



# Glossary of Printing Terms



**Hopkins**Printing



# General Terms

**ACID-FREE PAPER** — Paper made from pulp containing little or no acid so it resists deterioration from age. Also called alkaline paper, archival paper, neutral pH paper, permanent paper and thesis paper.

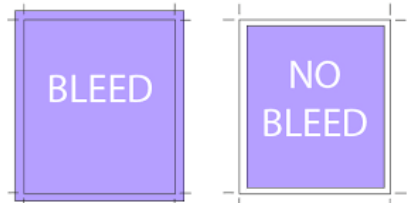
**ALTERATION** — Any change made by the customer after copy or artwork has been given to the service bureau, separator or printer. The change could be in copy, specifications or both. Also called AA, author alteration and customer alteration.

**ANTIQUÉ PAPER** — Roughest finish offered on offset paper.

**ARTWORK** — All original copy, including type, photos and illustrations, intended for printing. Also called art.

**BLANK** — Category of paperboard ranging in thickness from 15 to 48 points.

**BLEED** — Printing that extends to the edge of a sheet or page after trimming.



**BLIND IMAGE** — Image debossed, embossed or stamped, but not printed with ink or foil.

**BOARD PAPER** — General term for paper over 110# index, 80# cover or 200 gsm that is commonly used for products such as file folders, displays and post cards. Also called paperboard.



**BOND PAPER** — Category of paper commonly used for writing, printing and photocopying. Also called business paper, communication paper, correspondence paper and writing paper.

**BOOK PAPER** — Category of paper suitable for books, magazines, catalogs, advertising and general printing needs. Book paper is divided into uncoated paper (also called offset paper), coated paper (also called art paper, enamel paper, gloss paper and slick paper) and text paper.

**BRIGHTNESS** — The characteristic of paper referring to how much light it reflects.

**BULK** — Thickness of paper relative to its basis weight.

**BUTT REGISTER** — Register where ink colors meet precisely without overlapping or allowing space between, as compared to lap register. Also called butt fit and kiss register.

**C1S AND C2S** — Abbreviations for coated one side and coated two sides.

**CALENDER** — To make the surface of paper smooth by pressing it between rollers during manufacturing.

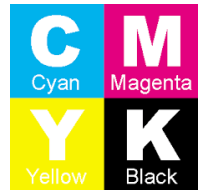
**CALIPER** — (1) Thickness of paper or other substrate expressed in thousandths of an inch (mils or points), pages per inch (ppi), thousandths of a millimeter (microns) or pages per centimeter (ppc).  
(2) Device on a sheetfed press that detects double sheets or on a binding machine that detects missing signatures or inserts.

**CARBONLESS PAPER** — Paper coated with chemicals that enable transfer of images from one sheet to another with pressure from writing or typing.

**CAST-COATED PAPER** — High gloss, coated paper made by pressing the paper against a polished, hot, metal drum while the coating is still wet.

**CLEAN PROOF** — A page without any misprints.

**CMYK** — CMYK (an acronym for Cyan, Magenta, Yellow, Black) designates the color model usually employed in printing technology which uses the basic colors cyan, magenta and yellow. The fourth “color” is black, which is used to ensure a visually satisfying black tone. Also known as 4-color process.



**COATED PAPER** — Paper with a coating of clay and other substances that improves reflectivity and ink holdout. Mills produce coated paper in the major categories cast, gloss, and dull.

**COLOR BREAK** — In multicolor printing, the point, line or space at which one ink color stops and another begins. Also called break for color.

**COLOR PROFILE** — The color profile of an image input or output device (scanner, monitor, printer, printing press, etc.) is an element of color management which indicates how the color information supplied by the device behaves with respect to a superordinate, device-neutral color system (e.g. the CIELAB color space).

**COLOR PROOF** — A color proof is used for an advance check of the colors of a printed product.

**COMMERCIAL PRINTER** — Printer producing a wide range of products such as announcements, brochures, posters, booklets, stationery, business forms, books and magazines. Also called job printer because each job is different.

**COMPOSITE PROOF** — Proof of color separations in position with graphics and type. Also called final proof or imposition proof.

**CONVERTER** — Business that makes products such as boxes, bags, envelopes and displays.

**COVER STOCK** — Thick paper that protects a publication and advertises its title. Parts of covers are often described as follows: Cover 1=outside front; Cover 2=inside front; Cover 3=inside back, Cover 4=outside back.

**COVERAGE** — Extent to which ink covers the surface of a substrate. Ink coverage is usually expressed as light, medium or heavy.

**COVER PAPER** — Category of thick paper used for products such as posters, menus, folders and covers of paperback books.

**CROP MARKS** — Lines near the edges of an image indicating portions to be reproduced. Also called cut marks and tic marks.

