**Print & Copy Bureau** pcb@leeds.ac.uk

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**GLOSSARY OF TERMS AND PRODUCT GUIDES**

**Adhesive Binding**

A method of binding where the leaves of the book are held together by glue. Also, called soft or perfect binding

**Artwork**

Artwork is a term used to describe the image sent to a printer for printing purposes. It can be illustrations, text matter, photographs or any combination of these.

**Author’s Corrections**

Corrections made to the original content of a proof supplied by the customer. These are normally charged to the customer.

**Binding**

Process of fastening papers together. Click **here** for details.

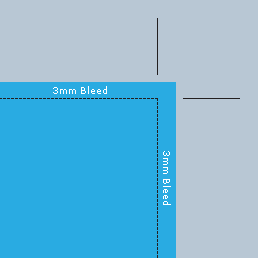
**Bleed**

In printing terms bleed is where the printing image runs off the edge of the paper.

'Bleed' is an essential part of creating artwork for print. Professional designers will always extend (or 'bleed') background elements and images beyond the edges of the document by an additional 3mm. This prevents unwanted white borders around the edges of a printed document.

Commercial printing presses are no different to your desktop inkjet or laser printer - they cannot print to the very edge of a sheet of paper. To get around the problem, we print your design onto a larger sheet of paper and then cut it down to size.

When the guillotine operator is [trimming](http://www.tomtheprinter.co.uk/2007/01/what-is-trimming.html) your design down to size, it would take someone with an incredible aim to cut exactly along the edge of your design. Any press misregistration would make this job impossible. If the operator cuts into the design there's a danger that text or graphics close to the edge of the sheet will be lost. Cut too little off and you'll end up with a white border on at least some of the prints.  
  
**To get around this problem, designers use bleed**. This simply means that they extend beyond the edge of the document (by between 3mm and 5mm) any elements which should touch the edge of the paper. As a result, any inaccuracies which occur during the printing or finishing process shouldn't cause any problems.   
  
Designers are also careful to avoid placing important elements such as text within around 5mm of the edge of the paper. It not only looks unprofessional and cramped, there is a risk that it could be cut off!



**Carbonless Paper (NCR)**

Paper coated with chemicals that enable the transfer of images from one sheet to another with pressure from writing or typing

**CMYK**

The initial letters often used to describe four colour process. The colours being Cyan (blue), Magenta (red), Yellow and Black.

**Collating**

Gathering together sheets of paper from a book, magazine or brochure and placing them in the correct order.

**Comb Bind**

A bind by inserting the teeth of a flexible plastic comb spine through holes punched along the edge of a stack of paper. Also called plastic bind.

**Crease**

A process to mechanically press a heavy rule into paper or board to enable it to be folded without cracking.

**Crop Marks**

Lines near the margins of artwork indicating where to trim, perforate or fold a printed item enabling the guillotine operator to cut the sheet exactly in the correct position. These are short, thin black lines surrounding the image.

**Desktop Printing**

A broad term for the process of making up a print job including type and images using a computer based system.

**Digital Dot**

A dot created by a computer and printed out by a laser printer or Imagesetter. Digital dots are uniform in size, as compared to halftone dots that vary in size.

**Digital Printing**

The benefits are for very short runs or for personalised print.

**Digital Proofing**

Page proofs produced through electronic data transferred onto paper via a laser printer

**DPI**

Means `dots per square inch`. A measure of the quality from a scanner or output resolution of a printer. The more dots per inch the better the quality.

**Drilling**

Drilling or punching of holes in a product which will allow insertion over rings in a binder. A two or four hole option is available

**Folding**

Different options are available. Click **here** for further details.

**GSM**

Stands for grams per square metre. The standard measure for describing the weight or thickness of a paper. Also described as the `grammage` of the paper.

**Greyscale**

Shades of grey ranging from black to white; in printing greyscale uses only a black halftone plate.

**Gutter**

A term used to describe the space between printed items, e.g. margins

**Hard Binding**

Standard binding is based upon a maximum 300 pages. For a thesis up to 450 pages an extra charge is applied. If the thesis is over 450 pages, it must be bound in two volumes.

Research Degrees and Scholarships Office and your Department have very strict guidelines on acceptable wording and style for your thesis. Your thesis could be rejected if it is incorrectly bound.

* A thesis for binding brought into the Print & Copy Bureau, Level 6, Roger Stevens Building before 12pm on a Tuesday will be available for collection after 3.30pm on the following Friday.
* A thesis for binding brought in before 12pm on a Friday will be available for collection after 3.30pm on the following Tuesday

Times may vary during Bank Holiday weekends, Easter and Christmas breaks. To confirm, please contact our Hard Binding Service Desk 0113 343 2668

When ordering a Hard Bound Thesis we prefer you to visit the Print & Copy Bureau to ensure your specific requests are correctly received, however, in the event you are unable to visit the department we will be pleased to print off the document from a received file. Files should be sent in a pdf format and accompanied by a Hard Binding Application Form, as follows:



Please send your order instructions to [pcb@leeds.ac.uk](mailto:pcb@leeds.ac.uk)

Regrettably, to avoid any possible errors, orders cannot be taken verbally over the telephone.

