

## Glossary

Written by Web Master

Monday, 18 July 2011 07:24 - Last Updated Wednesday, 21 September 2011 11:36

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Accordion fold	Bindery term, two or more parallel folds which open like an accordion.
Against the grain	At right angles to direction of paper grain.
Alteration	Change in copy of specifications after production has begun.
Artboard	Alternate term for mechanical art.
Author's corrections	Also known as "AC's". Changes in copy after it has been typeset.
Back up	Printing the second side of a sheet already printed on one side.
Banding	Method of packaging printed pieces of paper using rubber or paper bands.
Basis weight	Weight in pounds of a ream of paper cut to the basic size for its grade.
Bind	To fasten sheets or signatures with wire, thread, glue. or by other means.
Bindery	The finishing department of a print shop or firm specializing in finishing print
Blanket	The thick rubber mat on a printing press that transfers ink from the plate to p
Bleed	Printing that goes to the edge of the sheet after trimming.
Blind embossing	An image pressed into a sheet without ink or foil.
Blueline	A blue photographic proof used to check position of all image elements.
Board	Alternate term for mechanical.
Bond & Carbon	Business form with paper and carbon paper.
Bond paper	Strong durable paper grade used for letterheads and business forms.
Break for color	Also known as a color break. To separate mechanically or by software the p
Brightness	The brilliance or reflectance of paper.
Bulk	Thickness of paper stock in thousandths of an inch or number of pages per
Bulk pack	Boxing printed product without wrapping or banding.
Burn	Exposing a printing plate to high intensity light or placing an image on a prin
Butt	Joining images without overlapping.
Butt fit	Printed colors that overlap one row of dots so they appear to butt.
Carbonless	Pressure sensitive writing paper that does not use carbon.
Caliper	Paper thickness in thousandths of an inch.
Camera-ready copy	Print ready mechanical art.
Carload	A truck load of paper weighing 40000 pounds.
Case bind	A type of binding used in making hard cover books using glue.
Cast coated	Coated paper with a high gloss reflective finish.
Chrome	A term for a transparency.
Coated paper	A clay coated printing paper with a smooth finish.
Collate	A finishing term for gathering paper in a precise order.
Color bar	A quality control term regarding the spots of ink color on the tail of a sheet.
Color correction	Methods of improving color separations.
Color filter	Filters uses in making color separations, red, blue, green.
Color key	Color proofs in layers of acetate.
Color matching system	A system of formulated ink colors used for communicating color.
Color separations	The process of preparing artwork, photographs, transparencies, or comput
Comb bind	To plastic comb bind by inserting the comb into punched holes.
Composite film	Combining two or more images on one or more pieces of film.
Continuous-tone copy	Illustrations, photographs or computer files that contain gradient tones from
Contrast	The tonal change in color from light to dark.
Copy	All furnished material or disc used in the production of a printed product.
Cover paper	A heavy printing paper used to cover books, make presentation folders, etc.

