

Copy Shop Terminology

Binding - Various methods of securing paper together to form a single copy of a book

Camera/Print Ready - A term given to any copy, artwork etc. that is ready to be copied without making any changes to the document or job

Collate/Staple - To gather sheets together in their correct order and apply a staple

Cutter – Equipment used for accurately cutting stacks of paper to desired dimensions

Drill - Actual drilling of holes into paper for ring binding

Estimate – A breakdown of cost and material that will be used to produce your job

Fan Fold -"Z" Fold - Accordion Fold- Paper folding that creates a pleated or accordion affect with the folds being alternating and parallel

Folder - Machine used to fold paper. Some folders also perforate and score paper

Font - The characters which make up a complete typeface and size

Indicia - Markings pre-printed on mailing envelopes to replace using a postage stamp – usually used when doing standard (bulk) mailings. An Indicia on a bulk mailing cannot be used as paid postage and sent out as single pieces.

Inserts - Extra printed pages inserted loosely into printed pieces

Jog - To vibrate a stack of finished pages so that they are tightly aligned for final cutting or trimming

Perforating - Punching small holes or slits in a sheet of paper which facilitate tearing along a desired line

Plastic Comb Binding - A method of binding books in which holes are punched on the binding side of the paper, and a plastic comb binding device is inserted to hold the pages together.

Proof - A proof is a sample of what your job will look like once it is printed

Ream - 500 sheets of paper.

Score – sharp creases put on paper to facilitate folding – often done to cover stock paper that is going to be folded. This allows for a “clean” fold

Coil Binding - A binding whereby a plastic coil binder is spiraled through round holes punched along the binding side of a document

Paper Stock - A term for unprinted paper