

# Thomson Reuters

## Core Publishing Solutions/Industry-Wide

### Book Manufacturing Terminology

<b>A</b>	Adhesive	A hot-melt or cold-set glue used in book binding.
	Adhesive Binding	Generic term for book binding, which uses adhesives along the backbone edges of assembled printed sheets. The book or magazine cover is applied directly on top of the tacky adhesive. Examples are perfect-bound and burst-bound.
	Adobe Acrobat	A program or suite of programs from Adobe Systems, Inc. which creates, edits, and manipulates PDF files that can be viewed on any computer system that has PDF-reading software (such as the Adobe Acrobat Reader). PDF documents are often referred to as Adobe Acrobat files, even if a different program was used to generate the file.
	Against the Grain	Folding or feeding paper at right angles to the grain of the paper; also called cross grain.
	Anti-Aliasing	Smoothing or blending the transition of pixels in an image. Anti-aliasing the edges on a graphic image makes the edges appear smooth, not “jagged” or bit-mapped.
	Anti-offset Powder	Finely powdered starch sprayed on the printed surface of coated paper as sheets exit the sheet-fed press. This prevents wet ink transfer from the top of one sheet to the bottom of the next sheet.
	Aqueous Coating	Water-based coating applied like ink by a printing press to protect and enhance the printed surface.
	Archive	A place or collection containing records, documents or other materials of historical interest.
	Artwork Mock-up	A comprehensive design produced primarily to give the client an approximate idea of what the printed piece will look like.
	Attribute (Font)	A font characteristic (such as bold or italic,) created by highlighting a font and clicking on a button. Font characteristics created in this way may not print properly (e.g., a bold version of the font might not exist, but it will look bold on your computer screen). Instead, you choose the bold version of the font from the Font menu in the application you are working in.
	Automatic Picture Replacement (APR)	Scheme where low resolution images are swapped with their high-resolution counterparts.
	Automatic Plate Changing	Capability of a press to automatically change plates.
<b>B</b>	Back	The inner margin of page.
	Backbone	The back of a bound book connecting the two covers; also called a spine.

Backing	Shaping the spine of a book block to form a shoulder on its front and back; one of the case binding operations, (see <i>also</i> rounding ).
Back Lining	Reinforcing material, paper or fabric, that is glued to the book block backbone or spine in a case-bound book after rounding and backing.
Back Up	In printing: to print the second side of a sheet already printed on one side. In computers: to make a copy of your work on a separate disk in case something happens to the original.
Banding	In digital printing, this term refers to patterns on a print caused by insufficient color or gray-scale ranges within the output device's image processor, or insufficient information contained within the original scan. Banding is most noticeable in printed areas that fade from light to dark.
Bar Code	A binary coding system using a numerical series and bars of varying thicknesses or positions that can be read by optical character recognition (OCR) equipment. Bar codes are used in printing as tracking devices for jobs and sections of jobs in production.
Basis Weight	Weight in pounds of a ream (500 sheets) of paper cut to a given standard size for that grade; example: 500 sheets of 17-by-22inch 20 lb. bond paper weighs 20 pounds. In countries using ISO paper sizes the weight, in grams, of one square meter of paper.
Bearers	The flat surfaces or rings at the ends of press cylinders that come in contact with each other during printing and serve as a basis for determining packing thickness.
Bill of Material (BOM)	A list of parts or components by Original Equipment Manufacturer (OEM) part number, or by other description.
Binders Board	Paper board used in making the front and back covers of a case-bound book.
Binding	Joining the assembled (collated) pages of a printed piece together. Binding takes many forms, including saddle-stitching, adhesive binding, mechanical binding and loose-leaf binding. Binding is also used as a general term to describe all finishing operations.
Bitmap Font	A font used to display text on a computer screen. The letters in a bitmap font are broken up into pixels. When the font is sent to a printer, or enlarged to large point sizes on the screen, the letters will look "jagged" or bit-mapped.
Blanket In	In offset printing, a rubber-surfaced fabric that is clamped around a cylinder. The image is transferred from the plate to the blanket, and from which it is transferred to the paper.
Blanket Cylinder	The cylinder that carries the offset rubber blanket.
Bleed	When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin, it is said to bleed. It may bleed or extend off one or more sides.

Bleed Tab	A bleeding ink square at the edge of a page that functions as a guide for locating specific material.
Blind Stamp or Emboss	A design, that is stamped or embossed without metallic ink or foil. Giving a bas-relief effect.
Blueline	Prepress photographic proof made from stripped negatives where all colors show as shades of a single color on white paper. Also called brownline, silver-print, Dylux®.
Body	The printed text of a book not including end papers or covers.
Bond Paper	A grade of writing or printing paper where strength, durability and performance are essential requirements; used for letterheads, business forms, etc. The basic size is 17-by-22 inches.
Book Block	The gathered signatures of a publication before the cover is added.
Book Paper	General term used to define a class or group of papers having common physical characteristics that, in general, are most suitable for book production. The basic size is 25-by-38 inches.
Bottling	If a page skews because of the number of pages, the thickness of the paper or the folding equipment, bottling is a method to adjust/compensate for the page skewing in folded signatures.
Brightness	In paper, the reflectance or brilliance of the paper.
Buckle Folder	A bindery machine in which two rollers push the sheet between two metal plates, stopping it and causing it to buckle at the entrance to the folder. A third roller working with one of the original rollers uses the buckle to fold the paper.
Building-In	A forming and pressing machine that holds cased-in books tightly under heat and pressure while the adhesive is drying.
Burst Binding	A form of binding similar to, but more durable than, perfect binding, where the spine of each section is slotted or perforated during the folding operation. Glue is pushed up between the perforations during binding and the cover is then drawn on. Its advantages are that it allows the text pages to remain held together as a folded sheet and the adhesive has a larger area to grip by penetrating the slots and the backs of the signatures.
Burst Bound	The book block created for final processing with a hard cover using cold glue and hot-melt glue to hold the pages/signatures together. The signatures are collated, along with the needed end sheets to bind to the cover, and cold glue is applied to the spine folds. The cold glue is forced into the burst perforation, binding the pages to each other as well as binding the signatures. After the cold glue is dried, hot-melt adhesive is applied to the spine with a paper cap or "crash" in place of a cover. Layout Standard Trim: Spine – 0"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.



