

Glossary of Print Terms



Bi-fold - A type of paper folding that creates two segments in a sheet. This is the type of fold you would traditionally see in a greeting card.

Black and White – This is a document that will be reproduced using only black ink. You can still use color papers with the black and white print option.



Brochure Fold – This is a type of tri-fold where the two outermost sides are folded inward toward the center.



Collated – This is a sorting method where each page of the document is sequenced in order, like a book. Stapled orders will always be collated.

Color – This is a document that will be reproduced in color. This refers only to the ink used in printing, not the paper stock color.

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.



Dual Landscape Staple – This is a finishing method where the page is in the horizontal landscape orientation with two staples on the left hand side. Please make sure your document is formatted for landscape printing. We are unable to use more than two staples.



Dual Portrait Staple – This is a finishing method where the page is in the vertical portrait orientation with two staples on the left hand side. Please make sure your document is formatted for portrait printing. We are unable to use more than two staples.

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. Any exceptions not presented on the Exceptions tab are not available at this time.

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



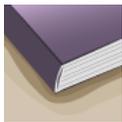
Folded Saddle-Stitch Booklet - Pages are folded in half along the short edge of the paper and stapled on the fold, creating a booklet. Remember that the booklet will be half the size of the original stock and that pages will need to be formatted correctly for the booklet. This is different than Dual Portrait Staple, which remains the same size as the stock used and requires no special formatting.

Half Cut – The page is cut in half depending on the orientation of the page. The page will always be cut upon its longest side.

Head-toe – A two-sided printing option where the top of each side of the page is printed on opposite ends on the page.

Impression - an impression is defined as side of a sheet that contains toner.

Insert - Blank pages added within a document. They are treated as part of the finished job will take on any finishing, folding, or cutting. If you want to use a sheet to divide your documents, please select slip sheet, not inserts.



Perfect Binding – The paper is glued and bound to an outer cover, leaving a result like a magazine or paperback book. This option is limited to full color ink printing only.



Punch – Three hole punching option that appears on the left side of the document. If you're making many copies of the same document, we recommend using slip sheets to separate the copies.

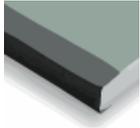


Single Landscape Staple – A finishing method where the page is in the horizontal landscape orientation with one staple on the top left hand side. Please make sure your document is formatted for landscape printing.



Single Portrait Staple - A finishing method where the page is in the vertical portrait orientation with one staple on the top left hand side. Please make sure your document is formatted for portrait printing.

Slip Sheet - A slip sheet is used to divide each instance of a collated copy's reproduction. This is especially helpful when dealing with multi-page collated copies that are not stapled. When the document is un-collated, the slip sheet will appear after each page's set is printed. We recommend slip sheets for most un-collated orders.



Tape Binding – A form of binding where a special tape is wrapped and glued to create the spine of the document.

Quarter Cut - A cutting option where the page is cut into four equal quarters. This refers only to the way the document's page is cut, and not the reproduction of the image.



Uncollated - A sorting method where each copy of a document's page is printed before the press moves on to the next. This is useful when printing separate worksheets from the same document so you don't have to sort them out later. We recommend using a slip-sheet with most uncollated orders.



Letter fold – This is a tri-fold option where the page is folded in a zigzag order.