

Doing business with the
Office of State Publishing

STD. 67

PUBLISHING ORDER

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Department of General Services
Office of State Publishing

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This publication is intended to aid in the completion of the State of California's form Std. 67, Publishing Order. It also contains printing terms and definitions and other forms used for printing at the OSP.

All information was current at the time of publishing. However, contents and structure of the Std. 67 may change from time to time. If you have questions, please contact your OSP Customer Service Representative (CSR). A list of agency contacts can be found on our website at www.osp.dgs.ca.gov/.

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IDENTIFICATION

1

MASS MAIL SERVICES REQUIRED:

Check only if OSP mailing services are required.
Complete boxes 59–67.

2

MATERIAL DUE MASS MAIL:

OSP use only.

3

AGENCY NAME: Enter the agency and branch or unit.
Example: DHS-Immunization.
Entering the branch or unit only can be confusing. If in doubt, contact your CSR.

4

IMS CODE: IMS (Interagency Mail Service) codes can be found in the “Interagency Mail & Messenger Service” brochure. A copy can be found in the Contact Information Section. The most recent version is available on the OSP website under Online Publications.

5

PERSON ISSUING ORDER: Enter the name of the person to be contacted regarding the order. See also boxes 26, 27 and 28 for person to be contacted regarding artwork and/or proofing.

6

TELEPHONE: Phone number, including area code, of person in box 5.

7

DATE TYPED: Enter the date the order was typed.

8

SHIPPING ADDRESS (FOR MASS MAIL RESIDUE, SEE BOXES 64 AND 66): Enter address where completed job is to be shipped. Designate “inside deliver” if required.

If job distributes via OSP Mass Mail, a shipping address may not be needed in box 8.

IDENTIFICATION

9

SPECIAL SHIPPING INSTRUCTIONS:

Check applicable box(es).

- ☐ **DELIVER** – OSP will deliver to address in box 8.
- ☐ **CALL** – Use only if OSP must call prior to delivery. Give a name and phone number for the contact person, even if it's the same as in box 5 or list additional instructions in Box 47.
- ☐ **PICK UP** – This indicates your agency will pick up the completed product. Give a name and phone number for the contact person in Box 47.
- ☐ **SEE ATTACHMENT** – If multiple shipping addresses and/or instructions apply, check this box and attach.
- ☐ **RETURN ORIGINALS TO** – OSP will return artwork and files to the address in box 8 unless otherwise specified. Give name, address and phone number (if additional space is needed use box 47).



UNION LABEL: The CSEA Union Label is printed on materials produced at OSP. If the job is awarded to a private sector printer due to scheduling or equipment issues, award to a union shop is not guaranteed. In this case, the union label will not be used. If it is important that the Union Label appear, check “Must be Printed at OSP” or contact your Customer Service Representative.

MUST BE PRINTED AT OSP: Indicates the job requires a Union Label. This is the only mechanism to guarantee a union bug.

10

DATE WANTED: Enter the date material is to be completed. If the date is not feasible, you will be contacted by your CSR. If the date is critical, please indicate “FIRM” next to the date. If you enter “asap,” you may be contacted for an actual date.

BUSINESS SERVICES INFORMATION

11

AGENCY REQUISITION #: This number is provided by the agency's Business Services Office. It is used to cross reference the order (Std. 67) with the billing. In the case of a reprint, it can be used by OSP to locate the most recent printed job.

12

AGENCY BILLING CODE: Enter your 5-digit code. This code allows transfer of funds. Except under extreme circumstances, orders cannot be processed without a billing code. Local agencies without billing codes should contact Customer Service for guidance.

13

OSP JOB NUMBER: OSP will assign a sequential number to each Std. 67. Jobs are planned, scheduled, tracked and archived using this number. Job numbers are very important for future estimate and printing requests. Keep track!

Note: Job numbers will be shown on proofs and can be found on the label on each carton shipped to you. Job numbers can be cross referenced to your requisition number.

14

COST QUOTE: Enter the dollar amount for the current estimate given for this job. Orders can be placed without an estimate.

Note: Cost quotes are good for 30 days. Quotes on "Price List" items, such as standard business cards and envelopes, typically are good past 30 days.

15

ESTIMATE NUMBER: Enter the number of the current estimate given for this job. For Price List items such as standard business cards and envelopes, enter "Price List."

16

QUOTED BY: Enter the name of the OSP representative providing the cost quote.

The image shows a tilted view of a form titled "Price List". The form contains several fields for data entry, including:

- 10. DATE WANTED
- 11. AGENCY REQUISITION #
- 12. AGENCY BILLING CODE
- 13. OSP JOB NUMBER
- 14. COST QUOTE
- 15. ESTIMATE NUMBER
- 16. QUOTED BY
- 17. AMOUNT ENCUMBERED
- 18. CHAPTER
- 19. STATUTE
- 20. FISCAL YR.
- 21. LINE ITEM CODE / CALSTARS CODE
- 22. SIGNATURE AUTHORIZING EXPENDITURE
- 23. COMPOSING NEEDED (YES/NO)
- 24. PROOF REQUIRED (YES/NO)
- 25. DISK I.D. (if provided)
- 26. INQ. TO / PROOFER'S NAME
- 27. TELEPHONE
- 28. FAX
- 29. APPROVED BY
- 30. LAST JOB NUMBER (Attach 2 copies of latest printed material)
- 31. QUANTITY (Finished product)
- 32. No. of ORIGINALS
- 33. CONTAINS PAID ADVERTISING (YES/NO)
- 34. PRINT (ONE SIDE/TWO SIDES)
- 35. HEAD/HEAD
- 36. HEAD/FOOT

BUSINESS SERVICES INFORMATION

17 **AMOUNT ENCUMBERED:** Optional. Enter the amount encumbered as required by your accounting office. The amount can be higher than the estimate to cover contingencies. If additional costs are not incurred, OSP will not bill this additional amount.

18 **CHAPTER:** Enter number provided by your BSO or Accounting Unit.

19 **STATUTE:** Enter number provided by your BSO or Accounting Unit.

20 **FISCAL YEAR:** Enter the fiscal year from which funds are to be drawn (July 1 – June 30). Funds cannot be encumbered from a previous fiscal year. Std. 67s must be received by OSP not later than June 30th to use that year's funding. Funds must be used and billed within the statutory timeframe.

21 **LINE ITEM CODE / CALSTARS CODE:** Enter number provided by your BSO or Accounting Unit.

22 **SIGNATURE AUTHORIZING EXPENDITURE:** To be signed by person designated by the agency.

29 **APPROVED BY:** To be signed by person authorized by the agency.

PREPRESS INFORMATION

Information referring to quantity, previous job numbers, composition, etc.

23

COMPOSING NEEDED: If OSP is to compose (set type or do artwork), mark yes.

24

PROOF REQUIRED: Mark yes if a proof is needed. All new or revised jobs will receive a proof. Reprints with no changes at all can proceed without a proof, but must have an accurate sample from the last printing and must be signed and labeled "to be used for press ok." Some reprints may get a proof at the planner's discretion. Exceptions may be made for legally mandated deadlines or low quantity, digitally produced jobs.

25

DISK I.D. (If provided): Enter the title as it appears on your disk. Artwork on disk requires an OSP Form 17, "Electronic Prepress Work Request" and a hard copy printout. A copy of the form can be found in the Essential Forms section. If the disk is for Addressing/Mass Mail services, see box 62.

26

INQ. TO/PROOFER'S NAME: List the contact person for questions regarding artwork and proofing. If blank, inquiries and proofs will be sent to person listed in box 5.

