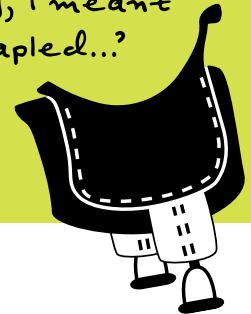


'Sorry, I meant stapled...'



Finishing techniques

Finishing (when talking about print) refers to the processes that are used after a job is printed; they can include trimming, creasing, folding, stitching, binding, collating, drilling. When chosen wisely, can greatly enhance the appearance of the overall job. Some common processes are described below.

Blind Embossing

A method of embossing without using any ink so that the design or text is visible as a raised area on the paper or board.

Collating

Assembling the sheets, pages or sections of a document into the correct order.

Crease

Over a certain weight, 170gsm on most stocks, it is necessary to crease the sheet to make folding easier and neater.

Die-cutting

Creating shaped 'holes' or cutting the sheet into a custom shape, or a combination of the two.

Drilling

Creating the holes in paper, usually two or four, for use in a ring binder. A paper drill is 'sort of' an industrial version of a hole punch.

Embossing

A process where a design is pressed into paper or board to produce a raised effect. A block has to be made of the design, which can then be used on repeat jobs.

Foil blocking

Using a combination of heat and pressure, a shiny foil is applied to specific areas of the sheet

instead of ink. It is often used for logos, crests etc on stationery but has many other uses. Usually the foil is gold or silver but other finishes, such as holographic, are available. Caution is advised when using foil for small or fine text.

Laminating

A process of applying a very thin plastic film on top of the stock to give either (usually) a gloss or matt finish. Other finishes are available.

Perfect Binding

A type of binding where the pages are glued into the spine, for example paperback novels and glossy magazines.

Saddle Stitching

Technical term for stapling.

Thermography

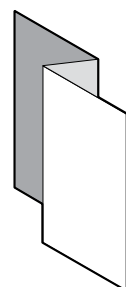
A technique where a powder is spread onto a printed sheet whilst the ink is still wet and then heat is applied. The result is a raised surface where the powder and ink combined. Often used on formal invitations and business cards to create raised text and patterns.

UV Varnishing

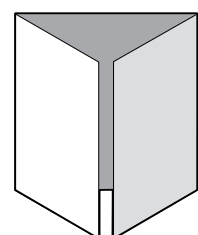
A process where a gloss varnish is printed onto the sheet. It is printed onto selected areas so can be used to highlight areas and add to the design.



6pp Standard / C-Fold /
Business Letter



6pp Accordion / Z-Fold



6pp Gatefold

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