AD ISO paper size - 844 mm x 1189mm (A Series).  A1 ISO paper size - 420mm x 941 mm (A Series).  A2 ISO paper size - 420mm x 93 mm (A Series).  A3 ISO paper size - 420mm x 93 mm (A Series).  A4 ISO paper size - 210mm x 297 mm (A Series).  A5 ISO paper size - 210mm x 297 mm (A Series).  Binding Asterior of the paper to one another (e.g. attaching paper sheets together to form a book, booklet or multipage brochure).  Bleed When any image or element on a page touches the edge of the page, extending beyond the tirin edge, leaving no margin it is said to bleed.  C4 Erwelope which is 229mm wide x 234mm high and fits an A4 sheet of paper.  C5 Erwelope which is 229mm wide x 224mm high and fits an A4 sheet of paper.  Carbonless Corporaless copy paper, non-carbon copy paper, or NCR paper is an atternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics.  CMYK  The CMYK Colour model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself.  CMYK refers to the frour risks used in most colour printing, cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, in its typically applied in the order of the abbreviation. The K1 in CMYK sands for key since in four-color printing, eyan, magenta, and yellow printing eyan, magenta, and velve or aligned with the key of the black key plate.  Calour Printing  Calour Printing  Standard colour printing, called acrue-colour printing (cMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Pioling A3 size down to DL.  The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Data can come in all different formats transing from text flies(xtt), excel spreadsheets (.csv.,xs	Word/Phrase	Meaning
A1 ISO paper size - 594mm x 94mm (A Series). A2 ISO paper size - 420mm x 95mm (A Series). A3 ISO paper size - 420mm x 95mm (A Series). A4 ISO paper size - 210mm x 197mm (A Series). A5 ISO paper size - 210mm x 197mm (A Series). A6 ISO paper size - 210mm x 197mm (A Series). Binding Attaching sheets of paper to one another (e.g. attaching paper sheets together to form a book, booklet or multipage brochure). Bileed When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to bleed. C4 Envelope which is 22mm wide x 22mm high and fits an A4 sheet of paper. C5 Envelope which is 22mm wide x 22mm high and fits an A5 or folded in half A4 sheet of paper. Carbonless Carbonless copy paper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics. CMYK  The CMYK color though it varies by print house, press operator, press manufacturer and press value of the paper is a subtractive color model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing, cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press van. ink is typically applied in the order of the abbreviation. The 'K' in CMYK stands for key since in four-color printing cyan, magenta, and yellow printing plates are carefully keyed or aligned with the key of the black key plate. Coated Paper Coated Paper Coated Paper float has a layer of coating applied to one or both sides (e.g. a gloss, dull or mattinish). Colour Printing Standard colour printing, called four-colour printing (cMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  Cross Fold A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  The term data means groups of information that represent the qualit	A0	<u> </u>
A2 ISO paper size - 420mm x 93mm (A Series). A3 ISO paper size - 210mm x 29mm (A Series). A5 ISO paper size - 210mm x 13mm (A Series). A6 ISO paper size - 210mm x 14mm (A Series). Binding Attaching sheets of paper to one another (e.g. attaching paper sheets together to form a book, booklet or multipage prochure). Bleed When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to bleed. C4 Envelope which is 22mm wide x 324mm high and fits an A4 sheet of paper. C5 Envelope which is 22mm wide x 324mm high and fits an A4 sheet of paper. C6 Envelope which is 162mm wide x 22mm high and fits an A6 or folded in half A4 sheet of paper. C6 Envelope which is 162mm wide x 22mm high and fits an A6 or folded in half A4 sheet of paper. C6 Carbonless copy paper, non-carbon copy paper, or NCR paper is an atternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics. C6 MYK Colour model, referred to a process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself. C6 MYK refers to the four inks used in most colour printing: oyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press varies in a typically applied to mast colour printing; oyan, magenta, yellow, and so the substance of the paper is a process itself. C6 Coated Paper C7 Coated Paper C8 Coated Paper C8 Coated Paper C8 Coated Paper C8 Coated Paper C9 C		