27

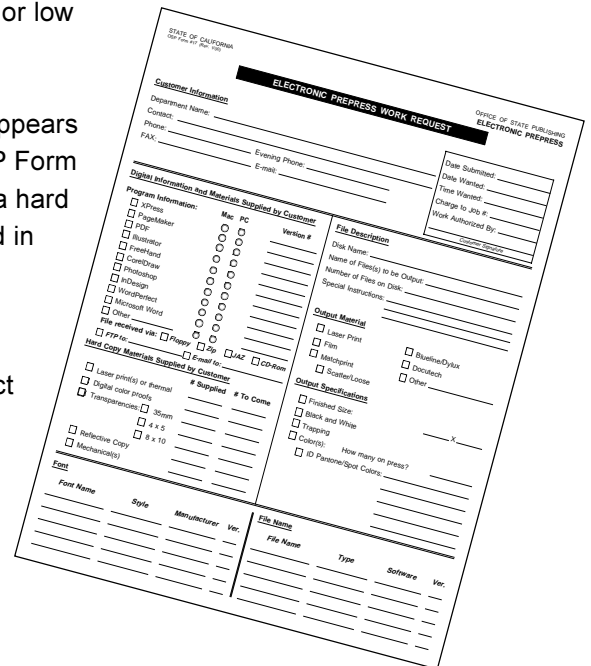
TELEPHONE: Enter the proofer's phone number, including the area code.

28

FAX: Enter the proofer's fax number, including the area code.

29

APPROVED BY: To be signed by person authorized by agency. Signatures are required in both boxes 22 and 29.

The image shows a tilted version of the "ELECTRONIC PREPRESS WORK REQUEST" form, which is Form 17 from the State of California. The form is divided into several sections: "Customer Information" at the top with fields for Department Name, Contact, Phone, and FAX; "Digital Information and Materials Supplied by Customer" in the middle, containing checkboxes for various file formats (e.g., PPress, Postscript, PDF, Illustrator, CorelDraw, Photoshop, WordPerfect, Microsoft Word) and a section for "File received via" (Floppy, Hard Disk, CD-ROM); "Output Specifications" on the right, including fields for Disk Name, Name of File(s) to be Output, Number of Files on Disk, and Special Instructions; and a bottom section for "Font" and "File Name" with columns for Name, Style, Manufacturer, Ver., File Name, Type, Software, and Ver. The form also includes a "Date Submitted" field and a "Work Authorized By" signature line.

PRE-PRESS INFORMATION

30

LAST JOB NUMBER: Enter the most recent OSP job number even if the job is revised. Attach 2 copies of the latest printed materials. (If this is not practical, contact your CSR.) This helps ensure OSP is printing the correct version of your publication or form. This number can be found on previous job proofs, on the cartons from the last delivery, or check with your business services office. If the number cannot be found, it can be cross referenced with your most recent requisition number.

Note: Do not enter the copy ID number here. Please provide the last OSP job number.

31

QUANTITY: Enter the number of pieces or “units” needed. Specify pads, books or sets if applicable. LDA should not be included in this quantity. Use box 47 if further clarification is needed.

Note: To get the best value, order the largest quantity usable in a six or twelve month period. The cost per unit typically decreases as the quantity increases.

32

NO. OF ORIGINALS: Enter the number of originals/
masters provided. You may also use OSP's Form 0385,
"Production & Collating Instructions" to indicate number of
originals/masters.

33

CONTAINS PAID ADVERTISING: Check yes if applicable.
All jobs containing paid advertising must be processed through OSP according to current State regulations. If interested in obtaining advertising to defray printing costs, contact OSP Advertising Department at 916-323-5098.

BUREAU OF LAND MANAGEMENT, UNITED STATES DEPARTMENT OF THE INTERIOR
RECORDING & COLLATING INSTRUCTIONS
1967 - 2000 (347 - 11000)

OFF JOB # _____

AGENCY _____

PAGE _____

JOB TITLE _____

SPECIAL INSTRUCTIONS _____

• Forest
 ○ Grass Only
 △ Shrub Only
 □ Open Land
 × Range Land
 ◇ Bldg - Other Uses

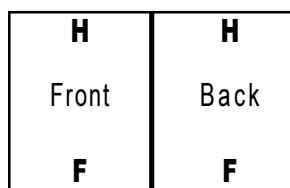
Instructions for Filing are on REVERSE SIDE

PRE-PRESS INFORMATION

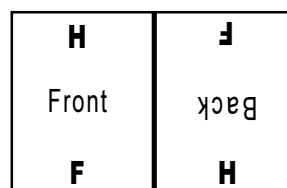
34

PRINT: Indicate how the job is to be printed:

- ☐ **ONE SIDE** – Prints one side only with blank backs.
- ☐ **TWO SIDES** (back to back) – Prints on both sides of the sheet.
- ☐ **HEAD/HEAD** – The top of the copy on the front and back are on the same end of the sheet. This is standard for most books.
- ☐ **HEAD/FOOT** (work & tumble; tumble turn) – The top of the copy on the front and back are on opposite ends of the sheet.



Head to Head



Head to Foot

OSP's Form 0385 "Production & Collating Instructions" may also be used to indicate number of originals. A sample of this form can be found in the Essential Forms section. The form provides boxes to indicate the page order or "construction" of your publication. For forms, brochures, fliers, etc., it is better to supply a construction dummy or a previous sample.

PRODUCTION & COLLATING INSTRUCTIONS
OSP - 0385 (Rev. 1/88)

INSTRUCTIONS

1. Leave OSP's Job Number blank.
2. Enter title of publication.
3. Enter in Agency name.
4. Check page number in blocks for all pages to be reproduced in the sequence required.
5. Indicate if: B, FO, BO, or BP on all pages.
6. If possible, use repeat FO and BP blocks for any pages 2 pages on the same sheet. Indicate the number of repeats in the box. If not possible, use the number of repeats in the box. All pages will run back to back unless otherwise indicated.
7. Indicate number of collating sheets provided. Page 1 of 5, etc.

Construction Diagram:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Legend:

- F - Front
- B - Back
- FO - Front Only
- BO - Back Only
- BP - Blank to Front
- BB - Blank to Back

For any questions call your CDS.

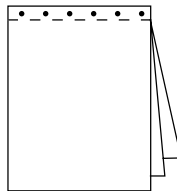
FORMS

FORMS — Use this section for multi-part unit sets/snapout sets and for continuous/fanfold/tractor feed forms. This section can also be used for single sheet forms, letterheads, fliers, etc.

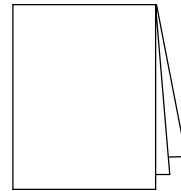
35

TYPE OF FORM:

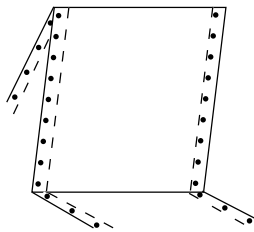
Unit Set



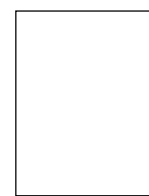
Digital Unit Set



Continuous



Single Sheet Form



36

SIZE: Give width first.

Example: Letterhead = 8½" x 11"

Business cards = 3½" x 2"

Form sizes can be entered with or without tabs.

Example: 8½" x 11" T.O. (torn out)

or 8½" x 11⅝" O.A. (overall).

37

FORMS PROCESSED BY: Indicate typewriter or automated (computer, laser or inkjet printers). Automated forms may require specific spacing, inks and/or paper. Provide samples or specific requirements for your automated equipment if applicable.

38

BIND/TAB SIZE & LOCATION: Enter size and location of tab and/or bind margin. Example: $\frac{5}{8}$ " top.

The **Tab**, or stub, is the glued area that holds the form together. Tabs typically perf all parts.

A **Bind Margin** is used to staple several sets together. Bind margins are often on the end opposite the tab. They are typically perforated for easy removal. Indicate in box 47 any part(s) that are not to be perforated.

Unit sets: OSP tabs and bind margins are normally $\frac{5}{8}$ " and can be top, bottom, left or right.

Unit sets produced digitally: On small quantities OSP may suggest digital production. Digital sets do not have a tab and are glued along one edge of the form.

Continuous: OSP tabs (tractor feed/line holes) are typically $\frac{1}{2}$ " left and right. Size can vary depending on user needs. They can be glued or crimped as indicated in box 44. Specify in box 47 if you *do not* want the tabs perforated on any part(s).

39

NO. OF PARTS: Enter the number of parts.

Example: 3 (original plus 2 copies equals 3 parts).

