

## H. Punching

### 1. Press Punching

A web press has the ability to punch file holes into printed products during the printing operation. Consider the following points when planning an application with press file hole punching:

- Standard configurations are:
  - two holes, 2 3/4" center to center, top or bottom of the application.
  - three holes, 4 1/4" center-to-center on the left side of the application.
- Configurations other than standard may have restrictions so it is best to consult the print provider for information on their capabilities.
- Press punching is less expensive on larger runs due to the efficiency of printing and punching an application in one operation.

### 2. Bindery Punching

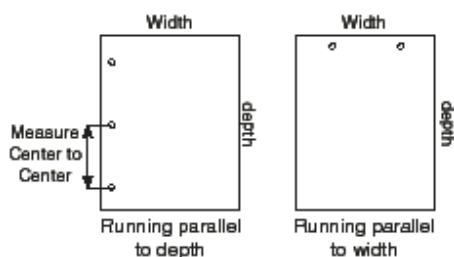
File holes may also be punched as a secondary or "off-line" operation in the bindery department. Consider the following points:

- The standard configurations are the same as for the press punching.
- There are no restrictions on non-standard punching configurations.
- Bindery punching is more expensive on longer runs due to the additional labor involved in being an offline operation.

### 3. Punching Specifications

#### **Specifications needed by your supplier:**

- Number of holes
- Diameter size of the hole
- Center to center measurement from hole to hole
- Location of the holes on the printed product



Example:

3 holes - 1/4" Diameter - 4 1/4"  
center to center at the left

Note: it is also important to indicate if the holes are parallel to the depth or parallel to the width of the document.

