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**Grafična tehnologija - Slovar - 4. del: Izrazi za grafično dodelavo**

Graphic technology - Vocabulary - Part 4: Postpress terms

Technologie graphique - Vocabulaire - Partie 4: Termes de postimpression

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*Technologie graphique — Vocabulaire —*

*Partie 4: Termes de postimpression*

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## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

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

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**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 foreedge

**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