A3 ISO paper size - 420mm x 297mm (A Series). A4 ISO paper size - 210mm x 297mm (A Series). A5 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A6 ISO paper size - 210mm x 148mm (A Series). A7 ISO paper size - 210mm x 148mm (A Series). A7 ISO paper size - 210mm x 148mm (A Series). A7 ISO paper size - 210mm x 148mm (A Series). A7 ISO paper size - 210mm x 148mm (A Series). A8 ISO paper size - 210mm x 148mm (A Series). A8 ISO paper size - 210mm x 148mm (A Series). A8 ISO paper size - 210mm x 148mm (A Series). A8 ISO paper size - 210mm x 148mm (A Series). A8 ISO paper size - 210mm x 148mm (A Series). A8 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A9 ISO paper size - 210mm x 148mm (A Series). A10mm x 148mm (A Series). A10mm x 148mm (A Series). A10mm x 148mm (A		
A5 ISO paper size - 210mm x 297mm (A Series).  A5 ISO paper size - 210mm x 149mm (A Series).  Binding Attaching sheets of paper to one another (e.g. attaching paper sheets together to form a book, booklet or multipage brochure).  Bleed When any image or element on a page touches the edge of the page, extending beyond the tim edge, leaving no margin it is said to bleed.  C4 Envelope which is 229mm wide x 229mm high and fits an A4 sheet of paper.  C5 Envelope which is 162mm wide x 229mm high and fits an A5 or folded in half A4 sheet of paper.  Carbonless Carbonless copy paper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics.  CMYK The CMYK colour model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing; or, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, ink is typically applied in the roder of the abbreviation. The "K" in CMYK stands for key since in four-color printing cyan, magenta, and yellow printing plates are carefully keyed or aligned with the key of the black key plate.  Coated Paper  Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Clour Printing  Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL  Data  The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Date can come in all different formats ranging from text files(.txt), excel spreadsheets (.csv.xis), PDF's, Post Script (PS) files, XML etc etc.  DL 110 x 220 mm Envelope.		
AS Bilding Attaching sheets of paper to one another (e.g. attaching paper sheets together to form a book, booklet or multipage brochure).  Bleed When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to bleed.  C4 Ervelope which is 229mm wide x 324mm high and fits an A5 sheet of paper.  C5 Envelope which is 229mm wide x 324mm high and fits an A5 or folded in half A4 sheet of paper.  Carbonless Carboniess copy paper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics.  CMYK  The CMYK colour model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing: oyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, ink is typically applied in the order of the abbreviation. The "K" in CMYK stands for key since in four-color printing oyan, magenta, yellow, and yellow printing plates are carefully keyed or aligned with the key of the black key plate.  Cated Paper  Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Colour Printing  Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  Cross Fold  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  Data  The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Data can come in all different formats ranging from text files (xty), excel spreadheets (.csv.,xls), PDFs, Post Script (PS) files, XML et etc.  DL  110 x 220 mm Envelope.  DLX  120 x 235 mm Envelope.  DLX  120 x 235 mm Envelope.  Envelop		
Attaching sheets of paper to one another (e.g. attaching paper sheets together to form a book, boolete or multipage brochure).  Bleed  When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to bleed.  C4  Envelope which is 229mm wide x 324mm high and fits an A4 sheet of paper.  C5  Envelope which is 162mm wide x 229mm high and fits an A5 or folded in half A4 sheet of paper.  Carbonless  Carbonless Corp apper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics.  CMYK  The CMYK colour model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing: cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, ink is typically applied in the roder of the abbreviation. The "K" in CMYK stands for key since in four-color printing cyan, magenta, and yellow printing plates are carefully keyed or aligned with the key of the black key plate.  Coated Paper  Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Colour Printing  Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  Data  The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Data can come in all different formats ranging from text files(txt), excel spreadsheets (.csv.xls), PDF's, Post Script (PS) files, XML etc etc.  DL  110 x 220 mm Envelope.  DLX  220 m Envelope:  A document (noun) is a bounded physical representation of a body of		• • • • • • • • • • • • • • • • • • • •
