Glossary of common printing terms

• **A-sizes**
  Main series of finished printing trimmed sizes in the ISO international paper size range.
  A0 – 841 x 1189mm
  A1 – 594 x 841mm
  A2 – 420 x 594mm
  A3 – 297 x 420mm
  A4 – 210 x 297mm
  A5 – 148 x 210mm
  A6 – 105 x 148mm
  The UIS printroom can print all sizes up to A0.

• **Acetate**
  A clear plastic overlay used in binding as a cover.

• **Bleed**
  Where an image, colour etc. runs (or ‘bleeds’) off the edge of the page. See accompanying image.

• **Booklet Making**
  A group of pages collated folded, stapled and trimmed to give an A4 or A5 booklet. Pages must be in multiples of 4 (i.e. 8, 12, 16 etc.). Some pages can be left blank if required.

• **CMYK**
  Letters which stand for Cyan, Magenta, Yellow and Black (K). K is used for black to eliminate confusion with blue. Full colour printed images are made up of these component colours.

• **Concertina Folding**
  A paper fold where the page is folded into 3, in a ‘z’ shape, giving a finished size of 99mm x 210mm (to fit into a DL sized envelope).

• **Crop Marks**
  Small lines that show the document edge essential for register and trim.

• **Comb bind**
  To bind by inserting a plastic comb into punched holes.

• **DPI**
  Dots per inch; measure for output resolution of various devices. Our machines have a resolution of 1200dpi.

• **Encapsulation**
  A fully sealed plastic pouch sealed to both surfaces of a sheet to enhance its durability. Also commonly called ‘Lamination’ (see below).

• **Font**
  A set of letters, numbers and symbols that share a unified design. The design is called a typeface.

• **Ganging-up**
  Duplicating the same image on a sheet to optimise paper utilisation.
• **Gate Folding**
  A paper fold where the page is folded into 3 with a back panel and 2 half panels at the front.

• **GSM (grams per square metre, grammage)**
  Unit of measurement used to measure paper weight (and so thickness).

• **Impose or Imposition**
  Arrangement of pages in a sequence, which will read consecutively when the printed sheets are folded or bound.

• **Kerning**
  The distance between characters in a word.

• **Lamination**
  A plastic film pouch bonded by heat and pressure to a printed sheet for protection (see ‘Encapsulation” above).

• **Leading**
  The distance between lines of type, measured in points. A hangover from the days of metal press printing when lead pieces were placed between lines of type.

• **Letter Folding**
  A paper fold where the page is folded into 3, where the pages overlap, giving a finished size of 99mm x 210mm (to fit into a DL sized envelope).

• **Monochrome**
  A page or job that only comprises black & white.

• **NCR**
  NCR stands for 'no carbon required', ideal for hand written invoices, delivery notes or forms when a duplicate is needed (two or three part forms). NCR paper is non-recyclable.

• **Opacity**
  Description of non-transparency in printing papers.

• **Pantone matching system**
  A registered trade name, a system of colour matching used in computer software, paper and inks.

• **Ream**
  500 sheets of paper of the same size, quality and grammage.

• **RIP (raster image processor)**
  A computer used to create an electronic bitmap for actual output.

• **Sans Serif**
  Term used to classify a wide range of typefaces which are devoid of finishing strokes.

• **Score**
  A crease made in paper or card so that folding will not damage it. Often added to card covers prior to booklet making.

• **Serif**
  Term used to classify a wide range of typefaces which have short strokes at the ends of stems, arms and tails.
• **Single Folding**  
  A single fold in the middle of the paper, which gives 4 sides.

• **Unibind**  
  Thermal binding system. A rigid metal spine with acrylic glue and clear plastic covers included.

• **Wire bind**  
  A book bound with wires in spiral form inserted through holes punched along the binding.