

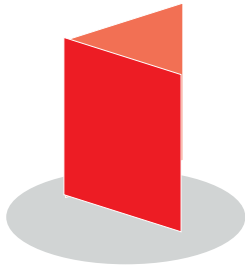
finishing guide



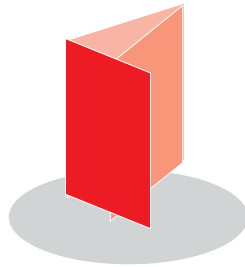
finishing guide

Illustrations of different types of folds

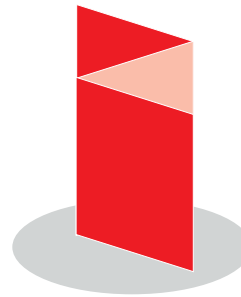
single or half fold



letter fold

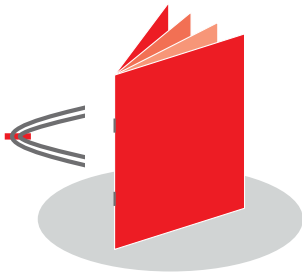


'z' fold



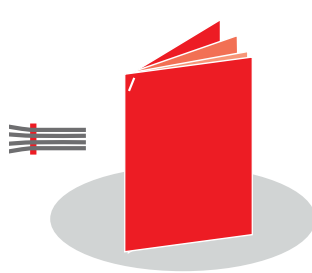
Illustrations of different types of binding

saddle stitched



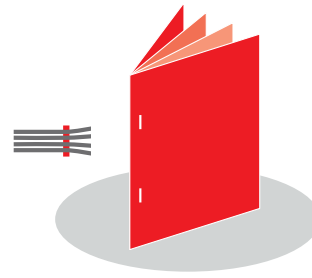
Saddle Stitched is stapled through the spine and is often square backed to give the spine a square appearance.

top left



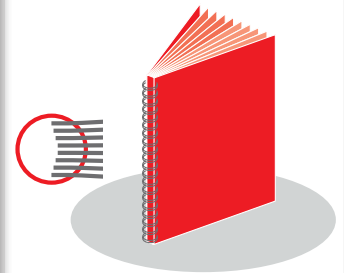
A document stapled top left is stapled from the front of the document through to the back at the top left corner.

stab stitched



Stab Stitched is stapled from the front of the document through to the back instead of through the spine as saddle stitching is.

wire bound



Wire Bound, the document is punched and a wire is passed through the holes enabling the book to lie flat.