
**Graphic technology — Vocabulary —
Part 4:
Postpress terms**

Technologie graphique — Vocabulaire —

Partie 4: Termes de postimpression

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ISO 12637-4:2008

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Reference number
ISO 12637-4:2008(E)

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Published in Switzerland

Foreword

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ISO 12637-4 was prepared by Technical Committee ISO/TC 130, *Graphic technology*.

ISO 12637 consists of the following parts, under the general title *Graphic technology — Vocabulary*:

— *Part 1: Fundamental terms*

— *Part 2: Prepress terms*

— *Part 3: Printing terms*

— *Part 4: Postpress terms*

— *Part 5: Screen printing terms*

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Introduction

Documentation gives rise to numerous international exchanges of both intellectual and material nature. These exchanges often become difficult, either because of the great variety of terms used in various fields or languages to express the same concept, or because of the absence of, or the imprecision of, useful concepts.

To avoid misunderstandings due to this situation and to facilitate such exchanges, it is advisable to select terms to be used in various languages or in various countries to express the same concept, and to establish definitions providing satisfactory equivalents for the various terms in different languages. The purpose of ISO 12637 is to provide definitions that are rigorous, uncomplicated and which can be understood by all concerned.

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Graphic technology — Vocabulary —

Part 4: Postpress terms

1 Scope

This part of ISO 12637 defines a set of postpress terms which may be used in the drafting of other International Standards for graphic technology.

In order to facilitate their translation into other languages, the definitions are worded so as to avoid, where possible, any peculiarity attached to one language.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

adhesive applicator

converting device that applies different kinds of adhesives, using either cold-glue or hot-melt systems, to create products such as magazines, paperbound books and packaging materials

2.2

adhesive binding

converting process used to join, by gluing individual pages or signatures and covers into a final product

2.3

air table

air-cushion device that supports the weight of the substrates during finishing operations such as cutting and trimming

2.4

albumin

complex protein used for the preparation of glaze, the gilding substratum for the application of gold leaf on book edges

2.5

backlining

strengthening of the book block spine with paper or fabric

NOTE See **gauzing** (2.37).

2.6

base coat

primer

coating applied to paper or other substrates to prepare and improve surface properties for further operations like printing or coating

2.7

binding

method by which pages of a publication are held together

2.8

binding margin

edge of the signature or page along which the untrimmed book is stitched or glued

2.9

blank dummy

mock-up consisting of the substrate and cover material required for the book

2.10

book

set of blank, written or printed pages bound together in a cover

2.11

book block

part of a book, consisting of a trimmed and stitched or perfect bound untrimmed block of sheets, prior to the application of the cover

2.12

book case

part of a book, consisting of two cardboard blanks, spine strip and lining material that encloses, protects and stabilizes the book block

NOTE See **cover board** (2.21).

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2.13

bookbinding

process leading to the production of a book by attaching single pages or signatures

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2.14

bound-in insert

two- or multi-page printed matter, not belonging to the main product as regards contents, but firmly connected to it, by means of perfect binding, sewing or saddle stitching

2.15

casing in

joining together of book block and case or of paperbound block and cover

2.16

coating

process that uses lacquers, varnishes and other substances to improve the whiteness, opacity and gloss of printed substrates, enhancing and protecting the printed matter

2.17

collating

process of sorting pages or signatures in proper reading sequence, realized before binding operations

2.18

coloured book edge

inked trimmed edges of a book block to cover up discoloration or to enhance appearance

2.19

compensation stacking

alternating directions in piling signatures and blocks to compensate for uneven thickness between face and spine

NOTE Signatures are stacked individually in pockets, untrimmed blocks, book blocks, and books.

2.20**cover**

flexible or rigid protection connected to the book block to protect and strengthen it

2.21**cover board**

cardboard blanks used in pairs for the production of a casebound cover

2.22**creasing**

indenting lines into substrates, such as cardboard or paper, to guide subsequent folding operations

2.23**cutting**

process that uses blades to cut substrates

2.24**debossing**

system that uses dies to press sunken images or textures on to blank or printed substrates

2.25**die cutting**

system that uses sharp steel blades, laser beams or waterjets to cut predetermined shapes into substrates

2.26**die stamping**

process that presses system images or textures on to substrates using either inks, metal or colour foils that are applied with cold or heated metal dies

2.27**drilling**

process that uses drills to bore holes in single leaves or signatures in binding operations

2.28**dry laminating**

converting operations that join printed paper and pre-dried adhesive plastic films, for the protection of boxes, cartons, display materials, book covers and other products

2.29**edge**

three sides of a bound book, namely top, bottom and fore-edge

2.30**embossing**

system that uses dies to press raised images or textures on to blank or printed substrates

2.31**end paper**

leaves used at the front and back of casebound books to attach the block to the cover

2.32**fly-leaf**

loose leaf of end paper at the beginning and end of a casebound book

2.33**foil stamping**

system that transfers an image in coloured foil or gold leaf on to a substrate by means of a heated die

2.34

folder

converting machine used to score and bend printed or blank substrates

NOTE Different types of fold are possible, e.g. gatefold, landscape fold.

2.35

folding

operation used to score and bend printed or blank substrates

NOTE Different types of folds are possible, e. g. gatefold, landscape fold.

2.36

gathering

assembling signatures together in correct sequence to form an untrimmed block

2.37

gauzing

strengthening of the book block spine with gauze

2.38

gilding

coating process that applies gold or other metals in powder or leaf form, to enhance trimmed book edges

2.39

glued-in insert

insert that is glued in a chosen place of a multi-page printed product

2.40

gluing

system that uses adhesives to attach two or more substrates

2.41

hold-down

pressing the book block or paperbound block to create uniform thickness from spine to foreedge

2.42

inserting

assembling signatures one inside or another or putting loose inserts into print products

2.43

jacket

wrapper placed around finished casebound book

NOTE Also known as book jacket, dust jacket.

2.44

jogging

aligning edges of substrates, boards and signature blocks

2.45

laminating

operation that joins two or more substrates with adhesives, to increase the thickness and stiffness or confer special properties to the resulting substrate

2.46

lining

operation that strengthens the board cover of a book by pasting paper or thin cloth inside the cover or over the sewn spine of the book block before **casing in** (2.15)

2.47**milling**

operation that grinds down the spines of the folded signatures to expose the individual sheets to the glue

2.48**notch binding**

converting process that produces notches across the spines of books, which are filled with glue to improve leaf adhesion in perfect binding

2.49**overprint varnishing**

finishing process that applies varnish over the entire surface of the printed substrate

2.50**paperbound book**

book consisting of a bound block connected to a flexible paper cover

2.51**perfect binding**

adhesive binding gluing together individual pages or signatures directly to the cover of the book

2.52**perforating**

pattern of small openings in substrate, which facilitates folding, separation of part of the blank or printed product, etc.

2.53**pressing**

operation that flattens printed signatures and pages before binding

2.54**punching**

process that uses dies to punch holes or slots into substrates to make possible loose-leaf or mechanical binding

2.55**rule**

in converting technology, a stamping die used to form borders or panels

2.56**running in**

ink or glue penetrating between the edges of a block

2.57**shrinkwrapping**

process that uses retractile plastic films, made to fit tightly around the shape of a product to ensure its protection

2.58**signature**

printed sheet folded one or more times so as to assemble pages in multiples of four in their intended final sequence

2.59**spot varnish**

application of varnish to certain areas of the printed surface, so as to enhance selected images

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