

CHAPTER 25 - OBJECTIVES

LEARNING OBJECTIVES

After completing the reading and assigned activities related to this chapter, students will be able to do the following:

1. Demonstrate an understanding of the terminology related to finishing, binding, and distribution.
(by correctly completing the bellwork, Ch. 24 Activity, and vocabulary)
 - a. Define and describe binding and finishing options
 - b. Describe special finishing technique
 - c. Describe and demonstrate folding configurations
 - d. Assess paper used for folding
 - e. Discuss why customers use different binding and folding applications
 - f. Contrast use and benefits of each binding option
 - g. Describe in-line, near-line and off-line finishing

2. Demonstrate an understanding of the terminology related to finishing, binding, and distribution.
(by correctly putting the coloring book together, manually and automatically)
 - a. Create and assemble a 16 page saddle stitch booklet
 - b. Demonstrate proper collation of sets in correct sequence for an instructor specified job
 - c. Review workflow steps used for collating sets of print
 - d. Compare the collating ability of digital presses versus offset
 - e. Estimate the cost of materials and production for performing 3 instructor specified bindery options
 - f. Describe the advantages/disadvantages of using a press or a folder to score or perforate sheets
 - g. Check the squareness of a stock
 - h. Identify hand tools, equipment, and materials in bindery operations
 - i. Determine key activities within GA2 bindery and finishing department

3. Demonstrate how to cut a book down to proper size.
 - a. Demonstrate how to setup and use a guillotine cutter
 - b. Demonstrate proper cutting procedures for a book
 - c. Discuss types of projects that require trimming
 - d. Explain the role of trimming to create a bleed effect
 - e. Use a paper cutter to trim bound books

CHAPTER 25 - OBJECTIVES

CODE TO RELATE TO OTHER STANDARDS

BINDERY & FINISHING

A. Bindery and Finishing Technologies

- IGC G. 86) Describe bindery and finishing options
- a. Loose leaf
 - b. Saddle Stitch
 - c. Perfect Bind
 - d. Case Binding
- IGC G. 87) Contrast use and benefits of each binding option
- IGC G. 88) Create 16 page saddle stitch booklet
- IGC G. 89) Describe in-line, near-line and off-line finishing
- IGC G. 90) Identify commonly used finishing and binding equipment and supplies
- a. Padding
 - b. Stapling
 - c. Stitching
 - d. Punching / Drilling
 - e. Folding
 - f. Collating
- BF A. 97) Demonstrate how to check the squareness of stock
- BF A. 100) Identify hand tools, equipment, and materials in bindery operations
- BF A. 101) Identify in-line finishing systems
- BF A. 102) Identify off-line finishing systems
- BF A. 103) Describe specialty finishing techniques
- a. Foil stamping
 - b. Embossing / Debossing
 - c. Perforation
 - d. Drilling / punching
 - e. Scoring
 - f. Die cutting
 - g. Coating
 - h. Lamination
- BF A. 104) Determine key activities within a bindery operation in a commercial printing plant either on site or online via a virtual tour
- BF A. 105) Determine the skills required to work in a bindery operation
- BF C. 114) Assess instructor supplied paper samples for suitability when folding
- BF C. 115) Describe folding configurations
- a. Half fold
 - b. Tri fold
 - c. Z fold
 - d. Accordion fold
 - e. Gate fold
 - f. French fold
- BF C. 116) Demonstrate the use of folding equipment to produce:
- a. Half fold
 - b. Tri fold
 - c. Z fold
 - d. Accordion fold
 - e. Gate fold
 - f. French fold
- BF C. 117) Describe the uses and customer application of common folds
- BF C. 118) Describe folding techniques
- a. Right angle folding
 - b. Knife folding
 - c. Buckle folding
 - d. Combination folding
- BF C. 119) Describe scoring
- BF C. 120) Describe the advantages / disadvantages of using a press or a folder to score or perforate sheets
- BF D. 121) Review workflow steps used for collating sets of print
- BF D. 122) Compare the collating ability of digital presses versus offset
- BF D. 123) Demonstrate proper collation of sets in correct sequence for an instructor specified job

