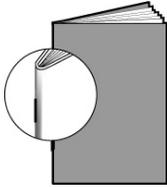




# Guide to Types of Binding

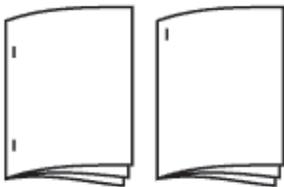
## Not sure how you would like your document bound?

Read below to see the choices we have to offer.



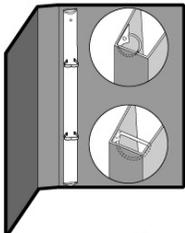
### Saddlestitch

Stapling through the centerfold joins a set of nested folios into a single magazine issue. Saddle stapling or “bookletmaking” is common for small booklets, calendars, pocket-sized address books, and some magazines



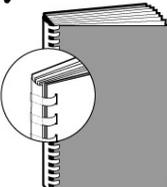
### Sidestitch

This is a binding method in which sheets of paper are stapled along one side of the sheets. When the document is too large for saddle-stitching it may be side stitched or side stapled.



### Ring Binding

This is a good binding option for some types of manuals where page revisions may need to be inserted periodically.



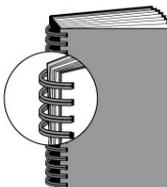
### Plastic Comb or GBC

This binding uses a rectangular hold pattern punched near the bound edge. A curled plastic piece is fed through the slits to hold the sheets together. This type of binding allows a book to be disassembled and reassembled (with the right equipment) without damage. Cookbooks, booklets, manuals, reference materials, and workbooks, often utilize plastic comb binding.



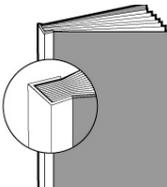
### Coil or Spiral

This binding is the most common form of mechanical binding when using plastic or metal. It is commonly used for publications where it is necessary or desirable to be able to open the publication back on itself without breaking the spine.



### Double Wire-O

This binding involves the use of a C-shaped wire spine that is squeezed into a round shape using a wire-closing device. This binding has a nice look, allows books to have smooth crossover and is available in many colors. Writing notebooks, notepads, steno pads, cookbooks, booklets, manuals, reference materials, workbooks, and calendars often utilize double wire-o.



### Tape Binding

These provide a very sturdy binding with a neat appearance.