book, booklet or multipage brochure).  Bleed  When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to bleed.  C4  Ervelope which is 229mm wide x 324mm high and fits an A4 sheet of paper.  C5  Envelope which is 229mm wide x 324mm high and fits an A5 or folded in half A4 sheet of paper.  Carboniess  Carboniess copy paper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics.  CMYK  The CMYK colour model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing: cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, ink is typically applied in the order of the abbreviation. The "K" in CMYK stands for key since in four-color printing oryan, magenta, and yellow printing plates are carefully keyed or aligned with the key of the black key plate.  Cated Paper  Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Cfour Printing  Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  The term data means groups of information that represent the qualitative or quantitative attributes of a vaniable or set of variables. Data can come in all different formats ranging from text flies(xx), excel spreadsheets (.sv.,xxls), PDF's, Post Script (PS) flies, XML etc etc.  DL  110 x 220 mm Envelope.  DLX  120 x 235 mm Envelope.  Envelopes  A document (noun) is a bounded physical representation of a body of information designed with the capacity (and usually intent) to communicate. A		
the trim edge, leaving no margin it is said to bleed.  C4 Envelope which is 129mm wide x 324mm high and fits an A4 sheet of paper.  C5 Envelope which is 162mm wide x 229mm high and fits an A5 or folded in half A4 sheet of paper.  Carbonless Carbonless copy paper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten for mechanically typed) document without the use of any electronics.  CMYK  The CMYK colour model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing; cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press marufacturer and press run, ink is typically applied in the order of the abbreviation. The "K" in CMYK stands for key since in four-color printing cyan, magenta, and yellow printing plates are carefully keyed or aligned with the key of the black key plate.  Coated Paper  Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Colour Printing  Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Data can come in all different formats ranging from text flies(tkt), excel spreadsheets (.csvxls), PDFs, Post Script (PS) flies, XML etc etc.  DL  110 x 220 mm Envelope.  DLX  120 x 235 mm Envelope.  DLX  120 x 235 mm Envelope.  Envelopes  An envelope is a bounded physical representation of a body of information designed with the capacity (and usually intent) to communicate. A document may manifest symbolic, diagrammatic or sensory-representational information.  Making even, equal ho	_	book, booklet or multipage brochure).
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Carbonless Carbonless Copy paper, non-carbon copy paper, or NCR paper is an alternative to carbon paper, used to make a copy of an original, handwritten (or mechanically typed) document without the use of any electronics.  CMYK The CMYK color model, referred to as process colour or four colour, is a subtractive colour model, used in colour printing, also used to describe the printing process itself.  CMYK refers to the four inks used in most colour printing; cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, ink is typically applied in the order of the abbreviation. The "K" in CMYK stands for key since in four-color printing cyan, magenta, and yellow printing plates are carefully keyed or aligned with the key of the black key plate.  Coated Paper Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Colour Printing Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  Data The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Data can come in all different formats ranging from text filies/ctt), excel spreadsheets (.csv.,xls), PDF's, Post Script (PS) files, XML etc etc.  DL 110 x 220 mm Envelope.  DLX 120 x 235 mm Envelope.  DLX 120 x 235 mm Envelope.  DLX 120 x 235 mm Envelope,  Making even, equal holes in paper using a metal drill bit (for use in a ring binder). Drills can neatly perforate a much greater thickness of paper than the office hole-punch.  Making even, equal holes in paper using a metal drill bit (for use in a ring binder). Drills can neatly perforate a much greater thickness of paper than the office hole-punch.  First it is water based and does not use organic solvents commonly required to make particles in this size		Envelope which is 229mm wide x 324mm high and fits an A4 sheet of paper.