**FURTHER QUESTIONS**

Full details of the regulations for and advice on the format for the presentation of Thesis and Dissertations for Higher Degrees can be found at:

*Thesis Submissions & Examination*

Telephone: +44 (0) 113 343 4003

Email: [rp\_examinations@leeds.ac.uk](mailto:rp_examinations@leeds.ac.uk)

[www.leeds.ac.uk/rds/assets/pdfs/thesis\_submissionandexamination/for\_students/Thesis-format-regs.pdf](http://www.leeds.ac.uk/rds/assets/pdfs/thesis_submissionandexamination/for_students/Thesis-format-regs.pdf)

**Halftone**

A term used to describe a picture made up of single coloured dots, normally black.

**Imposition**

Positioning pages in a press-ready format so that they will be in the correct numerical sequence after folding.

Also, the positioning of images where multiple images are printed at the same time, using the same printing plate.

**JPEG**

Joint Photographic Electronic Group, a common standard for compressing image data.

**Lamination**

The application of a clear plastic film to a protect the printed item.

**Landscape**

Printing item for a page that is wider than the height.

**Lithography**

The modern process is known as Offset-Litho using wet ink.

**Make Ready**

The work associated with the set-up of printing equipment before running a job.

**Origination**

A term used to describe all of the processes which prepare a job for printing.

**Overs**

The extra copies printed above the quantity ordered.

**Pantone**

The Pantone matching system (PMS) colours are a standard system of coded colours for printers, designers and customers to define what colour a job should be printed in. Using this reference, any printer can always ensure that a specific colour is matched throughout. It is almost impossible to match Pantone colours using the four colour halftone printing process and therefore where specific colours are required an additional `spot colour` will be added to the print image. Each spot colour, for this purpose, is an extra printing plate and therefore additional cost. Likewise in digital printing, again it is almost impossible to match Pantone specified colours and therefore a compromise is always considered.

**Paper Sizes**

Paper sizes are normally described using the ISO international reference, including A0, A1, A2, A3 etc.

Sizes are as follows:

A0 841mm x 1189mm

A1 594mm x 841mm

A2 420mm x 594mm

A3 297mm x 420mm

A4 297mm x 210mm

A5 148xx x 210mm

A6 105mm x 105mm

**PDF**

Portable Document Format. A type of computer file for displaying pages of matter as if they were a picture. The files cannot be altered once converted to a PDF format. In providing a proof image, customers are normally requested to provide a PDF to ensure the integrity of the file.

**Perfect Binding**

A bookbinding method in which pages are glued to the cover.

**Pop-Up Banner User Guide**

Details of how to assemble and disassemble pop-up banners are provided below:



**Poster Designs**

Although there is no specific template for layout purposes, examples are provided below:

For student presentations posters can created in PowerPoint, but ensure that any illustrations, graphs etc are as high resolution as possible. The University of Leeds logo should be positioned, ensuring there is space around it and is clear of `clutter`. The image on the screen is not always what will appear when printed so a proofing service is provided to ensure they are happy before we print off a poster.

A laminated or non laminated option is provided and fabric posters can also be supplied.

**Proof**

The document which is supplied to a customer for approval prior to printing

**Register**

Printing term for the position of the job on a sheet and the position of the colours on that sheet relative to each other.

**RGB**

An acronym for red, green and blue. RGB is a colour model used for computer monitors and colour video output systems. Colour separations for litho/offset printing cannot be made directly from RGB files and need to be converted to CMKY first. In addition, colours on a video output will not match exactly the print finished colours.

**RIP**

Raster Image Processor. The RIP breaks a page down into its final format for outputting.

**Saddle Stitch**

A binding process in which a pamphlet or booklet is stapled through the middle fold of its sheets using metal wire.

**Self Cover**

The paper used inside a booklet is the same as that used for the cover and is generally printed on the same press run.

**Soft Binding**

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Soft Binding can typically be completed within 3 hours and is available from the Print & Copy Bureau Reception on Level 6 Roger Stevens Building.

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**Spot Colour**

Spot colour is not made using the process colours, instead the colour is printed using an ink made exclusively, each spot colour therefore requires its own separate printing plate. Spot colours do not apply to digital printing as the printing devises can only reproduce from the four process colours; cyan, magenta, yellow and black.

**Turnaround Time**

Amount of time needed to complete a project.

**Wire-o Binding**

A method of wire binding books along the binding edge that will allow the book to lay flat.

**Woodfree Paper**

Paper made from chemical wood pulp as opposed to mechanical wood pulp.

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