



## Printing Terminology:

### JOB INFORMATION:

- **Description:** This is a detailed title/name for each job request.
- **No. of Originals:** This is the number of pages in the requested document.
- **One sided or two sided:** Print single page or front and back.
- **No. of Copies Needed:** This is the number of copies to be printed.

### PAPER:

- **Finished Copy:** The size of the job after printing or cutting.
- **Paper Color:** White is the standard color paper, however we have a variety of different colors available.
- **Paper Stock:** Type of paper: regular paper (bond), text, glossy, card stock, etc.
- **Finished Size:** Final size of paper after printing or cutting.
- **Carbonless:** NCR (2-part, 3-part, 4-part, 5-part) Allows you to write on the first sheet and the information is transferred to the other pages behind the first page.  
**Examples:** Receipts, Invoices
- **Tabs:** Inserts to separate sections of a booklet.
- **Ink Color:** Black is the standard color however we have a variety of different colors available.
- **Bindery tab:** How do you want your jobs bound together?



- **Collate:** Gathering and arranging of individual sheets that are printed into a predetermined sequence.  
*Example:* You have a file that has 3 pages and you want to print 5 copies of each. The file will print 5 times in the order of the file (1,2,3,1,2,3,1,2,3,1,2,3, 1,2,3).
- **Uncollated:** Multiple pages that are in the exact order of the file are printed separately.  
*Example:* You have a file that has 3 pages and you want it to print uncollated then all 5 sets of each page will print together (1,1,1,2,2,2,3,3,3).
- **Half Fold:** A single sheet folded in half and both sheets are the same size once folded.
- **Letter Fold:** Folds to fit in an envelope.  
*Example:* Three panel brochure.
- **Pad:** Sheets glued together.  
*Examples:* Forms, notepads
- **Number:** Number each page.  
*Examples:* Raffle tickets, receipt books, etc.
- **Perfect Bind:** A type of binding where the cover and inside pages are glued together at the spine of the booklet.  
*Examples:* Manual, Student Planners/Handbooks.
- **Spiral Bind:** Book binding that consists of a spiral wire or plastic that is wound through holes. Also referred to as coil binding.
- **Shrink Wrap:** A method of wrapping packages or products with a plastic film and then applying heat so that the wrap fits tight to the product.



- **Staple:** Please specify under **Special Instructions** whether you want 1 or 2 staples & the location of the staple.  
*Example:* left corner, middle, etc.
- **Score:** A crease applied, in a straight line, to a sheet of paper to allow it to fold easier and more accurately.
- **Perforate:** Creating a series of holes so that the paper can be torn more easily along the line that is formed.