



# DIFFERENT TYPES OF **BINDING** TECHNIQUES

Refer to the following types of binding techniques to choose the most suitable one for your next project.



01

## Saddle Stitching

The easiest and most economical technique. A stapler with long jaws is used to fold, crease and staple the pages. This method is ideal for documents with smaller page counts such as booklets, look books and magazines.

## Perfect Binding

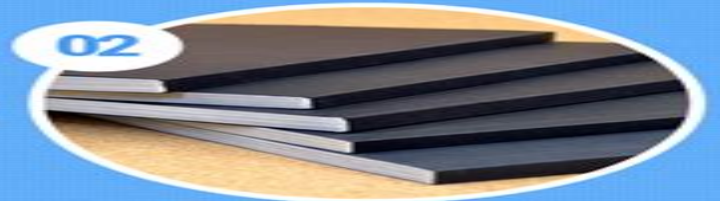
Unlike saddle stitching, the pages are bound by gluing instead of stapling. Sections of pages are folded (spines trimmed off) and coated with glue to wrap around a solid cover. Ideal for paperback and softcover books such as manuals and catalogues.



03

## Tape Binding

In this method, an adhesive tape is used to wrap the pages (spines) and hold the cover. To provide added strength, pages are stitched together before wrapping the tape.



02

## Spiral Binding

Holes are punched through the pages and wire or plastic coils are threaded through the holes. The ends of the coil are crimped to prevent the wire from slipping. This method is used to create fancier documents generally found in schools and universities.



05

## Screw Binding

This method makes the document easy to change and update. First, holes are drilled through all the pages and then a barrel post is inserted through the holes. Lastly, to hold everything together, a cap screw is attached to the post. This technique is ideal for portfolios and photo albums.



04

The binding technique you choose depends on the functionality and the number of pages of the document. Also, the type of binding method plays a vital role in determining the overall look of your document.

# Binding Career Info

**J Spring**



## **Binding Career Info:**

**Career Information Center** Vis Education Co. Staff,1990      **Occupational Outlook Handbook** ,1988 Describes 250 occupations which cover approximately 107 million jobs      Career Information Center Mary Rose Bonk,Jennifer Greve,2007 Provides information for job seekers on various career areas Each profile includes a job summary chart a job description and up to date salary information      **Alternative Careers in Sci-tech Information Service** Ellis Mount,1987 An eye opening look at alternative careers for those with a sci tech background whether they be librarians or scientists or engineers this exciting volume fills a gap in the professional literature The contributors all of whom have pursued alternative careers provide detailed accounts of their jobs including skills and education needed working environment job rewards and challenges and future prospects Although most of these positions fall outside traditional career fields information broker translator acquisitions editor information resources manager research scientist online database manager and abstractor and indexer they offer options for professionals seeking challenging new careers      *Career Referral Information* ,1981      **ALA Glossary of Library and Information Science, Fourth Edition** Michael Levine-Clark,Toni M. Carter,2013-05-21 The only things librarians seem to encounter more often than acronyms are strings of jargon and arcane technical phrases and there are so many floating around that even just reading an article in a professional journal can bewilder experienced librarians to say nothing of those new to the profession Featuring thousands of revised and brand new entries the fourth edition of ALA Glossary of Library and Information Science presents a thorough yet concise guide to the specific words that describe the materials processes and systems relevant to the field of librarianship A panel of experts from across the LIS world have thoroughly updated the glossary to include the latest technology and internet related terms covering metadata licensing electronic resources instruction assessment readers advisory and electronic workflow This book will become an essential part of every library s and librarian s reference collection and will also be a blessing for LIS students and recent graduates

Career Information Center: Communications and the arts ,1990      *Career Information Center* ,2002 Each volume focuses on a different career area and contains approximately 700 job profiles including job summary job description and up to date salary information      Nonprint Products Catalog Defense Technical Information Center (U.S.),1998      **The Profession of Bookselling** Adolf Growoll,1913      **Career Directions** Canada. Human Resources Development Canada,Canada. Occupational and Career Information Branch,1994 This publication provides information for students interested in exploring career options after high school It contains occupational profiles of some 160 jobs each profile containing information on what the occupation is where it is performed its major functions whether it involves a regular work week or shiftwork the kind of person best suited for the occupation and the requirements for entry into the occupation plus suggestions for sources of additional information Each profile also includes a list of related occupations to give the reader an idea of other jobs that may be of interest      **Occupational Information** ,1998      Career Information Center:

Agribusiness, environment, and natural resources ,1990      **School Management** ,1969-05      *Occupational Outlook Handbook* ,1998-03 Describes 250 occupations and provides information on the required skills training and education working conditions salaries and opportunities for future growth in each field      **Journal of Health, Physical Education, Recreation** ,1955      **Occupational Outlook Handbook, 1988-1989** United States. Department of Labor,United States Department of Labor,1988-10      *Occupational Outlook Handbook* United States. Bureau of Labor Statistics,1996      **Lector** ,1984      **Bookbinding Magazine** ,1929

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