Printing Terms

**Accordion Fold:** Bindery term, two or more parallel folds which open like an accordion.

**Bleed:** Printing that goes to the edge of the sheet after trimming. Normally it is 1/8” beyond trim size. (See diagram below).

**Carbonless:** Pressure sensitive writing paper that does not use carbon and is ordered in sets such as white, canary, pink.

**Center Spread:** The two pages that face each other in the center of a book or publication.

**Coated Paper:** A clay coated printing paper with a smooth finish. Can be glossy or matte.

**Collate:** The process of assembling all the components of the print job in the correct order.

**Color Separations:** The process of preparing artwork, photographs, transparencies, or computer generated art for printing by separating into the four primary printing colors.

**Crop:** To cut off parts of a picture or image.

**Crop Marks:** Printed lines outside of the printed area showing where to trim a printed sheet. See trim marks.

**Deckle Edge:** The rough or feathered edge of paper when left untrimmed.

**Drill:** The drilling of holes into paper for ring or comb binding, for example 3 holes on the left side to insert into a 3-ring binder.

**Duplex:** Also called double-sided, the process of printing on both sides of the media as opposed to simplex, printing on only one side.
Emboss: Pressing an image into paper so that it will create a raised relief.

Foil Emboss: Foil stamping and embossing a image on paper with a die.

4-color-Process: The process of combining four basic colors (cyan, magenta, yellow, black) to create a printed color picture or colors composed from the basic four colors.

Gate Fold: A three or four panel fold where the two outside panels fold inward to meet in the center. In an open gate fold, there are three panels, the bottom of which is twice the size of the folded panels. In a closed gatefold, there are four panels of roughly equal size where the outer panels are folded inward together.

Grain: The direction in which the paper fiber lie.

Grommets: Rings or eyelets that line holes to reinforce them for hanging.

Gutter: A blank space or margin between components on a printed piece or press sheet.

Indicia: Postal information place on a printed product.

Justification: Adjusting the spacing or hyphenation of words and characters to fill a given line of text from end to end. Sometimes referred to as word spacing.

Lamination: Applying thin transparent plastic sheets to both sides of a sheet of paper, providing scuff resistance, waterproofing and extended use.

Landscape: The way the image is positioned on the media (orientation) where the long side of the media is up (the opposite of Portrait)

Offset Printing: The most commonly used printing method, where the printed material does not receive ink directly from a printing plate but from an intermediary blanket that receives the ink from the plate and then transfers it to the paper.

Opacity: The amount of show-through on a printed sheet. The more opacity or the thicker the paper the less show-through.
**Page Count:** Total number of pages in a book including blanks.

**Perfect Bind:** A type of binding that glues the edge of sheets to a cover like a telephone book.

**PMS Colors:** The abbreviated name of the Pantone Color Matching System.

**Portrait:** The way the image is positioned on the media (orientation) where the short side of the media is up (the opposite of landscape)

**Process Colors:** Cyan (blue), magenta (process red), yellow (process yellow), black (process black).

**Process Printing:** A system where a color image is separated into different color values (cyan, magenta, yellow and black or CMYK) by the use of filters and screens or digitally with a software program and then transferred to printing plates and printed on a printing press, reproducing the original color image.

**Ragged Left:** Type that is justified to the right margin and the line lengths vary on the left.

**Ragged Right:** Type that is justified to the left margin and the line lengths vary on the right.

**Ream:** Five hundred sheets of paper.

**RGB:** The color space of Red, Green and Blue. These are the primary colors of light, which computers use to display images on your screen. An RGB computer file must be translated into the CMYK (the primary colors of pigment) color space in order to be printed on a printing press.

**Saddle Stitch:** Binding a booklet or magazine with staples in the seam where it folds.

**Score:** A crease put on paper to help it fold better and keep the paper edge from cracking.

**Side Stitch:** Binding by stapling along one side of a sheet.

**Slipsheets:** Extra sheets placed between the printed sheets to separate a set of copies or to prevent ink from offsetting to the next sheet.

**Spine:** The binding edge of a book or publication.
**Spiral Bind:** A type of binding where a metal or plastic wire is spiraled through holes drilled along the binding side of a document.

**Tabs:** Divider sheets with edges that extend beyond the trim size of the other documents used for labeling sections of a document.

**Text Paper:** Grades of uncoated paper with textured surfaces.

**Trapping:** The ability to print one ink over the other.

**Trim Marks:** Similar to crop or register marks. These marks show where to trim the printed sheet. (See diagram below).

**Trim Size:** The final size of one printed image after the last trim is made.

**UV Coating:** Liquid laminate bonded and cured with ultraviolet light. Environmentally friendly.

**Variable Data Printing:** Is a form of on-demand printing in which elements can be changed from one printed piece to the next, without stopping the press, using information from a database. For example, personalized letters, with the same basic layout and text, can be printed with a different name and address on each letter.

**Varnish:** A clear liquid applied to printed surfaces for looks.

**Wraparound Cover:** A single printed sheet, serving as a cover, folded and enclosing the interior pages of the job. May be printed on both sides.
Paper Weights

Paper Weights in LBS.

Heaviest Paper

Lightest Paper

60 LB. 70 LB. 80 LB. 100 LB. 110 LB.

20 LB. BOND 24 LB. TEXT 28 LB. TEXT 32 LB. TEXT

60 LB. COVER 80 LB. COVER 100 LB. COVER 110 LB. COVER 130 LB. COVER

100 LB. INDEX 110 LB. INDEX

60 LB. TEXT 80 LB. TEXT 90 LB. TEXT 100 LB. TEXT 105 LB. TEXT 110 LB. TEXT 20 LB. TEXT

Lightest Paper

Heaviest Paper

Paper Weights

LIGHTEST PAPER

HEAVIEST PAPER

PAPER WEIGHTS IN LBS.
Common Folds

Half-Fold

Tri-Fold
(3-Panel Roll Fold)

Gate Fold

Closed Gate Fold

Vertical Half Fold

Right Angle Fold
(Quarter Fold)

Z-Fold
(3-Panel Accordion Fold)
Specialty Folds

- Roll Fold
- Double Parallel Fold
- Map Fold
- 4-Panel Accordion Fold