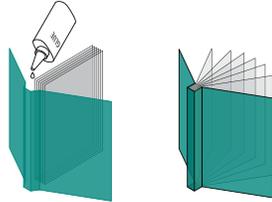
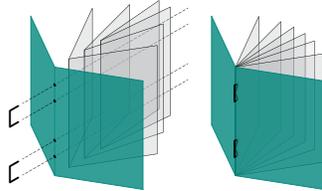


**Perfect Binding** — Uses glues to hold pages to the spine. The spine is part of the front cover, the front cover is bent to create the spine and then the pages are glued to this small section. This means there is no seam between the front cover and the spine, creating a smoother, more aesthetic front edge. Perfect binding allows for better wrap-around printing.



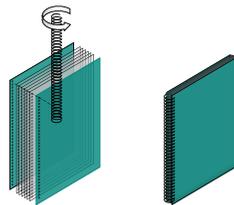
Commonly used for soft cover books like magazines, novels, financial reports, journals, and catalogs of all sizes.

**Saddle Stitch** — The saddle stitch binding technique takes full sheets of paper, stapled together in the center. Then the pages, including the cover, are folded in half along the line of the staple. This method is eco-friendly since it uses no paper glue.



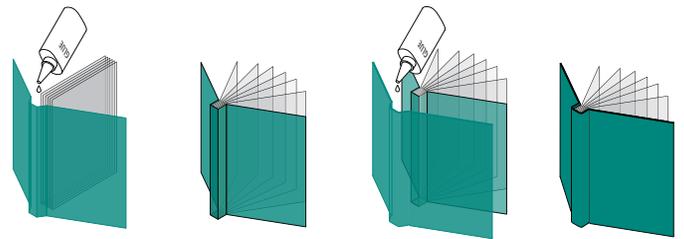
Commonly used for pamphlets and magazines with fewer than 100 pages.

**Spiral Binding** — A continuous metal or plastic loop is inserted into punched holes along the spine. This binding allows books to lay flat when they are open, but the binding has to be cut off to add or remove pages from the document.



Commonly used for reports, calendars, cookbooks and manuals.

**Hard Cover Binding (Case Binding)** — Pages are sewn together in sections and glued to the hardcover at the spine.



Commonly used for documents with page counts ranging from 60-400.

**Dust Jacket** — A removable paper cover, generally with a decorative design, used to protect a book from dirt or damage.