FORMS		35. <input checked="" type="checkbox"/> UNIT SET	36. SIZE (Width First) 8.5 x 11 TO
37. FORMS PROCESSED BY: <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED		38. BIND/TAB SIZE & LOCATION 5/8" Top	39. NO. OF PARTS 3
40. PLY 1	STOCK	WT	COLOR
1			INK
2			
3			
4			
5			
6			
7			
44. FASTEN <input type="checkbox"/> CRIMP <input type="checkbox"/> L <input type="checkbox"/> R		41. <input checked="" type="checkbox"/> LASER PRINTER COMPATIBLE INK	
45. NUMBER - Beginning Ending		42. <input type="checkbox"/> CARBON <input checked="" type="checkbox"/> NCR	
		43. QUANTITY PER PAD/BOOK <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> T <input type="checkbox"/> B	
		46. MISSING NUMBERS OK? <input type="checkbox"/> YES <input type="checkbox"/> NO	

FORMS

40

PLY: Enter the required information for each ply/part of the form.

Stock: Indicate the type of paper to be used for each part.
Example: bond, NCR, tag, etc.

WT (Weight): Enter the weight required for each part.
OSP standard weights will be used if left blank.

Color: Enter the color of each part.

Standard NCR sets are:

2 part White/yellow or white/pink

3 part White/yellow/pink

4 part White/yellow/pink/goldenrod

5 part White/green/yellow/pink/goldenrod

Alternate All white

Digitally produced (low quantity) forms are pre-collated and cannot vary from this format. Other forms have no restrictions on the combination or order of colors.

Ink: Enter the colors of ink required for both front and back of the form. Example: 1/1 black means 1 color front, 1 color back, both black ink. 2/0 means 2 colors on the front, no printing on the back. If more space is needed use box 47.

Standard OSP ink colors are listed in the Reference Items section.

Indicate if the back is to be screened. Some forms with heavy coverage on the back are screened (made to appear gray) so the image does not show through the front of the form as readily. Legal information is not typically screened.

41

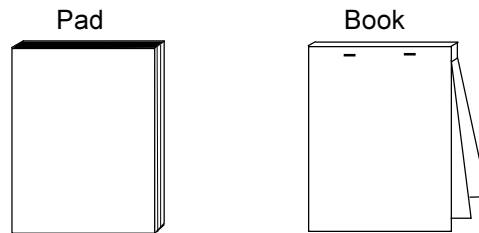
LASER PRINTER COMPATIBLE INK: Check this box if the form is to be processed using a laser printer. The heat in laser printers can melt or smear non-laser safe inks or toners. The same may happen to foil lettering or seals on certificates. Let OSP know your requirements.

42

CARBON or NCR: Check the appropriate box. “Carbon” indicates carbon paper is to be inserted between bond plies/sheets. “NCR” means no carbon required.

43

QUANTITY PER PAD / BOOK: Check the box corresponding to the padded or bound edge. (Left, Right, Top, Bottom)
Enter the number of forms or sets of forms per pad or book in the space provided.



Pad: Forms or sets of forms padded (glued) at one end.

Book: Refers to forms or sets of forms stapled together with a chipboard back and optional card weight front cover and/or wraparound cover.

Receipt Books: A group of forms/receipts gathered and stapled. Typical construction as shown below includes a card weight (tagboard) front cover, a chipboard back and an optional tagboard wraparound cover. In this sample, 25 multi-part sets will be gathered and stapled in the left bind margin. Note the tab on the right.

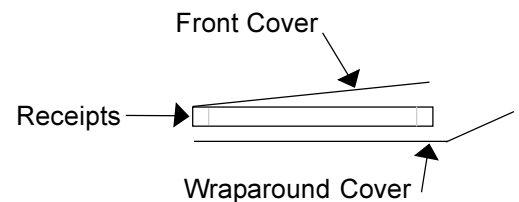
FORMS				35. UNIT SET	36. SIZE (Width First)
37. FORMS PROCESSED BY: <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED				<input type="checkbox"/> CONTINUOUS	38. BIND/TAB SIZE & LOCATION
40. PLY	STOCK	WT	COLOR	INK	39. No. OF PARTS
1	Bond	20	white	1/1 blk	1
2					
3					
4					
5					
6					
7					
44. FASTEN <input type="checkbox"/> L <input type="checkbox"/> R				GLUE <input type="checkbox"/> L <input type="checkbox"/> R	41. <input checked="" type="checkbox"/> LASER PRINTER COMPATIBLE INK
45. NUMBER - Beginning				Ending	42. CARBON <input type="checkbox"/> NCR
				PARTS <input type="checkbox"/> ALL, or	43. QUANTITY PER PAD/BOOK
					<input checked="" type="checkbox"/> T Bond
					<input type="checkbox"/> L
					<input type="checkbox"/> R
					<input type="checkbox"/> B
					46. MISSING NUMBERS OK? <input type="checkbox"/> YES <input type="checkbox"/> NO

Receipt Book:

Bind margin left



Tab right



44

FASTEN: Indicate how the forms are to be fastened. Use box 47 if needed.

Crimp: Used on continuous forms only. The tabs left and/or right are “dimpled” or crimped in several spots along the edges to hold them together during light usage. No glue is applied.

Glue: Used on either continuous or unit sets.

Parts: All parts will be glued on unit sets. Continuous sets can have a combination of gluing and crimping options. Be specific. Use box 47 if more space is needed.

Unit sets are glued in the tab area of all parts. No glue is applied to the form itself. (See numbers 35 and 38 for further information.)

Note: On low quantity forms. OSP may suggest digital production. These forms have no tab and are glued on the edge of the form itself.

Continuous forms can be glued or crimped in a number of ways. Glue can be applied to the tabs on either side. Usually the tabs are glued on one side only. Forms can be crimped on either or both tabs. Glue can also be applied just inside the form instead of the tab(s) area if the user is to return two or more parts still fastened together. For further information, contact your OSP CSR.

45

NUMBER: If the forms are to be numbered, enter the beginning and ending numbers. Also indicate a prefix or suffix number or alpha if applicable. Provide a sample indicating where the forms are to be numbered. OSP generally uses red ink except on digitally produced forms which get black numbering. It is standard to begin with number “1” and end with “0” or an increment of “10.”

46

MISSING NUMBERS OK?: Marking “yes” saves production time and money. Indicate “no” only if imperative. If a section of numbers is spoiled, OSP will send a memo listing the numbers that are missing. In the inventory or log book, mark these numbers as “void.”

9. SPECIAL SHIPPING INSTRUCTIONS <input type="checkbox"/> DELIVER <input type="checkbox"/> CALL <input type="checkbox"/> PICKUP <input type="checkbox"/> SEE ATTACHMENT				33. CONTAINS PAID <input type="checkbox"/> YES <input type="checkbox"/> NO	
RETURN ORIGINALS TO: Union Label, Indicate where union label is to be placed on product.				50. TEXT PAPER / II	
FORMS 37. FORMS PROCESSED BY: <input type="checkbox"/> TYPEWRITER <input checked="" type="checkbox"/> AUTOMATED		35. <input checked="" type="checkbox"/> UNIT SET <input type="checkbox"/> CONTINUOUS		36. SIZE (Width First) 8.5 x 11 TO	
40. PLY 1. STOCK 2. NCR 3. NCR 4. NCR 5. 6. 7.		38. BIND/TAB SIZE & LOCATION 5/8" Top		39. No. OF PARTS 3	
WT COLOR white yellow pink		INK 1/0 blk 1/0 blk 1/1 blk		41. <input checked="" type="checkbox"/> LASER PRINTER COMPATIBLE INK 42. <input type="checkbox"/> CARBON <input checked="" type="checkbox"/> NCR	
44. FASTEN <input type="checkbox"/> L <input type="checkbox"/> R CRIMP <input type="checkbox"/> L <input type="checkbox"/> R 45. NUMBER - Beginning A00001 Ending A07000		43. QUANTITY PER PAD/BOOK <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> T <input type="checkbox"/> B		52. BINDING <input type="checkbox"/> PERFECT <input type="checkbox"/> COMB BIN SIDE STITCH (Indicate 1 or 2 stitc)	
47. JOB DESCRIPTION / SPECIAL INSTRUCTIONS (Form No. & Revision Date, or Revision No. & Title of Product)		46. MISSING NUMBERS OK? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		54. PERFORATE - In 55. PUNCH - No. of H PUNCH POSITION <input type="checkbox"/> L <input type="checkbox"/> R PUNCH CENTER TO <input type="checkbox"/> 2 3/4" <input type="checkbox"/> OTHER	
48. Specification Sheet Attached				If this is a legal deadli	

JOB TITLE/SPECIAL INSTRUCTIONS

47

JOB TITLE / SPECIAL INSTRUCTIONS (Form No. & Revision Date or Revision No.): Enter the job title and description. Enter special instructions or additional information needed.