CHAPTER 25 - OBJECTIVES

CODE TO RELATE TO OTHER STANDARDS

- BF E. 124) Describe binding
 - a. Side stitch
 - b. Saddle stitch
 - c. Perfect bind
 - d. Coil bind
 - e. Wire bound
 - f. Comb binding
 - g. Velo binding
 - h. Padding
- BF E. 125) Discuss reasons why customers choose different binding applications
- BF E. 126) Assess instructor supplied paper samples for suitability when binding
- BF E. 127) Identify spiral binding, perfect bind, and wire binding equipment
- BF E. 128) Define crossover
- BF E. 129) Define creep of pages when folding a signature
- BF F. 130) Discuss type of project that require trimming
- BF F. 131) Explain the role of trimming to create a bleed effect
- BF F. 132) Use a paper cutter to trim bound books.
- BF G. 133) Identify packaging and shrink wrap equipment and materials
- BF J. 147) Estimate the cost of materials and production for performing three instructor specified bindery operations

CHAPTER 25 - LEARNING ACTIVITIES

PREREQUISITES:

None



LEARNING ACTIVITIES SHEET

Student Name _____

Place a checkmark in the appropriate box as you complete each of the steps below.

- 1. Do** Read Ch. 25: Finishing, Binding, and Distribution (p.639-670)
- 2. Do** Ch. 25 Activity sheet.
- 3. Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 4. If the evaluation is not satisfactory, repeat step 3.
- 4. Do** Ch. 25 Vocabulary.
- 5. Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 6. If the evaluation is not satisfactory, repeat step 4.
- 6. Do** Assignment 2: Assembling Coloring Book
- 7. Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 8. If the evaluation is not satisfactory, repeat step 6.
- 8. Do** Assignment 3: Finish and Bind Book
- 9. Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 10. If the evaluation is not satisfactory, repeat step 8.
- 10. Do** Chapter 25 - Take Pretest Review
- 11. Stop** Have instructor evaluate the completed assignment sheet and if the evaluation is satisfactory, continue to step 13. If the evaluation is not satisfactory, do step 12.
- 12. Do** Chapter 25 Study Guide
- 13. Stop** Have instructor evaluate your performance. If the evaluation is satisfactory, continue to step 14.
- 14. Take** Chapter 25 Quiz.

NAMES: _____

Ch. 25 Activity

Directions:

- Get into your groups you created for the three main projects this quarter.
- Carefully read and follow all the steps, there are questions that need to be answered as you complete the steps. Make sure you write your names on the top of the sheet and follow the directions.

Step 1:Cutting

1. What is Finishing: _____

2. In-Line Cutting: _____

3. Off-Line Cutting: _____

4. You have used a guillotine cutter in class to cut several items, explain how you set it up to the correct measurements: _____

5. How does the guillotine cutter be properly maintained? _____

6. Paper cutters have a very sharp edge, what safety precautions must you take when using it? _____

7. Why is trimming performed? _____

Step 2: Folding

8. All possible folds are combinations of two basic folds, _____ and _____ folds.
9. _____ is a fold made parallel to the previous fold.
10. _____ is made at a right angle to the preceding fold by changing the direction of the sheet 90° before the second fold is made.

Step 3: Types of Folds

- Each person in your group should pick up a sheet of paper with instructions attached to it on how to fold the piece, this is where you get to use the two basic folds.
- Using the book, identify the type of fold you created.
- Write down each persons name and the fold they created (should be a name, not 12-page fold).



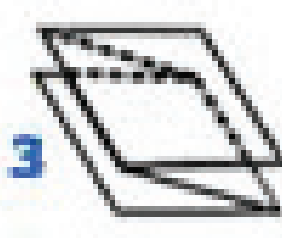
Student name

Fold name



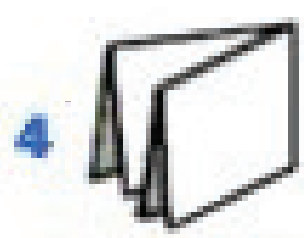
Student name

Fold name



Student name

Fold name



Student name

Fold name

Step 4: Assemble for binding

- Assembling is the general term for bringing together the components in preparation for binding, there are 3 types of assembling:

11. Collating: _____

12. Gathering: _____

13. Inserting: _____

14. Binding serves 2 purposes, what are they: _____

Step 5: Various Binding and Finishing Operations

- Pick up different varieties of products on your desk and try to figure out what type of finishing and binding operations that were done on them.

