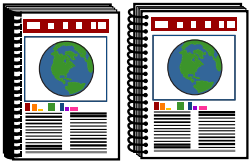


# GLOSSARY OF PRINT TERMS

## BINDING



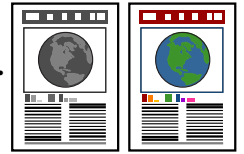
Comb      Coil

A book is made using plastic bindings. Comb and coil bindings must have cardstock front and back covers. Choose the right binding by document size:

comb: up to 200 pages      coil: up to 90 pages

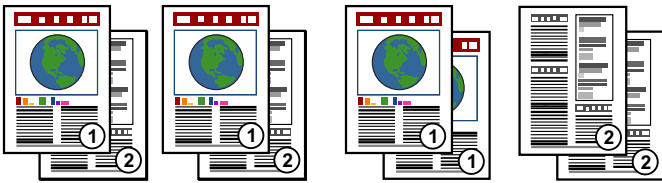
## BLACK AND WHITE/COLOR

When no color is going to be printed, then it is considered black and white. If any color is to be printed, then the document is considered a color print job. There is no added charges for a black and white document.



B&W      Color

## COLLATED/UNCOLLATED



Collated

Uncollated

Collated copies are in page 1-2 order for each set. If they are uncollated, the amount requested of the first page is printed, then that of the second, and so on.

## COMBINE FILES

This option allows you to make one document out of separate files.

## COVER

This option allows you to change a few options, including the stock of the first and last pages, as well as whether you would like the outside or inside of the cover to display any printing.

## CUTTING

The job may be cut into rectangles. The smallest cut size is 2 inches.



## EXCEPTION

This option is used when you would like to use special formatting on certain pages, like making certain pages one-sided in a two-sided document, or vice versa. This does **not** omit pages. Only submit documents with the pages you would like to be printed.

## FINISHING

Finishing options refer to how you would like your documents sorted or bound. Always review your finishing options before submitting an order.

## FOLDING

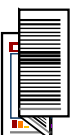
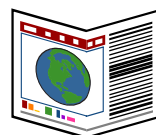
There are four types of folds available:

Half fold will fold the order in half in either direction.

Tri fold in is a type of fold that creates three segments in a sheet with the front page on the inside.

Tri fold out creates three segments in a sheet with the front page on the outside.

Z fold is a tri-fold option where the page is folded in a zigzag order.



Half Fold      3 Fold-in      3 Fold-out      Z-fold

## LAMINATING

Laminating machines heat up clear vinyl that encapsulate documents, creating a sealed, smooth looking result.

## PADDING

This is the way to create a tear off binding for a pad. The document is brushed with an adhesive on the edge. The adhesive will dry and stay flexible.

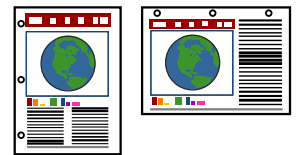


## POSTER

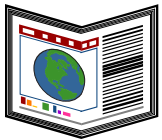
Posters are referring to any document larger than 12x18. The standard poster sizes are 18x24, 24x36, and 36x48. There are 3 types of papers to choose from: Select regular for very short term use. Select glossy for most normal projects. For any long term or outdoor poster, choose the Tyvek option.

## PUNCHING

The three hole punch option is used when the materials are to be placed in a 3-ring binder. It's best to have at least a .5 inch margin on the punch side.



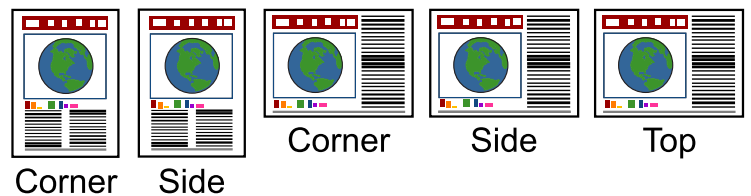
## SADDLE STITCHED



A saddle stitched booklet is when pages are folded in half along the short edge of the paper and stapled on the fold, creating a booklet. The booklet will be half the size of the original paper.

## STAPLING

Stapling is a finishing method where the document is kept together with staples. Staples can be put in the corner or on the side of the document.



## SURE PDF

SurePDF converts documents from their original application to a print-ready PDF that is optimized for commercial printing equipment.