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Crash number	Numbering paper by pressing an image on the first sheet which is transferred to the reverse side.
Crimping	Puncture marks holding business forms together.
Cromalin	Trade name for DuPont color proofs.
Crop	To cut off parts of a picture or image.
Crop marks	Printed lines showing where to trim a printed sheet.
Crossover	Printing across the gutter or from one page to the facing page of a publication.
Cyan	One of four standard process colors. The blue color.
Densitometer	A quality control device to measure the density of printing ink.
Density	The degree of color or darkness of an image or photograph.
Diazo	A light sensitive coating used on printing plates.
Die	Metal rule or imaged block used to cut or place an image on paper in the finishing process.
Die cutting	Curing images in or out of paper.
Dot	An element of halftones. Using a loupe you will see that printed pictures are made up of dots.
Dot gain or spread	A term used to explain the difference in size between the dot on film v paper.
Double burn	Exposing a plate to multiple images.
Draw-down	A sample of ink and paper used to evaluate ink colors.
Drop-out	Portions of artwork that do not print.
Dummy	A rough layout of a printed piece showing position and finished size.
Duotone	A halftone picture made up of two printed colors.
Dylux	Photographic paper made by DuPont and used for bluelines.
Emboss	Pressing an image into paper so that it will create a raised relief.
Emulsion	Light sensitive coating found on printing plates and film.
Eurobind	A patented method of binding perfect bound books so they will open and lay flat.
Facsimile transmission	The process of converting graphic images into electronic signals.
Film rip	See Rip film.
Flat	An assembly of negatives taped to masking materials for platemaking.
Flood	To cover a printed page with ink, varnish, or plastic coating.
Flop	The reverse side of an image.
Foil	A metallic or pigmented coating on plastic sheets or rolls used in foil stamping.
Foil emboss	Foil stamping and embossing a image on paper with a die.
Foil stamping	Using a die to place a metallic or pigmented image on paper.
Four-color-process	The process of combining four basic colors to create a printed color picture.
French fold	Two folds at right angles to each other.
Galley proof	Text copy before it is put into a mechanical layout or desktop layout.
Gang	Getting the most out of a printing press by using the maximum sheet size to print multiple copies.
Generation	Stages of reproduction from original copy. A first generation reproduction yields the best quality.
Ghost bars	A quality control method used to reduce ghosted image created by heat or overexposure.
Ghosting	A faint printed image that appears on a printed sheet where it was not intended.
Gloss	A shiny look reflecting light.
Grain	The direction in which the paper fiber lie.
Grippers	The metal fingers on a printing press that hold the paper as it passes through the press.
Hairline	A very thin line or gap about the width of a hair or 1/100 inch.
Halftone	Converting a continuous tone to dots for printing.
Hard copy	The output of a computer printer, or typed text sent for typesetting.
Hickey	Reoccurring unplanned spots that appear in the printed image from dust, lint, or ink.
High-bulk paper	A paper made thicker than its standard basis weight.

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Highlight	The lightest areas in a picture or halftone.
Image area	Portion of paper on which ink can appear.
Imposition	Positioning printed pages so they will fold in the proper order.
Impression	Putting an image on paper.
Imprint	Adding copy to a previously printed page.
Indicia	Postal information place on a printed product.
Ink fountain	The reservoir on a printing press that hold the ink.
Keylines	Lines on mechanical art that show position of photographs or illustrations.
Kiss die cut	To cut the top layer of a pressure sensitive sheet and not the backing.
Knock out	To mask out an image.
Laid finish	Simulating the surface of handmade paper.
Laminate	To cover with film, to bond or glue one surface to another.
Layflat	See Eurobind.
Line copy	High contrast copy not requiring a halftone.
Lines per inch	The number of rows of dots per inch in a halftone.
Loupe	A magnifying glass used to review a printed image, plate and position film.
Magenta	Process red, one of the basic colors in process color.
Makeready	All the activities required to prepare a press for printing.
Marginal words	Call outs for directions on various parts of a business form.
Mask	Blocking light from reaching parts of a printing plate.
Matchprint	Trade name for 3M integral color proof.
Matte finish	Dull paper or ink finish.
Mechanical	Camera ready art all contained on one board.
Mechanical separation	Mechanical art overlay for each color to be printed.
Micrometer	Instrument used to measure the thickness of different papers.
Middle tones	The tones in a photograph that are approximately half as dark as the shadows.
Moire	Occurs when screen angles are wrong causing odd patterns in photographs.
Negative	The image on film that makes the white areas of originals black and black areas white.
Non-reproducing blue	A blue color the camera cannot see. Used in marking up artwork.
Offsetting	Using an intermediate surface used to transfer ink. Also, an unpleasant happening.
Offset paper	Term for uncoated book paper.
Ok sheet	Final approved color inking sheet before production begins.
Opacity	The amount of show-through on a printed sheet. The more opacity or the thicker the paper, the less show-through.
Outline halftone	Removing the background of a picture or silhouetting an image in a picture.
Overlay	The transparent cover sheet on artwork often used for instructions.
Overrun or overs	Copies printed in excess of the specified quantity. (Printing trade terms allow for a certain amount of overrun.)
Page count	Total number of pages in a book including blanks.
Pattern carbon	Special carbon paper used in business forms that only transfers in certain areas.
Perfect bind	A type of binding that glues the edge of sheets to a cover like a telephone book.
Perfecting press	A sheet fed printing press that prints both sides of a sheet in one pass.
Pica	Unit of measure in typesetting. One pica = 1/6 inch.
Picking	Printers nightmare that occurs as the surface of a sheet lifts off during printing.
Pin register	A standard used to fit film to film and film to plates and plates to press to assure registration.
Plate gap	Gripper space. The area where the grippers hold the sheet as it passes through the press.
PMS	The abbreviated name of the Pantone Color Matching System.
PMT	Abbreviated name for photomechanical transfer. Often used to make position marks.

