

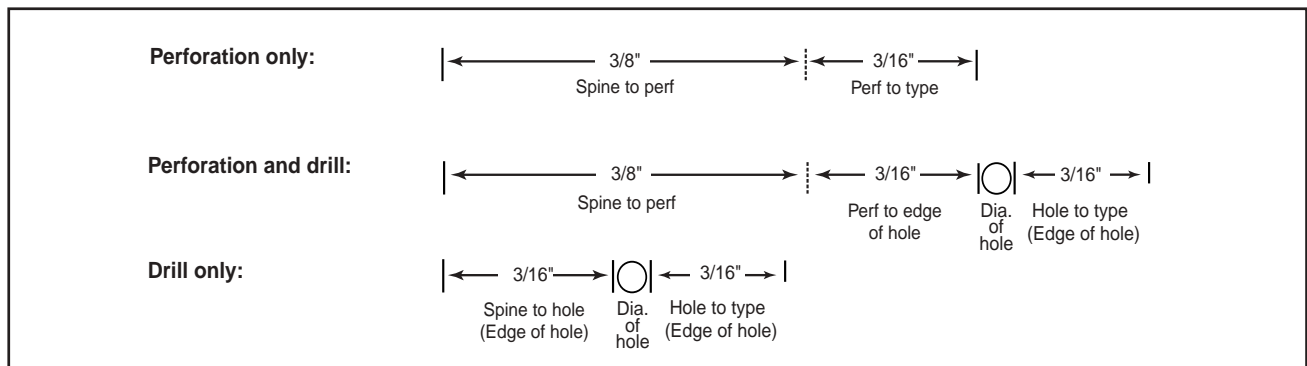
**Perforation and Drill Basics**

One of the goals we strive for in publishing the *Malloy Quarterly* is to provide useful information which can be used when producing your books. Periodically, we do a "How to..." article which we hope will benefit someone working on a book out there.

It is not uncommon for publishers to specify "commercial perforation and three-hole drill" for their books. Commercial perforation is the generic term for perforating text pages in a line running parallel to the spine from top to bottom.

- Recommended minimum from spine to perforation: 3/8"
- Recommended minimum from perforation to hole (edge of hole): 3/16"
- Recommended minimum from perforation or hole to type: 3/16"
- Drill only - recommended minimum from spine to hole (edge of hole): 3/16"

When calculating the gutter margin, be sure to include the diameter of the hole in your calculation.



By far, the majority of books that are drilled and perforated are 8-1/2 x 11. Occasionally, we get a job that has a problem where the perf or drill interferes with the text or cover copy or design.

When specifying your gutter margin and designing the cover and text pages, here are some basic dimensions to keep in mind when you are going to be drilling and/or perforating your book. Calculate carefully in order to avoid graphics or type being affected by the perforation or drill.

The diameter of the standard hole is 5/16", but we also can drill 3/16", 1/4", 3/8", and 1/2" holes. Use the appropriate model shown here to assist you in calculating the necessary margin for your book.

Remember that these specifications are to be used as a guide when setting up your cover and text pages. Adding more space in between elements is usually not a problem, however, specifying allowances less than the recommended minimums should be checked out with your Sales Representative or CSR. ■

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*This column appears regularly in the Malloy Quarterly. It is intended to be the source of helpful information regarding issues and challenges facing our electronic workflow of today. If there is a topic you would like to see covered, please contact [steph\\_barker@malloy.com](mailto:steph_barker@malloy.com).*

### ***More about Malloy Prepress***

With our prep workflow almost 100% digital, it is very important to be aware of Malloy's guidelines for successful output of electronic files. We encourage you to be familiar with our equipment, capabilities, and guidelines and also to share them with your in-house or outside providers of electronic files.

#### **Key Equipment**

Malloy's electronic workflow revolves around our Krause LaserStar Computer-to-plate system. We have 3 Krause platesetters that produce plates for all of our presses; web, sheet-fed, and cover presses. Supporting equipment ranges from Macintosh workstations to digital scanners (Xerox and Linotype-Hell).

#### **Support and Software**

Malloy supports native application files with the most current version of the following software: For page make-up we support QuarkXPress, Adobe PageMaker, Adobe InDesign, and FrameMaker. For drawing we support Macromedia Freehand and Adobe Illustrator. For image manipulation we support Adobe PhotoShop. For PDF manipulation we support Adobe Acrobat.

We can accept your files on any of the following media: iomega ZIP 100 or 250 MB disks, iomega Jaz 1 or 2 GB disks, or CD-R, CD, DVD-R, DVD-RAM. We can also accept files on our FTP site or via e-mail. Note: binhexing or compressing is necessary when telecommunicating Mac files.

#### **What to Send**

For text, we prefer to receive PostScript or PDF files with application files submitted for backup. For covers, we prefer to receive native application files but can work with PDF files. All fonts used to build the document, including those used in graphics, should be submitted along with the native application files. We recommend Type I PostScript fonts. Be sure to include both the screen and printer fonts.

All graphics used in building the document should also be submitted with the native application files. Acceptable graphic file formats are TIFF and EPS. META files, such as PICT files, should be converted to TIFF or EPS before importing them. RGB color images should be converted to CMYK. Any trapping of multi-color files should be done by Malloy. In our workflow, it is necessary for us to have the native application files to apply trapping.

