



ACCORDION FOLD

> A binding term for two or more parallel folds that open like an accordion. Brochures and maps often use accordion folds.

ACETATE

> A high quality, transparent sheet of plastic commonly as a layer in multi-layer artwork or composition. Acetate is also used for overhead transparency printing.

A SIZES

> Series of trimmed sizes in the ISO international paper size range.

ADHESIVE BINDING

> Style of binding where the leaves of a book are held in position at the spine by glue or synthetic adhesive. Also called 'limp', 'perfect' or 'thermoplastic' binding.

ALKALINE PAPER

> A stable, acid free paper used for products that must resist deterioration and preserve their images for as long as possible. Archival photographs, high-quality books, and fine art prints are made on alkaline paper.

ANAP-COLOUR

> Colour matching system commonly used in the production of newspaper and magazine applications.

ANTIQUÉ

> A rough uncalendered paper being light in weight with bulk. Normally used for book printing.

ANTI SET-OFF SPRAY

> A powder which is sprayed over the printed sheets during the printing process which keeps the sheets separated and reduces set-off.

ART

> Paper which has received a coating of china clay. The coating may be matt or gloss.

AUTHOR'S CORRECTIONS

> Corrections to proofs, made by the author, that alter the original copy. The costs of making such alterations are usually charged in contrast to the printers' errors or house corrections.

AUTOMATIC IMAGE REPLACEMENT

> A process by which high-resolution image files are automatically substituted for low-resolution placeholders at output time.

B SIZES

> Series of trimmed sizes in the ISO international paper size range.

BACKING-UP

> Printing the reverse side of a sheet of paper, to which one side has previously been printed.

BANK

> A lightweight or typewriting paper, white or tinted, made in a range of weights from 45gsm to 60 gsm.

BANDING

> A visible stair-stepping of shades in a gradient.

BINDER'S CREEP

> The tendency of pages toward the middle of a signature or of a saddle-stitched book to creep outward.

BINDING

> The method of holding together the signatures of a book. The process of binding.

BIT

> The smallest unit of information in a computer (Binary Digit).

BITMAP

> Image composed of individually-referenced dots. All continuous-tone images (paintings, photographs) are measured, manipulated and stored in this way.

BITMAPPED

> An image formed of a rectangular grid of Pixels.



BLANKET/BLANKET CYLINDER

> The blanket is a fabric coated with a rubber or synthetic coating which is wrapped around the blanket cylinder. The print image is transferred on this blanket from the printing plate to the paper.

BLEED

> The allowance on a drawing or printing plate which extends the plate beyond the trimmed or finished size to ensure a clean cut-off. Usually 3mm.

BLEEDING

> A colour value from one pixel unintentionally appearing in adjacent pixels.

BLEED ALLOWANCE

> The amount by which a bleed colour or image must extend beyond the specified trim in order to allow for variances in cutting and folding.

BLOCK

> A half tone, line or duplicate printing plate.

BOND

> A writing or typewriting paper, similar to bank paper, but heavier, and usually supplied in 60 gsm and over.

BROADSHEET

> Any sheet in its basic size - not folded or cut.

BUCKLE FOLD

> Fold formed when the front edge of a moving sheet of paper is stopped by a plate, allowing it to buckle at a predetermined point.

C SIZES

> Series of trimmed sizes in the ISO international paper size range.

CAD

> Computer-aided design.

CALENDAR

> A roller or series of rollers used in the finishing operation of paper manufacture. The pressure exerted contributes to the finish and smoothness of the paper.

CALIBRATION

> A method of adjusting scanners, video monitors and output devices to a defined standard so that each represents colours accurately and predictably.

CALIBRATION BARS

> On a negative, proof or printed piece, a strip of tones used to check printing quality.

CALLIPER

> The thickness of a material.

CAPS

> Abbreviation for 'capital letters'.

CARTRIDGE

> A tough, opaque paper of a cream shade and often with a rough surface.

CASE BINDING

> The binding of printed books, which may include leather cloth or other covering materials. The finished book is usually stiff as opposed to limp see 'adhesive binding'.

CHANNEL

> A single layer of information in an electronic graphics file. In a CMYK file, channels may represent the information for each of the printing plates.

CHIPBOARD

> A cheap board made from mechanical wood and waste materials. It is used unlined for case binding, rigid boxes, backs of pads, showcards etc. and with a white lining paper for cartons and display material.