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Point	For paper, a unit of thickness equaling 1/1000 inch. For typesetting, a unit of
PostScript	The computer language most recognized by printing devices.
Press number	A method of numbering manufacturing business forms or tickets.
Pressure-sensitive paper	Paper material with self-sticking adhesive covered by a backing sheet.
Process blue	The blue or cyan color in process printing.
Process colors	Cyan (blue), magenta (process red), yellow (process yellow), black (process
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.
Recto	Right-hand page of an open book.
Reflective copy	Copy that is not transparent.
Register	To position print in the proper position in relation to the edge of the sheet an
Register marks	Cross-hair lines or marks on film, plates, and paper that guide strippers, plat
Reverse	The opposite of what you see. Printing the background of an image. For exa
Rip film	A method of making printing negatives from PostScript files created by desk
Saddle stitch	Binding a booklet or magazine with staples in the seam where it folds.
Scanner	Device used to make color separations, halftones, duo tones and tri tones. A
Score	A crease put on paper to help it fold better.
Screen angles	Frequently a desktop publishers nightmare. The angles at which halftone, d
Self-cover	Using the same paper as the text for the cover.
Shadow	The darkest areas of a photograph.
Show-through	Printing on one side of a sheet that can be seen on the other side of the she
Side guide	The mechanical register unit on a printing press that positions a sheet from
Side stitch	Binding by stapling along one side of a sheet.
Signature	A sheet of printed pages which when folded become a part of a book or pub
Silhouette halftone	A term used for an outline halftone.
Skid	A pallet used for a pile of cut sheets.
Specifications	A precise description of a print order.
Spine	The binding edge of a book or publication.
Split fountain	Putting more than one ink in a printing fountain to achieve special color affe
Spoilage	Planned paper waste for all printing operations.
Spot varnish	Varnish used to hilight a specific part of the printed sheet.
Stamping	Term for foil stamping.
Stat	Term for inexpensive print of line copy or halftone.
Step-and-repeat	A procedure for placing the same image on plates in multiple places.
Stet	A proof mark meaning let the original copy stand.
Stock	The material to be printed.
Stripping	The positioning of film on a flat prior to platemaking.
Substance weight	A term of basis weight when referring to bond papers.
Substrate	Any surface on which printing is done.
Text paper	Grades of uncoated paper with textured surfaces.
Tints	A shade of a single color or combined colors.
Tissue overlay	Usually a thin transparent paper placed over artwork for protection uses for
Transfer tape	A peel and stick tape used in business forms.
Transparency	A positive photographic slide on film allowing light to pass through.
Transparent copy	A film that light must pass through for it to be seen or reproduced.

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Transparent ink	A printing ink that does not conceal the color under it.
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.
Trim size	The final size of one printed image after the last trim is made.
Under-run	Production of fewer copies than ordered. See over run.
Up	Printing two or three up means printing multiple copies of the same image on one sheet.
UV coating	Liquid laminate bonded and cured with ultraviolet light. Environmentally friendly.
Varnish	A clear liquid applied to printed surfaces for looks and protection. (UV coating is better)
Verso	The left hand page of an open book.
Vignette halftone	A halftone whose background gradually fades to white.
Washup	Removing printing ink from a press, washing the rollers and blanket. Certain colors may require special washup.
Waste	A term for planned spoilage.
Watermark	A distinctive design created in paper at the time of manufacture that can be seen when held to the light.
Web	A roll of printing paper.
Web press	The name of a type of presses that print from rolls of paper.
Wire O	A bindery trade name for mechanical binding using double loops of wire through the binding edge.
Wire-O binding	A method of wire binding books along the binding edge that will allow the book to lie flat.
With the grain	Folding or feeding paper into the press or folder parallel to the grain of the paper.
Work and tumble	Printing one side of a sheet and turning it over from the gripper to the tail to print the other side.
Work and turn	Printing one side of a sheet and turning it over from left to right using the side gripper.
Wove paper	A paper having a uniform unlined surface with a smooth finish.