

PART I.
FORWARDING.

CHAPTER I.

GENERAL PREPARATORY WORK.

Books reach the bookbinder either in the sheets just as they left the printing press or folded and stitched. This folding and stitching is, of course, part of the binder's work, so we will begin with the sheet as it left the press; this sheet must in the first place be folded ready for further manipulations.

By folding we mean the arranging of the parts of a sheet in the order of succession required for reading. To facilitate this work the printer marks not only the page numbers on each sheet but also gives each sheet a number, these numbers being known as signatures. Every sheet is printed on both sides; the front side is called the first side, the other side the perfecting impression. Both sides are marked by a number or (more rarely) a letter. This mark stands at the right-hand side at foot of first page and is called the first signature; the second signature takes the same position on the second side of the sheet, that is, on page 3. Take any book haphazard and you will find the true signature on the first and the second