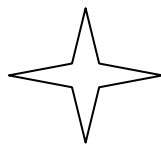


HF GROUP ACMEBINDING



Bindery Requirements



Folding Impositions

100 Cambridge Street

Charlestown, MA 02129-0212

tel (617) 242-1100,

fax (617) 242-3764

www.acmebinding.com

HF GROUP ACMEBINDING

Bindery Requirements  Folding Impositions

Please read the following information, circulate it to relevant personnel at your company and save it for future reference when you will be binding with Acmebinding.

Not complying with the following requirements may result in additional charges

ENDPAPER

- ✓ Endpaper needs to be the same size as folded, untrimmed signatures.

Remember

- Paper grain must be parallel with the binding edge.
- Coated paper cannot be used as endpaper.
- Endpaper should be a minimum of 80# text weight.

STRIPPING

- ✓ Check folding impositions supplied by Acme Bookbinding prior to stripping. Please use one of our impositions or call our office before proceeding.
 - ✓ Printed endpaper should bleed to the untrimmed signature size.
 - ✓ Use stepped/numbered spine markers whenever possible to assist in proper signature collation.
 - ✓ Allow minimum 1/4" trims on the head, foot and front. Trims should not exceed 3/4" on head, foot, and front.
 - ✓ Trims exceeding 3/4" head, foot or front will result in an additional trimming charge.
 - ✓ The untrimmed paper covers of Smyth sewn or perfect bound paperback books should be at least 1/8" taller (head to foot) than the untrimmed text.
 - ✓ The untrimmed paper covers of Smyth sewn or perfect bound paperback books that will have *endpapers glued solid to the cover* should be at least 1/8" wider (binding edge to front) than the untrimmed text as well as 1/8" taller.
 - ✓ Head margins on all forms must be exactly the same to ensure proper registration. This includes inserts that may be trimmed for tipping or wrapping as well as signatures and covers.
 - ✓ All signatures (including covers) printed in multiples, that is two or three up, must have the same head and foot margins between books.
 - ✓ All signatures for Smyth sewn books must be the same size. Uneven signature lengths will require pre-trimming at additional cost.
- 4 There is ***Absolutely No Grind off allowance*** on Smyth sewn books.

STRIPPING

- ✓ **Printed cover stock for hard bound books.** Allow 5/8" turn-in on all four sides when printing cover stock for hard cover binding. This cover allowance enables the bindery to turn the cover stock over the board onto the inside surface of the cover. Remember that the trim size of the book is smaller than the size of the cover. The bindery will make a binding dummy to ensure correct stripping once you supply us with necessary materials and information. *All paper cover stock must be film laminated -- for strength.*
- ✓ Be sure that crop marks and color bars will be removed by trimming and that signature marks will be hidden by folding and sewing. Leave all marks at least 1/8" (preferably 1/4") outside the final trim area. Call if you have any questions.
- ✓ Be sure to check with the bindery if you have any cross-over printing that may require a glue trap on 2-page or 4-page tips onto signatures. We are not responsible for alignment if we do not OK the width of or need for the glue trap.
- ✓ When printing books with bleeds that run into the binding margin, as with art or photography books, please leave 3/32" unprinted and unvarnished glue trap in the gutter between signatures. Without the glue trap, we cannot guarantee that our adhesives will penetrate into the paper fibers and that your book will be sufficiently strong.
- ✓ **Please Note:** Any book comprised of many 8-page signatures.
 - If you print on 100# text or heavier, we can sew 8-Page signatures.
 - If you print on paper lighter than 100# text, we must insert 8's to make 16-page signatures – before sewing.

STRIPPING

- ✓ Placement of odd signatures.

2-page	Tip to outside of back (rather than front) of any signature <i>other than the last signature</i> .
4-page	Wrap any signature or tip to the outside of any signature
8-page	collate along with other signatures but <i>never place at the end of the book</i> as this will cause problems at sewing or perfect binding.

