

**Basis Weight of Paper**

When weighing print materials, the weight of a material will be defined by g/m<sup>2</sup> (grammes per square metre).

**Bleed**

It is not possible to professionally print all the way to the edge of a paper sheet. To achieve this effect it is necessary to print a larger area than is required and then trim the paper down. Bleed refers to the printed area that extends off the trimmed edge. Typically a designer will allow an extra 3mm of bleed to colour and image areas, allowing for a little leeway when trimming.

**Blocking**

This effect is achieved by cutting shapes into blocks made of wood, metal or linoleum. Ink is then applied to the block and the block is pressed onto paper. Block prints can be quite detailed if the block is well made, but normally only one colour is used.

**Book-block**

This refers to the pages of a book when prepared for casing before the case is added. During this process the book pages are trimmed around each edge, ready for punching.

**Brass**

A brass die is used for blocking.

**Bulk**

This refers to the thickness of a book or sheet of paper.

**Case**

The case refers to the cover of a book, one which is prepared beforehand for affixing to the book-block.

**Case Binding**

A method of binding in which the cover is made separately but consists of rigid or flexible boards covered with paper, cloth or another material, in such a manner, that the covering material surrounds the outside and the edges of the board. Covers always project beyond the trimmed edges of the next pages.

**Casing In**

This refers to the process of inserting the book block into its case, ready for pasting down.

**Collate**

Checking the sections of a book are correctly gathered to ensure they are all present and are in the correct order.

**Cut**

The act of cutting flat printed or unprinted paper on a guillotine or three knife trimmer.

**Draw on Cover**

This refers to a paperback cover, which has been attached to the book block by method of gluing the spine.

**Edges**

The three cut sides of a book-block.

**Endpapers**

This refers to a piece of plain or fancy printed paper, folded into four pages to fit the page size. This is then sewn or pasted to the first and last section of the book to secure it to the case or binding.

**Extent**

The length of a book in terms of the number of pages.

**Flyleaf**

The inside leaf of a four-page endpaper which is pasted along the folded edge of the first or last page of the book.

**Foil**

Sized metallic or pigment leaf used in blocking lettering or designs on the surface. Used primarily for blocking book covers.

**Foredge**

This refers to the outer edge of a book, opposite the spine.

**Foot**

Simply, the foot refers to the bottom edge of a book.

**Frontispiece**

A decorative or informative illustration on the page that faces the title page of the book.

**Head**

The top cut edge of a book.

**Jacket**

The name jacket refers to the printed outer cover that wraps around a case bound book in order to protect it and to act as a point of sale display.

**Laminating**

The application of a film, either gloss or matt finish, to the surface of the printed book cover to enhance its appearance and to increase durability.

**Landscape**

The shape of an illustration or book is referred to as 'Landscape' when its width is greater than its height.

**Leaf**

A sheet of a book that contains two pages, one on each side is called a leaf. Thusly, a book that contains 32 leaves has 64 pages.

**Limp Cover**

This refers to a flexible book cover, ranging from 240gsm (standard) up to 300gsm in weight and distinct from a board cover.

**Perfect Binding**

A style of unsewn binding in which the leaves of a book are held together at the binding edge by an adhesive.

**Portrait**

The shape of a book or illustration is referred to as portrait when its height is greater than its width.

**Saddle Stitching**

This method of binding secures one or more sections of the book with or without a cover, by means of wire staples through the centre fold.

**Section**

The section, quite simply is a sequence of pages forming part of a book.

**Self-Cover**

Generally the first and last pages on the sheet, the self-cover is a booklet cover of the same paper as the inside leaves.

**Side Gluing**

This process involves drawing a line of adhesive onto the front and back of a book-block to strengthen the hinge opening.

**Spine**

This refers to the bound edge of a book, also known as the 'back'.

**Spiral Binding**

This effect is achieved through attaching single sheets by means of a wire or plastic coil and then passing the collection through punched holes.

**Square back**

This is a method of binding that has been collated and trimmed but not round and backed. This method is also called 'Flat Back'.

**Digital Book Printing**

This is printing from an electronic PDF file, using toner/inkjet based products.