15. Coloring Book: _____

(hint: assembling for binding, binding operation, folding)

16. Pop It Flyer (hint: 3 things done): _____

(hint: 2 special finishes - 1 uses a letterpress, 1- is 3D, and a type of coating over entire piece)

17. 3 Ring Binder (hint: binding operation): _____

18. Mrs. Robert's Notepad (hint: binding operation): _____

19. De Paul University Folder : _____

(hint: 1 special type of finish, a way to aid in folding, and a type of cut for the business card)

20. Tim's Cycle Shop Project : _____

(hint: the square holes, binding operation)

21. Offset Lithography Workbook: _____

(hint: assembling for binding, the round holes, small series of holes for easy removal, binding operation)

22. The Offset Lithography Book: _____

(hint: assembling for binding, binding operation)

23. Your Planner: _____

(hint: assembling for binding, binding operation)

Step 6: Customer Binding and Finishing Advantages and Disadvantages

• Go to the following website to answer the following questions:

http://pmpcapps.byu.edu/Copy/finishing_bindery/Cbind_popup.php

24. Comb binding: _____

Advantages: _____

Disadvantages: _____

25. Tape binding: _____

Advantages: _____

Disadvantages: _____

26. Coil binding: _____

Advantages: _____

Disadvantages: _____

27. Velo binding: _____

Advantages: _____

Disadvantages: _____

28. Saddle stitched - Booklet Maker: _____

Advantages: _____

Disadvantages: _____

29. Perfect bound: _____

Advantages: _____

Disadvantages: _____

Name: _____ Period: _____

Chapter 25: Finishing, Binding, & Distribution**Instructions:****Step 1: Rate:** rate your prior knowledge of the word (1=don't know at all, 2-3 = sort of know it, 4= I know it).**Step 2: Describe:** provide a description, explanation, or example of the new term.**Step 3: Restate:** restate the description, explanation, or example in your own term.**Step 4: Graphic Representation:** represent term using simple pictures or symbols.

BLIND EMBOSSING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____ _____
BURST BINDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____ _____
CASE BINDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____ _____



Name: _____ Period: _____

Chapter 25: Finishing, Binding, & Distribution

Instructions:

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Step 4: Graphic Representation: represent term using simple pictures or symbols.

COMB BINDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____
DIE CUTTING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____
EMBOSSING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____

Name: _____ Period: _____

Chapter 25: Finishing, Binding, & Distribution

Instructions:**Step 1: Rate:** rate your prior knowledge of the word (1=don't know at all, 2-3 = sort of know it, 4= I know it).**Step 2: Describe:** provide a description, explanation, or example of the new term.**Step 3: Restate:** restate the description, explanation, or example in your own term.**Step 4: Graphic Representation:** represent term using simple pictures or symbols.

FOIL EMBOSSING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
FOIL STAMPING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
LOOSE LEAF BINDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____



Name: _____ Period: _____

Chapter 25: Finishing, Binding, & Distribution

Instructions:

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Step 4: Graphic Representation: represent term using simple pictures or symbols.

NUMBERING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____
PADDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____
PERFECT BINDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ _____ Step 3: _____ _____ _____

Name: _____ Period: _____

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PERFORATING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
PUNCHING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
SADDLE SEWING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____

Name: _____ Period: _____

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SADDLE STITCHING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
SCORING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
SIDE SEWING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____

Name: _____ Period: _____

Chapter 25: Finishing, Binding, & Distribution

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SIDE STITCHING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
SLOTTING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
SPIRAL BINDING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____

Name: _____ Period: _____

Chapter 25: Finishing, Binding, & Distribution

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THERMOGRAPHY	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
TIPPING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____
WIRE STITCHING	Step 1: 1 2 3 4
Step 4:	Step 2: _____ _____ _____ Step 3: _____ _____ _____

CH. 25 FINISHING, BINDING, AND DISTRIBUTION**Assignment Sheet 2 -
Assembling the Coloring Book**

