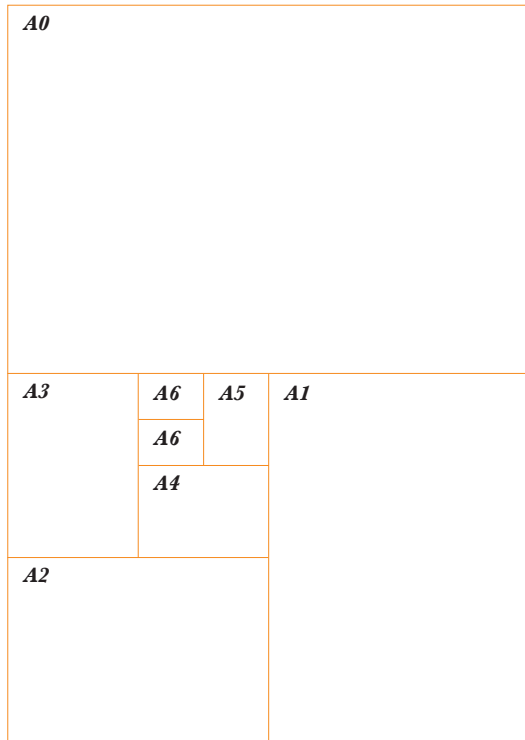

PAPER

PAPER SIZES



A0 1189 x 841mm

A1 841 x 594mm

A2 594 x 420mm

A3 420 x 297mm

A4 297 x 210mm

A5 210 x 148mm

A6 148 x 105mm

SRA0 1280 x 900mm

SRA1 900 x 640mm

SRA2 640 x 450mm

SRA3 450 x 320mm

SRA4 320 x 225mm

SRA5 225 x 160mm

All paper materials used are FSC certified.

COMMON FINISHED BOOK SIZES

Book Height mm x Book Width mm

A5 210 x 148mm

B Format 198 x 129mm

Demi 216 x 138mm

Royal 234 x 156mm

Book Size 235 x 187mm

Crown Quarto 246 x 189mm

Pinch Crown 248 x 174mm (no bleeds)

Pinch Crown 244 x 171mm (with bleeds)

Book Size 254 x 178mm

Book Size 255 x 195mm

Demi Quarto 276 x 216mm

Book Size 279 x 216mm

A4 297 x 210mm

A6 148 x 105mm

Conversion Factor Inches to millimeters X 25.4

Millimeters to inches X 0.0394

TYPES OF PAPER

COATED PAPER

Paper which has been coated by a compound or polymer which can be an ultra smooth, ultra white paper that can add extra definition and lift to images.

MATT PAPER

Paper which has had a coating applied to produce a smooth, matt finish that combines to give perfect readability, with high quality image reproduction. Strong & bulky with a good pronounced paper feel, quite often the publisher's choice.

SILK PAPER

Like matt finished coated paper, the surface is smooth with reflections, which means that it combines high readability with high image quality.

OPACITY

The opacity of a paper is defined by the amount of light, which is transmitted through it. Paper with high opacity doesn't allow much light to pass through it.

RECYCLED PAPER

Paper produced from 100% used paper. Used paper fibres (also known as secondary fibres) can be used three to five times in this manner. If the recycled paper needs to be pure white, de-inking chemicals have to be used to remove the inks from the used paper, and the fibres also have to undergo a bleaching process.

BOOK WOVE

Paper generally used for "paperback" type publications tends to be a bulkier uncoated stock.

COVER BOARD

Flat substrate made of mostly uniform fibre layers of over 200gsm can be single or double sided with gloss or matt finish.

WHITENESS

White is an optical property of paper, which describes the degree to which a paper reflects light.

UNCOATED PAPER (*offset paper*)

Paper with no additional protective layer and a very high pronounced paper feel.

Bulk

Paper thickness not grammage i.e. some 115gsm will bulk better than some 130gsm.

Grammage

The standard international unit of measurement for paper weight, expressed in grams per square meter, or gsm. GSM ranges from 60 to approx. 170gsm for paper and approx. 200 to 600gsm for board.

Caliper

Thickness of paper or other substrate measured in thousandths of a millimeter (microns).