Job Title: Publications, fliers, brochures, etc. can be identified by title only if no publication number or revision date exists.

Form number and title: Any form created by a state office is required to have a form number, revision date and title. This is to identify the proper version of the form.

Special Instructions: Provide any additional information or instructions needed.

Specification Sheet Attached: Complex projects sometimes require a separate specification sheet. However, boxes 1–12, 18–22, 29 and 47 *must* be completed on the Std. 67 itself.

If this is a legal deadline, provide Legislation Code:
This is applicable to Legislatively mandated deadlines only. The specific code must be provided.

47. JOB DESCRIPTION / SPECIAL INSTRUCTIONS
(Form No. & Revision Date, or Revision No. & Title of Product)

☐ Specification Sheet Attached

If this is a legal deadline, provide Legislation Code

Std. 67 (Rev 2/2003)
Publishing Order
Reprint No Changes

PUBLICATIONS

Use this section for books, newsletters, pamphlets or any publication whose pages are bound together using the methods listed below. See diagrams on pages 22–23. This section can also be used for fliers, posters, brochures, etc.

48

NUMBER OF PAGES: Enter the number of pages, including blanks. A “page” is one side of a sheet of paper. Each sheet of paper is two pages. Three sheets of paper equals six pages, even if only five sides print. OSP’s Form #0385 “Reproduction & Collating Instructions” can be used to indicate blanks and page order. (See sample in the Essential Forms section.) The total number of pages can be indicated as 32 pages + cover, for example.

49

SIZE (Width First): Indicate the width and height of the piece. This is the finished or “closed” size of the publication. Example: 8½" x 11". For single sheet fliers, posters or brochures, enter the size before folding.

50

TEXT PAPER / INK: Enter the paper and color of ink for the text (interior) pages. For the paper / stock, enter the weight, brand and color. Example: 70# Sundance Smooth Text, white. Enter ink color(s) using PMS numbers if applicable. Example: 1/1 PMS 286. Use box 47 if more space is needed.

51

COVER PAPER / INK: Enter the paper and color of ink for the cover if different than the text. For the paper / stock, enter the weight, brand and color. Example: 80# Productolith Gloss Cover, white.

Enter ink color(s) using PMS numbers or process colors as applicable.

Example: 2/0, black + PMS 286 on one side only. Use box 47 if more space is needed.

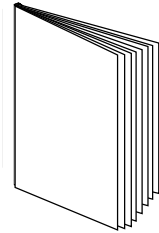
PUBLICATIONS		48. No. of PAGES 32 + cover	49. SIZE (Width First) 8.5 x 11
50. TEXT PAPER / INK 70# Sundance-1/1-286		51. COVER PAPER / INK 80# Productolith 2/0 blk+286	
52. BINDING		<input type="checkbox"/> LOOSE LEAF SLIPSHEET <input checked="" type="checkbox"/> SADDLE STITCH <input type="checkbox"/> 1 STITCH <input type="checkbox"/> 2 STITCH	
<input type="checkbox"/> PERFECT BIND <input type="checkbox"/> COMB BIND		<input type="checkbox"/> PASTED SPINE <input type="checkbox"/> TAPE	
SIDE STITCH (Indicate 1 or 2 stitch)			

PUBLICATIONS

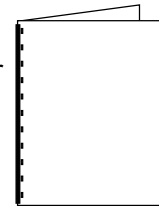
52

BINDING: Indicate the type of binding desired. See illustrations below. If a binding other than those shown below is needed, specify in box 47.

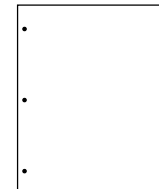
Perfect Bind: (Example: telephone books and paperback novels) Pages are gathered and glued at the spine to a heavier weight cover. Books cannot be perfect bound without a heavier, card weight cover. There are minimum and maximum page count requirements for perfect binding. Contact your CSR for more information.



Comb Bind: (Example: cook books and manuals) Pages are gathered and rectangular holes are punched along the bind edge. The “teeth” of the plastic “comb” circle through the holes to hold the book together. Comb bind books require card weight covers.

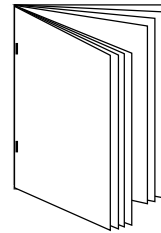


Looseleaf / slipsheet: (Example: pages in a binder) Pages are gathered with or without a heavier cover. Pages may be drilled for use in a binder. Extra wide margins are required to avoid drilling through copy. Each group of pages can be separated with a colored slipsheet and/or rubber banded. There is no minimum or maximum number of pages.

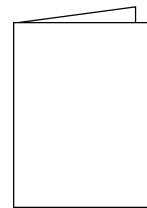


PUBLICATIONS

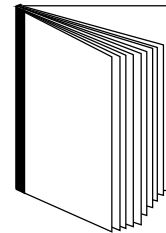
Saddle Stitch: (Example: magazines)
Two staples pass through the fold (spine)
from the outside to the centerspread.
Card weight cover is optional.



Pasted Spine: Like saddle stitch books
except pages are glued instead of stapled.
See your CSR before choosing this option
due to limited application.



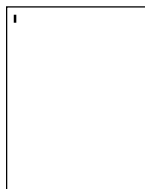
Tape: Pages are gathered with heavier
weight front and back covers. Cloth tape is
wrapped from the front, around the spine to
the back cover. Contact your CSR for color
availability. Indicate color choice in box 47.



Side Stitch: Pages are gathered with or without card
weight covers. Staples pass from the first sheet to the last
sheet. Extra wide margins are required to avoid stapling
through copy.

1 Stitch: One staple (stitch) in ulc (upper left corner)

2 Stitches: Two staples (stitches) applied close to the spine.



FINISHING

FINISHING — Miscellaneous Bindery functions and packaging.

53

NUMBER OF FOLDS / SIZE AFTER FOLDING: Fill in the number of folds and the size after it is folded.

Example: an 8½" x 11" letter folded has three panels, two folds and is 8½" x 3⅔" folded. Supply a fold sample for each job. (This does not apply to bound books.)

54

PERFORATE: If the piece perforates, indicate so in this box. Example: 3 inches from top. Supply a sample whether drawn or actual.

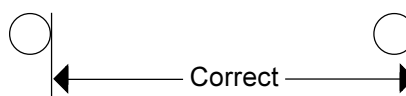
55

PUNCH: Fill in the number of holes to be punched or "drilled". Check the box indicating location: Left, Right, Top, Bottom.

The last box shows how far apart the holes should be.

- ☐ **2¾"** Usually two (2) holes at the top or 8½" edge.
- ☐ **4¼"** Usually three (3) holes on the left or 11" edge.
- ☐ **Other:** As needed. Provide a sample, drawn or actual.

Measure from one side of the hole to the same side of the next hole.



FINISHING		53. IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE	
54. PERFORATE - Include Sample	No. of FOLDS	SIZE AFTER FOLD	
3" From Top	2	8.5 x 3 2/3"	
55. PUNCH - No. of Holes	56. PACKAGE		
3	<input type="checkbox"/> TIE <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> BAND <input type="checkbox"/> UNITS PER PKG.		
PUNCH POSITION	57. SHIP		
<input checked="" type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> T <input type="checkbox"/> B <input type="checkbox"/> 2 3/4" <input checked="" type="checkbox"/> 4 1/4"	<input type="checkbox"/> CARTON <input type="checkbox"/> PALLET <input type="checkbox"/> OTHER		

56

PACKAGE: Indicate any extra packaging beyond bulk carton packing.

