

# Printing Fact Sheet

Please use this list of terms and sizes to help understand your job required. If you need any further assistance, please do not hesitate to contact our offices.

## General Printing Terms

### Bleed

Printing that extends to the edge of a sheet or page after trimming. It is recommended that a minimum of 3mm of bleed be applied to artwork requiring this.

### Carbonless Paper

Paper coated with chemicals that enable transfer of images from one sheet to another with pressure from writing or typing. Used for docket, receipt and books requiring duplicates or triplicate copies etc.

### Coated Paper

Paper with a coating of clay and other substances that improves reflectivity and ink holdout. Mills produce coated paper in the four major categories cast, gloss, dull and matte.

### Die Cut

To cut irregular shapes in paper or paperboard using a die.

### Embedded fonts

A process when making PDF's that allows fonts to be viewed by all computers – even if they don't have the same font installed. Essential if you are going to be supplying finished art PDF's.

### Emboss

To press an image into paper so it lies above the surface.

### Finish

(1) Surface characteristics of paper. i.e. gloss or matt.  
(2) General term for trimming, folding, binding and all other post press operations.

### Finished / Trim Size

Size of product after production is completed, as compared to flat size.

### Foil Emboss

To foil stamp and emboss an image.

### Full Colour (CMYK)

Cyan, Magenta, Yellow and Black.

These are the ink colours used to print full colour process work. All designs intended to be printed in full colour should be created or converted to CMYK. Please note RGB colour mode is for display on a computer screen only. If this mode is used unexpected results may occur.

### Flat Size

Size of product after printing and trimming, but before folding, as compared to finished size.

### 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.

### Spot colour (PMS)

A colour that's chosen and mixed from the Pantone Matching System (PMS), not produced with standard process colours. Highly recommended if you require a very specific ink colour. We have a PMS colour chart available for viewing in store.

### Laminate / Celloglaze

A thin transparent plastic sheet (coating) applied to usually a thick stock (covers, post cards, etc.) providing protection against liquid and heavy use, and usually accents existing colour. Available in gloss and matt finishes.

### Landscape

Artist style in which width is greater than height. (Portrait is opposite.)

### Metallic Ink

Ink containing powdered metal or pigments that simulate metal.

### Plastic and Wire Binding

To bind by inserting the teeth of a flexible plastic comb through holes punched along the edge of a stack of paper.

## Paper Sizes

|           |   |
|-----------|---|
| <b>DL</b> | 210mm x 99mm  |
| <b>A6</b> | 105mm x 148.5mm                                       |
| <b>A5</b> | 148.5mm x 210mm                                       |
| <b>A4</b> | 210mm x 297mm ( <i>Standard computer paper size</i> ) |
| <b>A3</b> | 297mm x 420mm   |
| <b>A2</b> | 420mm x 594mm   |
| <b>A1</b> | 594mm x 841mm   |
| <b>A0</b> | 841mm x 1189mm  |

## Envelope Sizes

|           |               |
|-----------|---------------|
| <b>DL</b> | 110mm x 220mm |
| <b>C6</b> | 114mm x 162mm |
| <b>C5</b> | 162mm x 229mm |
| <b>C4</b> | 229mm x 324mm |
| <b>C3</b> | 324mm x 458mm |
| <b>B6</b> | 125mm x 176mm |
| <b>B5</b> | 176mm x 250mm |
| <b>B4</b> | 250mm x 353mm |