COLOURS, PROOFS & BLEEDS

PANTONE COLOURS

Colours based on a system used worldwide that the Pantone print shop (New Jersey) introduced for the graphic arts industry in 1963. The system is based on 512 reference colour tones which are mixed from eight basic colours, black and white and are printed on coated and uncoated paper. Today, there are over 1,100 Pantone colours available on a broad range of papers. Pantone has also published colour systems for textiles, plastics, paints, film and video.

RGB

The standard additive colour model for the primary colours red, green and blue, is used for self-illuminating output devices such as monitors, but also for electronic recording equipment such as scanners and video cameras.

CMYK (*cyan, magenta, yellow, black*)

The standard colour model used in printing technology which uses the basic colours cyan, magenta, yellow and black.

SPOT COLOUR (*special colour*)

A colour that cannot be created with the standard methods of the CMYK colour scale, like fluorescent colours, gold and silver.

HUE

A term used in the context of a colour space to identify the exact shade of a piece of paper. Not to be confused with whiteness, which is a different property of paper.

COLOUR DENSITY

Describes the optical density of areas printed in colour. This value is important when monitoring quality in the printing processes.

COLOUR SEPARATION

The colour component of a digital print original which corresponds to a colour in multicolour printing. The most popular four-colour printing process is the CMYK colour model which requires four separations in the colours cyan, magenta, yellow and black to produce the corresponding printing plates. The colour separations that together form a complete colour original are known as a colour set.

COLOUR MANAGEMENT

The control of colour reproduction in a digital graphic production process. To ensure consistent colouring throughout production, colour profiles are generated for all devices and processes.

COLOUR SPACE

Model for the description of colours by means of measurable values. Some of these models are device specific, for example the RGB colour space for monitors (light colours) or the CMYK colour space for printers (process colours), while others are based on mathematical models and thus device independent, for example the CIE. A colour space is a three or four-dimensional theoretical model. Colours can be shown by their red, green and blue content (RGB), by hue, saturation and brightness (HSB colour space) or by their cyan, magenta, yellow and black content (CMYK).

Proofs

PAGE PROOF

Proof of type and graphics as they will look on the finished page showing elements such as headings, rules and folios.

PRE FLIGHT CHECK

The test or assessment made in the prepress process in which output is simulated and files are reviewed for the existence of all required fonts and graphics. This kind of check can also indicate whether image resolution is too low or too high, whether spot colours are improperly defined and can reveal other potential errors as well.

PRESS CHECK

Event at which makeready sheets from the press are examined before authorising full production to begin.

PRESS PROOF

Proof made on press using the plates, ink and paper specified for the job.

HARD PROOF

A printed proof from a calibrated electronic printer that serves as a means of verifying proper, text, layout, content and colour.

SOFT PROOF (*PDF proof*)

A proof that is seen on a colour video monitor, as opposed to a hard proof on paper.

BLEEDS

In printing, bleed is printing that goes beyond the edge of where the sheet will be trimmed.

PRINTING & COLOUR *(printing methods)*

FOUR COLOUR PROCESS PRINTING

Technique of printing that uses black, magenta, cyan and yellow to simulate full-colour images. Also called colour process printing, full colour printing and process printing.

DIGITAL PRINTING

Refers to printing processes in which the information is transferred digitally onto the paper, without the use of printing plates. It is faster and more cost-effective for small print runs and allows special techniques such as personalised printing and print-on-demand.

PERFECTING MACHINE *(press)*

Usually a sheetfed press that prints on both sides of the paper in a single pass.

OFFSET LITHO PRINTING

Printing technique that transfers ink from a plate to a blanket to paper instead of directly from plate to paper.

SHEET FED OFFSET PRESS

The most popular form of lithographic printing used today, of which there are two variations, sheetfed offset and web offset. Sheetfed offset presses print individual, cut sheets.

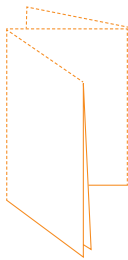
FOLDING

In bookbinding, a sharp break or bend in the papers, generally performed by special machines.

A distinction is made between right angle and parallel folds. In right angle folding, the next fold is always at a right angle to the previous one. In parallel folding, the first is always parallel to the second.