CMYK

> An abbreviation for cyan, magenta, yellow, and black, the four colours used in process-colour printing.



COARSE SCREEN

> A half-tone screen used in preparing illustrations for newsprint and other less demanding work.

COATED

> Paper which has received a coating on one or both sides. Art papers and board are coated. Other coated papers include cast-coated or high gloss paper; brush coated;chromo papers etc.

COLLATE

> To put sections or pagination of the sections of a book in the correct sequence so that they are in the correct sequence for binding.

COLOUR CAST

> An unwanted dominant colour present in the original image or in its reproduction.

COLOUR CONTROL BAR

> A coloured strip in various densities located on the back edge of the sheet, which enables printers and platemakers to check print quality and density.

COLOUR CONTROL STRIP

> An image included on a press sheet to indicate printing conditions.

COLOUR CORRECTION

> The process of adjusting an image to compensate for scanner deficiencies or for the characteristics of the output device.

COLOUR GAMUT

> The range of colours that can be reproduced using a certain process. For example, the colour gamut of an RGB monitor is much broader than that of CMYK inks on paper.

COLOUR MANAGEMENT SYSTEM (CMS)

> A software system used to ensure colour consistency among different input and output devices so that printed results match originals.

COLOUR PICKER

> A utility for specifying colours on the monitor.

COLOUR PROOF

> A representation of what the final printed composition will look like. The resolution and quality of different types of colour proofs can vary greatly.

COLOUR SEPARATION

> The division of an image into four separate colours for printing. Each colour is represented on a piece of film as lines of dots at specific angles. When overlaid, the dots on each level form tiny rosette patterns that simulate shades of colour when seen at a distance.

COLOUR SUPPLEMENTATION

> Four colour printing but with one of the standard CMYK inks replaced with a Pantone/Special colour - say yellow for instance to enable establishments to match corporate colours exactly without the cost of a fifth working.

COMBINATION LINE & HALFTONE WORK

> Line and tone (eg words and pictures) together on one printing plate.

CONCERTINA FOLD

> Paper folded in consecutive opposite directions.

CONTRACT PROOF

> A proof supplied to a printer to document the colour results expected on press.

CONTINUOUS STATIONERY

> A web of paper with sprockets down the side. This is often fan folded and perforated after printing so that the finished sheets can be personalised on a sprocket fed laser printer.

CONVERTIBLE PERFECTOR

> A press which can print (perfect) either a single colour on both sides or two colours one side.

COPY

> Any material furnished by the customer (typescript, photographs, drawings etc.) to be used in the production of printed matter.



CREASE

> To mechanically press a rule into a heavy paper or board to facilitate accurate folding without cracking.

CRISTALRASTER

> A stochastic or frequency modulation screening technology available on PostScript RIPs from Agfa.

CROP MARKS

> Lines that indicate the boundary of camera ready artwork. These marks are used to trim the page to its desired size after printing.

CROSSOVER

> A colour or image that crosses the gutter of a spread in a finished book.

CROSS FOLDS

> Two folds at right angles to each other.

CTP

> (Computer to Plate) Digital information sent directly to printing plate from the computer via a RIP as opposed to computer to film.

CUSTOM COLOUR

> An ink colour that is premixed to match a specified hue. Custom colours are generally used to reproduce colours that are not possible to match using the four-colour process, as spot colours in two or three colour jobs, or as additional colours in duotones and tritones. Some vendors of custom colour systems include Pantone, TruMatch, FocolTone, and Toyo.

CUT OFF

> The maximum size of an image produced by a web press. The dimension is determined by the circumference of the printing cylinder.

CUT OUT

> An irregularly shaped illustration or silhouette.

CYLINDER PRESS

> A press on which the type forme is flat but the printing action is made against a revolving cylinder.

DIE CUT

> A shaped cut, such as the window in an envelope.

DENSITOMETER

> A device sensitive to the amount of light transmitted or reflected by paper or film. It is used to check the accuracy, quality, and consistency of output.

DENSITY

> The degree of opacity of a photographic image on paper or film.

DEVICE PROFILE

> A file, used with a colour management system, that describes the colour characteristics of a properly calibrated input or output device.

DISPLAY MATTER

> Type boldly displayed as on title pages and headings, as distinct from solid text or body matter.

DISPLAY SIZES

> Sizes of type usually larger than 14 point and for display matter.