Burst Loose	Similar to burst pamphlet process where only the perforations are smoothed out on the spine before applying a false cover to the signatures. The signatures are collated and bound together using hot melt only to allow for consistent drilling and trimming. After the bound signatures are drilled, 3/16" is trimmed from the spine to create a loose-leaf product. Layout Standard Trim: Spine – 3/16"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
Burst Pamphlet	Similar to perfect bound process, except that the bindery trims only enough paper from the spine fold to remove the bumps created by the burst perforation on the fold. No spine trim is allotted in Prepress for a burst pamphlet. Burst pamphlets should only be produced when the roll stock used on press only provides enough trim to take the minimum 1/8" face trim. Layout Standard Trim: Spine – 0"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
Calender	To make the surface of paper smooth by pressing it between rollers during manufacturing.
Calibrate	To adjust the scale on a measurement instrument, such as a densitometer, to a standard for specific conditions.
Calibration	A process by which a scanner, monitor or output device is adjusted to provide a more accurate display and reproduction of images.
Caliper	The thickness of paper, usually expressed in thousandths of an inch (mils). In board, however, it is expressed as "points". Also a device on a sheet-fed press that detects double sheets or on a binding machine that detects missing signatures or inserts.
Carrier	The base solution of an ink used to distribute dye or pigment color. Water is the carrier for aqueous inkjet ink.
Cartons	Corrugated boxes used to pack a finished product.
Case	The covers of a Hardback (case bound) book; made with cloth or similar material and boards.
Case-Bound	A book bound with a stiff, hard cover which is covered by fabric or other material.
Case Maker	A machine that produces hard covers for case-bound books.
Casing-In	Insertion of text contents of a book block into the case when binding.
Cast-Coated Paper	Paper dried under pressure against a heated, polished cylinder to produce a high-gloss enamel finish.
Chalking	Refers to improper drying of ink. Pigments dust off because ink has been absorbed too rapidly into the paper.
Chill Rolls	On a web offset press, the section located after the drying oven where heat-set inks are cooled below their setting temperature.
Choke	To slightly overlap touching colors in order to compensate for minor misalignments on the printing press. Choke is one process where a lighter color surrounds and overlaps a darker color.


Chopper Fold	Conveying a signature from the first parallel fold in a horizontal plane, spine forward, until it passes under a reciprocating blade that forces it down between folding rollers to complete the fold.
CIE LAB	The CEILab color space was defined by the Commission Internationale de l'Eclairage (CIE) in 1976 and represents a three-dimensional, rectangular coordinate system. The vertical coordinate, L, specifies the lightness of a color; the 2 horizontal coordinates a and b represent the hue and the saturation on red/green and blue/yellow axes respectively. The CIELab color space is also ideal for representing color differences, since geometric distances in the color space more or less approximate the intuitive color differences.
CIP3	International Cooperation for Integration in Prepress, Press and Postpress is a Manufacturers' Association established in 1995 to promote the non-proprietary digital integration of the printing process, from Prepress to Postpress. Its most important achievement has been the definition of the Print Production Format, a data format for recording all information relevant for the print process. In 1999, CIP3 was incorporated into CIP4, which deals with a broader range of subjects.
CIP4	Created in 2000 from the Manufacturers' Association CIP3 (see above), seeks to provide the basis for the computer-based integration of the entire process involved in the production of print products, from preliminary costing and quotations to delivery and billing. One of the first results has been the establishment of the Job Definition Format (JDF) as a common standard.
Coated Paper	Paper with a coating of clay or other substances that improves reflectivity and ink holdout.
Collate	A finishing term for gathering paper in a precise order.
Colophon	Publisher's imprint or trademark. Generally used on the title page, jacket and binding.
Color Balance	Maintaining the ratio of cyan, magenta and yellow ink to produce a picture with the desired color and without an unwanted color cast or color bias.
Color Bar	A series of colored shapes printed outside of the finished area. These bars are used to verify the accuracy of the printing job and allows the press operator to calibrate the print job and adjust the press if necessary.
Color Electronic Prepress System (CEPS)	A computer-based system for the Graphics Art Industry that electronically simulates the traditionally labor intensive or cumbersome tasks associated with page makeup and color image manipulation.
Color Model	Also referred to as color space. A color model is a geometric or mathematical representation of visible colors. Well-known color models include, CMYK, RGB and HLS (hue, lightness, saturation).
Color Separation	The process whereby the four process printing colors (CMYK) are separated into their primary colors to allow for professional printing.