FOLDING

- ✓ **Paper Cover Books** --- The maximum width (bind edge to fore edge) of an untrimmed folded signature is 12.5".
- ✓ **Hard Cover Books** --- The maximum width of an untrimmed folded signature is 12-9/16" for books that will be Smyth-sewn on high-speed machinery. Books up to 15" wide can be sewn on hand-fed machinery.
- ✓ Fold corner to corner. Excess trim over 1/4" should be slit off at folding.
- ✓ DO NOT perforate spines when folding books that will be Smyth sewn. Head perforations must not break away easily. This can result in additional sewing costs. Leave as much paper as possible between perforations to enable automatic machine-fed sewing.
- ✓ **If in doubt have ACME fold for you.**

SPECIAL REQUIREMENTS / TIPS

- ✓ You **Must** furnish a signed Purchase Order, complete with all details of your order for Acmebinding to purchase materials, schedule and bind your book.
- ✓ If your job is **RUSH**, all materials must be ordered well in advance to ensure availability.
- ✓ You **Must** furnish rule up sheets for any forms, covers, endpaper or jackets to be cut.
- ✓ You **Must** furnish a complete set of fold-downs for folding and collating.

SPECIAL REQUIREMENTS / TIPS

- ✓ There **MUST** be no top-coat applied to the printed sheet (Aqueous, Varnish, etc.). This will help ensure a good adhesion of the lamination to the paper. No Wax Inks **MUST** be used when printing covers or cover wraps to avoid delamination of film lamination. Acme is not responsible for delamination if these rules are not followed.
- ✓ Be sure that heavy ink coverage will not smudge in bindery operations such as folding, gathering, sewing, smashing and pressing. Spray varnish can alleviate many of these problems. Please ask if you have any doubts.
- ✓ Printed Dust Jackets should have protection such as lamination or press varnish to prevent marking during machine jacket application. Hand jacket application is more costly.
- ✓ Be certain that laminated film on paper jackets or paper covers does not extend beyond the edge of the printed sheet. Improperly laminated covers cannot be accurately trimmed.
- ✓ French fold jackets and other jobs that require scoring, must be OK'd by the bindery to assure proper fit.
- ✓ If you are supplying endpaper, printed covers and/or paper dust jackets, please allow ample overage. The bindery can repair most books that are damaged during set-up and yield more salable books if you supply enough of these materials.
- ✓ Cover stock can not have coating on the inside surface for paperback books.
- ✓ Gate folded covers must have 3/8" (minimum) foot trim on signatures and covers. Gate fold flaps must be at least 1-1/2" less (narrower) than the trim width of the finished book.
- ✓ Additional charges will be necessary if cross-grain cover stock or ink coverage necessitates off-line scoring of paper covers.
- ✓ We do not recommend coated text stock for perfect bound books.

PACKING / SHIPPING

- ✓ Skid Dimensions
 - Maximum Height 48"
 - Maximum Width 36" (This is the side the skid jack enters)
 - Maximum Length 44"

- ✓ Please pack printed covers (for paperbacks or jackets) on separate skids.

- ✓ Pack 4-page and 8-page signatures that require cutting and/or folding on separate skids.

- ✓ Be sure that folded signatures are packed carefully so that gathering equipment and high-speed sewing machines can be used. Deformed signatures will require hand operations that are more expensive. Please call if you have any doubts.

- ✓ If more than one folded signature will be placed on the same skid, follow these instructions to enable machine gathering:
 - Use chip board or paper to clearly separate different signatures.
 - Only consecutive signatures can be placed on the same skid.
 - Different signatures must be stacked side by side rather than on top of one another.

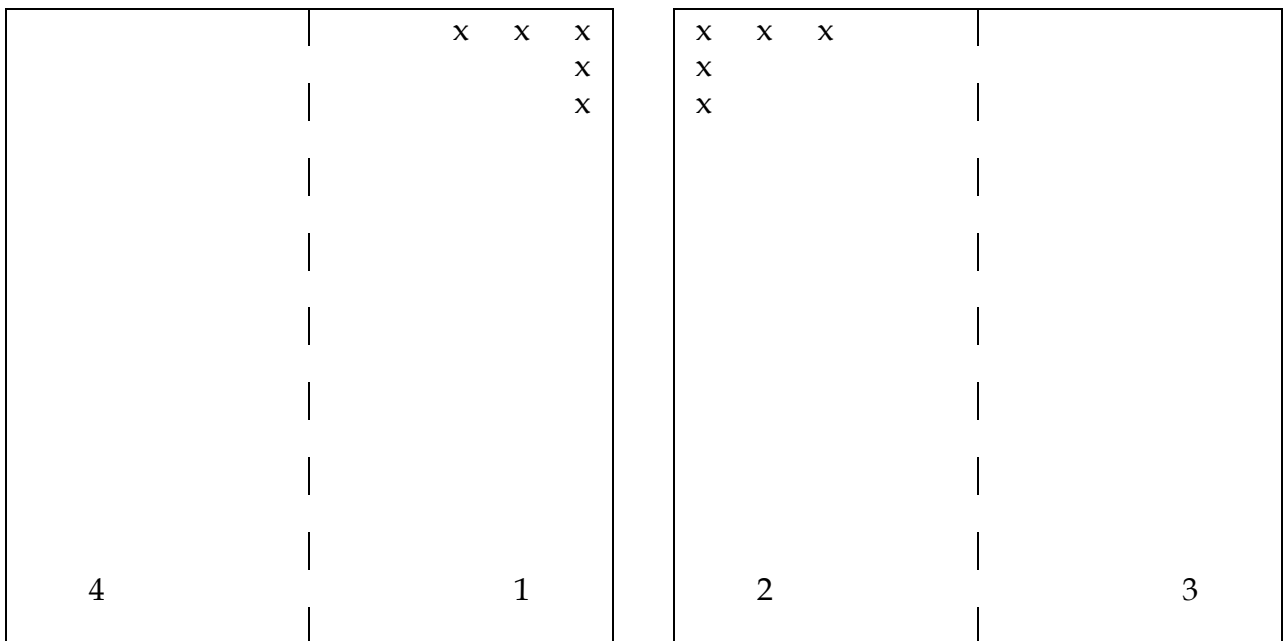
- ✓ DO NOT double stack skids when shipping.

