

FINISHING DEFINITIONS

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CATEGORY	TERM	DEFINITION
Folding	"Z" Fold	A fold in which two folds are placed in the sheet in opposite directions. The first fold is located at 25% of the sheet length, and the second is located at 50% of the sheet length (i.e., the center of the sheet). "Z" Folding is often used on 11x17" or A3 size sheets, when they are included in sets containing 8.5x11" or A4 size sheets.
	Half Fold	To fold a sheet in half so that the resulting dimensions are exactly half the original sheet. Often used for signatures or booklets.
	Letter Fold	Folding a sheet roughly in thirds. Usually performed on 8.5x11" or A4 size sheets for insertion into an envelope.
	Nesting	The process of inserting sheets into other sheets that are being folded. For example, nesting a brochure inside a letter in preparation for mailing.
	Signature	The process by which images are placed on a large sheet of paper in correct panel areas and in the proper orientation such that when the sheet is folded it will produce a booklet with each page in the proper order and orientation.
	Binding	Adhesive Binding
GBC Binding		A method of binding in which a series of small rectangular holes is placed along the bind edge the sheets. The sheets are then held together using a tube shaped plastic binding strip with comb

		like fingers that fit through the holes in the sheets.
	Wire Binding	Sometimes referred to as "spiral" binding, this binding method is a mechanical bind in which the individual leaves are held together by a wire or plastic spiral that is fed through small holes in the paper binding edge.
	Padding	Applying a non-penetrating adhesive to the edge of a stack of sheets such that the sheets can be easily peeled off one at a time. Frequently used for forms.
	Velo Binding	A bind formed by punching holes into the edge of the sheets, placing a two piece plastic strip (one side formed with plastic pins that pass through the holes) along the edge and then staking the two pieces together.
	Perfect Binding	A method of binding in which all pages are cut and roughed up at the back or binding edge and held together by adhesive.
	Tape Binding	The act of placing tape over the bind edge of a set. Sometimes contains adhesive to provide a functional bind to the set, and sometimes done for decorative purposes on a set that has been edge stapled.
Cutting/Trimming	Trim	To cut the edges of a sheet or set of sheets. Often performed on a booklet of sheets that have been folded to eliminate the "creep" or edge shingling that results from the folding process.
	Tab Cutting	The act of cutting the edge of a sheet to form an index tab, thereby allowing quick identification and access. The external tabs are sequentially placed along the book edge for visibility and ease of grasping.
	Perforating	The act of cutting a series of very small, closely spaced holes or slots into a sheet to allow for ease of separation of a portion of the sheet. Sometimes also used to ease bending/hinging of heavy weight papers.
	Scoring	A means of applying small linear grooves or impressions along a sheet to allow easy folding. Often used on heavy weight sheets and book

		covers.
	Slitting	The action of cutting apart a large sheet to form smaller sheets. Usually done using a sharp circular roll system.
Stapling	Staple	The process of binding a set of sheets together using a "U" shaped piece of metal wire that is punched through the set. The ends of the metal staple are then bent over, or "clinched" to hold the staple in place. Technically the term "stapler" refers to devices that use pre-cut metal staples, but the term is also commonly used to refer to devices that use wire spools and then cut/form the staple. (see Stitching)
	Stitch	The process of binding a set of sheets together using a "U" shaped piece of metal wire that is punched through the set. The wire used to form the staple is cut and formed into a "U" shape in the stitcher head, and the staple "leg" length is often varied depending on the number of sheets to be bound together. The ends of the metal staple are bent over, or "clinched" to hold the staple in place. Can also refer to the process of sewing the edges of the signatures of a book together.
	Active Clinch	A method of folding over the legs of a staple using a moving clinch mechanism. Active clinching results in a flat clinch.
	Passive Clinch	Sometimes called an anvil clinch, a method of folding over the legs of a staple using a curved shaped forming plate. Passive clinching results in a curved shaped staple leg that does not lay flat to the set.
	Bypass Clinch	A type of clinch in which the legs of the staple are bent over with a slight offset relative to one another. The method allows long staples to be used on small sets without staple leg interference after clinching.
	Saddle Stitch	The process of stapling a set along its center line as part of a booklet making process. Usually 2 or 3 staples are used.
	Landscape Single Stapling	The process of placing a single staple in the upper left hand corner of a set that has an image