CROSSFOLD

Folds made by knife or buckle folders, in which the printed sheet is folded several times at a right angle to the previous fold. The result is a product with several pages.



FOLD LAY

A kind of lay employed in bookbinding; the angle at which printed sheets are fed by the bookbinder in order to ensure positioning and register accuracy when folding.

FOLDING MACHINES

Special machines used to fold printed materials.

FOLDING MARKS

Marks made to ensure register-true folding.

FOLDING SCHEME (or folding layout)

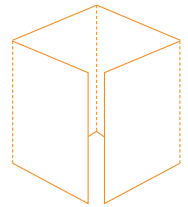
Specification of the number, direction and sequence of folds for an individual production job.

GRAIN DIRECTION

The direction in which the pulp fibres of a sheet of paper are aligned as a result of the papermaking process.

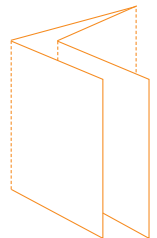
GATE FOLD

A sheet that folds where both sides fold toward the gutter in overlapping layers



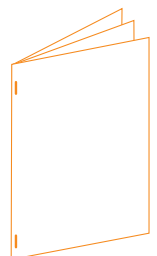
PARALLEL CENTRE FOLD

A folding technique in which the product is creased in the middle in order to halve the respective length in every pocket of the buckle folder. The page is folded in half and then folded in half again in the same direction.



SADDLE STITCH

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



BINDING

BURST BIND

To bind by forcing glue into notches along the spines of gathered signatures before affixing a paper cover. Also called notch bind and slotted bind.

CASE

Covers and spine that, as a unit, enclose the pages of a book block.

CASEBIND

To bind using glue to hold signatures to a case made of binder board covered with fabric, plastic or leather.

HEAD & TAIL BANDS

Coloured bands at head and tail of the spine of case bound books to give a quality professional finish.

ENDPAPERS

Paper from front and back of book that is placed onto inside of case to form a secure binding of block to case. End Papers can be printed or blank.

FLEXI BINDING

"Hybrid" between soft and hard case covers, usually a more flexible / durable material cover material. B&B are currently unable to offer this.

FLAPS

Additional content material on front and back soft covers of books and journals, to allow more content information to be viewed easily. Also gives finished product more structure and quality feel.

MILLING

Approximately 3mm along the spine that is ground off gathered signatures before perfect binding. Half Canadian wire-o-bound hides the binding almost entirely using a wrap-around card cover, leaving just a subtle curve of wire exposed on the back cover. Full Canadian similar binding to half Canadian but the wire exposed on the front cover as well as the back.

HARD BACK

Case bound type book using thick material on cover to give a highly durable, quality, prestige and professional finish (see Casebind).

JACKET

Printed cover loosely wrapped around case bound book to give additional protection and quality feel of product.

PERFECT BIND

To bind sheets that have been milled at the spine and are held to the cover by glue.

PRINTED PAPERCASE (PPC)

Printing of cover paper and laminating directly onto case bound book, without Wibalin type cover or separate printed jacket (wrapped around case).

ROUND BACK BIND (*rounding*)

To casebind with a rounded (convex) spine, as compared to flat back bind.

SADDLE STITCH

To bind by stapling sheets together where they fold at the spine, as compared to side stitch.

SEWN BOUND

Binding method using thread sewing technique.

SQUARE BACKED HB

To casebind with a square spine, as compared to round back.

PAPERBACK

Thinner more flexible card usually laminated (gloss or matt) cover wrapped round book as opposed to case (hard) binding. Also known as Limp Bound, Soft Back or Soft Bound.

WIRO BOUND

To bind using a spiral of continuous wire or plastic looped through holes. Also called coil bind various versions including full Canadian bound, half Canadian bound etc.



GLOSSARY

ADVANCE COPIES

Copies of a finished book sent to publishers, ahead of bulk delivery, general release or storage.

BLEED

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

COLLATING MARK

Name given in book printing to a short line printed in a staggered fashion in the gutter between the first and last page of each sheet. Once the sheets have been folded and collated, the lines appear on the spine of the book block, enabling the sequence of the individual sheets to be checked based on the position of the lines.

COVER

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

CREEP

Phenomenon of middle pages of a folded signature extending slightly beyond outside pages. Also called feathering, outpush, push out and thrust.