**CURE** — To dry inks, varnishes or other coatings after printing to ensure good adhesion and prevent setoff.

**CUSTOMER SERVICE REPRESENTATIVE** — Employee of a printer, service bureau, separator or other business who coordinates projects and keeps customers informed. Abbreviated CSR.

**DEBOSS** — To press an image into paper so it lies below the surface. Also called tool.

**DECKLE EDGE** — Edge of paper left ragged as it comes from the papermaking machine instead of being cleanly cut. Also called feather edge.



**DIGITAL DYLUX** — A type of proof typically used for verifying content only and to simulate the final printed piece.

**DIGITAL PRINTING** — In a general sense, digital printing refers to printing processes in which the information is transferred from the computer directly onto the paper, without the need for printing plates.

**DOCUMENT PAPER** — Document paper is one of the highest grades of paper and bears a real watermark. The grade is generally used for official documents and certificates, and features special properties to that end.

**DULL FINISH** — Flat (not glossy) finish on coated paper; slightly smoother than matte. Also called suede finish, velour finish and velvet finish.

**DUMMY** — Sample of a print product which is designed to demonstrate the production features of a product such as format, page count, paper grade, finishing and binding. The pages remain unprinted.

**DUOTONE** — Photograph reproduced from two halftone angles usually printed in two ink colors.

**DUPLICATOR** — Offset press made for quick printing.

**EMBOSS** — To press an image into paper so it lies above the surface. Also called cameo and tool.

**ESTIMATE** — Price that states what a job will probably cost. Also called bid, quotation and tender.

**ESTIMATOR** — The individual performing or creating the estimate.

**FACE** — Edge of a bound publication opposite the spine. Also called foreedge. Also, an abbreviation for typeface referring to a family of a general style.

**FAST COLOR INKS** — Inks with colors that retain their density and resist fading as the product is used and washed.

**FELT FINISH** — Soft woven pattern in text paper.

**FELT SIDE** — Side of the paper that was not in contact with the Fourdrinier wire during papermaking, as compared to wire side.

**FILM LAMINATE** — Thin sheet of plastic bonded to a printed product for protection. Lamination is available in a variety of finishes.

**FINE PAPERS** — Papers made specifically for writing or commercial printing, as compared to coarse papers and industrial papers. Also called cultural papers and graphic papers.

**FINISH** — (1) Surface characteristics of paper. (2) General term for trimming, folding, binding and all other post press operations.

**FINISHED SIZE** — Size of product after production is completed, as compared to flat size. Also called trimmed size.

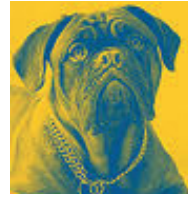
**FLAT COLOR** — (1) Any color created by printing only one ink, as compared to a color created by printing four-color process. Also called block color and spot color. (2) color that seems weak or lifeless.

**FLAT SIZE** — Size of product after printing and trimming, but before folding, as compared to finished size.

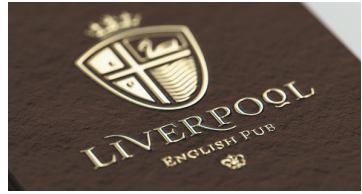
**FLOOD** — To print a sheet completely with an ink or varnish, flooding with ink is also called painting the sheet.

**FLUORESCENT PRINTING INKS** — Fluorescent printing inks are stimulated into shining, thus changing color, when exposed to ultraviolet (UV) light.

**FOIL EMBOSS** — To foil stamp and emboss an image. Also called heat stamp.



**FOIL STAMP** — Method of printing that releases foil from its backing when stamped with the heated die. Also called block print, hot foil stamp and stamp.



**FOLIO (PAGE NUMBER)** — The actual page number in a publication.

**FORMAT** — Size, style, shape, layout or organization of a layout or printed product.

**FOR POSITION ONLY** — Refers to inexpensive copies of photos or art used on mechanicals to indicate placement and scaling, but not intended for reproduction. Abbreviated FPO.

**FOUR-COLOR PROCESS PRINTING** — Technique of printing that uses black, magenta, cyan and yellow to simulate full-color images. Also called color process printing, full color printing and process printing.

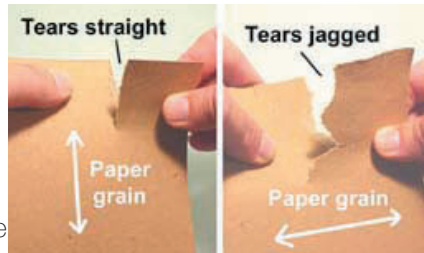
**GANG** — To reproduce two or more different printed products simultaneously on one sheet of paper during one press run. Also called combination run.

**GILDING** — Mostly in the book arena, gold leafing the edges of a book.

**GLOSS** — Consider the light reflecting on various objects in the printing industry (e.g., paper, ink, laminates, UV coating, varnish).