Colorant	Colored particles or dyes added to inks giving them vibrancy and hue value.
Comb, Plastic Binding	A curved or rake-shaped plastic strip inserted through slots punched along the binding edge of the sheet. It is used to hold the product together mechanically.
Compact Disc, Read Only Memory (CD-ROM)	An adaptation of the CD that is designed to store computer data in the form of text and graphics, as well as hi-fi stereo sound.
Compensator	A device used on the web press to assist with keeping registration by means of electronic eyes and a compensator bar on a plate.
Composite	Color separation file which contains all color information in one file which can be printed as a composite or separated into the individual color plates for printing.
Computer Aided Design (CAD)	The use of computer programs to design detailed two- or three-dimensional models of physical objects, such as mechanical parts.
Computer Aided	The process of using computers to control tools and machinery in Manufacturing (CAM) manufacturing.
Computer to Plate (CTP)	The production of printing plates directly from the computer without requiring film as an intermediate step. Also called "direct-to-plate." The plates are typically made of aluminum, but polyester, polymer and silicon plates are also used.
Continuous Tone	Also known as Contone; an image which contains gradient tones from black to white.
Contrast	The tonal change in color from light to dark.
Copy	Original job material (paste-ups, film, photos, and other graphics) furnished for the print job.
Coverage	The amount of ink on a page or sheet, usually given in percentages.
Cover Paper	Papers used for the outside covers of catalogues, brochures and booklets.
Crash	A flexible paper material used to cover hot-melt adhesive on the spine of a book block.
Creep	Sometimes called "push out," it is the distance margins shift when paper is folded and/or inserted during finishing. The amount of creep will vary depending on both the number and thickness of the sheets and must be compensated for during layout and imposition.
CREO	A company purchased by Kodak that was one of the original creators of direct-to-plate devices that Thomson Reuters utilizes.
Crop Marks	Crossed lines placed at the corners of an image or a page to indicate where to trim printed material. Crop marks may be drawn on manually or automatically applied with some desktop publishing software programs.

Cross Direction	In paper, the direction across the grain. Paper is weaker and more sensitive to humidity in its cross direction.
Crossover	Sometimes called “hook-up”. Printing across the gutter or from one page to the facing page of a publication.
Curl	In paper, distortion of the unrestrained sheet due to differences in structure or coatings from one side to the other or to absorption of moisture on an offset press. The curl side is the concave side of the sheet.
Cutoff	Circumference of the impression cylinder of a web press, therefore the length of the printed sheet on roll to sheet presses or the length of the repeat pattern on roll to roll presses.
Cyan	One of the three subtractive primary colors used in process printing; commonly known as “process blue.”
Cyan, Magenta, Yellow, Black (CMYK)	A color model based on four process colors. The colors are mixed to create a full-color image on a printer.
Cylinder	Part of a system of large rollers on an offset lithography press. The plate cylinder transfers an image onto the blanket cylinder, which is then offset onto a press sheet passing between the blanket and impression cylinders.
<b>D</b> Deboss	A plate-sunk image. To press an image into paper so it lies below the surface.
Densitometer	An instrument that measures transmitted or reflected light by indicating the percentage of a given area that is covered by halftone dots. This instrument is used to ensure consistency between films, proofs and printed pieces.
Density	The degree of color or darkness of an image or photograph.
Desktop Color	An enhanced EPS file format. Not used as much as it was in the past, Separation (DCS) the DCS format is still necessary for some types of graphics work. DCS separates a CMYK graphic into five files: one gray scale image for each of the four CMYK process colors and an FPO file with preview which goes into the page layout document.
Device Driver	A program that controls a particular type of device which is attached to a computer. There are device drivers for printers, displays, CD-ROM readers, diskette drives to name a few.
Die	Device for cutting, scoring, stamping, embossing or debossing.
Die Cutting	Using sharp steel rules to cut special shapes from printed sheets. Die cutting can be done on either flatbed or rotary presses.
Die Stamping	Printing from lettering or other designs engraved into copper, brass, or magnesium.
Digital Press	A printing device that produces high-quality output directly from digital files without the creation of printing plates.

Digital Video Disc (DVD)	A type of optical disk similar to the CD-ROM but with much greater storage capacity. A DVD holds a minimum of 4.7GB of data, enough for a full-length movie. DVD drives are backward-compatible with CD-ROMs, thus enabling them to play old CD-ROMs, CD-I disks, and video CDs.
Dot	An individual element in a halftone reproduction. Using a loupe you will see that printed pictures are made of many dots.
Dot (Gain)	An increase in size of each dot of ink when printed due to temperature, ink and paper type. A press operator tries to minimize dot gain, which can muddy the printed image.
DTP	An acronym for either "Desktop Publishing System" or "Direct-to-Plate."
Dummy	A sample of the proposed work made to establish the exact dimensions of the bound book, e.g., size, shape, form and general appearance.
Duotone	A term for a two-color halftone reproduction from a one-color photograph.
Dust Jacket	Printed wrapper around a case-bound book to protect the binding.
<b>E</b> EDI	Electronic Data Interchange. EDI allows companies to exchange transactional data electronically.
Electronic Layout Sheet (ELS)	Used for checking signature page order.
Embossing	Relief image to achieve a raised printed surface (blind embossing gives an unlinked impression on blank paper). To press an image into paper so it lies above the surface.
Encapsulated Script (EPS)	Encapsulated PostScript. A file format used to transfer PostScript image Post-information from one program to another. The preferred file format for saving images, as it is resolution independent, as opposed to TIFF.
End Matter	Printed matter (usually explanatory) following the text of a book, e.g. appendices, bibliography, index etc.
End Papers/Sheets	Also called End Sheets; Folded pair of papers attached to the first and last signatures of a book and pasted to the inside covers. Sheet that attaches the inside pages of a case bound book to its cover. End Papers add to binding strength. Self-end Papers are a type of end paper which uses the text pages.
Errata Slips	Correction slips. Tipped in or inserted as separate sheets, after printing.
Ethernet	A very common method of networking computers in a Local Area Network (LAN). There is more than one type of Ethernet. By 2001, the standard type was "100-BaseT" which can handle up to about 100,000,000 bits-per-second and can be used with almost any kind of computer.
Even Pages	Left-hand pages bearing even numbers.
<b>F</b> Fab	Cloth-like cover material used to make cases.



