Finishing Details

Collating to assemble a set of individual sheets or sections in proper sequence for binding

Stapling to bind sheets together by wire (staple) usually top left or left had side

- Do not Collate
- Collate only
- Collate and staple
- Collate & staple wide/landscape
- Top left
- Left side
- 1 staple
- 2 staples

Saddle stitch to bind by stapling sheets together where they fold at the spine

- Collate & Saddle Staple

Perfect Binding to bind sheets by trimming at the spine and hot gluing them to a card cover by machine

- Perfect
- Temp Bind
- Case Bind

Temp Bind to bind sheets by trimming at the spine and gluing them to a card cover by hand

Case Bind to bind by gluing sections to a case made of binders board covered with fabric, plastic or leather. The type of binding used in hardbound books.

Drilling to punch designated holes through sheets of paper, usually 2, 3 or 4 holes are required

- Drill holes
- 2
- 3
- 4

Shrink Wrap to plastic heat wrap bound or unbound sheets together

- Shrink Wrap Individual

Staple & Tape Bind to bind by stapling sheets together & placing binders tape over the top to cover the staples

- Staple & Tape

Comb Bind to bind by inserting teeth of flexible plastic comb into holes punched in a stack of pages

- Comb Bind
- Spiral Bind

Spiral Bind to bind using a plastic spiral looped through holes in a stack of paper

- Spiral Bind

Folding to decrease the size of a sheet by folding in half, letter or z shape (two fold)

- Two fold
- Letter fold
- Half fold

Mail Merging to print personal/ individual details from a comma separated database file

- Mail merge
- Envelope inserting

Perforating punching a series of holes or slits in a line in the paper, to weaken it so tearing will occur easily along that line

- Perforate

Laminating bonding clear plastic film by heat and pressure to a sheet of paper to protect the print and improve its appearance.

- Laminating
- A4
- A3
- Other