**GRADE** — General term used to distinguish between or among printing papers, but whose specific meaning depends on context. Grade can refer to the category, class, rating, finish or brand of paper.

**GRAIN DIRECTION** — Predominant direction in which fibers in paper become aligned during manufacturing. Also called machine direction.



**GRAIN LONG PAPER** — Paper whose fibers run parallel to the long dimension of the sheet. Also called long grain paper and narrow web paper.

**GRAIN SHORT PAPER** — Paper whose fibers run parallel to the short dimension of the sheet. Also called short grain paper and wide web paper.

**GRAPHIC ARTS** — The crafts, industries and professions related to designing and printing on paper and other substrates.

**GRAPHIC DESIGN** — Arrangement of type and visual elements along with specifications for paper, ink colors and printing processes that, when combined, convey a visual message.

**GRAPHICS** — Visual elements that supplement type to make printed messages more clear or interesting.

**GROUNDWOOD PAPER** — Newsprint and other inexpensive paper made from pulp created when wood chips are ground mechanically rather than refined chemically.

**GSM** — The unit of measurement for paper weight (grams per square meter).

**GUTTER** — In the book arena, the inside margins toward the back or the binding edges.

**HAIRLINE (RULE)** — Subjective term referring to very small space, thin line or close register. The meaning depends on who is using the term and in what circumstances.

**HALFTONE** — Halftone is the term used to designate a contone image which has been prepared for printing using screening technology. This is a pure black/white or full-tone original which uses screening to simulate contones.



**HALFTONE DOT** — Dots that by their varying sizes create the illusion of shading or a continuous-tone image.

**HALFTONE SCREEN** — Pattern of dots varying in size for printing photos.

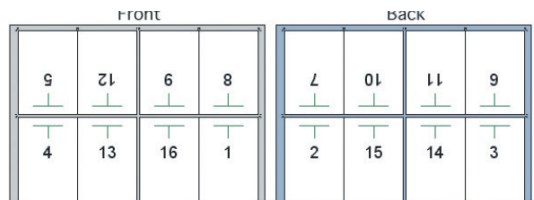
**HARD PROOF** — The term “hard proof”, as opposed to “soft proof”, covers the processes for simulating or checking printed results that produce a material result, generally a hardcopy print.

**HEAD(ER)** — At the top of a page, the margin.

**HEAD-TO-TAIL** — Imposition with heads (tops) of pages facing tails (bottoms) of other pages.

**IMAGE AREA** — The actual area on the printed matter that is not restricted to ink coverage.

**IMPOSITION** — Arrangement of pages on mechanicals or flats so they will appear in proper sequence after press sheets are folded and bound.





**IMPOSITION PROOF** — Like the blueprint, the imposition proof (or layout proof) is mainly intended for checking the content and completeness of the elements of printing copy.

**INKJET PRINTING** — Inkjet printing is a printing process where minute drops of ink are applied to the surface to be printed by means of a jet.

**INLINE PROCESSING** — In the print industry, inline processing is the term used if the process takes place directly on the press or the modules required for that particular stage of production are linked firmly to the press. These can include coating, folding, stitching or quality control devices.

**INSERTS** — Within a publication, an additional item positioned into the publication loose (not bound in).

**JOB NUMBER** — A number assigned to a specific printing project in a printing company for use in tracking and historical record keeping.

**JOB TICKET** — Form used by service bureaus, separators and printers to specify production schedule of a job and the materials it needs. Also called docket, production order and work order.

**LAID FINISH** — Finish on bond or text paper on which grids of parallel lines simulate the surface of handmade paper. Laid lines are close together and run against the grain; chain lines are farther apart and run with the grain.

**LAMINATE** — A thin transparent plastic sheet (coating) applied to usually a thick stock (covers, post cards, etc.) providing protection against liquid and heavy use, and usually accents existing color, providing a glossy (or lens) effect.

**LANDSCAPE** — Artist style in which width is greater than height. (Portrait is opposite.)

**LAP REGISTER** — Register where ink colors overlap slightly, as compared to butt register.

**LAY EDGE** — The edge of a sheet of paper feeding into a press.

**LAYOUT** — A sample of the original providing (showing) position of printed work (direction, instructions) needed and desired.

**LETTER PAPER** — In North America, 8 1/2" x 11" sheets. In Europe, A4 sheets.

**LEGEND** — Directions about a specific matter (illustrations) and how to use. In regard to maps and tables, an explanation of signs (symbols) used.

**LETTERPRESS** — Method of printing from raised surfaces, either metal type or plates whose surfaces have been etched away from image areas. Also called block printing.

**LINE COPY** — Any high-contrast image, including type, as compared to continuous-tone copy. Also called line art and line work.

**LINEN FINISH** — Embossed finish on text paper that simulates the pattern of linen cloth.

**LIVE AREA** — Area on a mechanical within which images will print. Also called safe area.

**LOOSE PROOF** — Proof of a halftone or color separation that is not assembled with other elements from a page, as compared to composite proof. Also called first proof, random proof, scatter proof and show-color proof.