- ☐ **Tie:** If stuffing or mailing, the product can deliver tied in sticks. Sticks are typically 17" long and stacked on pallets.
- ☐ **Band:** Small sized products, such as brochures, can be bound with rubber bands. Enter the quantity per package.
- ☐ **Shrink Wrap / Plastic Wrap:** Wrapping is suggested only for items to be stored other than in the original carton, items that will be re-distributed in predetermined quantities, and for letterheads and forms processed through laser printers. Shrink wrap protects the edges and helps keep the product clean. Enter the quantity per package.

If there are additional packaging requirements, or if governed by an MOU (Memo of Understanding), note this in box 47.

57

SHIP: Indicate how the job is to be packaged for shipping.

- ☐ **Cartons / boxes:** Cartons will be labeled with the contents and quantity.
- ☐ **Pallets:** Larger jobs will be delivered on pallets. OSP standard is 42" x 42".
- ☐ **Other:** Explain.

ADDRESSING/MASS MAILING SERVICES

FURNISH MAIL LIST UPDATES AT LEAST FIVE WORKING DAYS BEFORE MASS MAILING DATE. This will allow Mass Mail personnel to integrate the data in time for your mailing.

58

LDA (Library Distribution Act): Check this box if the publication is to be distributed to the key depository libraries throughout California. Appropriate materials are defined as “anything of interest to the general public.” Examples: Annual Reports, Rules and Regulations, Committee Reports. OSP has the responsibility to add LDA; however, we generally rely on the agency to determine applicability.

Note: If you plan to do your own Library Distribution, indicate so to avoid duplicate distribution. Do not check box 58.

59

TITLE OF MATERIAL: Enter the title of the material. This is usually the same title as in box 47. Enter the title here only if the job mails from OSP.

60

MUST MAIL BY DATE: Enter the last acceptable date for mailing. If this is a legal deadline, enter the Legislation Code in box 47.

61

CLASS OF MAIL: Indicate how the job is to mail. This effects the way the job is sorted for mailing as well as the cost of postage and delivery options.

First Class: Requires less sorting resulting in labor savings but costs more per piece in postage. Fastest delivery method. The Post Office will forward or return undeliverable mail.

Presort Standard: (Formerly Bulk or Third Class)
Requires more sorting but costs less in postage. This class of mail is delivered as time allows and non-deliverable pieces may be discarded unless forwarding or return services are requested.

Note: Additional information is available by visiting the U.S. Post Office website at www.USPS.com.

ADDRESSING/MASS MAILING SERVICES

62

MAILING LIST NAME / NUMBER: If your mail list is maintained at OSP, enter the name or number of the list here or in box 47 if more space is needed. If the list is new, check the appropriate box and enter the name of the file.

63

TYPE OF LABEL: Check the appropriate box or describe in box 47. Self mailers will be labeled directly on the material; others will be inserted into envelopes or distributed as requested.

- ☐ **No. 10s:** Job is letter-folded and stuffed into #10 envelopes, labeled and mailed. Contents cannot exceed 5 pages.
- ☐ **No. 95:** #95 envelopes are 10" x 12". Contents should not exceed 8½ x 11" in size.
- ☐ **Cards:** Cards are for OSP internal use only.
- ☐ **P/S Labels:** Pressure sensitive labels are not desirable. Contact your CSR regarding conversion of your address files to an electronic labeling format.
- ☐ **4-up Labels:** (Cheshire) 4 across, 11 down labels are not desirable. Contact your CSR regarding conversion of your address files to an electronic labeling format.
- ☐ **On Material:** Refers to self mailers. The piece itself is labeled. Typically the return address and indicia are printed on the piece. For specifications, contact your OSP CSR or visit the U.S. Post Office website at www.USPS.com.

ADDRESSING/MASS MAIL SERVICES
FURNISH MAIL LIST UPDATES AT LEAST FIVE WORKING DAYS BEFORE MASS MAILING DATE.

☐ 58. **LDA** (see back)

59. TITLE OF MATERIAL

60. **MUST MAIL BY DATE**

61. CLASS OF MAIL

62. MAILING LIST NAME/NUMBER

☐ CUSTOMER SUPPLIED ☐ FTP

☐ DISK ☐ E-MAIL

63. TYPE OF LABEL

☐ No. 10s ☐ P/S LABELS

☐ No. 95s ☐ 4-UP LABELS

☐ CARDS ☐ ON MATERIAL

64. RESIDUE

☐ WILL CALL ☐ UPS

☐ REGULAR MAIL ☐ DELIVER

☐ IMS ☐ RECYCLE

65. RELEASED BY MASS MAIL ☒ RELEASE DATE

66. RESIDUE DELIVERY ADDRESS

☐ 67. See Attached for Additional Mailing Instructions

ADDRESSING/MASS MAILING SERVICES

64

RESIDUE: Indicate disposition of left over pieces (residue) after mailing is completed. Check the appropriate box. If it is to be sent to your agency, enter the address and contact person name in box 66. If left blank, residue will be sent as indicated in boxes 5, 8 & 9.

65

RELEASED BY MASS MAIL – RELEASE DATE:
For OSP use only.

66

RESIDUE DELIVERY ADDRESS: Enter name and address of person or unit that will receive the residue. Indicate inside delivery or call prior to delivery if applicable. If left blank, residue will be sent as indicated in boxes 5, 8 & 9.

67

SEE ATTACHED FOR ADDITIONAL MAILING INSTRUCTIONS: Check this box if applicable. Be sure attachments reference the job title and/or requisition number on all attachments.

Note: OSP's Addressing/Mass Mail Services unit can maintain and update your departmental mailing list. Contact your CSR for further information.

HOW TO SUBMIT A PUBLISHING ORDER

Where can I get the Std. 67?

The Std 67 is now considered a low use form.

- ▶ A savable pdf version can be purchased from OSP Forms Management Center for \$150 by contacting Coy Ganderson at 916 323-0311.
Requires Adobe Acrobat 5.0 or the full version of Acrobat 4.0 or higher.
- ▶ A fill and print version is available online at no charge by accessing the OSP website at:
www.osp.dgs.ca.gov/Doing+Business/How+to+place+an+order.htm
- ▶ Hard copy can be ordered using a Std 67
- ▶ A master copy is included in your book.

Submit signed Std 67 + 2 copies to OSP

Be sure to include:

- ▶ A mocked-up “construction dummy” or a sample from a previous printing
- ▶ Hard copy of the completed piece
- ▶ Disk
- ▶ OSP 17 - Electronic Prepress Work Request
- ▶ OSP 0385 - Reproduction and Collating Instructions

Ways to submit your Std 67

- ▶ Through IMS
- ▶ US Mail
- ▶ Fax (reprints of simple orders only)
Must be followed up with original Std. 67
Write “Confirming Order Only” on follow-up Std. 67
- ▶ Front door OSP Reception Desk
- ▶ Through your CSR
- ▶ Electronically emailed

HELPFUL INFORMATION TO PROVIDE WHEN REQUESTING A SIMPLE ESTIMATE

Agency name _____ Agency billing code _____

Person requesting bid: _____

Phone # _____ Fax # _____

Project title or form #: _____

Previous OSP job number or requisition number: (very important) _____

Art prepared by and furnished in what form: _____

☐ New ☐ Reprint (no changes) ☐ Reprint (with changes)

☐ Camera-ready copy ☐ ftp ☐ Disk

Will photos require work or adjustments by OSP? ☐ yes ☐ No

Proofs required: _____

☐ Laser ☐ Improof (low res color)

☐ Dylux (blueline) ☐ Matchprint/contract (high res color)

Quantity: _____ LDA: y or n _____
(Library Distribution, anything that is of interest
to the general public requires LDA)

Size: (flat) _____ Size: (finished) _____

Stock: (type, color, weight) _____

Ink: _____
(# of colors on front and back) (heavy coverage?) (bleeds?)

Bindery: _____
(fold, Saddle stitch, perfect bind, staple in ulc, tape bind, 3-hole, score, diecut, perf?)

Distribution: _____

(Shipping or Mass Mailing-what class of mail?, who's permit #, size of envelope, addressing file furnished in what form)

Other pertinent information: _____

STANDARD INKS USED AT OSP

These are OSP “house” colors.
Ink selection is not limited to the colors
listed below, all PMS® colors can be used.