FTP

File Transfer Protocol, built on client - server architecture and uses separate control data connections between client and server. FTP users authenticate themselves using a secure clear text sign in protocol. This allows the fast secure transmission of often encrypted content uploads and downloads of large files.

FLUSH COVER

A cover trimmed to same size as the inside pages. Also called cut flush.

FOREEDGE

Edge of book opposite of spine. Adjacent to head & tail.

FOLDOUT

Gatefold sheet bound into a publication, often used for a map or chart and sometimes called a pullout.

GATHERED

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

GUTTER

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

HICKEY

Spot or imperfection in printing, most visible in areas of heavy ink coverage, caused by dirt on the plate or blanket.

IMPRINT

The information required the publisher and printer of printed products or Internet publications. As a rule, the imprint also contains additional details, such as the name of the editor, the editorial address and a copyright notice.

ISBN

International Standard Book Number; a unique number and identifier assigned to a published work and usually found either on the copyright page or outside back cover.

ISSN

International Standard Serial Number, can be used as a unique number and identifier of periodical publications such as journals & magazines.

LAMINATE

A thin transparent plastic sheet applied to usually a thick stock (covers, postcards, etc.) providing protection against liquid and heavy use, and usually accents existing colour, providing a glossy or matt effect finish.

LANDSCAPE

Design of shape of book where the spine to foredge measurement is greater than the Head to Tail measurement.

MAKEREADY

(1) All activities required to prepare a press or other machine to function for a specific printing or bindery job, as compared to production run. Also called setup.
(2) Paper used in the makeready process at any stage in production. Makeready paper is part of waste or spoilage.

MANUSCRIPT (*MS*)

An author's original form of work (hand written, typed or on disk) submitted for publication.

MOIRE

Undesirable pattern resulting when halftones and screen tints are made with improperly aligned screens, or when a pattern in a photo, such as a plaid, interfaces with a halftone dot pattern.

GLOSSARY

PORTRAIT

An art design in which the height is greater than the width (opposite of landscape).

PRINT READY FILES

Imposed Files professionally checked and adjusted ready for commitment to plate making (offset) or digital printing.

PROCESS CALIBRATION

A process by which production conditions and colour standards are specified, which includes the determination of required colourimetric and densitometric values as well as of dot gain for the CMYK process colours. As far as ink and paper, the standards can be identified in tests and documented. In order to optimise the prepress stage, all necessary output devices are calibrated at the beginning so that they always deliver identical, repeatable results. In a further step, the platesetters are adjusted so that the desired dot gain in printing is ensured. Once standardisation has been carried out, the colour space of the printing press and upstream output devices is measured. The data determined is then used to define ICC profiles, which are fed into the workflow to ensure true colour through all stages - from the calibrated monitor to the proof and the printing presses.

RIP (*raster image processor*)

A processor that prepares data from the prepress stage for the production of printing plates. It's most important function is to create screens for printing images and other graphic elements. As a rule, an RIP is a separate computer, but it can also come in the form of software.

SELF COVER

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

SECTION

Printed and folded section of book ready for gathering and binding could be 8, 16, 24, 32, 64 page dependent on finished book size.

SPECIFICATIONS

Complete and precise written description of all features of a printing job such as title, quantity, trim leaf size, page extent, page details, colour, black & white, special colours, finished format size, text paper type, cover material type, cover details (colour one side), cover finish, printing and binding method, delivery details, special instructions etc.

SPINE

Back or binding edge of a publication.

SPINE WIDTHS

Various widths of spines which would be dependent on pagination, type of paper used and grammage which would dictate "thickness" of spine. Very important when designing covers / jackets etc.

STITCHER

A device used for stitching printed products with wire staples.

TRIM

The edge of the page of a printed product that actually extends beyond the planned dimensions of the final product. This trim enables all the pages of a book or magazine to be cut to the same size in the final finishing stages.

TYPOGRAPHY

The study of the design and use of type, the objective of which is to make text as legible and visually attractive as possible, by choosing appropriate typefaces, font sizes and attributes, but also by means of page layout.

WIBALIN

Commercial name of product that is a strong durable, covering material for case bound covers. Can be had in various colours and texture type finishes.





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