

Perfect / Square Binding

Step 1

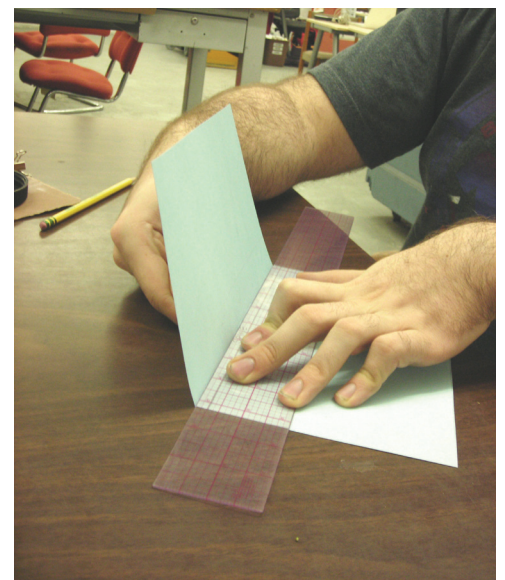
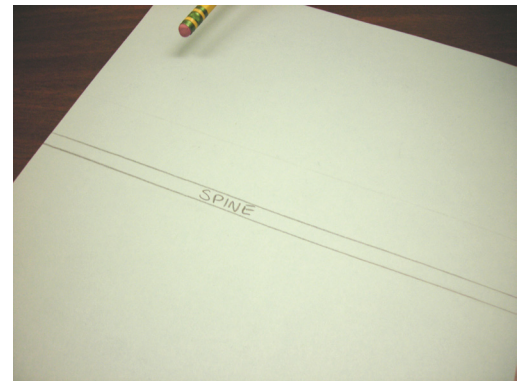
Before you begin Perfect Binding, make sure that your document is all printed out and collated. Keeping your collated document together is key.

- a) Don't worry about giving your document a face trim now. Wait for later.

Step 2

Preparing your cover.

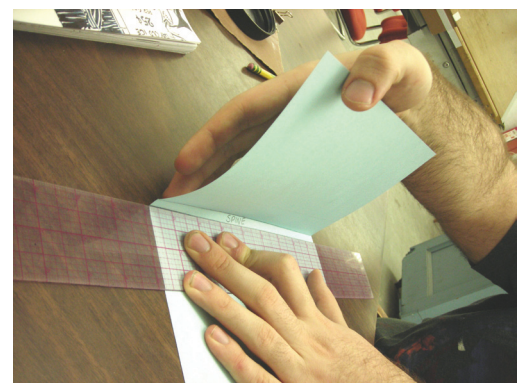
- a) Take a single, collated stack of your document and use a ruler to measure the height of your stack (not the height of the page).
- b) This measurement is how wide the spine of the book should be. (In all reality, it is a wise move to plan and design your cover beforehand. If you want to make this measurement, but you don't have your book printed, collated, and stacked yet, make your own stack of scrap paper using the exact amount of pages, and the same stock, that your final book will be.)
- c) Print out your cover.
- d) Flip your cover over; and, one at a time, rule out line that mark the beginning and end of the spine. These will be your guides for folding the cover.
- e) Place the cover with the spine guide facing towards you. Take a flat ruler (no pennies on the bottom or anything) and hold it along the rightmost spine guide.
- f) Holding the ruler very firmly in place, use your other hand to bend the cover over the ruler. Once a sufficient crease has been made, you may remove the ruler and strengthen the fold with a bone folder, spoon, etc. (see below)
- g) Now hold the ruler on the other spine guide while not covering the first fold. This is important because we don't want to ruin the integrity of that nice new fold we made.
- h) Make the second fold exactly as you did the first.
- i) Repeat for all of the covers and set them aside.



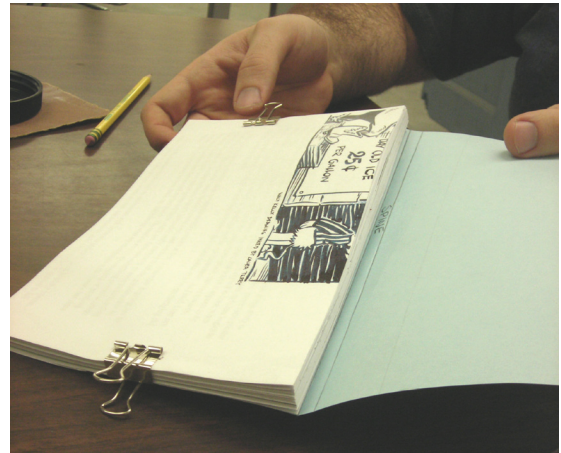
Step 3

Settings the pages in the cover and applying the glue. (See next page for images)

- a) Take a collated stack of pages and get the pile as straight and neat as you can.
- b) Place the pages into the folded cover and use metal binding clips to clip the pages to the back cover, making extra sure that pages are as even and straight as they can be, showing a nice, clean edge.
- c) Use a piece of sandpaper (150-200 grit) to rough up the stack of pages that will come into contact with the spine. This will help the glue grab the pages.



- d) Pour some bookbinding PVA glue into a small dish (a bottle cap will do)
- e) Use a junk brush to spread glue generously into the spine of the book.
- f) Put the spine onto the pages, **wiping away any extra glue** that comes out of the spine or over the side with a paper towel.



Step 4

Finishing and cutting.

- a) Very carefully remove the metal binder clips that hold the pages to the back cover:
- b) Reclip the clips on the book so that the whole book is help closed.
- c) Put the bok aside and give it ample time to dry (**20-30 minutes**).
- d) Once the book is dry, give it a face trim on three sides (not the spine, obviously) for a beautifully clean edge. This is optional of course, but even with the steadiest hand, unevenness in the pages is inevitable.