Black	Black
Red	Warm Red (Standard) Rubine Red Rhodamine Red
Blue	PMS 286 (Standard Blue) PMS 287 (Business Cards) PMS 304 (Non-Photo Blue) Process Blue Reflex Blue Goldenrod Blue
Brown	PMS 490
Green	PMS 356 (Standard) PMS Green PMS 337
Yellow	PMS Yellow
Gold	PMS 873
Purple	PMS Purple
Gray	PMS 415
4CP	Cyan Magenta Yellow Black

Official State Colors

Blue	PMS 286
Yellow	PMS 123

This information is current as of February 2003.

STANDARD HOUSE STOCKS USED AT OSP

This is a partial listing of papers stocked at OSP. You are not limited to the papers listed. OSP can obtain and print most weights and types of paper.

DPS – Digitally Produced Forms and Publications

Bond	20#	<u>Standard</u> , recycled
	24#	Available in house, recycled
	28-32#	This is ledger paper weight and costs considerably more than bond. It may no longer be available.
Uncoated	50#	<u>Standard</u> , recycled
Book	60#	Available in house, recycled
	70#	Available in house, recycled
Cover	65#	<u>Standard</u> . Uncoated; Opaque; Vellum, Antique or Smooth finish
	80#	Too heavy for Digital printing
		Gloss or Matte – N/A. Even “laser” coated stocks do not run well.

Publications

Uncoated	50#	Recycled Offset Book. <u>Standard</u> for most publications.
Book	60#	Recycled Offset Book. Available in house.
	70#	Limited availability in house. Wide range of stocks can be purchased.
	80#	Limited availability in house. Wide range of stocks can be purchased.
Coated	60#	Not stocked. Very light weight.
Book	70#	<u>Standard</u> for web and sheetfed jobs such as publications and fliers.
	80#	<u>Standard</u> for sheetfed products such as brochures, posters, small books.
	100#	Not stocked. Readily available for sheetfed jobs such as poster and brochures.

Continued on next page...

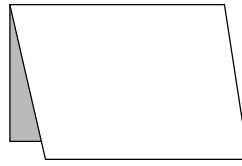
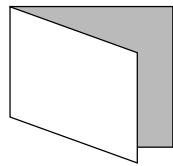
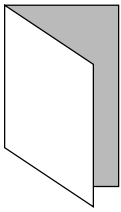
Forms

Bond	12#	Not stocked. Production is being phased out by the paper mills.
	15#	<u>Standard</u> , recycled. Use for multi-part, carbon forms.
	20#	<u>Standard</u> , recycled.
	20#	Rag bond, <u>Standard</u> .
	24#	Rag bond, readily available but not stocked.
	24#	Available in house, recycled. White is typically stocked as OCR compatible.
	28-32#	This is ledger paper and costs considerably more than bond. It may no longer be available.
NCR	14-15#	<u>Standard</u> . 15# is used for the first and last plies. 14# is used for all other plies.
	20#	<u>Standard</u> for top sheet <i>only</i> on press produced NCR forms.
	19-20#	<u>Standard</u> for Digitally produced NCR forms.
	105#	Tagboard, Available in house. Use for last ply only.

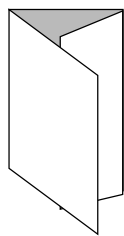
Note: Specify laser or OCR compatible stocks and inks if required.

This information is current as of February 2003.

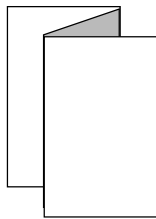
FOLDING DIAGRAMS



2 PANEL

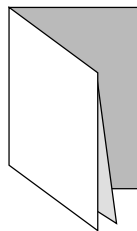


3A
Letterfold

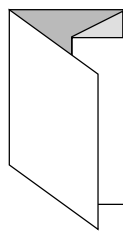


3B
"Z" Fold
or
Accordion Fold

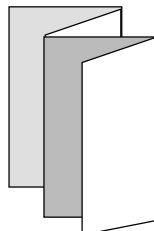
3 PANEL



4A
Right Angle Fold
or
French Fold

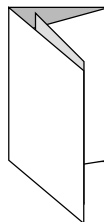
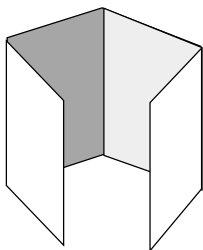


4B
Double Parallel Fold



4C
Accordion Fold

4 PANEL



4D
Gate Fold

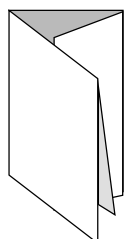
5 PANEL (not shown)

May include:

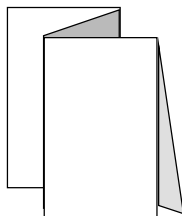
Parallel Fold

Roll Fold

Accordion Fold



6A



6B

6 PANEL

RECEIPT BOOKS

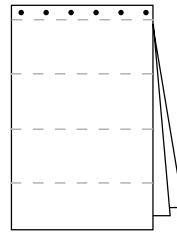
Style:



**Standard
Form**



**Std. w/Tab
and Bind
Margin**



**4-On Receipt
Book**

Overall Size: _____

Torn Out Size: _____

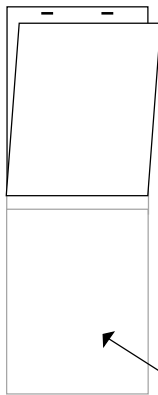
Tab Size(s): _____

Bind Margin: _____

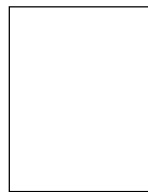
Location: Top Bottom Left Right

Location: Top Bottom Left Right

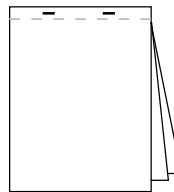
Assembly:



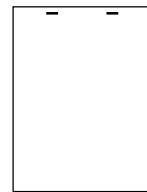
**Wraparound
Cover**



Chipboard



Forms

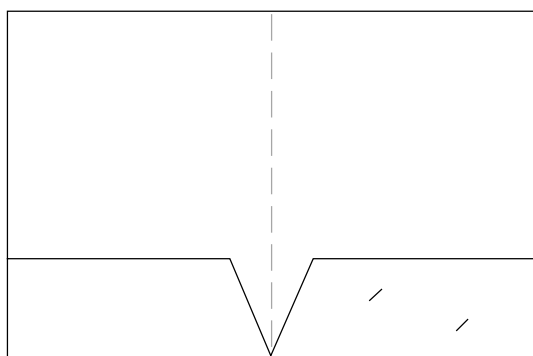


Front Cover

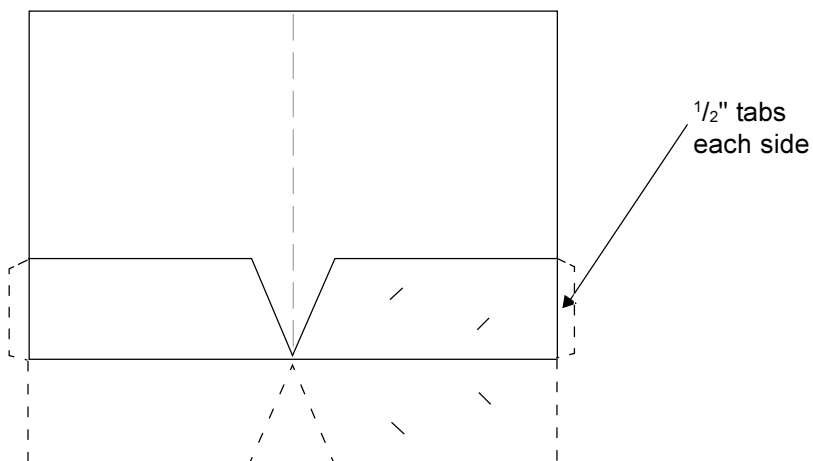
OSP STANDARD PRESENTATION FOLDERS

SIZE: Flat: 9" x 12" Open: 18" x 12"
Pockets: 4"

BUSINESS CARD SLITS: Can be either left, right, or both pockets.