**MAKING ORDER** — Order for paper that a mill makes to the customer's specifications, as compared to a mill order or stock order.

**MALE DIE** — Die that applies pressure during embossing or debossing. Also called force card.

**MARGIN** — Imprinted space around the edge of the printed material.

**MARK-UP** — Instructions written usually on a dummy.

**MATCH PRINT** — A form of a four-color-process proofing system.

**MATTE FINISH** — Slightly dull finish on coated paper.

**METALLIC PAPER** — Paper coated with a thin film of plastic or pigment whose color and gloss simulate metal.

**MIL 1/1000 INCH** — The thickness of plastic films as printing substrates are expressed in mils.

**MOCK UP** — A reproduction of the original printed matter and possibly containing instructions or direction.

**MONARCH** — Paper size (7' x 10') and envelope shape often used for personal stationery.

**M WEIGHT** — Weight of 1,000 sheets of paper in any specific size.

**NATURAL COLOR** — Very light brown color of paper. May also be called antique, cream, ivory, off-white or mellow white.

**NEUTRAL GRAY** — Gray with no hue or cast.

**NEWS PRINT** — Paper used in printing newspapers. Considered low quality and a short use life.

**NOVELTY PRINTING** — Printing on products such as coasters, pencils, balloons, golf balls and ashtrays, known as advertising specialties or premiums.

**OFFSET PAPER** — This is a broad term for stock suited to offset printing, covering both uncoated woodfree and woodpulp papers as well as uncoated recycled papers that have been calendered or machine-finished.

**OFFSET PRINTING** — Printing technique that transfers ink from a plate to a blanket to paper instead of directly from plate to paper.

**OPACITY** — (1) Characteristic of paper or other substrate that prevents printing on one side from showing through the other side.  
(2) Characteristic of ink that prevents the substrate from showing through.

**OVER RUN** — Additional printed matter beyond order. Overage policy varies in the printing industry.

**PAGE** — One side of a leaf in a publication.

**PAGE COUNT** — Total number of pages, including blank & printed pages without numbers.

**PAGE PROOF** — Proof of type and graphics as they will look on the finished page complete with elements such as headings, rules and folios.

**PAGINATION** — In the book arena, the numbering of pages.

**PAINTED SHEET** — Sheet printed with ink edge to edge, as compared to spot color. The painted sheet refers to the final product, not the press sheet, and means that 100 percent coverage results from bleeds off all four sides.

**PANEL** — One page of a brochure, such as one panel of a rack brochure. One panel is on one side of the paper. A letter-folded sheet has six panels, not three.

**PARENT SHEET** — Any sheet that needs cut down to make a smaller sheet, example: 19x25 cut down to 11x17.

**PERF MARKS** — On a dummy marking where the perforation is to occur.

**PICKUP ART** — Artwork, used in a previous job, to be incorporated in a current job.

**PLATE** — Piece of paper, metal, plastic or rubber carrying an image to be reproduced using a printing press.

**PORTRAIT** — An art design in which the height is greater than the width. (Opposite of Landscape.)

**PREPRESS** — Preflight, file prep, proofing and plating of a job prior to going to the press.

**PREPRESS PROOF** — Any color proof made using ink jet, toner, dyes or overlays, as compared to a press proof printed using ink. Also called dry proof and off-press proof.

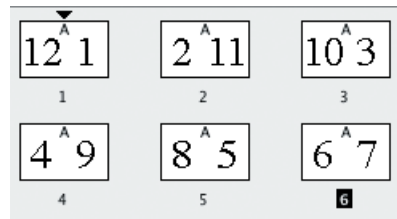
**PRESS PROOF** — Proof made on press using the plates, ink and paper specified for the job. Also called strike off and trial proof.

**PRESS TIME** — (1) Amount of time that one printing job spends on press, including time required for makeready. (2) Time of day at which a printing job goes on press.

**PRICE BREAK** — Quantity at which unit cost of paper or printing drops.

**PRIMARY COLORS** — Primary colors are the basic colors of a color system, which are used to mix all other renderable color tones. The primary colors in printing are cyan, magenta and yellow (black functions only as an auxiliary color for the technical aspects of printing) in the CMYK system, and red, green and blue in the RGB system.

**PRINTER SPREADS** — Mechanicals made so they are imposed for printing, as compared to reader spreads.



**PRINTING** — Any process that transfers to paper or another substrate an image from an original such as a die or plate.

**PRODUCTION RUN** — Press run intended to manufacture products as specified, as compared to makeready.

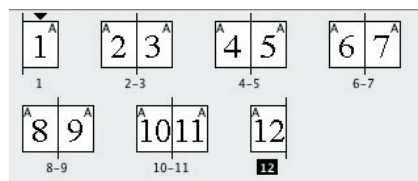
**PROOF** — Test sheet made to reveal errors or flaws, predict results on press and record how a printing job is intended to appear when finished.

