



Glossary of Printing Terms

This glossary will be updated frequently with new terms. Check back regularly.

- **Bindery:**
Finishing printed products through various means.
- **Bleed:**
Printing that goes to the edge of the finished size sheet.
- **Collate:**
A finishing term for assembling paper in a specific order.
- **Crop marks:**
Lines printed to demonstrate where to trim a printed sheet.
- **4-color-process:**
The process of combining four colors to produce a printed color picture or colors composed from the original four colors.
- **Gloss Finish:**
Shininess or luster finish to the paper or ink.
- **Indicia:**
Postal information on bulk mailings used as a substitute for stamps.
- **Letterpress:**
a technique of relief printing using a printing press. A worker composes and locks movable type into the bed of a press, inks it, and presses paper against it to transfer the ink from the type
- **Matte finish:**
Dull finish to the paper or ink.
- **Offsetting:**
A middle surface used to transfer ink. Also, an unfortunate occurrence when the images of recently printed sheets transfer images to each other.
- **Offset paper:**
Uncoated paper.
- **Perfect bind:**
A type of binding that glues the edge of sheets to a cover.
- **Saddle stitch:**
Binding a booklet with staples in the seam where it folds.
- **Score:**
A crease put on paper to make folding easier.
- **Self-cover:**
Using the same paper for the cover that makes up the inside sheets.
- **Trim marks:**
Marks on a printed sheet to show where to trim.
- **Trim size:**
The final size of the printed piece after trimming is complete.
- **Watermark:**
A unique design created in paper at the time of construct that can be seen with ease by holding the paper up to a light.