DISTRIBUTING ROLLERS

> The rollers on a printing machine which transfer the ink evenly from a duct to the plate.

DOT GAIN

> The amount by which a halftone dot grows between the film, the plate, and the press sheet. An inevitable part of the printing process.

DPI

> (Dots Per Inch) A measure of the output resolution produced by printers, imagesetters or monitors.

DOUBLE COATED

> A better quality coated paper which has two coatings on each side.

DRAWN-ON COVER

> A lightweight cover board which is attached to the sewn book by gluing at the spine.



DUCT

> The ink reservoir on the press which supplies the inking rollers.

DUMMY

> An unprinted sample of a proposed job made-up with the actual materials and cut to the correct size to show bulk, style of binding, etc.

DUOTONE

> Two colour half-tone made from monochrome original, the second colour being used as a tint.

DYE SUBLIMATION PRINTER

> A type of digital colour printer that creates continuous-tone, glossy images by heating CMYK dyes until they turn to gas (sublimate).

ELECTRONIC ENGRAVING

> The mechanical removal of the non-image areas by a stylus controlled by a light-sensitive cell scanning an original photograph or drawing.

EMBOSSING

> The process of obtaining a raised image on paper or board. This is usually achieved by producing a male and female block and passing the paper between the two surfaces under pressure. Where there is no printed image, the process is called 'blind embossing'.

EMULSION

> The coating of light-sensitive material on a piece of film.

EMULSION DOWN

> This specifies a readable film image with the emulsion side facing away from the viewer. The printer usually decides whether emulsion should be up or down.

ENDPAPERS

> Lining sheets used at each end of a book, used to fasten the end sections to a case bound cover.

EPS

> (Encapsulated PostScript) A file format used to transfer PostScript image information from one program to another. The file includes PostScript code plus a low-resolution (PICT) representation of the image.

FAN FOLD

> A fold giving the same effect as a fan - a left hand fold followed by a right hand fold and then repeated. Also known as a Concertina Fold.

FINISHING

> A general term describing the processes, (such as scoring, folding, die-cutting, and embossing) that printed work goes through between the press and shipping.

FLATBED SCANNER

> A scanner in which the original is placed on top of a glass plate, past which a light source and a CCD sampling device is passed. Recent advances in technology have dramatically increased flatbed scan quality.

FLEXOGRAPHY

> A letterpress type printing process which uses a rubber or plastic plate.

FOLDING DUMMY

> A folded sheet supplied by the printer to demonstrate imposition requirements.

FOLIO

> The page number.

FONT

> A typeface.

FONTS

> In electronic publishing, the data files that supply the graphic information used to create a certain type style on the screen and for output.

FOREEDGE

> The edge of a book furthest from the spine.

Glossary of Terms



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FORME

> Type and printing material locked up in a metal chase ready for printing or duplicate moulding.

FOUR-COLOUR (MACHINE)

> A printing machine which prints one side of a sheet in four colours as it passes through.

FOUR-COLOUR PROCESS

> Colour printing by means of the three primary colours - yellow, magenta, cyan plus black superimposed; the colours having been separated by electronic scanning or photographically using colour filters.

FOUR-COLOUR PROCESS INKS

> Inks used for four-colour process printing, ie yellow, magenta, cyan and black.

FREQUENCY MODULATED SCREENING

> See Stochastic screening.

GSM (or g/m²)

> Abbreviation of grams per square metre. A method of indicating or measuring the substance of a sheet of paper on the basis of weight in grams per square metre.

GATEFOLD

> A fold which turns in on itself from both edges to the centre.

GATHERING

> To place in their correct order the sections to make up a book or leaves of a multipart set.

GIF

> (Graphics Interchange Format) An electronic image format widely used for electronically published images. Pronounced jiff.

GIGABYTE

> (Gb) A unit of measure equal to 1024 megabytes (Mb).of data.

GRADATION

> A smooth transition between shades.

GRAIN

> The extent to which an overall granulated pattern appears in a photograph, due to chemical and physical characteristics of the film, paper, or development process.

GREYSCALE

> The perceptible degrees of black below 100% coverage, usually 256 different shades. Grayscale monitors display distinct gray tones and one-bit black and white, and usually offer sharper images than colour screens.

GRAINING

> In lithography, the mechanical roughening of the surface of a litho plate to retain water. In printing the treatment of paper or board to give a linen, leather or other texture to the surface.

