

Office Systems & Technology
Chapter 7-D

1. _____ Binding
2. _____ Case Binding
3. _____ Collating
4. _____ Fastback Binding
5. _____ Laminating
6. _____ Lay-flat Binding
7. _____ Plastic Comb Binding
8. _____ Saddle-stitch Binding
9. _____ Sewn-and-glued Binding
10. _____ Spiral Binding
11. _____ Stitching
12. _____ Three-ring Binding
13. _____ Velo Binding
14. _____ 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. _____ An extra inch is added to the left margin for the binding on the left-bound documents.
16. _____ Fastback is the most professional-appearing binding process.
17. _____ Final documents are usually stapled in the right corner.
18. _____ Laminated documents should be trimmed ½ inch beyond the edge of the document to ensure a long-lasting seal and clean appearance.
19. _____ Sewn-and-glued binding is common for soft-cover books.
20. _____ Velo binding in on the left and right side of the document.