19" x 16"
Overall size



INSTRUCTIONS (numbered captions on the form correspond to the following numbered instructions):

1. If Mass Mail services are required, check here.
2. Office of State Publishing (OSP) use only, no entry necessary.
3. Provide agency name.
4. Provide Interagency Mail Service Code.
5. Provide the contact person's name.
6. Provide the contact person's telephone number.
7. Enter date the order is typed.
8. Shipping address.
9. Check delivery preference.
10. Enter your requested delivery date.
11. Agency requisition identification number. This information is provided by your agency.
12. Provide agency billing code.
13. OSP use only, no entry necessary.
14. Fill in if an estimate has been given by OSP.
15. Provide estimate number given to you by OSP.
16. Provide the name of the OSP CSR issuing quote.
17. You must enter the amount of funds encumbered for this printing order.
18. This information provided by your agency.
19. This information provided by your agency.
20. Enter the fiscal year in which funds are to be encumbered for this printing order.
21. This information provided by your agency.
22. Must have name or signature of person authorizing the expenditure.
23. Indicate whether typesetting services are required for this printing order.
24. Indicate if a proof is wanted. Even if you do not request a proof, OSP will typically provide a proof on jobs with any change, all new jobs and all jobs that do not have a sample provided with the order. Large digital projects may also require a proof prior to production.
25. Enter the title as it appears on the disk you are providing. Prepare an OSP Form 17, Electronic Prepress Work Order and include a complete set of the most current laser proofs.
- 26 through 28.
Enter the name, telephone and fax numbers of the person who can answer questions about this job and/or will approve the proof.
29. Signature of person approving work to be done.
30. Enter the last OSP job number or copy identification number (usually located in the lower right hand corner of the form, brochure, or last printed page of the publication; or it can be obtained from your business service office.)
31. Also see Box 58. Order quantity—number of each, sets of forms, etc.
NOTE: Due to the high speed of the automated equipment at OSP, a delivery quantity of 10 percent over or under will constitute a complete shipment. If any exact quantity is required, please indicate.
32. Indicate number of camera-ready copy originals submitted.
33. Indicate whether this print order contains paid advertising.
34. Check here to indicate if the material is to be printed on one or both sides. If the material is printed two-sided, also specify either head/foot or head/foot.
35. Type of form—check continuous or unit set (snap out).
36. Enter size (give width first, i.e., if letterhead, state 8 1/2" x 11").
37. Indicate whether form will be processed through typewriter or computer.
38. Enter tab size and location. Unit set standard tab size is 5/8" and continuous is 1/2".
39. Enter the number of parts. An original plus 2 copies equals 3 parts.
40. Stock description and ink specification for business forms.
41. Indicate whether preprinted form will be used on a laser printer.
42. Indicate whether form requires carbon or NCR.
43. Indicate how many sheets or sets per pad or book and the location of the binding.
44. Fasten—indicate how multiple part continuous form is to be held together.
45. Indicate beginning number and ending number.
46. Missing number(s) OK?—Some forms that are numbered, like receipt books, must have all of the numbers accounted for in the event of an audit. In this case, you will want to check the box that indicates that the missing numbers are NOT acceptable and must be made up. In other cases, for instance the state job application, each number does not have to be accounted for and it is acceptable to have missing numbers.
47. Indicate the job title, form number and revision date or revision number. Use this area to explain any specifications not otherwise covered on the rest of this form. Indicate legislative code requiring legal mailing if applicable.
48. Indicate the number of pages. (A page is one side of a sheet of paper.)
49. Indicate finished size of publication (give width first, i.e., 8 1/2" x 11").
50. Specify text paper, weight and PMS ink color(s).
51. Specify cover paper, weight and PMS ink color(s).
52. Indicate type of binding.
53. Indicate number of folds in product and include a sample or fold "dummy". Indicate size of finished product.
54. If perforation is required, include a delineated sample or "dummy".
55. Indicate number of holes to be punched. Indicate the position of the holes, i.e., left, right, top or bottom. This is the distance from the center of one hole to the center of the next hole. Some standard measurements are:
2-hole punch 2 3/4" center to center
3-ring binder 4 1/4" center to center
Specify if "other" or if a sample is provided.
56. Indicate type of packaging required and number of units per package.
57. Indicate whether finished product should be delivered in cartons and/or pallets.
58. Library Distribution Act (LDA) - The Government Code Section 14900-14912 requires that any publication that is of interest to the general public be distributed to California's depository libraries. OSP offers the service of distributing the publications for a nominal fee. If your publication requires LDA distribution, you will be responsible for the cost of printing the additional LDA copies. LDA quantity will be added to the quantity in box 31 if box 58 is checked.
59. Form number or title of material to be mailed.
60. Indicate last acceptable date for job to be mailed.
61. Indicate if the product is to be mailed first class or presort standard, etc.
62. Provide mailing list name or number. Indicate how list will be provided.
63. Check appropriate boxes to indicate label or envelop type if known.
64. Check appropriate box to indicate how to handle residue.
65. OSP use only, no entry necessary.
66. Tell us where you want us to deliver residue.
67. Check if additional mailing instructions are provided.

Office of State Publishing

Electronic Prepress Work Request

OSP FORM 17 (Rev. 2/03)

Job No.: _____ Date: _____

CUSTOMER INFORMATION

Agency/Department Name: _____

Contact: _____

Phone: _____ Evening Phone: _____

Fax: _____ E-mail: _____

Date Submitted: _____

Date Wanted: _____

Time Wanted: _____

Charge to Job #: _____

Work Authorized by: _____

Customer Signature _____

1. DIGITAL INFORMATION AND MATERIALS SUPPLIED BY CUSTOMER:

Program Information:

	MAC	PC	Version #
<input type="checkbox"/> QuarkXPress	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> Pagemaker	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> InDesign	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> Illustrator	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> FreeHand	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> CorelDRAW	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> Photoshop	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> WordPerfect	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> Microsoft Word	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> PDF	<input type="radio"/>	<input type="radio"/>	_____
<input type="checkbox"/> Other _____	<input type="radio"/>	<input type="radio"/>	_____

File received via: ☐ Floppy ☐ Zip ☐ Jaz ☐ CD-ROM
☐ FTP to: _____
☐ E-mail to: _____

2. HARD COPY SUPPLIED BY CUSTOMER:

(Note: OSP is not responsible for the accuracy of output from files not accompanied by current, actual size, laser copies.)

	No. of Pages Supplied
<input type="checkbox"/> Laser print(s)	_____
<input type="checkbox"/> Digital color prints	_____
<input type="checkbox"/> Previous printed sample	_____

3. SCANS NEEDED FROM:

	No. of Items Supplied
<input type="checkbox"/> Photos	_____
<input type="checkbox"/> Transparencies	_____
<input type="checkbox"/> Art and/or Reflective copy	_____

4. FONTS USED: (Both printer and screen fonts must be sent with job.)

Font Name	Style	Manufacturer	Version
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. FILE DESCRIPTION:

(Note: Please provide a directory of disk you're submitting.)

Disk Name: _____

Number of files on disk: _____

Name of file(s) to be output:

File Name	No. of Pages
-----------	--------------

_____	_____
_____	_____
_____	_____

Special Instructions: _____

_____	_____
_____	_____

6. PROOF REQUIRED:

- ☐ Lasers: ☐ Black & white ☐ Color
☐ Improof (digital) ☐ Contract (digital)
☐ Blueline/Dylux ☐ Matchprint ☐ Other _____

7. OUTPUT SPECIFICATIONS:

- ☐ Finished Size _____ (W) _____ x (H) _____
☐ Print Colors as Black & White
☐ Film (Screen dpi _____)
☐ 4-Color Process (Note: All trapping will be done by OSP.)