GRAVURE

> Full name Rotogravure, a printing process which uses a metal plate etched with a negative image in the form of diamond shaped cells.

GRIP

> The area at the front edge of the sheet which must be left unprinted to allow the machine to pull the sheet through.

HALF SHEET WORK

> (see work and turn).

HALF-TONE

> A method used in printing to create the effect of continuous tones by varying the size or density of dots. See also lpi and screen angles.

HALFTONE SCREEN

> A pattern of dots of different sizes used to simulate a continuous tone photograph, either in colour or black and white.

HARD DOT

> A dot in a halftone screen that has smooth, crisp edges.

HIGHLIGHT

> The whitest part of a half-tone when printed.



HIGHLIGHTS

> The lightest part of an image, usually white and nearly white portions.

HICKEY

> In printing, a spot on the press sheet caused by dirt on the substrate or press blanket.

HOUSE CORRECTIONS

> Corrections to proofs, other than those made by the author.

ICON

> Within the Finder, small on-screen picture representing an application, file or volume.

IMAGE-PROCESSING

> Photo-retouching.

IMITATION ART

> A printing paper heavily loaded with china clay and highly finished, but cheaper than art paper.

IMPACT PRINT

> A personalisation method using a print head and ink ribbon, similar to an old fashioned typewriter. Now largely superseded by ink jet and laser.

IMPOSITION

> The process of arranging the film for the pages of a book into the correct order for platemaking.

IMPOSE

> To plan film of pages etc. into the correct position prior to litho platemaking.

IMPOSITION SCHEMES

> Plans for the arrangement of the pages of a book so that they will follow in correct sequence when folded.

IMPOSITION LAYOUT

> A list or marked-up sheet showing the order that pages should be imposed on each film flat for a job.

IMPRESSION

> The pressure of the plates and type in contact with the paper at the moment of printing.

INDENTED

> A line of type set over to the right of the normal margin used for quotations or sub-headings.

INK COVERAGE

> The total percentage of inks at a certain point on a printed piece. Ink coverage that is too heavy may impede proper ink trapping and drying. UCR or GCR may be used to reduce ink coverage in four-colour printing.

INK JET PRINTER

> A digital printing method that creates black and white or colour images by spraying microscopic dots of ink on the page. Quality can range from fairly low to extremely high, depending on the process and device used.

INSERTS

> Extra printed pages inserted into printed pieces.

INKJET/BUBBLEJET

> Modern printer technology that works by spraying tiny particles of ink.

INK JET PRINTING

> A printing process that uses a jet of ink droplets deflected on to the paper to form images. Mostly used for personalisation, where it is quicker and cheaper than laser, although not such high quality.

INLINE FINISHING

> Where the product is made continuously from web, through the printing press and finishing line in one operation.

INSERT

> Paper or card inserted between the leaves of a book or brochure and not secured in any way.

INSETTING

> The insertion of one printed section inside another prior to binding.



INTAGLIO

> Any printing process from a recessed image.

INTERLEAVING

> The placing of sheets of paper between printed sheets as they come from the machine to prevent set-off.

INTERNATIONAL PAPER SIZES

> These are based on a rectangle whose sides are in the ratio of 1 to the square root of 2. AO is trimmed and measures 841 x 1189mm, RAO is untrimmed and measures 860 x 1220mm and SRAO (for work which bleeds) measures 900 x 1280mm.

JUSTIFICATION

> The even and equal spacing of words to a predetermined measure.

JPEG

> (Joint Photographics Experts Group) Refers to a set of standards developed by this group for compressing digitised images.

KEY LINES

> Lines on drawings to indicate to the process worker areas for tint-laying, painting up, etc.

KILOBYTE

> (K, KB) 1024 bytes of digital information. Abbreviated and referred to as K.

KNIFE FOLD

> A fold created by a blunt straight edge plunging down into the middle of a flat sheet.

KNOCKOUT

> A shape or object printed by eliminating (knocking out) all background colours. Contrast to overprinting.

KNOCKING UP

> To make the edge of a pile of paper straight and regular or flush

LAI

> A fine quality paper in which the smooth wove surface is replaced by a series of translucent lines about 1 mm apart crossed at 90 degrees by lines 25mm apart. These are created by a wire roller, called a Dandy Roll, on the papermaking machine.