Face	Edge of signature that is handled when turning pages.
Filler Pads	Corrugated cardboard squares to fill space in cartons.
Filter	Also called a Plug-In for various programs, e.g., Adobe Photoshop or Illustrator, allowing the program to produce different effects. E.g., sharpening, blurring, and a multitude of special effects.
Final Size	The size of the printed piece after folding and any finished work.
Finished Goods	A complete and billable product.
Finishing	All post press operations, including folding, trimming, assembling sections and specialized tasks such as die cutting and foil stamping.
Flat	Another name for an imposition, ready for plating.
Flush Cover	Cover trimmed to the same size as the text pages, e.g., paperback books.
Fly Leaf	Blank leaf at the beginning or end of a book.
Foil	Metallic material used for printing (blocking) the wording on the binding case.
Foil Stamp	To press a heated die onto a sheet of foil, release the foil from its backing and adhere it to a substrate.
Fold	Bending and creasing a sheet of paper as required forming a printed product.
Folding	There are two kinds of folds: parallel and right angle. In parallel folding, each fold is parallel to the other. An example is a letter that requires a two parallel fold for mailing. Right angle folds are folds that are made at right angles to each other.
Fold Marks	Guides on the original copy and printed sheet that indicate where a printed piece will be creased.
Folio	The page number.
Font (Font Family)	A font is a complete set of characters in a particular size and style of type. This includes the letter set, the number set, and all of the special character and diacritical marks you get by pressing the shift, option, or command/control keys.
Foot	Bottom or tail edge of the signature or page in a book.
Fore Edge	The outer margin of a page opposite side to spine.
Foreword	Prelude to the true text, usually written by someone other than the author.
French Fold	Two folds at right angles to each other.
Frontispiece	Left hand page illustration facing the title page.
 Gang	Print two or more finished products on the same sheet during one press run.

Gatefold	Flap from the fore edge, with a fold running parallel to the spine of the book. The finished page is marginally smaller than the normal trimmed page. The two folded pages meet in the centre of the page, edge to edge, rather like a double gate.
Gathering	Lacing the sections of a book in correct order before binding.
Gradient	The blending from one color to another color.
Grain Direction	In paper making, the direction in which most fibers lie depending on the direction that the paper travels during the paper making process.
Graphics Interchange	One of the two most common image file formats on the Internet today, Format (GIF) especially for animated banners. A GIF image can consist of a maximum of 256 colors.
Gripper Edge	The leading edge of paper as it passes through a printing press.
Gripper Margin	Unprinted blank edge of paper on which grippers bear, usually half an inch or less.
Grippers	The metal fingers on a printing press which holds the paper as it passes through the press.
Gutter	The inside margin between facing pages, or the margin at the binding edge.
<b>H</b> Halftone	A process in which a black-and-white photograph is re-photographed through a screen so that the gradations of light and dark in the original photograph are reproduced as a series of tiny dots that print as a continuous tone. The fineness of the screen is measured in lines per inch, as in a "150-line screen," and is a factor in determining the quality of a printed photo.
Hardcover	A book with a separate case bound cover.
Head	The top of the page of a book or the top of a signature.
Head (Margin)	Margin from the of the type area to the top of the page.
Headbands	Strips of material (often decorative) placed at the head and sometimes also at the foot of the spine of a case bound book block.
Head-to-Head Imposition	Arranging pages on a form during planning so that the top of one page butts up against the top of the opposite page.
Heat-to-Tail Imposition	Arranging pages on a form during planning so that the top of one page butts against the bottom of the opposite page.
Hickey	Reoccurring, unplanned spots that appear in the printed image from dust, lint, or dried ink.
Hot Melt	Type of adhesive used on unsown binding.

