# Common Binding Styles for Designers

There are actually six types of bindings you can use whenever you make a multi-page brochure. These are:
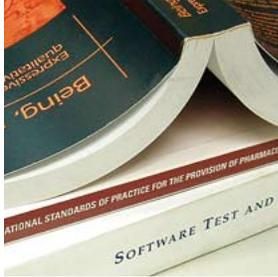
### Perfect binding:
Gluing the outside edge of the signatures to create a flat edge. Many annual reports use this method and it's ideal for holding 50+ pages together. This binding method takes all of a project's signatures together and the spine edge is ground to a perfectly flat edge. The cover is then glued to the outside edge of the signatures. One word of caution when using perfect binding: one will lose the visibility of part of the inside pages because of the binding area. A designer should take this into consideration and should allow a bit of an extra gutter for this.

### Saddle-stitch binding:
Uses one or more staples on the fold of the signature. Saddle-stitch binding This is a very common binding method and involves using one or more staples on the fold of a signature. Magazines, like TIME for example, are the most common example of this kind of binding. Where does the saddle-stitch name come from? Well, it has to do with the way the staples are applied. The signatures are fanned open with the inside pages face down on the binder, like a horse's saddle, as they are stapled. Hence the name.

### Side-stitch binding:
Stapling (or screw posts or sewn) the signatures together on the side rather than the fold. This method involves putting all the signatures together, much in the same way as saddle stitching, and staples the pages on the side rather than the fold. Not quite as nice as saddle stitching binding.

### Case binding:
Signatures are sewn together and attached to the hard cover. This is the method that one sees most often on hardcover books. Signatures are sewn together, glued to a gauze strip and then glued to end papers which are attached to the hard covers. It's quite a process!

### Plastic comb binding:
Plastic teeth are fitting into a stack of pages. (See samples on the next page) Plastic comb binding Ideal for business reports and the like, this method uses plastic teeth that insert into a series of tiny holes made in a stack of pages. Comb binding machines are pretty inexpensive and the spines can be removed and reattached as needed.

### Three-ring binding:
Holes are punched into the pages and fitted into a binder.

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### Comb Binding
Plastic comb binding is one of the most popular methods of binding. The pages of comb-bound books lie flat for easy reading. The flexible plastic binding can be reopened and closed for easy updating of pages. After updating you can reuse the same binding comb. Pages can be bound up to 2 inches in thickness. Plastic comb bindings come in a variety of colors and are extremely cost effective. The standard length of a comb bind is 19 rings for binding 11" in length.

### Coil Binding
This binding method is gaining in popularity. It offers flexible coil that withstands tough handling. If compressed, the coil bounces back to regain its shape. Coil is offered in a wide variety of colors. Books lie flat and open cover to cover 360°. Coil-bound documents may be bound up to 50mm or 2" in thickness. Coil binding is excellent for odd size reports.
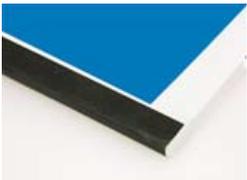
### Tape Binding
Tape Binding Systems bind by wrapping a heat-activated binding strip around the pages of the document and securing the pages together. The tape-bound documents are produced quickly and easily. No hole punching is necessary. The Tape Binding Strips allow you to bind from 5 pages up to 325 sheets of 20# bond paper. A wide selection of tape binding colors. The finished documents lie flat and are easy to file and mail.

### Thermal Binding
There are no holes to punch. This heat-activated system uses a unique one-piece cover with a strip of hot-melt glue placed in the spine area. Your pages are inserted into the cover and placed into the thermal binding machine.
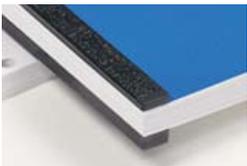
### VeloBind
VeloBind reports provide a sophisticated professional look. Excellent for legal briefs, transcripts, financial reports, and more. This secure sleek document is easy to mail and easy to file. VeloBind documents can be bound up to 3" in thickness and up to 14" in length. VeloBind strips are offered in a variety of colors.

### Wire binding
Wire binding allows you to create hi-tech looking reports. The pages in wire bound books open 360° and lie flat. The wire loops encircle the pages. Wire bound reports, once bound, cannot be edited easily and the binding wire cannot be reused.

Single Fold

Double Parallel Fold

Gate Fold

Letter Fold

Barrel or Roll Fold

Closed Gate Fold

Accordian or Z-Fold

10 Page Parallel Fold

Map Fold

# Brochure Common Fold Types

## Letter fold, 3-Panel fold, or #10 Fold
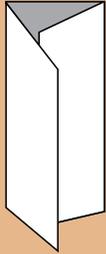
**Notes:** Often mistakenly referred to as a tri-fold brochure.

**Standard Sizes:** Called a #10 fold, as an 8.5"x11" (letter size) or 9"x12" page will fold in thirds into a #10 envelope. An 8.5"x14" (legal size) page folds to 4.67"x8.5" and would need to be a self-mailer.

## Gate fold
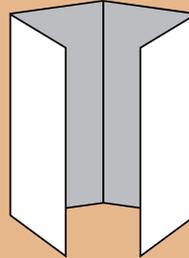
**Notes:** Two end panels fold inward and then folds again down center of page. This is a difficult fold to design for, as the end panels must be narrower than the two interior panels. There will be a gap of about .25" where the folded panels meet.

**Standard Sizes:** Legal and 16"x9" sizes fold to fit into a #10 envelope.

## Accordian Fold
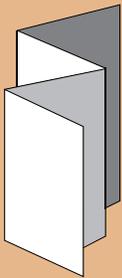
**Notes:** Panels fold on top of each other like an accordian. Resulting brochure, when unfolded, can lay flat and be read from side to side. When using this fold, keep in mind that it cannot be machine-inserted into envelopes.

**Standard Sizes:** Legal and 16"x9" sheets fold to fit a #10 envelope.

## Barrel fold or Roll fold
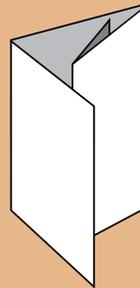
**Notes:** Panels fold in on each other. Due to thickness of the paper, each panel, from the outside in must be successively smaller ( generally by about $\frac{1}{16}$")

**Standard Sizes:** Legal and 16"x9" sizes are common to mail in a #10 envelope.

## Parallel fold or Half-and-Half fold
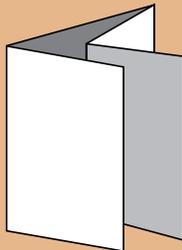
**Notes:** This type of fold requires the finished piece to be folded in half, then in half again – final, folded size is one quarter the original width by the same height.

**Standard Sizes:** 16"x9" folds down to 4"x9" (fits in a #10 envelope); legal size folds down to 3.5"x8.5" (fits in a #10.)

## French fold or Right-Angle fold
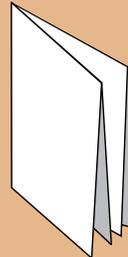
**Notes:** Fold page in half horizontally, then in half again vertically. Commonly used for greeting cards in computer software; often only has printing on one side of page.

**Standard Sizes:** Letter-size page folds down to 4.25"x5.5" to fit an A2 envelope.