LAMINATING

> The application of transparent plastic film, usually with a high gloss finish, to the surface of a printed sheet to enhance its appearance and to protect the surface of the paper or board.

LANDSCAPE

> Oblong leaf, folded printed sheet, or book, having its long sides at head and foot. The opposite is called 'portrait'.

LASER

> Highest-quality non-impact printer technology.

LASER PRINTING

> A type of digital print in which toner is heat-fused onto plain paper.

LASER PROOF

> A proof created on a desktop laser printer.

LAY

> The position of print on a sheet of paper. Lays (front and side) the guides to which paper is fed before being printed or folded. Lay edges - the edges of a sheet which are laid against the front and side lays.

LAY-FLAT BINDING

> A binding method that uses a two-part spine so the bound book lays flat when open.

LEAF

> Single sheet of paper on which can be printed two pages.

LETTERPRESS

> The original printing process where a raised image is used to transfer ink to the paper by direct contact under pressure.

Glossary of Terms



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LETTER SPACING

> The fine spacing between characters in a word of caps to give optical balance or improve legibility.

LINE GLUEING

> A continuous strip of glue applied from a narrow nozzle.

LINEN FINISH

> A finish impressed on paper to make the surface resemble linen, usually produced by passing the web between engraved cylinders. Other patterns can be given to paper by embossing, eg coral, eggshell etc.

LINOTYPE

> A mechanical typesetter which casts characters in one line as a slug.

LITHOGRAPHIC PRINTING

> A process in which the printing and non printing areas are on the same plane, and the paper makes contact with the whole surface. The printing part is treated to receive and transmit ink to the paper, the non printing surface is treated to attract water, thus rejecting ink from the ink roller.

LONG GRAIN

> Paper fibres tend to align themselves in the Machine Direction. Long grain follows the long edge of the sheet.

LOWER CASE

> Small letters of the alphabet as distinct from capitals (Caps).

LPI

> (Lines Per Inch) A measure of the frequency of a halftone screen (usually ranging from 55-200). Originally, halftones were made by placing an etched glass plate over an image and exposing it to produce dots. LPI refers to the frequency of the horizontal and vertical lines.

MACHINE DIRECTION

> The length of the paper web and the direction in which the cellulose fibres tend to lie due to the motion of the papermaking machine. The sheet is stronger in the machine direction.

MACHINE COATED

> Paper coated on the papermaking machine.

MACHINE OR MILL FINISHED

> Finished on the machine, but not supercalendered.

MAKE-READY

> The operations involved in preparing a printing machine to run.

MAKE-UP

> The assembly of type and plates into pages.

MASK

> The inactive area of a bitmapped image that will not respond to the changes.

MATT ART

> An art paper with a flat as opposed to a gloss finish.

MEASURE

> Width of type area in 12pt ems (picas).

MECHANICAL PAPER

> Any paper containing a proportion of mechanical wood pulp, sometimes specified as 'part mechanical'.

MECHANICAL WOOD PULP

> Produced by grinding wood mechanically; used in cheap papers, such as newsprint, and combined with larger proportions of chemical wood pulp for better qualities

MEGABYTE

> (MB) A unit of measure of stored data corresponding to 1,024 kilobytes, or 1,048,576 bytes of digital information.

MONOCHROME

> An original in one colour only.



MIDTONES

> The colours or gray tones in an image that lie between the brightest and darkest shades (highlights and shadows). Tonal values that are midway between highlight and shadow (a 50% black, or level 128 in 24-bit colour).

MOIRÉ

> An undesirable artifact produced in printing when halftone screen patterns become visible. Often caused by misaligned screens. Moiré can often be avoided by changing screen angles or using stochastic screening.

MONITOR CALIBRATION

> The process of correcting the colour rendition settings of a monitor to match selected colours of printed output.

MONOCHROME

> A black and white display with no gray tones.

MOTTLING

> Uneven ink coverage in solid areas of a press sheet. Usually caused by improper ink and water balance.

NATIVE FILE FORMAT

> Native file formats are created by software vendors to provide faster, more efficient processing or access to special, proprietary tools and features.

NUBUS

> Type of fast internal interface.

OFFPRESS PROOF

> A prepress proof that simulates the printing process, not on a printing press.

OFFSET LITHOGRAPHY

> The most common method of printing, in which the image is transferred from a reverse-reading plate to a positive-reading blanket, and from there to the substrate.