**PROOFREADER MARKS** — Standard symbols and abbreviations used to mark up manuscripts and proofs. Also called correction marks.

**QUALITY** — Subjective term relating to expectations by the customer, printer and other professionals associated with a printing job and whether the job meets those expectations.

**RAG PAPER** — Stationery or other forms of stock having a strong percentage content of cotton rags.

**READER SPREAD** — Mechanicals made in two page spreads as readers would see the pages, as compared to printer spread.



**REAM** — 500 sheets of paper.

**RECYCLED PAPER** — New paper made entirely or in part from old paper.

**REPEATABILITY** — Ability of a device, such as an imagesetter, to produce film or plates that yield images in register.

**REVERSE** — Type, graphic or illustration reproduced by printing ink around its outline, thus allowing the underlying color or paper to show through and form the image. The image 'reverses out' of the ink color. Also called knockout and liftout.

**RIGHT READING** — Copy that reads correctly in the language in which it is written. Also describes a photo whose orientation looks like the original scene, as compared to a flopped image.

**RULE** — Line used as a graphic element to separate or organize copy.

**RULEUP** — Map or drawing given by a printer to show how a printing job must be imposed using a specific press and sheet size. Also called press layout, printer's layout and ruleout.

**SCREEN** — Area of image printed with dots so ink coverage is less than 100% & simulates shading or a lighter color.

**SCREEN PRINTING** — Method of printing by using a squeegee to force ink through an assembly of mesh fabric and a stencil.

**SELF COVER** — Usually in the book arena, a publication not having a cover stock. A publication only using text stock throughout.

**SELF MAILER** — A printed item independent of an envelope. A printed item capable of travel in the mailing arena independently.

**SHEETFED PRESS** — Press that prints sheets of paper, as compared to a web press, which prints from rolls.

**SHEET WISE** — When the job is printed with one set of plates, on one side of the paper & on one guide then the other side is printed with another set of plates & using the opposite guide.

**SIZING** — Chemicals mixed with pulp that make paper less able to absorb moisture.

**SLIP SHEETS** — Separate sheets (stock) independent from the original run positioned between the printed run for a variety of reasons.

**SPECIALY PRINTER** — Printer whose equipment, supplies, work flow and marketing is targeted to a particular category of products.

**SPECIFICATIONS** — Complete and precise written description of features of a printing job such as type size and leading, paper grade and quantity, printing or binding method. Abbreviated specs.

- SPOILAGE** — Paper that, due to mistakes or accidents, must be thrown away instead of delivered printed to the customer, as compared to waste.
- SPOT COLOR** — Spot Color is another term used to describe special colors.
- STOCKING PAPER** — Popular sizes, weights and colors of papers available for prompt delivery from a merchant's warehouse.
- STOCK ORDER** — Order for paper that a mill or merchant sends to a printer from inventory at a warehouse, as compared to a mill order.
- SUBSTANCE WEIGHT** — Alternate term for basis weight, usually referring to bond papers. Also called sub weight.
- SUBSTRATE** — Any surface or material on which printing is done.
- SUPERCALENDERED PAPER** — Paper calendered using alternating chrome and fiber rollers to produce a smooth, thin sheet. Abbreviated SC paper.
- TABLOID** — Using a broadsheet as a measure, one half of a broadsheet.
- TAG** — Grade of dense, strong paper used for products such as badges and file folders.
- TEMPLATE** — Concerning a printing project's basic details in regard to its dimensions. A standard layout.
- TEXT WEIGHT** — Grade of paper suitable for books, magazines & general printing needs.
- TRADE SHOP** — Service bureau, printer or bindery working primarily for other graphic arts professionals, not for the general public.
- UNCOATED PAPER** — Paper without an additional protective coating; "untreated" paper.
- UP** — Term to indicate multiple copies of one image printed in one impression on a single sheet. Two up or three up means printing the identical piece twice or three times on each sheet.
- UV COATING** — Liquid applied to a printed sheet, then bonded and cured with ultraviolet light.
- UV INKS** — UV inks are printing inks that are cured with ultraviolet (UV)light. For this purpose, these inks do not contain any volatile substances.
- VELLUM FINISH** — Relatively rough finish on uncoated paper.
- WASTE** — Waste consists first and foremost of pages that are incorrectly printed. But it also applies to all waste paper generated in printshops. For example, damaged paper, trial runs when setting up presses,

packaging materials and innumerable print products and book returns.

**WATERMARK** — Translucent logo in paper created during manufacturing by slight embossing from a dandy roll while paper is still approximately 90 percent water.