- ✓ 24-hour (or more) advance notice on shipments to Acme will ensure timely scheduling of your job.

- ✓ You *Must* furnish press counts and/or folding counts with your shipping documents.

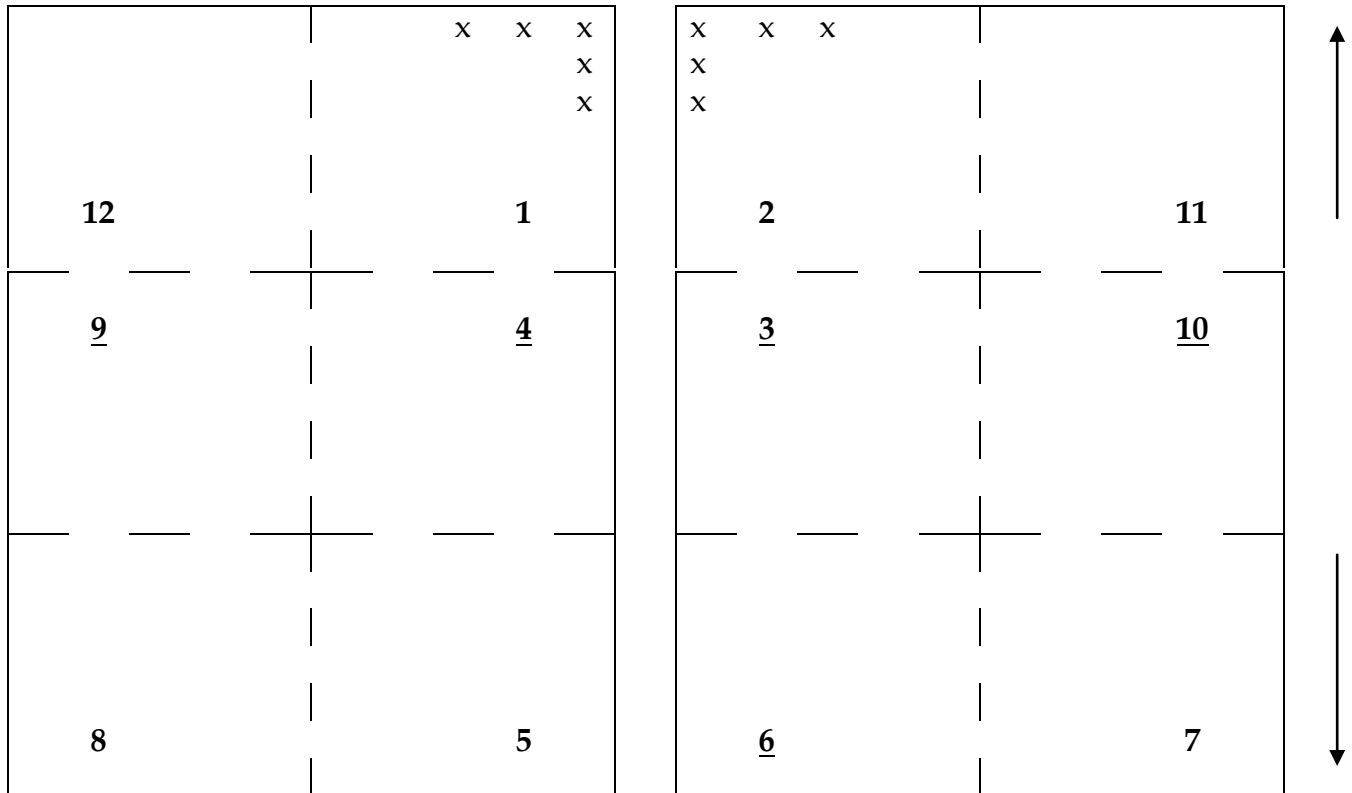
Acme's Folding Impositions

4 - PAGE



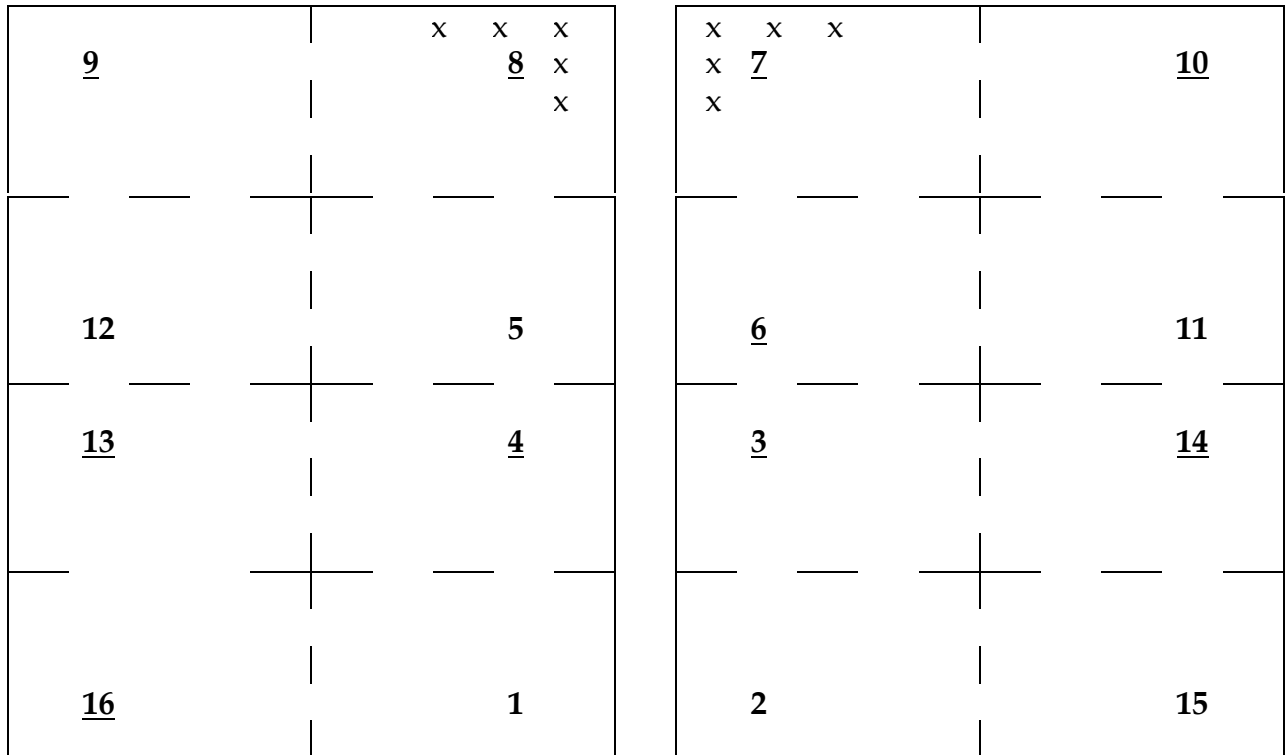
- ⇒ Do **NOT** perforate spines on Smyth sewn books.
- ⇒ Placement-----Strip to wrap any signature or tip to the outside of any signature
- ⇒ Minimum 1/4" head, foot and face trim required for Smyth sewn books.
- ⇒ **NO** grind-off allowance in gutter for Smyth sewn books.
- ⇒ 1/8" grind-off allowance in gutter for perfect bound books.