OFFSET PRINTING

> The lithographic method of printing by which the ink is first transferred (or offset) from the plate to a blanket and then transferred to the paper or board.

OPTICAL CHARACTER RECOGNITION

> (OCR) Method of scanning type and intelligently recognising it as text.

OPTICAL

> Type of storage technology based on lasers.

OPTICAL RESOLUTION

> The number of pixels per inch (ppi) in a scanned image that can be created by direct samples. In some scanners, an effective resolution greater than the optical resolution is produced by creating extra pixels through interpolation.

ORIGINAL

> Artwork or photography used to create reproductions that eventually will be printed.

OUTPUT

> Processed optical or electronic data transferred to another device such as a secondary storage unit, a laser printer, an electronic manipulation station, or an analog or digital proofing device.

OVERLAY

> In printing, a mechanical or hand cut sheet used on the machine cylinder to reduce or increase local pressure at the point of printing contact.

OVERPRINTING

> Printing over areas already printed. Contrast to knockout.

OVER-RUN

> Type matter which does not fit the design and requires a reduction in the number of words, or reduction in word or letter spacing.

OVERS

> The quantity produced of a printed job above that which was ordered. A percentage of overs can usually be charged by the printers



PANTONE COLOUR MATCHING SYSTEM

> A proprietary system that supplies colour swatches for designers and matching inks for printers, used to define and print specific colours. The industry standard for non-process colour.

PART MECHANICAL PAPERS

> Paper made from a combination of chemical and mechanical wood pulp often having a creamy appearance.

PATTERN GLUE

> A glue laid down by a plate, so that the glue follows a given shape or is kept clear of certain areas.

PATTERN PERFORATING

> A perforation in other than a simple straight line. Often produced in a similar way to a die cut, except no paper is removed.

PERFECT BINDING

> A binding method where the binding edge of a book or magazine is ground down and coated with a fast drying glue. Then a flexible cover is attached, creating a squared-off backbone.

PERFECTING

> Printing both sides of a sheet on one pass through the machine, or printing the second side of a sheet;- backing-up.

PERFORATING AT PRESS

> To perforate a job on the printing machine by means of a perforating rule.

PERFORATION

> A line of cuts or punches which allows paper to be torn off easily - for instance, to remove a reply card.

PIGMENT

> Particles that absorb and reflect light and appear coloured to our eyes. The substance that gives ink its colour.

PIXEL

> (Picture Element) The smallest distinct unit of a bitmapped image displayed on a screen.

PLATE

> The metal (usually aluminium), plastic or paper plate carries the printing image on a litho press. This is brought into contact with the ink which is transferred by means of a blanket cylinder to the paper or board.

PLATE CYLINDER

> The cylindrical surface on a rotary printing press which carries the plate.

PMS

> (Pantone Matching System) A commonly used system for identifying specific ink colours.

POINT

> A typographic standard measure based on the pica (4.23mm) to which other measurements are related. In measuring type, 1 points is 1/12 of a pica or 1/72 of an inch. In other words, there are 12 points to a pica and 72 points to an inch.

PORTABLE DOCUMENT FORMAT

> Formats that allow any document to be saved, opened and viewed without the original application used to create the file. One example is Adobe Acrobat.

PPI

> (Pixels Per Inch) A measure of the resolution of scanned images. The finer the optics of the scanner, the higher the scan resolution.

PREPRESS

> A collective term for the steps taken to prepare original artwork for printing. More and more, these steps are being carried out by computerised systems.

PRESS PROOF

> A proof run on a press, using the printing inks and substrate for the actual job.

PRIMARY COLOURS

> In printing, yellow, magenta and cyan. In light red, green and blue.



PROCESS COLOURS

> The four colours (cyan, magenta, yellow and black) that are combined to print a wide range of colours. When blended, these reproduce only a small portion of all the colours found in nature, but they can reproduce the widest range with the fewest inks when printing. See also CMYK.

PROCESS PLATES

> A set of printing plates made in half-tone to produce a wide range of colours and shades. Usually three or four colour process, yellow, magenta, cyan and black.

PROOF

> A reasonably accurate sample of how a finished piece is intended to look. Proofs can be in black and white or colour.

REGISTER MARKS

> Marks placed on the artwork to assist the planners and machine minders to print the image in the correct position.

REGISTRATION MARKS

> Small cross-hairs on film used in the alignment of negatives.

