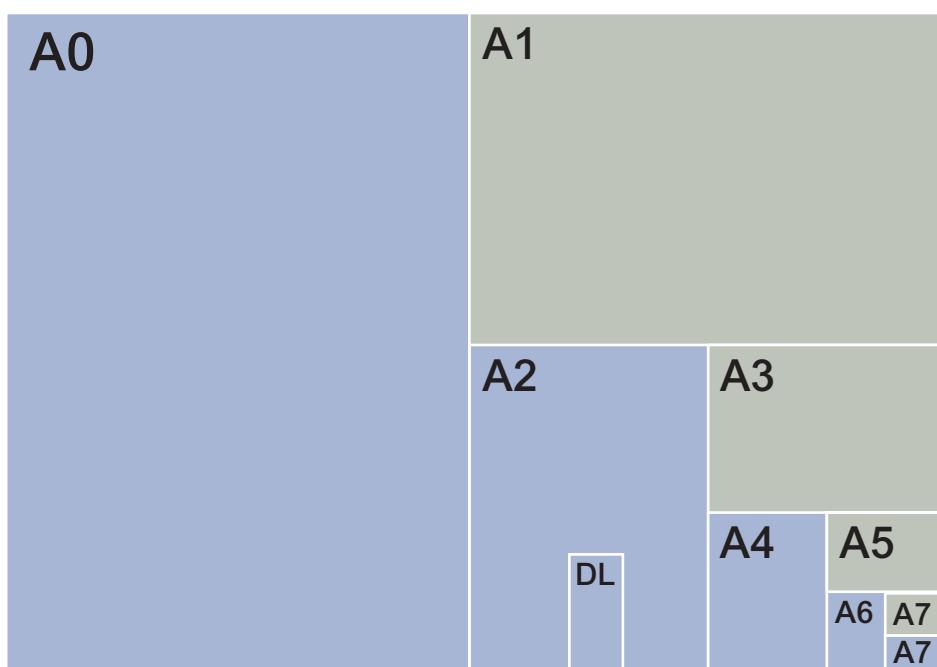


PAPER SIZES

A paper sizes

A0	841 × 1189 mm
A1	594 × 841 mm
A2	420 × 594 mm
A3	297 × 420 mm
A4	210 × 297 mm
A5	148.5 × 210 mm
A6	105 × 148.5 mm
A7	74 × 105 mm

Also
DL 99 × 210 mm

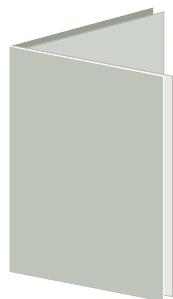


Commonly used folding formats

A single sheet of paper can be folded to make a 4 page leaflet or brochure. Multiple 4pp sections can be folded and stitched (stapled) together to form multi-page booklets and brochures.



4pp leaflet

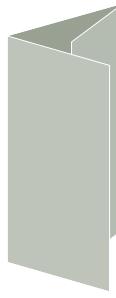


8pp booklet

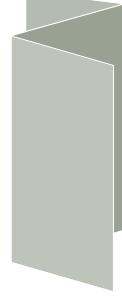


12pp booklet

A single sheet of paper can be folded to make a 6 page flyer.



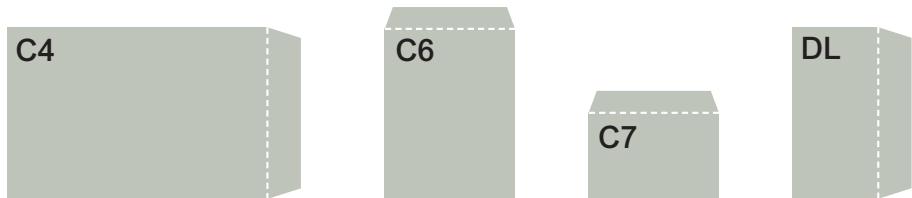
6pp roll fold



6pp concertina fold

Envelopes

C4	229 × 324 mm
C5	162 × 229 mm
C6	114 × 162 mm
Also DL	110 × 220 mm



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TERMINOLOGY

A paper sizes

Most common paper size used for general printing, stationery and publications.

Acetate

A transparent plastic sheet placed over printed originals that are commonly used to protect books.

Artwork

The finished layout that includes all text and images and is in the correct form to be sent to print. Abbreviation a/w.

Bleed

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

CMYK

Abbreviation for cyan, magenta, yellow and key (black), the four process colours commonly used when printing.

Collating

Arrangement of printed sheets into the desired sequence.

Comb binding

A plastic comb which is used to bind and grip the spine edge of a book.

Crop marks

Lines near the edges of an image indicating portions to be reproduced. Also called cutting marks and tick marks.

Digital printing

Printing straight from electronic artwork (no plates used as in litho print). Typically printed out of four colour process (CMYK). It's ideal for short runs and faster turnarounds.

DL envelope

A standard envelope size measuring 110mm x 220mm. They take A4 sheets folded into three.

DPI

Dots per inch. The greater the DPI, the finer the print.

Drill

Drilling of holes in literature which will allow insertion or a treasury tag or into a ring binder.

Duplex

A term referred to when you print on both sides of a sheet of paper.

Encapsulation

Where a printed matter is sealed in a plastic coating providing a rigid, watertight covering.

Estimate

A price that states what a job will probably cost. This is also referred to as a quotation.

Folio

The actual page numbers on a document.

GSM/Grams

The unit of measurement for paper weight (grams per square metre).

IBC

Inside back cover.

IFC

Inside front cover.

Imposition

Refers to the planning/positioning of artwork so that it is reproduced in an effective and orderly method.

Insert

Within a publication, an additional item positioned into the publication loose (not bound in).

Laminate

A thin transparent plastic sheet (coating) applied to usually a thick stock (covers, post cards, etc) Providing protection against liquid and heavy use.

Landscape

A design where the width is greater than the height – (opposite of portrait).

NCR (No Carbon Required)

A type of paper commonly used in form sets for duplicate copies.

Litho(graphy) (offset printing)

A printing process in which the ink is first transferred from the image to an offset blanket and then to the stock which may be paper or card. This process is normally used for longer runs/larger quantities of a printed matter.

Paper types

Uncoated – doesn't have a coating, has a natural feel and tends to be bulkier than coated papers, offers the versatility needed to meet the creative and practical demands of most print jobs. This is the University's standard paper stock.

Satin – has a smooth feel and the surface has a soft sheen.

Gloss – has a smooth feel and a shiny surface on one or both sides.

Pantone® colours

Premixed ink colours that are often specified for printing as a spot colour. Can be matched using CMYK but will not be exactly the same colour as its spot colour counterpart.

Perfect binding

Can also be referred to as adhesive or soft binding. A type of binding in which the pages of a book are held together at the binding edge by glue or a synthetic adhesive.

Perforating

Taking place on a press or a binder machine, creating a line of small dotted wholes for the purpose of tearing-off a part of a printed matter.

Portrait

A design where the height is greater than the width – (opposite of landscape).

Proof

A printed sample of work to be checked for errors in text, positioning or quality or colour reproduction.

Ream

500 sheets of paper.

Resolution

Refers to the sharpness and quality of a supplied image. The higher the resolution, the better quality the final printed product will be.

Saddle stitch

To bind by stapling sheets together where they fold at the spine.

Self-cover

The paper used inside a booklet is the same as that used for the cover.

Spine

The binding edge of a publication.

Stock

Paper or card to be printed on.

Typo

Short for 'typographical error' – a mistake in the copy.