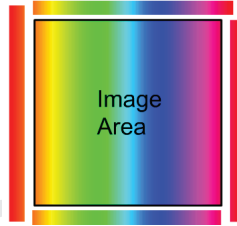


# Printing Jargon

## Understand the Vocabulary of the Bindery

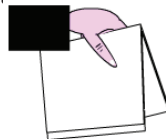
If you're a customer or a sales rep of a company and you have a print project, you will be working with someone from a printing house. Companies in all industries have their own unique jargon or words that they use for the department that they are in. Here are the definitions of some words a Bindery person may use in a conversation. [\(Click on blue links to see animated examples\).](#)

**Bleed** - Images and/or page data that extends beyond the trim marks on a page. When the data extends beyond the page on all four sides this is known as a "full bleed". The excess bleed is trimmed away to make it appear that the page data extends across the full page. If bleed was not used when the page is cut on the trim marks, a small white gap on the edge might be seen. A 1/4" to an 1/8" bleed is generally used. [Bleed](#)



**Binder's Creep** - The progressive extension of interior pages of the folded signature beyond the image area of the outside pages, due to the increasing thickness of the spine. This can be corrected in two ways either during the file's assemblage in an imposition program and/or a final trim with a cutter to give a clean straight edge. [Binder's Creep](#)

**Collate** - after the press sheet or signature is cut, to gather separate sections or leaves of a publication together in the correct order for binding. [Collate](#)



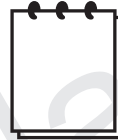
**Crop Marks (Trim Marks)** - Printed short fine lines used as guides for the final trim of pages within a press sheet. Usually found at the corners of the page about a 1/4 inch to a 1/8 inch away from image edge. [Crop Marks](#)



**Die Cutting** - a process in which pressure is used to force a sharp metal die (steel rule) through the stock. It is used to make creative and irregular shapes. [Die Cutting](#)



**Drilling** - a device that drills holes into a sheet of paper, so that the pages can be assembled in a binder or flip book.



**Embossing and Debossing** - through use of metal dies a section of the paper is raised (embossed) or lowered (debossed) from its surface. It can be used in combination with foil stamping. (See [foil stamping](#)) [Emboss/Deboss](#)

**Foil Stamping** - a thin amount of metal that is pressed onto a substrate using a combination of heat, pressure, and adhesive. It is used as an alternative to metallic ink.

**Folder** - a device that uses a combination of sharp blades and rollers to fold paper so that the pages can later be bound together as a book. [Folder](#)

**Grain Direction** - The direction or structure of paper fibers. Grain long if the grain runs the long direction of the sheet. Grain short if it runs the short direction of the sheet. Short grain paper is often used on large presses and long grain on small presses. If the paper rips clean in one direction that is the grain direction. Grain direction is important when it comes to book assembly; in most cases the grain should run parallel to the spine so that the book will open flat. [Grain Direction](#)



**Laminate** - the application process of a thin clear layer of plastic over a sheet of paper on both sides for preservation. A water tight seal is accomplished through heat and pressure to remove air bubbles that could appear between the sheet and plastic.

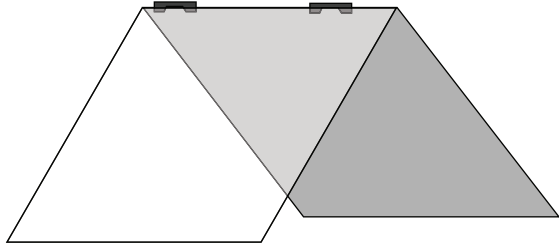
**Padding** - the process of applying glue to one side of a sheet so that the paper can be torn off individually. Example: note pads.

**Perfect Binding** - the type of binding that uses only a strong adhesive and no thread or wire to be bound to its cover. Often used for magazines and catalogs.

**Round cornering** - a cutting device used to give the edge of a sheet of paper a round edge.



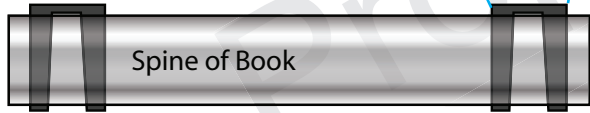
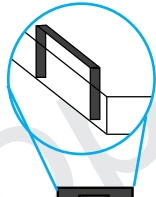
**Saddle Stitch** - to bind a book by driving staples through the center fold of a number of folded sheets.



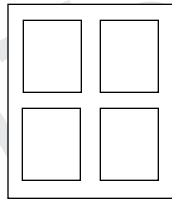
**Scoring** - a slight cut made in a heavy stock with a blade before the card stock is folded. This is done to give a clean edge and to prevent the card stock from cracking. The stock is then folded outward and not towards the cut. *Score*



**Side Stitch** - to bind a book by driving staples through the far left side of a number of folded sheets.



**Signature** - a single press sheet containing multiple pages that have been arranged so that they can be folded as part of a section for a book. *Signature*

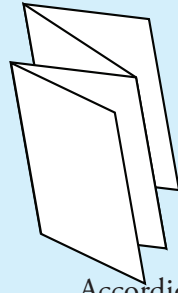


**Stitcher** - a machine used to bind pages or sections of a book together with metal staples or thread.

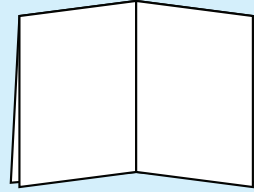
**Thermography** - a resin-based powder is added to the wet printing ink, heat fuses the particles together and a raised printing effect is produced, similar to embossing.

## Types of Folds

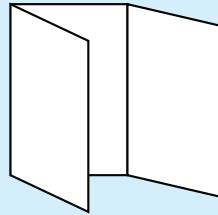
Examples of common folds produced by the Folding Machine.



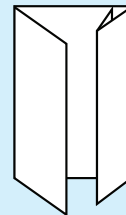
Accordion



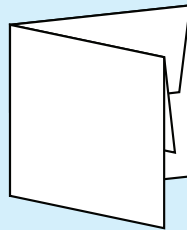
8-page signature



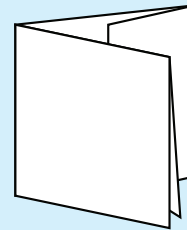
Gate



Over-and-Over



French (heads-in)



Letter

For more information on other printing terms visit: [www.theinkrag.com](http://www.theinkrag.com)

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Definitions of words used in the Bindery Department

Produced by The Ink Rag