publication exceeds 1000 pages, we recommend multiple volumes. While suitable for

### Case Binding

For the ultimate in document presentation, Copresco recommends case binding. Although more expensive than other styles, nothing beats hard cover books for durability or good looks.



Case Binding

They're ideal for volumes that receive heavy usage like text and reference books and directories. Or for books with long shelf lives that won't be quickly replaced by new editions.

### **Value Added**

Case binding can also add value to books sold as end products — textbooks, for example. Spending \$4.95 on case binding for a \$50 book can significantly enhance its perceived value.

### **Construction Method**

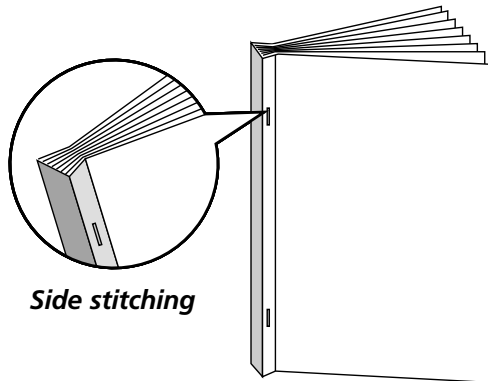
Case binding combines several materials to produce a machine-bound volume.

Traditionally, case bound books were sewn together. Today they follow the same construction method as perfect bound books. However, instead of the soft cover, a hard cover (made of binder board wrapped with the cover material) is affixed to the volume by glue between the end sheets.

### **Design Flexibility**

Case bound books are available in various dimensions and thicknesses with a variety of cover materials including cloth, leatherette, fabric or laminated paper. Covers can be offset printed in colors or foil stamped. Other options include:

- binding board in a range of thicknesses
- end sheets in various paper stocks and colors
- square (also called board back) or round backs, depending on the look preferred



**Side stitching**

Over sewing (also called side sewing) can significantly increase durability...but also adds greatly to the cost. As an economical alternative, we recommend side stitching ( $\frac{3}{4}$ " maximum thickness). The stitches shown in the drawing will be completely hidden by the case.

### **Production Time**

Case binding may require 2 to 4 weeks because of the wider choices of cover materials and the imprinting method selected. Therefore, pre-planning is essential.

Case binding, however, can be done in conjunction with other binding methods. Take a job requiring 500 100-page books for example. One set

of books could be wire bound or looseleaf inserted into binders to meet a tight deadline, leaving the remainder to be case bound for delivery later. Or a small quantity of an important document could be put in hard covers to make a first class impression. Individual copies may even be personalized.

### **Planning Ahead**

Avoid running text too close to the spine of the book. Since perfect and case bound books don't lie flat like mechanically bound volumes, a minimum  $\frac{1}{2}$ " margin from the gutter (or binding edge) should be maintained.

## **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**

To Robert Goodman of Zonne Bookbinders, Inc., Chicago, IL, for his technical assistance.

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