12 - PAGE



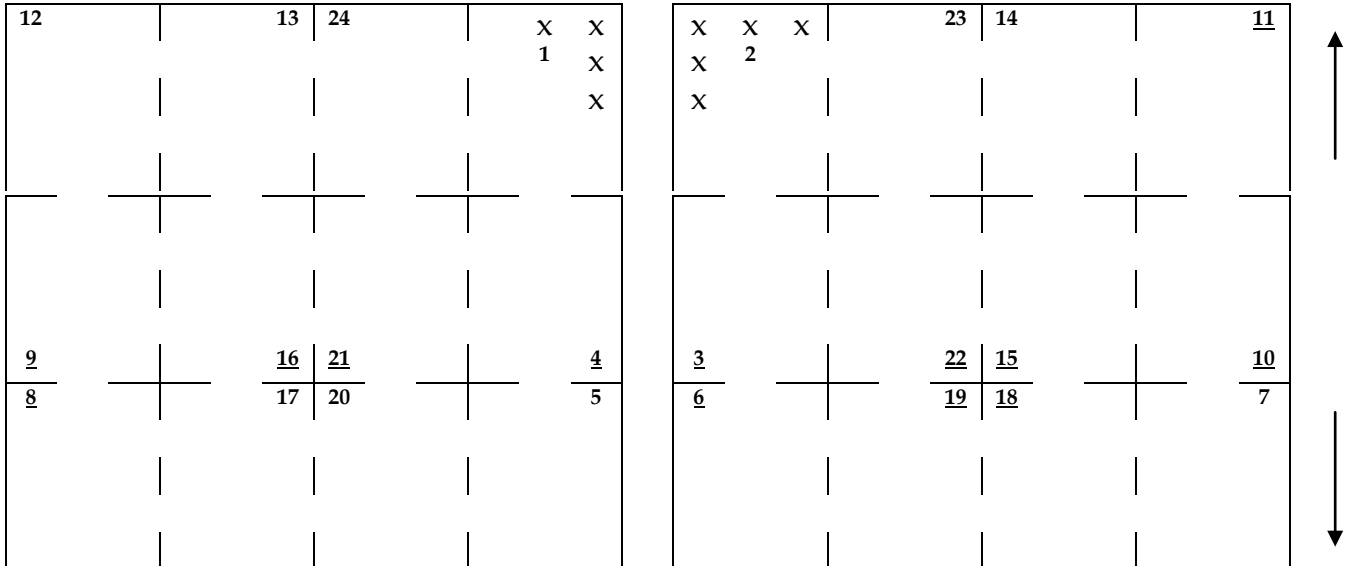
- ⇒ Do **NOT** perforate spines on Smyth sewn books.
- ⇒ Minimum 1/4" head, foot and face trim required for Smyth sewn books.
- ⇒ **NO** grind-off allowance in gutter for Smyth sewn books.
- ⇒ 1/8" grind-off allowance in gutter for perfect bound books.
- ⇒ Arrows indicate the two panels that must be 1/16" smaller than and never larger than the inside panels. Without this allowance, the inside folds cannot be controlled

16 - PAGE *OBLONG*



- ⇒ Do **NOT** perforate spines on *Smyth sewn* books.
- ⇒ Minimum 1/4" head, foot and face trim required for *Smyth sewn* books.
- ⇒ **NO** grind-off allowance in gutter for *Smyth sewn* books.
- ⇒ 1/8" grind-off allowance in gutter for *perfect bound* books.
- ⇒ Arrows indicate the two panels that must be 1/16" smaller than and *never larger* than the inside panels. Without this allowance, the inside folds cannot be controlled.

24 - PAGE



- ⇒ Do **NOT** perforate spines on *Smyth sewn* books.
- ⇒ Minimum 1/4" head, foot and face trim required for *Smyth sewn* books.
- ⇒ **NO** grind-off allowance in gutter for *Smyth sewn* books.
- ⇒ 1/8" grind-off allowance in gutter for *perfect bound* books.
- ⇒ Arrows indicate the two panels that must be 1/16" smaller than and *never larger* than the inside panels. Without this allowance, the inside folds cannot be controlled.

32 - PAGE

<u>29</u>	4	5	x	x	x	x	x	x	x
				<u>28</u>	x				
					x				
					x				
20		13	12						21
<u>17</u>		<u>16</u>	9						<u>24</u>
32		1	8						25

x	x	x	6	3	30
x	<u>27</u>				
x					
22		11	14		19
<u>23</u>		<u>10</u>	<u>15</u>		<u>18</u>
26		7	2		31

- ⇒ Do **NOT** perforate spines on Smyth sewn books.
- ⇒ Minimum 1/4" head, foot and face trim required for Smyth sewn books.
- ⇒ **NO** grind-off allowance in gutter for Smyth sewn books.
- ⇒ 1/8" grind-off allowance in gutter for perfect bound books.