<b>I</b>	Image	A digitized representation of a photograph with the ability to be displayed on a computer monitor and output to paper or plate.
	Image Area	Portion of paper on which ink can appear.
	Imposition	Print operators will print books using large sheets of paper which will be folded later. This allows for faster printing, simplified binding and lower production costs. Imposition is the process of arranging pages correctly prior to printing so that they fold in the correct order.
	Impression	Putting an image on paper.
	InDesign	The latest, state-of-the-art software from Adobe for publication design and layout.
	Index	Alphabetical listing of topics or subjects in a book showing the page numbers on which they appear.
	Indicia	Postal information place on a printed product.
	Ink Fountain	The reservoir on a printing press that holds the ink.
	Inkjet Printer	Printer used on mailing and boxing lines to print subscribers' names or product information on labels.
	Insert	Specially printed piece for insertion in a publication.
	InSite	Kodak's internet / intranet File Delivery and proof approval system.
	Interleaf	Leaves inserted between the pages of a book.
	ISBN	International Standard Book Numbering System
	ISO	International Standards Organization
<b>J</b>	Job Definition Format File (JDF)	A non-proprietary information carrier that can link and refer to multiple production devices; based on XML. This allows creators and print service providers to describe the intent of a printed piece, as well as each of the process steps that are required to achieve the intent. Also considered an electronic job ticket.
	Joint	Groove going along the spine on case binding.
	Joint Photographic Group (JPEG)	An image compression format used to transfer color photographs and Experts images over computer networks. Along with GIF, it is the most common way photos are moved over the Web.
<b>K</b>	Kerning	In typesetting, the process of subtracting space between specific pairs of characters so that the overall letter spacing appears to be even.
	Kiss Die Cut	Cutting the top layer of a pressure-sensitive sheet and not the backing.
	Knock Out	To clear an area of absolutely every printing dot, or to outline an image and drop out all dots surrounding it. E.g., when white type appears on a color field (hence "knocking out" of the color).

L	LAB (Color Model)	A color model that describes color in terms of its luminosity or brightness (L). It then describes color on an axis from green to magenta (A) and then from blue to yellow (B). LAB contains every color in both the RGB and CMYK gamut.
	Laminate	Bonding clear plastic film by heat and pressure to a sheet of paper to protect the print and improve its appearance.
	Landscape	Page or illustration wider than it is deep.
	Layout 1/8-inch	Used for the perfect bound binding method. Layout Standard Trim: Spine Trim– 1/8"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
	Layout 3/16-inch	Used for the Burst Loose binding method. Layout Standard Trim: Spine Trim 3/16"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
	Layout No Spine Trim	Used for the following binding methods: Burst Pamphlet, Saddle Stitched, Side Stitched, Burst Bound, Side Sewn, and Smythe Sewn. Layout Standard Trim: Spine – 0"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
	Leading	The space between lines of type, often measured from the baseline of one line to the baseline of the next.
	Leaf	Two pages of a book. The front and back of a single piece of paper.
	Line Gauge	A printer's ruler, usually marked off in points, picas, agates, and inches, and sometimes also in centimeters. A 12"-inch, two-sided gauge has inches in 16ths and agate lines on the front. The back has 6 and 12 point (Picas) and point scales.
	Line Screen	Refers to the organization of elements of a printing screen; used to define the density of the screen, e.g., a 133-line screen refers to a pattern with halftone dots per inch. The higher the number, the higher the quality of detail reproduction.
	Lining Material	Stock used in the center between boards when making cases. Also used at the case in line to attach headbands.
	Lip	The extended edge of one side of a signature that is gripped to open the signature to the centre spread to facilitate the opening of the section. Also known as lap or pick-up.
	Loose-leaf	Finished product that is provided as loose sheets, often drilled for insertion into binders.
	Loose-Leaf Binding	A process in which individual sheets can be inserted and removed at will from a section of a larger document often held in a three-ring binder.
	LZW Compression	A type of compression that can be used automatically when saving TIFF files. Using LZW compression will not result in a loss in quality, but the compression rate decreases as the amount of information (number of bits) increases.

<b>M</b>	Magnus	A high-speed plating device used developed by Thomson Reuters and developed by Kodak.
	Make-Ready	Machine preparation for each operation in the production process. A significant percentage of the cost of production, particularly for short runs.
	Margins	Space surrounding printed area of a page.
	Mark	A set of horizontal and vertical lines which indicate where a page should be positioned or trimmed. It could also be a mark on a plate that specifies a fold, a bleed, etc.
	Match print	Trade name for 3M integral color proof.
	Mechanical Binding	A generic term to describe book binding by mechanical means, such as ring, post, comb, spiral, wire and wiro, and by holding pages and cover together by staples such as saddle-wired (stitched) and side-wired (stitched).
	Micrometer	Instrument used to measure the thickness of different papers.
	Midtone	The middle range of tones in an image.
	Moiré	The noticeable, unwanted pattern generated by scanning or rescreening a piece of art that already contains a dot pattern. This effect can also be caused by the misalignment of screen angles in color work.
<b>O</b>	OEM	Original Equipment Manufacturer
	Offset Printing	Offset printing is a technique where the inked image is transferred (or "offset") from a plate to a rubber blanket, then to the printing surface.
	OK Book	A set of signatures gathered from the Press to use as a sample in the Bindery.
	Opacity	Property which minimizes "show through" of printing from the reverse side of a sheet of paper. The more opacity or the thicker the paper, the less show-through.
	Open Prepress Interface (OPI)	Also known as image-swapping technology, this is the process that allows low-resolution images inserted into a page layout program to be swapped with the high-resolution version for plate setting.
	OS	A commonly used acronym referring to an operating system.
	OS 10 / X	The latest version of the Mac OS, the operating system software for Macintosh computers.
	Outline Font	This is the correct name for what many people call a printer font. An outline font is the part of a PostScript Type 1 font that is installed on the computer hard disk and that gets downloaded to the output device when printing. It contains the PostScript instructions necessary to correctly describe the font shape.
	Overhang Cover	Cover larger in size than the pages it encloses.
	Overprint	To print one ink directly on top of another ink.

Overs	Copies produced in excess of the quantity ordered.
Page Count	Total number of pages in a book, including blanks.
PageMaker	A page layout program produced by Adobe Systems for both Windows and Macintosh users.