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Coated Paper Paper that has a layer of coating applied to one or both sides (e.g. a gloss, dull or matt finish).  Colour Printing Standard colour printing, called four-colour printing (CMYK), employs magenta, yellow, cyan, and black toner (see CMYK above).  A secondary fold whose axis is perpendicular or oblique to the axis of another fold eg Folding A3 size down to DL.  The term data means groups of information that represent the qualitative or quantitative attributes of a variable or set of variables. Data can come in all different formats ranging from text files(.txt), excel spreadsheets (.csv,.xls), PDF's, Post Script (PS) files, XML etc etc.  DL 110 x 220 mm Envelope.  DLX 120 x 235 mm Envelope.  DLX 120 x 235 mm Envelope.  DLX 120 x 235 mm Envelope.  Document A document (noun) is a bounded physical representation of a body of information designed with the capacity (and usually intent) to communicate. A document may manifest symbolic, diagrammatic or sensory-representational information.  Drill Making even, equal holes in paper using a metal drill bit (for use in a ring binder). Drills can neatly perforate a much greater thickness of paper than the office hole-punch.  Emulsion Aggregation Emulsion Aggregation (EA) is a process of growing 1-15 micron size particles from smaller, nanometer size constituents. The process is environmentally advantaged in that it is water based and does not use organic solvents commonly required to make particles in this size range.  Envelopes  An envelope is a packaging product, usually made of flat material such as paper or cardboard, and designed to contain a flat object, which in a postal-service context is usually a letter, card or bills.  Follower A plain or printed sheet that usually 'follows' the letterhead in multi-page print jobs.  FTP The File Transfer Protocol, or FTP, allows computers to speak to one other. FTP is used to make files available for transfer safely over the Internet from computer to computer. A paper fold where both sides fold inwards so the edges com	CMYK	colour model, used in colour printing, also used to describe the printing process itself. CMYK refers to the four inks used in most colour printing: cyan, magenta, yellow, and key black. Though it varies by print house, press operator, press manufacturer and press run, ink is typically applied in the order of the abbreviation. The "K" in CMYK stands for key since in four-color printing cyan, magenta, and yellow printing plates are carefully
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	Invoice	An invoice or bill is a commercial document issued by a seller to the buyer, indicating the

	products, quantities, and agreed prices for products or services the seller has provided the buyer.
Jiffy Bag	A padded envelope ideal for mailing breakable, delicate items or items too large for C4/B4 envelopes.
Job Number	A number assigned to a printing job, and used for record keeping and job tracking. Also used to retrieve old jobs for reprints or reworking by customer.
Laminate	A laminate is a material that can be constructed by uniting two or more layers of material together.
Laser Printing	A high quality printing method which prints directly from a computer onto paper or labels. Laser printing can be colour or black. A laser beam projects an image of the page to be printed onto an electrically charged rotating drum coated with selenium.
Letterhead	Paper printed with the company details including address and logo.
Matt	A coated paper finish that is not shiny like a gloss, and does not have a sheen like satin, but still keeps much of the ink from being absorbed by the paper and provides an excellent image.
MICR	Magnetic Ink Character Recognition, or MICR, is a character recognition technology used primarily by the banking industry to facilitate the processing of cheques. The technology allows computers to read information (such as account numbers) off printed documents. Unlike barcodes or similar technologies, however, MICR codes can be easily read by humans. MICR characters are printed in special typefaces with a magnetic ink or toner, usually containing iron oxide.
Monochrome Laser Printers	Single colour (black) laser printers.
Monochrome	Meaning "one color", is one whose range of colours consists of shades of a single colour or hue; monochrome images in neutral colours are also known as grayscale or black-and-white.
Proof	A general term for a variety of options for seeing what your file will look like when printed is a proof. Printing proofs are used for checking that all text and graphics and colors come out as expected before going to print.
Saddle-stitch binding	The use of one or more staples on the fold of the document.
Scanning	The process whereby an original is analysed and captured line by line to convert the analogue image information from an original into digital data.
Score	To press a channel into paper to facilitate folding and prevent cracking of ink or toner.
Security Printing	Unit Sets, OCR, UV, Thermochromic ink, Micro signature lines, modulus.
Side-stitch binding	Stapling the signatures together on the side rather than the fold.
Simplex	Printing on one side only of a sheet of paper.
Stapling	To fasten something to something else or in position with staples.
Statements	A printed record of all transactions that have taken place over a period of time.
Toner	Toner is a powder used in laser printers and photocopiers to form the printed text and images on the paper. In its early form it was simply carbon powder. Then, to improve the quality of the printout, the carbon was melt-mixed with a polymer. Toner particles are melted by the heat of the fuser, and bind to the paper.
Trade Only	Ethics of business only allow for dealings with companies within the printing industry, for example advertising agencies, print management companies, printing companies, major mail houses, call centres and copy shops.
Window Faced Envelope	Envelopes with a transparent window which allow an address to show through when it's been printed directly on to an address carrier eg letterhead.
Wire Bind	A method of wire binding books along the binding edge that will allow the book to lay flat using double loops.
XLS	Microsoft Excel (full name Microsoft Office Excel) is a spreadsheet application written and distributed by Microsoft for Microsoft Windows and Mac OS X. It features calculation, graphing tools, pivot tables and a macro programming language called VBA (Visual Basic for Applications).
Z Fold	A paper fold where a piece of paper is folded inwards once and outwards once in a Z shape