REGISTRATION

> The alignment of different films or printing plates to produce one printed image.

REPROGRAPHICS

> Known as Repro, the process of producing four colour separations from artwork so that plates can be made.

RESOLUTION

> Resolution is a measure of the clarity, sharpness and fine detail that a camera, scanner or output device can record. Image resolution, sometimes called scan resolution, scan rate or sampling rate, defines the maximum size of reproductions. Input device resolutions are expressed as pixels per inch (ppi) values, but output device resolutions may be expressed as ppi, dots per inch (dpi), or lines per inch (lpi) values.

REVERSED TYPE

> Type set in a reverse field, such as white type on a black background.

RGB

> Red, Green and Blue. A colour model used for scanners, computer monitors, and other light-based media, based on red, green, and blue as the primary colours.

RIP

> (Raster Image Processor) Part of an output device that rasterizes information so that it may be imaged onto film or paper.

ROLL FOLD

> A method of folding where the paper is wrapped around itself at each fold.

ROSETTE

> The pattern created when all four colour halftone screens are placed at the traditional angles.

SADDLE (WIRE) STITCHING

> To stitch with wire through the back of folded work in order to produce a booklet.

SATURATION

> Measure of how vivid a colour is.

SCANNER

> An electronic device which scans across the surface of artwork or transparencies producing continuous tone or screened half-tone file in black and white, or more usually in separated colours.

SCANNING

> A process by which original art is translated into digital information that can be manipulated and output via computer. See also flatbed scanner and drum scanner.

SCORE

> To partially cut with a rule or wheel heavy paper or board to facilitate folding.

SCREEN PROCESS PRINTING

> A method of printing, which forces the ink through a stencil supported by a fine mesh fabric or metal screen.



SCREEN ANGLES

> The angles used to offset the different films in process colour separations. Proper screen angles are critical to minimise moiré patterns.

SCREEN FREQUENCY

> The number of lines of dots per inch on a halftone.

SCREEN RULING

> The number of lines of dots per inch on a traditional halftone screen.

SECTION

> A folded sheet of paper which will make up part of a book or booklet. Books are usually printed in 4, 8, 16, 32 and 64 page sections.

SELF-COVER

> A cover of the same material as the inside sheets.

SEPARATIONS

> A set of films in which each piece contains the image information for one printing plate.

SET-OFF

> The marking of a sheet by the transfer of ink from the sheet lying next to it, can be avoided by the use of anti set-off spray.

SHEETWORK

> Printing on one side of a sheet from one plate or set of plates and printing on reverse with another plate.

SHEET-FED PRESS

> A printing press that used precut sheets of paper rather than a continuous roll.

SHORT GRAIN

> The direction of the paper fibres along the short edge of the sheet.

SIDE STITCH

> To secure sheets by wire stitching from front to back to the margin.

SIGNATURE

> A folded section of a book to become part of a publication. Signatures always contain pages in increments of four, such as 4, 8, 12, 16, 24 or 32 pages.

SLUG

> A complete line of type cast in one piece.

SMALL OFFSET

> Presses below A2 in size - usually A3 or A4.

SOFT DOT

> A halftone dot that exhibits a fringe or halo when viewed through a loupe, often caused by low-resolution imagesetting. This interferes with density readings and distorts the appearance of gradations.

SOFT PROOF

> The depiction of a digital image on a computer monitor for checking colours.

SPECIAL COLOURS

> Any non-standard colour (for instance gold or silver) used on a 5 or 6 colour press in addition to the 4 process colours.

SPOILAGE

> The cost of unprofitable materials and labour which cannot be charged to a specific customer.

SPOT GLUING

> Applying a spot of glue to attach one piece of material lightly to another, so that it can easily be detached by the recipient.

SPOT COLOUR

> Colour printed with a custom ink, rather than with a process colour combination.

SPOT VARNISH

> A varnish applied only to parts of a page, usually to emphasise particular elements.

SPREADSHEET

> Program with financial and numerical uses.



STABBING

> To stitch gathered work with wire at the binding edge.

STAB STITCH

> As for side stitch but using two wire staples, one from either side.

STEREO

> A duplicate printing plate made in plastic, rubber or metal from a mould taken from an original plate or forme.

STITCH

> To sew or staple together with thread or wire the sections of a book or booklet.