<b>P</b> Pallet	A portable platform used to enable drivers to move finished goods from one area to another. Also used to store product in the warehouse.
Pantone Matching System (PMS)	An ink color system containing about 500 color swatches, each of which is identified by a color number and a formula for the ink.
Perfect Binding	An adhesive-binding method. Signatures are collated on top of each other, the spine of the book block is sawed off to create loose-leaf pages and roughened before adhesive is applied and the cover is drawn on. Note that 3mm of the back of the book is trimmed off during binding.
Perfecting	Printing both sides of the paper (or other material) on the same pass through the printing press.
Perfecting Press	A sheet-fed printing press that prints both sides of a sheet in one pass.
Pica	A typographic measurement. There are 12 points to a pica and approximately 6 picas to an inch.
Pico liter	The unit of measure for the volume of ink contained in a drop of ink. A pico liter = one trillionth of a liter.
Pigment	Water-based ink which contains solid, opaque pigment particles suspended in ink to provide color. Both the HP360 and Canon i300 ink uses pigment.
Pinholes	Tiny areas that are not covered by foil in stamping.
Pixel	Pixel is an abbreviation for picture element. It is the smallest individual dot that can be displayed on a computer screen.
Plate	Short for printing plate, this is generally a thin sheet of metal that carries the printing image. The plate surface is treated or configured so that only the printing image is ink-receptive.
Plug-In	A self-contained software component that adds or changes functions in a particular software system. When a user adds a plug-in to a software system, the foundation of the original software system remains intact.
Pocket	Slit in the cover board in the back of a hard bound book to store pocket part.
Pocket Part	A side-stitched supplement for a legal bound volume. This is usually published yearly.

Point	A printer's measure for type specifications. There are 12 points in a pica and 72 points in an inch.
Portable Document	A file format developed Adobe Systems. PDF captures formatting information from a variety of desktop publishing applications, making it possible to send formatted documents and have them appear on the recipient's monitor or printer as they were intended. To view a file in PDF format, you need Adobe Acrobat Reader, a free application distributed by Adobe Systems.
Portrait	A type of page orientation or illustration deeper than it is wide.
Postscript (PS)	A page description language developed by Adobe Systems, Inc. to describe an image for printing. It handles both text and graphics. A PostScript file is a purely text-based description of a page. The computer language most recognized by printing devices.
PostScript Printer	A file that contains information on screen angle, resolution, page size Description (PPD) and device-specific information for a file to be printed on a PostScript device.
Preflight	The test used to evaluate or analyze every component needed to produce a printing job. Preflight confirms the type of disk being submitted, the color gamut, color breaks, any art required (illustrations, transparencies, reflective photos, etc.), layout files, screen fonts, printer fonts, EPS or TIFF files, laser proofs, page sizes, print driver, crop marks, etc.
Preps	An imposition software that electronically places all of the client pages properly for plating. They are then sent to Prinergy (see below) for refining and trapping prior to plating.
Prinergy	A software/hardware system used by Thomson Reuters developed by Kodak. The system processes client electronic files by "refining" and trapping the electronic information prior to plating for the printing press.
Printer Driver	A program that controls printing and sets options such as print quality and paper size for a particular printer.
Printers Spreads	Pages of a document that are arranged in the order that they will be printed on a press. Thomson Reuters preference: Readers Spreads (see below).
Process Color	Also called full color. Refers to the four-color process reproduction of the full range of colors by the use of four separate printing plates, one for each of the primary colors - magenta (process red), yellow, cyan (process blue), and black.
Production Order	A precise description of a print order which contains all specifications and comments required for a job.
Profile	A file which describes how colors look on a specific output device. These profiles are used by Color Management Systems to automatically adjust colors as it passes from one device to another, making sure that the image looks the same on all devices.
Proof	The first copy of the actual book, used to find errors and make necessary corrections.

<b>Q</b>	Quadtone	A gray scale image reproduced using four spot or process colors to add depth and color.
	QuarkXpress	A desktop publishing (page layout) application for Mac OS and Windows, produced by Quark, Inc.
<b>R</b>	Raster Graphics	A type of graphics file which stores the images as a collection of pixels. They are also called bit-mapped images.
	Raster Image	A component used in a printing system which produces a bit map. The Processor (RIP) bit map is then sent to a printing device for output. The input may be a page description in a high-level page-description language such as Post Script, Portable Document Format or another bit map of higher or lower resolution than the output device.
	Readers Spreads	Pages in a document arranged in the same order that they would be if a reader were reading the finished product. Publications are not printed this way on the press. Software rearranges or imposes the pages on a layout for plating that allows for folding and cutting into the final product.
	Ream	Five hundred sheet of paper.
	Recto	The right-hand page of a book.
	Red, Green Blue (RGB)	The color space commonly used for computer monitors that divides color into the three primary colors of light: red, green and blue. They are not used in the printing process.
	Register	To position print in the proper position in relation to the edge of the sheet and to other printing on the same sheet.
	Register Marks	Cross-hair lines or some other marks on film, plates, and paper that guide production personnel in processing a print order from start to finish.
	Resolution	Generally used as an expression of image output quality; usually expressed as either dots per inch (DPI), which refers to the number of pixels per inch, or lines per inch (LPI), which is the number of rows of dots per inch in a printed halftone image. The number of pixels in an image. The more pixels, the higher the resolution. The higher the resolution, the better the picture.
	Rich Black	A black color that is made by printing with cyan and black ink units. This produces a much darker, deeper black on press than can be achieved by using the black ink unit alone.
	Right-Angle Fold	A term used for two or more folds that are 90-degree angles to each other.
	Rounding	Creating a round spine of a book block during the hardcover binding process.
	Run	Number of copies to be produced. This is also called print run.
	Running Head	Title repeated at the top of each page of a book.