**WHITENESS** — Whiteness describes the intensity of white in a paper stock.

**WORK & FLOP** — When printing a job with the same plates, same guide on both sides of the sheet but when flipped using the opposite edge of original gripper side of the sheet.

**WORK & TURN** — When the job is printed with the same plates on both sides of the sheet but using the same gripper side and a different guide.

**WINDOW** — (1) In a printed product, a die-cut hole revealing an image on the sheet behind it. (2) On a mechanical, an area that has been marked for placement of a piece of artwork.

**WIRE SIDE** — Side of the paper that rests against The Fourdrinier wire during papermaking, as compared to felt side.

**WITH THE GRAIN** — Parallel to the grain direction of the paper being used, as compared to against the grain. See also Grain Direction.

**WOVE FINISH** — Paper manufactured without visible wire marks, usually a fine textured paper.

**WRONG READING** — An image that is backwards when compared to the original. Also called flopped and reverse reading.

## Pressroom Terms

**ANTI-OFFSET POWDER** — Fine powder lightly sprayed over the printed surface of coated paper as sheets leave a press. Also called dust, offset powder, powder and spray powder.

**AQUEOUS COATING** — Coating in a water base and applied like ink by a printing press to protect and enhance the printing underneath.

**BACK UP** — (1) To print on the second side of a sheet already printed on one side. (2) To adjust an image on one side of a sheet so that it aligns back-to-back with an image on the other side.

**BLANKET** — Rubber-coated pad, mounted on a cylinder of an offset press, that receives the inked image from the plate and transfers it to the surface to be printed.

**BLANKET CYLINDER** — The blanket clamped around a cylinder is the core element of offset printing. It transfers the printed image from the printing form to the paper.

**BLOCKING** — Sticking together of printed sheets causing damage when the surfaces are separated.

**BOUNCE** — (1) a repeating registration problem in the printing stage of production. (2) Customer unhappy with the results of a printing project and refuses to accept the project.

**CHALKING** — Deterioration of a printed image caused by ink that absorbs into paper too fast or has long exposure to sun, and wind making printed images look dusty. Also called crocking.

**COLOR CONTROL BAR** — Strip of small blocks of color on a proof or press sheet to help evaluate features such as density and dot gain. Also called color bar, color guide and standard offset color bar.

**COLOR DENSITY** — The term color density describes the optical density of areas printed in color. This value is important when monitoring quality in printing processes and can be measured using special instruments (reflected light densitometers).

**COLOR SEQUENCE** — Order in which inks are printed. Also called laydown sequence and rotation.

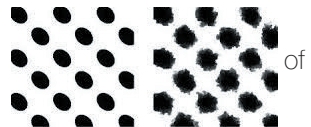
**COLOR SHIFT** — Change in image color resulting from changes in register, ink densities or dot gain during four-color process printing.

**CONDITION** — To keep paper in the pressroom for a few hours or days before printing so that its moisture level and temperature equal that in the pressroom. Also called cure, mature and season.

**DENSITY** — (1) Regarding ink, the relative thickness of a layer of printed ink. (2) Regarding color, the relative ability of a color to absorb light reflected from it or block light passing through it. (3) Regarding paper, the relative tightness or looseness of fibers.

**DAMPENING SYSTEM** — The dampening system of offset presses has the task of drawing a thin film of dampening solution – water with a component of isopropyl alcohol and other additives – over the non-printing areas of the form.

**DOT GAIN** — Dot gain is a term used to describe the growth in the size screen dots during the prepress and press stages.



**DRY TRAP** — To print over dry ink, as compared to wet trap.

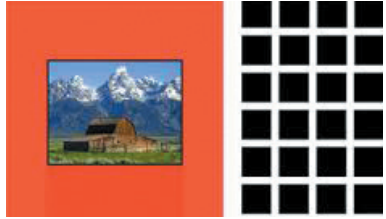
**FEEDING UNIT** — Component of a printing press or bindery machines that moves paper into the register unit.



**FIFTH COLOR** — Ink color used in addition to the four needed by four-color process.

**FORM** — Each side of a signature. Also spelled forme.

**GHOSTING** — (1) Phenomenon of a faint image appearing on a printed sheet where it was not intended to appear. Chemical ghosting refers to the transfer of the faint image from the front of one sheet to the back of another sheet. Mechanical ghosting refers to the faint image appearing as a repeat of an image on the same side of the sheet. (2) Phenomenon of printed image appearing too light because of ink starvation.



**GRIPPERS** — Grippers are the mechanical clamps used to transport the sheets of paper in sheetfed presses.

**GRIPPER EDGE** — Edge of a sheet held by grippers on a sheetfed press, thus going first through the press. Also called feeding edge and leading edge.

**HEAT-SET** — Heat-set inks are printing inks that are essentially dried after the printing process by means of brief heating. This is achieved using hot air at temperatures between 120 and 150 °C. Heat-set inks are used in rotary offset printing.