When submitting files, copy onto the media only what is needed for output (not older versions of files, etc.). Current edit, color proofs, and/or laser copies that you have output, reviewed, and approved must accompany your files.

#### **Proofs and More Information**

If you require proofs, the prepress proofs we provide are digital proofs, Kodak Approvals and laser proofs. To reproduce CRC (hard copy) we digitize images using our Xerox DocuImage 620S. Four-color separations from art are produced on our Linotype-Hell Topaz Scanner.

If there is an application, media, or any other element that you are using missing from this list, please contact your sales or service rep. For additional information, check our web site, for more information and instructions. Go to [www.malloy.com](http://www.malloy.com), then "Site Index" then "Forms and Worksheets" to get a complete list of forms, worksheets, and current Prepress guidelines.

## RepKover

*RepKover (lay-flat) binding will enhance the quality of your soft-cover book.*

- ❖ RepKover is a type of lay-flat binding, licensed and administered by Otabind International.
- ❖ RepKover is commonly used as a less expensive alternative to mechanical binding and case binding as well as an enhancement for perfect binding.

### RepKover Specifications:

- ❖ **Spine height:** **Minimum:** 6" for rough trimmed cover. Finished size may be smaller depending on final trim and press equipment utilized on the job.  
**Maximum:** 14"
- ❖ **Flat cover width:** **Minimum:** 8"      **Maximum:** 24"
- ❖ **Spine bulk:** **Minimum:** 1/4"      **Maximum:** 1-1/2"
- ❖ **Text stock:** Coated or uncoated sheets.
- ❖ **Cover stock:** 12 pt. C1S is recommended.  
Other options include 10 pt. C1S or C2S and 12 pt. C2S.  
We do not recommend using 10 pt. C1S or C2S in high bulking books because of the remote possibility that the cover material may crease along the spine. This would be a cosmetic problem if it did occur and would not affect the durability of the binding. Talk to your Sales or Customer Service Representative about the options that will work for your title.
- ❖ **Cover coating:** Film lamination or U.V. coating.  
Film lamination is strongly recommended but not required. We caution against the use of U.V. coating on dark covers because the coating may crack to white along the scores.
- ❖ **Margins:** If printing on C-2 or C-3, the minimum gutter margin is 7/8".
- ❖ **Binding:** Milled spines are required.  
We cannot RepKover jobs that have cover flaps.
- ❖ **Perforation:** It is possible to commercial perforate RepKover jobs.



## Malloy Fact Sheets

Over the years we have developed several *Fact Sheets* to address inquiries for information about a specific capability or issue of interest in the industry. Starting with the *RepKover Fact Sheet* on page three of this issue, we will use the *Quarterly* to share all the *Fact Sheets* with you over time.

We have a dozen other *Fact Sheets* that include: The Environment, Electronic Prepress, Computer-to-Plate, Thor Offset, Timson Presses, Covers at Malloy, Precision Spot Gloss, Bind-In Disk, Casebinding, Fulfillment, Custom Shippers, Motor Freight Bulk Shipments, and Ultra Short Run. We

plan on adding more in the future. We have found that keeping our existing ones up-to-date with the latest recommendations and technology keeps us on our toes.

Please hold onto the *Fact Sheets* for future reference. Since the *Malloy Quarterly* is now available online on the Malloy website (see article below about the *Quarterly* online), it is also possible to print out a PDF version of the *Fact Sheets* as they appear in each issue.

If you have a suggestion for a topic to cover in a *Fact Sheet*, please let us know. ■

## Malloy Quarterly Now Available Online

The current issue of the *Malloy Quarterly* is now available online. You may continue to receive a hard copy of the *Malloy Quarterly* in the mail. Or, you may view it on our website at your convenience. A PDF file is accessible on the Malloy website. It will be necessary for you to have Adobe Acrobat Reader and Internet access to view it.

To access the *Malloy Quarterly* online go to the Malloy website, [www.malloy.com](http://www.malloy.com), and click on "Site

Index", then "*Malloy Quarterly*", then "View Current Issue".

If you prefer to receive future issues of the *Quarterly* through email, please send a message to [steph\\_barker@malloy.com](mailto:steph_barker@malloy.com) saying you would like to receive the *Quarterly* through email, and to take you off the hard copy mailing list. Please make sure you include your name, company, and correct email address in the body of the message. ■

## Malloy Equipment Update

In 2002, we announced the arrival of our newest binding line, our Muller-Martini Corona binder. The Corona binder is state-of-the-art, running 13,500 books per hour. It has 22 pockets, inline endsheet tipping and is capable of running PUR glues. Over the course of the past year, we have added more enhancements to the Corona binder to help our bindery produce a better book, more efficiently.

We now have a Sabel bottom loading case packer and two Diagraph automatic carton labeling machines

on the Corona binder. These additions streamline the speed of the binder and automate previously labor intensive operations. In July we expect to add a WST book/carton automatic palletizer. This will also improve our efficiencies in delivering books off the binder.

Another new piece of equipment in the bindery is the Challenge single cornering machine which rounds corners on books. We are pleased to be able to add this book finishing capability to our services. ■

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85%  
TOTAL RECYCLED FIBER  
30% POST-CONSUMER