S	Saddle Collation	Pages are ordered consecutively for the first half of the signature; the Format second half of the signature contains the last pages of the job in consecutive order. The next signature in the layout will contain the pages that follow the first half of the previous signature and which precede the second half of the previous signature. (E.g., In two 32-page signatures, signature 1 would contain pages 1-16 and 49-64. Signature 2 would contain pages 17-48).
	Saddle Glued	A binding method where a line of glue is applied along the spine folds to hold leaves and the cover together.
	Saddle Stitched	Pamphlet produced by opening the signature at the middle fold and Pamphlet placing it over the spine fold of the next signature. After all signatures are collated in this fashion, wire is "stitched" or stapled through the spine fold to hold the product together (usually two stitch positions). The product may be produced with a cover or may be a self-cover pamphlet. Layout Standard Trim: Spine – 0"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
	Scanner	A digitizing device used to translate a picture or typed text into a pattern of dots which can be understood and stored by a computer.
	Scoring	A crease put on paper to help it fold better, particularly helpful with heavier paper stocks, so that it will fold without cracking.
	Screen	A piece of fine mesh, usually made of wire, that is used to create color tint in printing. Piece of film with dots of uniform density, used to make plates that will print screen tints.
	Screen Ruling	The number of lines or dots per inch used in both directions on a contact screen to make halftones or separations. Screen rulings are available from 65 lines per inch to 200 lines per inch. For color separations, however, it is better to use 150 line screens for best press control and visual resolution.
	Self Cover	Cover printed on the same stock as a book.
	Self-Ends	A type of end paper. If the extent of the book is such that blanks are left at front and back, the blanks can be used as end papers and are known as self-ends.
	Server	A host computer that holds and delivers information and software to other computers linked by a network.
	Sewn Binding	A book binding method using threads to hold signatures together, e.g., thread-sewn, section-sewn with either cover drawn on or case bound.
	Sheet-Fed Press	Press that uses pre-cut sheets of paper, rather than rolls.
	Sheets	Plain or printed paper in the large flat form before folding.
	Sheetwise	To print one side of the paper, then turn the sheet over to print the other side of the paper, using the same gripper and opposite side guide.
	Shingling	A technique used to compensate for creep. The gutter margin on a page is gradually narrowed from the outside pages to the middle pages of the signature.

Short-Grain Paper	Direction of paper in which the machine is parallel to its shortest dimension.
Side Guide	The mechanical register unit on a printing press that positions a sheet from the side.
Side-Sewn	After initial burst binding, the book block has heavy-gauge thread "sewn" through the side of the entire book block near the spine. This method is used only for Elementary/High School textbooks and is similar to burst bound except no hot melt or crash is used. Layout Standard Trim: Spine – 0"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
Side-Stitched	Type of stitching produced by collating the signatures and "stitching" or stapling wire through the side of the collated signatures in 2 stitch positions. This is also known as a Pocket Part. Layout Standard Trim: Spine – 0"; Head – 3/16" ; Face – 1/8" Min.; Tail – 1/8" Min.
Signature	A printed flat sheet that is to be later folded into a multi-page document.
Signature Mark	Used in book work as a guide to gathering. The signature mark is usually a small capital letter but may also be a figure or bar printed at the bottom of the first page of each section (signature) of the book. The sequence of signatures is progressive throughout the book.
Slitting	Cutting printed sheets into two or more sections by means of cutting wheels on the folding machine
Small Computer Interface (SCSI)	A high-speed interface for hard drives, CD-ROM drives, scanners and System other devices.
Smythe Sewn	Signatures are collated in order with end sheets. After collating, the signatures are fed into a sewing machine that sews thread through the spine fold of one signature at a time in consecutive order. After sewing, the book block must be "nipped" to tighten the spine by squeezing the book together and applying a thin layer of cold glue to the spine to keep the spine tight. Layout Standard Trim: Spine – 0"; Head – 3/16"; Face – 1/8" Min.; Tail – 1/8" Min.
Specifications for Web Offset Publications (SWOP)	A standard set of specifications for color separations, proofs, and printing to encourage uniform standards in the industry.
Spine	Part of a book's cover or jacket, visible when the book is on a shelf, or the binding edge of a book or publication.
Spine Perforation	Cuts on the spine of a signature. Styles vary depending on binding requirements. Examples are Burst, Mini Burst, Saddle, and Sewn.
Spiral Binding	Binding with wires in spiral form inserted through holes punched along the binding side.
Spoilage	Planned paper waste for all printing operations.
Spot Color	A specific color in a design, usually designated to be printed with a specific matching ink, rather than through process CMYK printing.