**HICKEY** — Spot or imperfection in printing, most visible in areas of heavy ink coverage, caused by dirt on the plate or blanket. Also called bulls eye and fish eye.



**IMPRESSION** — (1) Referring to an ink color, one impression equals one press sheet passing once through a printing unit. (2) Referring to speed of a press, one impression equals one press sheet passing once through the press.

**IMPRINT** — To print new copy on a previously printed sheet, such as imprinting an employee's name on business cards. Also called surprint.

**INK FOUNTAIN** — The ink fountain in a printing machine has the task of supplying the block with the designated amount of printing ink.

**INK BALANCE** — Relationship of the densities and dot gains of process inks to each other and to a standard density of neutral gray

**INK HOLDOUT** — Characteristic of paper that prevents it from absorbing ink, thus allowing ink to dry on the surface of the paper. Also called holdout.

**KISS IMPRESSION** — Lightest possible impression that will transfer ink to a substrate.

**KNOCKOUT** — The elimination of part of an image in order that another image can be printed in front.



**MAKE READY** — All activities required to set up a press before production begins.

**METALLIC INK** — Ink containing powdered metal or pigments that simulate metal.

**MOTTLE** — Spotty, uneven ink absorption. Also called sinkage. A mottled image may be called mealy.

**MULTICOLOR PRINTING** — Printing in more than one ink color (but not four-color process). Also called polychrome printing.

**OVERPRINT** — To print one image over a previously printed image, such as printing type over a screen tint. Also called surprint.



**PERFECTING PRESS** — Press capable of printing both sides of the paper during a single pass. Also called duplex press and perfector.

**PICKING** — Phenomenon of ink pulling bits of coating or fiber away from the surface of paper as it travels through the press, thus leaving unprinted spots in the image area.

**PINHOLING** — Small holes (unwanted) in printed areas because of a variety of reasons.

**PLEASING COLOR** — Color that the customer considers satisfactory even though it may not precisely match original samples, scenes or objects.

**PMS** — Abbreviation for Pantone Matching System, a check standard for color reproduction.

**PRESS CHECK** — Event at which makeready sheets from the press are examined before authorizing full production to begin.

**REGISTER** — To place printing properly with regard to the edges of paper and other printing on the same sheet. Such printing is said to be in register.

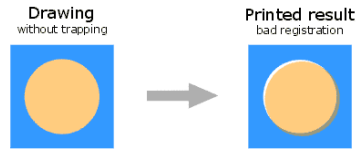
**REGISTER MARKS** — Cross-hair lines on imposed layouts that help keep plates and printing in register. Also called crossmarks and position marks.



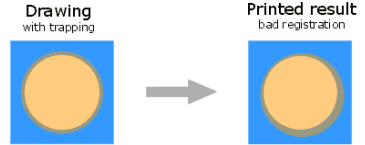
**SATIN FINISH** — Alternate term for dull finish on coated paper.

**SETOFF** — Undesirable transfer of wet ink from the top of one sheet to the underside of another as they lie in the delivery stack of a press. Also called offset.

**TRAP** — To print one ink over another or to print a coating, such as varnish, over an ink. The first liquid traps the second liquid. See also Dry Traps and Wet Traps.



**VARNISH** — Varnish or print varnish is a clear coating that can be processed like an ink in (offset) presses. It has a similar composition to ink, but lacks any color pigment.



**VOC** — Abbreviation for volatile organic compounds, petroleum substances used as the vehicles for many printing inks.

**WASH UP** — To clean ink and fountain solutions from rollers, fountains, screens, and other press components.

## Bindery Terms

**AGAINST THE GRAIN** — At right angles to the grain direction of the paper being used, as compared to with the grain. Also called across the grain and cross grain. See also Grain Direction.

**BIND** — Usually in the book arena, but not exclusively, the joining of leafs or signatures together with either wire, glue or other means.

**BINDERY** — Usually a department within a printing company responsible for collating, folding and trimming various printing projects.

**BURST PERFECT BIND** — To bind by forcing glue into notches along the spines of gathered signatures before affixing a paper cover. Also called burst bind, notch bind and slotted bind.

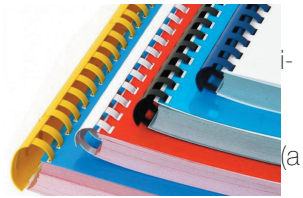
**CASE BIND** — To bind using glue to hold signatures to a case made of binder board covered with fabric, plastic or leather. Also called cloth bind, edition bind, hard bind and hard cover.



**COLLATE** — To organize printed matter in a specific order as requested.

**COLLATING MARKS** — Mostly in the book arena, specific marks on the back of signatures indicating exact position in the collating stage.

**COMB BIND** — To bind by inserting the teeth of a flexible plastic comb through holes punched along the edge of a stack of paper. Also called plastic bind and GBC bind (brand name).



