

TechLines

Technical Information Sheet

B1

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Preparation, Arrival of Supplied Printed Materials

Covers:

We encourage you to review our Perfect Bind Specifications or Saddle Stitch Specifications TechLines Sheets for our recommendations regarding cover weights, setup, margin and trim allowances.

If you are not sure of our trim allowances, covers can be supplied untrimmed on sheets not exceeding 60" x 45".

For jobs that will bind 2-up or other multiple-up, please contact us for layout and trim specifications. We will need to know your outside/inside cover design and page count to determine if books can be done with a chop cut, 1/4" or 3/8" out between books.

Gatefold Covers:

The half of the cover with the gate should be 1/4" preferred (1/8" minimum) narrower than the width of the book.

For perfect binding:

Only the gate(s) should be folded.

If the gate is on the front cover, job should be set up so the head of the copy aligns to the head(closed edge) of the signature. If the gate is on the back cover, job should be set up so the head of the copy jogs aligns to the foot of the signature.

The gate should be 3/8" narrower than the adjusted outside cover (as noted in first item above) to avoid contact with the side glue that is applied to adhere the cover to the first and last pages of the text.

For saddle stitching:

The entire cover should be folded to feed through a pocket.

For these covers, it is best to have these covers kept in small turns and boxed to prevent curling and lop-sided stacking in the binder. Boxing them in small turns keeps the covers flatter, reducing the amount of curl than if the covers were all packaged in the same direction. ➤

Special Note for Perfect Bind Projects

To ensure a strong backbone, it is very important that all parts – cover, bind-in card, insert or signature, sheet press or web press – be printed with the grain running parallel to the spine.

Regarding head/foot trim, our flattening standard is to place the foot of the copy at the closed head of our web text signatures. Pages are positioned foot-to-foot on our 8-page flats. Our standard foot trim is 3/16".

For perfect bind covers, please add 1/16" for glue spill at head and foot.

If supplying skid-packed materials, please include 5 samples each of ALL SECTIONS, the cover(s) and any other inserts under separate cover or attach to a skid. We need these materials to confirm arrival of all parts and to make bindery dummy.

Business Reply Envelopes/Order Form Envelopes:

For most efficient running on the saddle stitchers, envelopes should be:

- 1) packaged in cartons standing on the head or foot; or packed tightly standing on the binding edge
- 2) should not be tied
- 3) facing the same direction

This method avoids: glued surfaces sticking together; reduces additional handling and eliminates curled forms and wrinkling. Ultimately, proper packaging will ensure the job will run more efficiently on the binder and eliminate additional handling.

Pieces must be supplied with appropriate foot/head trim allowance. *Please confirm this dimension and configuration with your customer service representative.*

Web Press Sections to be Supplied in Blocked Logs:

Logs should not exceed 24" in length and/or 50#.

*If press takeoff equipment cannot conform to these requirements, it is **very critical** that logs be supplied standing on end in a fashion to avoid curling or damaging of edges.*

Divider Tabs for Perfect Bound Books:

It is critical that divider tabs conform to the following requirements. You are strongly encouraged to confirm these requirements with your account service representative if you intend to supply your tabs.

Skive allowance – 1/8" for projects with 32 parts or less. If the project is over 32 parts (web text signatures, sheet press inserts and divider tabs), some tabs will require a 3/16" skive allowance.

If there is more than one tab, they must be stagger folded at varying widths. For example, the first tab should be folded at 5", the second at 6", the third at 7", the fourth at 8" and then start over again at 5". This keeps the book as flat as possible in the trimmer, reducing the appearance of any indentation on the cover.

Tabs must be 11-11/16" tall with a release glue tach in the area of the most trim. This tach keeps the tab folded over during the binding process and, if close enough to the edge, will trim off if that is your desire.