

Office Systems & Technology
Chapter 7-D

1. C - Binding
2. I - Case Binding
3. J - Collating
4. B - Fastback Binding
5. L - Laminating
6. D - Lay-flat Binding
7. F - Plastic Comb Binding
8. M - Saddle-stitch Binding
9. A - Sewn-and-glued Binding
10. G - Spiral Binding
11. K - Stitching
12. H - Three-ring Binding
13. N - Velo Binding
14. E - Wir-O Binding

- A. A bindery sews the pages together and glues the pages to a cover.
- B. A Cloth or paper strip is wrapped around the spine and then glued.
- C. A method for holding all pages of a final document together.
- D. Bindery first grinds the spine of the document to create a flat edge. The cover is glued to the book at each side of the spine allowing the pages to lay flat when opened.
- E. For sturdier binding, it inserts two wire teeth through the rectangular holes along the edge of the paper.
- F. Inserts a strip of plastic with teeth into rectangular holes along the edge of the paper.
- G. Metal or plastic coil is inserted through holes along the edge of the paper.
- H. Paper punched with three holes along the left edge is inserted into a three-ringed notebook.
- I. Requires a bindery to sew the pages together, glue the pages to a gauze strip, glue on end pages and attach the document to hard covers.
- J. Sorting each page into a set of pages.
- K. Uses a roll of wire from which staples are automatically cut to the size needed.
- L. Uses pressure and heat to permanently bond together the original document to a plastic film covering on both sides.
- M. Uses two or more staples at the fold of the paper.
- N. Uses two plastic strips along the edge.

True or False

15. F - An extra inch is added to the left margin for the binding on the left-bound documents.
16. T - Fastback is the most professional-appearing binding process.
17. F - Final documents are usually stapled in the right corner.
18. F - Laminated documents should be trimmed $\frac{1}{2}$ inch beyond the edge of the document to ensure a long-lasting seal and clean appearance.
19. T - Sewn-and-glued binding is common for soft-cover books.
20. F - Velo binding in on the left and right side of the document.