Spot Varnish	Varnish used to highlight a specific part of the printed sheet.
Spread	When a publication is printed with several interacting spot colors, gaps or color shifts may appear between objects. A spread closes the gap by overlapping a light foreground object to a dark background.
Squares	Projection of the boards beyond the head, fore edge, and tail of a book
Stamping	Using a die and often colored foil or gold leaf to press a design into a book cover, a sheet of paper or other substrate. The die may be used alone (in blank stamping) if no color or other ornamentation is necessary. Special presses fitted with heating devices can stamp designs into book covers.
Standard Collation	Pages run in consecutive order within the signature for collating one Format signature on top of the next. (If 2 32-page signatures, Signature 1 would contain pages 1-32, Signature 2 would contain pages 33-64.)
Stay Drill	Cloth reinforcement used when making six-page or pocket end sheets.
Step and Repeat	Pre-press technique of exposing an image in a precise, multiple pattern to create a flat or plate. Images are said to be stepped across the film or plate.
Stock	Paper or other material to be printed and bound.
Stuffit	A Stuffit file is a common means of compressing and distributing data on the Macintosh platform. Through the use of a program created by Aladdin Systems, one can make a given file or folder much smaller for backup or distribution. The Windows counterpart of the Stuffit process would be to create and distribute "zip" files.
Substrate	Any surface on which printing or stamping is done.
Super	A gauze-like material added to the book block when casing in the add strength to the hard bound book
<b>T</b> Table of Contents	A list of chapter titles, main headings or other divisions of a book inserted in the preliminary pages before the main text.
Tagged Image File	An industry-standard file format developed for the purpose of storing Format (TIFF) high-resolution, bit-mapped, gray-scale, and color images.
Tail	Foot or bottom of a signature.
Tail Margin	Margin from the bottom of the type area to the bottom of the page.
Tear-Out Perf	A perforation made in the folder of a web press to allow the end user to easily tear out a page of the book.
Text	Body matter of a page or book, as distinguished from headings.
Thermoplastic Binding	A form of binding in which the pages are attached to a cover by means of a heat set plastic adhesive.

Throw-Out	Folded map or plan printed and bound in a book to fold out to a size larger than the page size.
Thumb Index or	Alphabetical or subject index cut into the fore-edge of a book (Thumb Cut) to facilitate quick reference. Dictionaries are sometimes thumb cut.
TIFF Downloader	A Kodak product that sends final output TIFFs to CREO plate setters for plating.
Tipped-In	An illustration or printed matter separate from the main work and pasted in correct position at its inner edge to the page following/preceding it.
Title Page	The right-hand page at the front of a book following the half-title page. The title page shows the title of the book, the author's name, the publisher's name and the year of publication.
Tracking	The process of uniformly increasing or decreasing the space between all glyphs (letters) in a block of text. Tracking is sometimes called character spacing or letter spacing.
Transparency	A selected color or area on an element in a page design that allows another page element behind it to become visible.
Trapping	A technique in which abutting colors are slightly overlapped to minimize the effects of mis-registration of the printing plates.
Trim	The cutting of the finished product to the correct size. Marks are incorporated on the printed sheet to show where the trimming is to be made.
Trim Marks	Crop marks placed on copy to indicate the edge of the page for trimming.
Trim Size	The final size of one printed image after the last trim is made.
TrueType	An outline font standard originally developed by Apple Computer in the late 1980s as a competitor to Adobe's Type 1 Font used in PostScript.
Typeface	The design name of the characters within a type family or font, for example, Times New Roman.
<b>U</b> Unders	Numbers of copies short of the quantity ordered.
Up	In printing, two-up, three-up, etc. This refers to the impositions of material to be printed on a larger size sheet, to take advantage of full press and binder capacity.
<b>V</b> Varnish	A clear liquid applied to printed surfaces for looks and protection.
Vector Graphic	A graphics format that uses shapes and lines, called paths. Vector graphics are resolution-independent graphics that appear smooth and crisp regardless of how magnified the image is on screen. They also can be enlarged as big as you want them without having jagged edges. This format is best for line art and logos that don't require complicated coloring or textures.

Veranda	Projection of the boards beyond the head, fore edge and tail of a book, known as squares.
Verso	The left-hand page of a book.
Vignette	A photo or illustration, etc., in which the tones fade gradually away until they blend with the surface they are printed on or into another color.
Vignette Halftone	A halftone whose background gradually fades to white.
Virtual Proof	Looking at a visual representation of a project on a computer screen versus looking at a physical hard-copy proof. Typically delivered to a client as a PDF file.
<b>W</b> Wash-up	Removing printing ink from a press and washing the rollers and blanket. Certain ink colors require multiple wash-ups to avoid ink and chemical contamination.
Waste	A term for planned spoilage.
Web	Roll of paper used in a web press and most often folded, pasted and converted in one continuous form. Also a ribbon of paper as it unwinds from a roll and threads through the press.
Web Guide	A device on a web press that by use of electronic eyes, keeps the paper web straight as it runs through the different sections of the press.
Web Press	A high-run, fast-speed printing press that uses rolls of paper rather than individual sheets.
Wire-O Binding	Continuous double series of wire loops run through punched slots along the binding side of a booklet.
With the Grain	Folding paper parallel to the grain of the paper.
Work and Tumble	To print one side of a sheet of paper, then turn the sheet over from gripper to back using the same side guide and plate to print the second side.
Work and Turn	To print one side of a sheet of paper, then turn the sheet over from left to right and print the second side. The same gripper and plate are used for printing both sides.
Write Once, Read	It is sometimes used when discussing computer storage media that can Many (WORM) be written to once, but read from multiple times. Examples of such storage media are CD-R and DVD-R.

**X**  
**Z**

Xtension	A plug-in for the page layout program QuarkXPress.
ZIP	The filename extension used by files compressed into the ZIP format common on PCs.
Zoom	Enlarges the view of an object enabling you to see more details.