STOCHASTIC SCREENING

> An alternative to conventional screening that separates an image into very fine, randomly placed microdots, rather than a grid of geometrically aligned halftone cells. A method of creating digital halftones in which photo-realistic images are created using uniformly sized dots distributed in various densities. Stochastic screening eliminates moiré patterns, allows greater detail reproduction and ink densities, and is an essential component of HiFi Colour printing. Also called frequency-modulated screening.

SUBSTRATE

> The paper or other material onto which an image is printed.

SYSTEM PALETTE

> The collection of 256 colours of the colour look-up table built into a computer's operating system, to be used for display on an 8-bit monitor.

TACK

> The stickiness of an ink. Tack is the relative measurement of the cohesion of an ink film which is responsible for its resistance to splitting between two rapidly separating surfaces.

THREE-COLOUR PROCESS

> Colour printing by means of three primary colours (yellow, magenta, cyan), superimposed; the colours having been separated by electronic scanning or photographically using colour filters. Four colour printing with the addition of black is more common.

TICK MARKS

> Small marks printed at the edge of the image area to enable accurate trimming of the finished sheet.

TIFF

> (Tagged image file format) A File format for exchanging bitmapped images between applications.

THERMAL DYE SUBLIMATION

> Also called thermal dye diffusion transfer, or D2T2. Digital proofing technology that vapourises solid process pigments either a heated print head or a laser beam and floats them onto a special stock where they become solid again.

TONAL RANGE

> The maximum range of tones that is visible in any original image or a reproduction. See density range and dynamic range.

TRANSPARENCY

> A full colour photographic positive for viewing by transmitted light.

TRAPPING

> The preparations of film separations so that adjoining colours overlap slightly to avoid gaps between colours in the case of slight misregistration on press. A Pre-press technique which allows for variations in registration during the press run by spreading or/and choking colours.

TRIM

> The finished size of a printed piece.

TRIM AREAS

> The area or amount of paper removed by cutting to the tick marks.

Glossary of Terms



Spin Print
Management

TYPE HEIGHT

> The distance from the foot of a type character to the printing surface. The Anglo-American standard being 23.317mm.

TWO-COLOUR MACHINE

> A printing machine which prints one side of the sheet in two colours as it passed through the machine.

UNCOATED PAPER

> Paper that has not had a final coating applied for smoothness. Uncoated paper is absorbent and soft in appearance.

UNDERLAY

> Paper or card placed under the mounting base of a printing plate to bring the plate up to type height.

UPPER CASE

> A name for capital letters (Caps).

VALUE

> A measure of the lightness or darkness of a hue. The less white in a colour, the greater its value.

VARNISH

> A transparent coating added to printed material to enhance colour or improve durability.

VARNISHING

> To apply oil, synthetic, spirit, cellulose or water based varnish to printed matter.

VIGNETTE

> A half-tone with the background gradually fading away and blending into the surface of the paper.

VISCOSITY

> Thickness or thinness of a fluid as measured by its resistance to flow. Ink viscosity is adjusted to maintain a proper flow through the ink train of a press and on to the paper.

VISIBLE SPECTRUM

> That portion of the electromagnetic spectrum to which the human eye is sensitive.

WEB

> Paper is wound onto a roll or 'web' at the final process in the manufacturing of paper.

WEB OFFSET

> Web or reel-fed offset litho printing, offset litho printing is where the web, or reel is driven directly into the printing machine. The process lends itself to longer print runs than sheet fed litho printing.

WEB PRESS

> A printing press that uses paper in webs (rolls), rather than sheets. Web presses generally work at higher speeds than sheet-fed presses and may include in-line folding and other finishing equipment.

WOOD-FREE PAPER

> Paper made from chemical wood pulp and containing no mechanical wood pulp. CHEMICAL WOOD PULP (Sulphite or sulphate) - pulp prepared from chipped wood which is treated with chemicals to remove non-cellulose material; used in better grades of wood pulp papers.

WORK AND TUMBLE

> When a sheet is printed on one side and turned over on its shorter length and printed on the reverse by gripping on the other long edge.

WORK AND TURN

> When a job is printed in its entirety on first one side then the other side of sheet by using the same gripper edge. The sheet would then be split to produce two (or more) of the same job from that sheet. The advantage of this kind of working is the saving in plate changes.

WYSIWYG

> Pronunciation WIZ-E-WIG, means What You See Is What You Get, literally that you see on the screen what will be produced by the output device.