**CREEP** — Phenomenon of middle pages of a folded signature extending slightly beyond outside pages. Also called feathering, outpush, push out and thrust. See also Shingling.

**CROSSOVER** — Type or art that continues from one page of a book or magazine across the gutter to the opposite page. Also called bridge, gutter bleed and gutter jump.



**CUTTING MACHINE** — A machine that cuts stacks of paper to desired sizes. The machine can also be used in scoring or creasing.

**CUTTING DIE** — Usually a custom ordered item to trim specific and unusual sized printing projects.

**DIE** — Device for cutting, scoring, stamping, embossing and debossing.

**DIE CUT** — To cut irregular shapes in paper or paperboard using a die.

**DOG EAR** — A letter fold at the side of one of the creases, an indentation occurs.

**DRILL** — In the printing arena, to drill a hole in a printed matter.

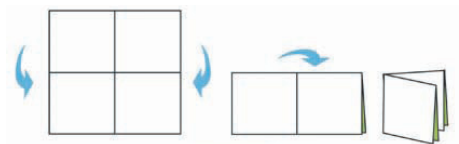
**FLUSH COVER** — Cover trimmed to the same size as inside pages, as compared to overhang cover. Also called cut flush.

**FOLDER** — A bindery machine dedicated to folding printed materials.

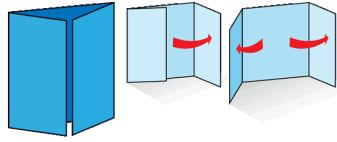
**FOLD MARKS** — With printed matter, markings indicating where a fold is to occur, usually located at the top edges.

**FOLDOUT** — Gatefold sheet bound into a publication, often used for a map or chart. Also called gatefold and pullout.

**FRENCH FOLD** — A printed sheet, printed one side only, folded with two right angle folds to form a four page uncut section.



**GATE FOLD** — A sheet that folds where both sides fold toward the gutter in overlapping layers.



**GATHERED** — Signatures assembled next to each other in the proper sequence for binding, as compared to nested. Also called stacked.

**GRIND EDGE** — Alternate term for binding edge when referring to perfect bound products.

**GRINDOFF** — Approximately 1/8 inch (3 mm) along the spine that is ground off gathered signatures before perfect binding.

**HINGED COVER** — Perfect bound cover scored 1/8 inch (3mm) from the spine so it folds at the hinge instead of along the edge of the spine.

**JOGGER** — A vibration machine with a scoping platform to even-up stacks of printed materials.

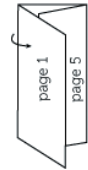
**KISS DIE CUT** — To die cut the top layer, but not the backing layer, of self-adhesive paper. Also called face cut.



**KRAFT PAPER** — Strong paper used for wrapping and to make grocery bags and large envelopes.

**LAY FLAT BIND** — Method of perfect binding that allows a publication to lie fully open. (Also known as Lay Flat Perfect Binding.)

**LETTER FOLD** — Two folds creating three panels that allow a sheet of letterhead to fit a business envelope. Also called barrel fold and wrap around fold.



**MECHANICAL BIND** — To bind using a comb, coil, ring binder, post or any other technique not requiring gluing, sewing or stitching.

**NESTED** — Signatures assembled inside one another in the proper sequence for binding, as compared to gathered. Also called inset.

**PARALLEL FOLD** — Method of folding. Two parallel folds to a sheet will produce 6 panels.

**PERFECT BIND** — To bind sheets that have been ground at the spine and are held to the cover by glue. Also called adhesive bind, cut-back bind, glue bind, paper bind, patent bind, perfecting bind, soft bind and soft cover. See also Burst Perfect Bind.



**PERFORATING** — Taking place on a press or a binder machine, creating a line of small dotted holes for the purpose of tearing off a part of a printed matter (usually straight lines, vertical or horizontal).

**POST BIND** — To bind using a screw and post inserted through a hole in a pile of loose sheets.

**SADDLE STITCH** — To bind by stapling sheets together where they fold at the spine, as compared to side stitch. Also called pamphlet stitch, saddle wire and stitch bind.

**SCORE** — To compress paper along a straight line so it folds more easily and accurately. Also called crease.

**SHINGLING** — Allowance to compensate for creep. Creep is the problem; shingling is the solution. Also called stair stepping and progressive margins.

**SIDE STITCH** — To bind by stapling through sheets along, one edge, as compared to saddle stitch. Also called cleat stitch and side wire.

**SIGNATURE** — Printed sheet folded at least once, possibly many times, to become part of a book, magazine or other publication.

**SPINE** — Back or binding edge of a publication

**SPIRAL BIND** — To bind using a spiral of continuous wire or plastic looped through holes. Also called coil bind.

**TRIM SIZE** — The size of the printed material in its finished stage (e.g., the finished trim size is 5 1/2 x 8 1/2).

