

# 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.