		orientation such that the sheets are viewed in Landscape position.
	Portrait Single Stapling	The process of placing a single staple in the upper left hand corner of a set that has an image orientation such that the sheets are viewed in Portrait position.
	Dual Stapling	The process of placing 2 staples along the bind edge of a set. The staples are typically located at 25% and 75% of the length of the bind edge. Although dual stapling is often performed on the long edge of a set, legal documents are frequently dual stapled along the top, or short edge of the set.
	Triple Stapling	Same as above, but using 3 staples along the bind edge, and usually applies to the long edge only.
Punching	2 Hole - (8.5" edge)	Punching two (5 to 8mm dia.) holes with 2 3/4 inch spacing, in the edge of a sheet or set.
(holes centers are located 4.5 to 13 mm in from the edge, with the majority at 10mm. All holes patterns are centered along bind edge)	2 Hole - (11" edge)	Punching two (5 to 8mm dia.) holes with 2 3/4 inch spacing, in the edge of a sheet or set.
	2 Hole - A4 (297mm edge)	Punching two (5 to 8mm dia.) holes with 80mm spacing, in the edge of a sheet or set.
	2 Hole- B4/B5 (257mm edge)	Punching two (5 to 8mm dia.) holes with 80mm spacing, in the edge of a sheet or set.
	3 Hole - (8.5" edge)	Punching three (5 to 8mm dia.) holes with 4 1/4 inch spacing, in the edge of a sheet or set.
	DIN 4 Hole - A4 (297mm edge)	Punching four (5 to 8mm dia.) holes with 80mm spacing, in the edge of a sheet or set.
	Swedish 4 Hole -A3/A4 (297mm)	Punching four (5 to 8mm dia.) holes with 21, 70, 21mm spacing, in the edge of a sheet or set.
	5 Hole - (11" edge)	Punching five (5 to 8mm dia.) holes with 2", 2 1/4", 2 1/4", 2" spacing, in the edge of a sheet or set.
	7 Hole - (11" edge)	Punching seven (5 to 8mm dia.) holes with 1", 1", 2 1/4", 2 1/4", 1", 1" spacing, in a sheet or set.

	7 Hole / 4 Slot (297mm edge)	Punching 7 holes, and 4 (6x12mm) slots in a H-S-H-H-S-H-S-H-H-S-H pattern with 15,25,23,20,37,37,20,23,25,15mm spacing between them.
	Norweg. 6 Hole (297mm edge)	Punching 4 holes / 2 (5.5x10mm) slots in a H-H-S-S-H-H pattern with a 64, 18.5, 75, 18.5, 64mm spacing along the bind edge.
	26 Hole - B4/B5 (257mm edge)	Punching 26 (5 to 8mm dia) holes with 9.5mm spacing along the edge of a sheet or set.
	30 Hole A4 (297mm edge)	Punching 30 (5 to 8mm dia) holes with 9.5mm spacing along the edge of a sheet or set.
	(NOTE: could cover most cases generically by defining; HoleSize, HoleToEdge, NumberHoles, SpacingPattern)	
Stack	Set Capacity	Maximum number of sheets per set.
	Stack Capacity	Maximum number of sheets per stack.
	Collate	To arrange the sheets into a series of sequential page books or sets.
	Offset	Providing distinction of individual sets by shifting every other set a nominal distance.
Wrapping	Shrink Wrap	A wrap of thin plastic which when heated will shrink and wrap tightly around the stack thus preparing it for shipment.
	Strap/Band	Bundling a finished stack to prepare for shipment.