Student Name _____ Date _____

**BASIC
SKILLS**

TECHNOLOGY



READING

CRITICAL
THINKING**OBJECTIVE****Evaluation Criteria****Rating**

- Create and assemble a 16 page saddle stitch booklet _____
- Check the squareness of a stock _____
- Demonstrate proper collation of sets in correct sequence _____
- Review workflow steps used for collating sets of print _____
- Compare collating ability of digital presses vs. offset _____
- Estimate the cost of materials and production for specific bindery options _____
- Identify hand tools, equipment, and materials in bindery operations _____
- Determine key activities within GA2 bindery and finishing department _____

DIRECTIONS

- Get in your groups for your project from 3rd quarter.
- Choose which person will jog the coloring book pages for your group.
- After jogging the pages, place them on the table in the correct number sequence.
- Each person will assemble a book by hand, in sequence.
- Once the book is assembled, you do a single fold (check the squareness) and saddle stitch it.
- Then pick up a preassembled book that was printed on the digital press.

- Answer the following questions below.

The digital press took approximately 5 minutes to print, gather, fold, and saddle stitch the book. Each page cost \$1 to print.

The offset press required plates to be printed, printing on the press, finishing and binding by hand. The cost of offset printing per page was \$15.

1. Which process was faster? _____.
2. Which process was cheaper? _____.
3. What are the advantages to using a press or a folder to score sheets versus by hand? _____

Estimate the cost of materials and production for performing the 3 bindery options for the same book using the pricing chart below:

COMB BINDING	SADDLE STITCHING	WIRE STITCHING
\$3.49/PER BOOK	\$.59/PER BOOK	\$2.99/PER BOOK

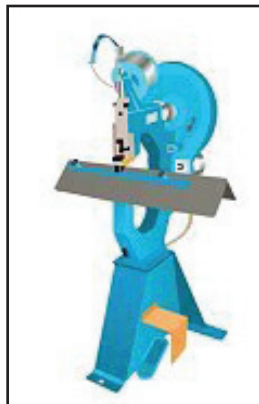
4. Comb binding 1500 books: _____.

5. Saddle Stitching 1500 books: _____.

6. Wire Stitching 1500 books: _____.

In GA2, it is run like a real print shop, the bindery and finishing uses several pieces of equipment below. Identify hand tools, materials, and bindery equipment below:





CH. 25 FINISHING, BINDING, AND DISTRIBUTION

Assignment Sheet 3 - Finish and Bind Book

Student Name _____ Date _____

BASIC SKILLS



TECHNOLOGY



READING



CRITICAL THINKING

OBJECTIVE

Evaluation Criteria

Rating

- Demonstrate how to setup and use a guillotine cutter
- Demonstrate proper folding procedures for a book
- Demonstrate proper cutting procedures for a book
- Discuss types of projects that require trimming
- Explain the role of trimming to create a bleed effect

DIRECTIONS

- Pick up an imposition sheet for the bindery and finishing book.
- Fold per instructions.
- Correctly saddle stitch after folding the job.
- Correctly setup and trim the book using a guillotine cutter.

- Answer the following questions below.

1. What types of projects require trimming? _____

2. Explain the role of trimming to create a bleed effect?

CHAPTER 25 - PRETEST

1. Log onto a computer and go to the following website:
 - <http://reviewgamezone.com/index.php>
2. On the right side it has a box that has 'Games by ID#' type in 6156.
3. To get started, select a game from the list below and test your knowledge on 'Bindery, Finishing, and Distribution'.
4. If you did not do well, you might want to complete the study guide on the other side of this paper.

Name _____

CHAPTER 25 - STUDY GUIDE

Directions: Using the book, read Chapter 25 and answer the questions below.

Know your vocabulary terms.

What are the two basic folds?

Visually identify types of folds: _____

What happens after the printing process?

What are the following finishing and bindery terms? know the definition for each.

inline: _____

offline: _____

finishing: _____

collating: _____

gathering: _____

inserting: _____

Explain trim and why trimming is used: _____

Visually identify and finishing equipment: _____

Visually identify types of binding: _____

Visually identify types of finishing: _____