Name(s) of Pantone/Spot Color Numbers: _____

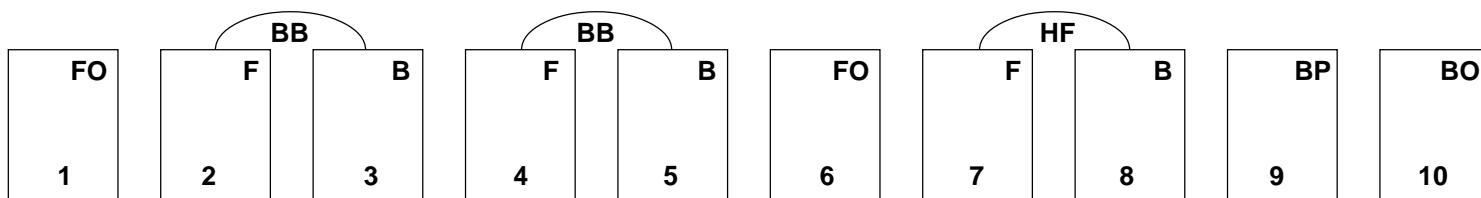
_____	_____
_____	_____
_____	_____

8. ADDITIONAL INSTRUCTIONS:

_____	_____
_____	_____
_____	_____

INSTRUCTIONS

1. Leave OSP's Job Number blank.
2. Enter title of publication.
3. Write in Agency name.
4. Place page number in blocks for all pages to be reproduced in the sequence required.
5. Indicate F, B, FO, BO or BP on all pages.
6. If pages are mixed FO and BB, couple blocks by arc  to indicate 2 pages on the same sheet.
Indicate HF in center of arc or arrow  if head to foot is required.
All pages will run back to back unless otherwise specified.
7. Indicate number of collating sheets provided. Page 1 of 5, etc.



F – Front
B – Back
FO – Front Only
BO – Back Only
HF – Head to Foot
BP – Blank Page
BB – Back to Back

For any questions call your CSR.

JOB TITLE _____ AGENCY _____ Page _____ of _____

SPECIAL INSTRUCTIONS:

1 REVERSE SIDE

- F – Front
- B – Back
- FO – Front Only
- BO – Back Only
- HF – Head to Foot
- BP – Blank Page
- BB – Back to Back

OSP PHONE CONTACTS

Department	Contact Person	Main	Alternate
OSP Advertising	Jacque Jones	(916) 323-5098	
OSP Customer Service		(916) 445-5386	(800) 963-7860
OSP Customer Service Reps	Names and phone numbers available on the OSP website.		
OSP Design Services	Ghedeon Bere	(916) 445-2831	
OSP Reception / Information	Receptionist	(916) 322-1031	
OSP Walk-In Store	Contact Your CSR		
Forms Management			
General	Peri Rogers	(916) 445-5371	
Forms Mgt. - Ordering	Mailbox	(916) 324-4635	(800) 964-3214
Fulfillment	Peri Rogers	(916) 445-5371	
Low Use Forms.....	Stuart Knox	(916) 322-1016	
Mass Mail.....	Frank Rocha	(916) 445-5353	
PIA (Prison Industry Authority)	Fred Miramontes	(916) 985-2561	ext. 4296
	Mike Duffek	(916) 358-1615	

WEBLINKS

DGS Home Page	www.dgs.ca.gov/default.htm
OSP - Home	www.osp.dgs.ca.gov
OSP Advertising	www.osp.dgs.ca.gov/Services+Directory/advertising_serv.htm
OSP Customer Service	www.osp.dgs.ca.gov/Doing+Business/Customer+Services+Reps.htm
OSP's Secure FTP Upload Page	https://upload.osp.dgs.ca.gov
OSP Walk-In Store	www.osp.dgs.ca.gov/Doing+Business/OSP+Walk-in+Store.htm
Interagency Mail	www.osp.dgs.ca.gov/Services+Directory/Interagency+and+Messenger+Services.htm
Forms Management - General	www.osp.dgs.ca.gov/StandardForms/Default.htm
Forms Management - Ordering	www.osp.dgs.ca.gov/StandardForms/Default.htm
Fulfillment	www.osp.dgs.ca.gov/Services+Directory/Fulfillment+Services.htm
Low Use Forms	www.osp.dgs.ca.gov/StandardForms/Default.htm
Standard Forms	www.osp.dgs.ca.gov/StandardForms/default.htm
OSP 17- Electronic PrePress Work Request	www.documents.dgs.ca.gov/osp/pdf/osp017.pdf
OSP 385 - Repro & Collating Instructions	http://www.documents.dgs.ca.gov/osp/pdf/osp0385.pdf
Std. 67 - Publishing Order	www.documents.dgs.ca.gov/osp/pdf/std067.pdf
SAM (State Administrative Manual)	sam.dgs.ca.gov/
Telephone Book (CA On-Line Directory)	www.cold.ca.gov/
PIA (Prison Industry Authority)	www.pia.ca.gov/piawebdev/index.html

IMS CODES

(Interagency Mail & Messenger Service)

	Address	Code
CONSTITUTIONAL OFFICERS		
Governor	State Capitol	E-15
Lt Governor	State Capitol, Rm 1114	E-16
Assemblymembers	State Capitol	E-24
Senators	State Capitol	E-22
Attorney General	1300 I St	D-08
Insurance Commissioner	300 Capitol Mall	E-01
+ Secretary of State	1500 11th St	D-15
State Controller	300 Capitol Mall	B-08
* State Treasurer	915 Capitol Mall	C-15
Superintendent of Public Instruction	1430 N St	E-08
AGENCIES		
* Business Transportation & Housing	980 9th St	B-19
* Environmental Protection	1001 I St	B-04
Health & Human Services	1600 9th St	A-30
Housing Finance	1121 L St	C-33
Labor & Workforce Development	801 K St	E-25
Resources	1416 9th St	A-38
* State & Consumer Services	915 Capitol Mall C-14	
+ Technology, Trade & Commerce	1102 Q St	D-16
Youth & Adult Correctional	1100 11th St	D-27
DEPARTMENTS		
* Aging	1600 K St	D-05
* Alcohol & Drug Programs	1700 K St	C-29
Alcoholic Beverage Control	3810 Rosin Ct	G-10
Boating & Waterways	2000 Evergreen St	G-04
Child Support Services	11120 International Dr	A-27
Community Services & Development	700 N 10th St	A-33
* Conservation	801 K St	A-51
* Consumer Affairs	400 R St	B-03
Corporations	1515 K St	B-33
Corrections	1515 S St	B-23
Corrections	501 J St	B-23
Background Investigations	2201 Broadway	F-21
+ Developmental Services	1600 9th St	A-29
Education	1430 N St	E-08
Administrative Branch	1430 N St	C-23
Education	560 J St	E-08
Employment Development	800 Capitol Mall	E-31
Ca Workforce Investment Board	777 12th St	E-31
* EDD, ODPD- MIC 51	3704 Parkway Place, WSac	E-32
Unemployment Insurance Appeals Brd ...	2400 Venture Oaks Wy	A-25
Fair Employment & Housing	2014 T St	D-11
+ Sacramento District	2000 O St	D-21
Finance	915 L St	A-15
Financial Institutions	1810 13th St	F-04
* Fish & Game	1416 9th St	A-43
Food & Agriculture	1220 N St	B-16
* Fairs & Expositions	1010 Hurley Way	F-25
Forestry & Fire Protection	1416 9th St	A-45
* Forestry & Fire Protection	1025 Triangle Ct	A-45

* Twice Per Day Service

+ P.M. Service Only

Current Information as of 2/7/03

IMS CODES

(Interagency Mail & Messenger Service)

	Address	Code
+ Aviation Mgt/Aviation Support	5500 Price Ave, McClellan	B-52
Office of the State Fire Marshall	1131 S St	A-45
General Services (See below)		
* Health Services	744 P St	A-22
Health Services	1800 3rd St	A-22
Health Services	601 N 7th St	A-22
* Highway Patrol	855 Riverside Pkwy, WSac	G-20
Personnel & Training	860 Stillwater, W Sac	E-12
CHP Capitol Office	State Capitol	E-17
* Housing & Community Development	1800 3rd St	D-29
Community Affairs Div, CDBG	2710 Gateway Oaks Dr	D-39
Industrial Relations	770 L St	C-50
DIR Budget Office	770 L St	C-51
Workers' Compensation Appeals Brd	2424 Arden Way	E-04
OSHA Standards Board	2520 Venture Oaks Way	E-05
OSHA Appeals Board	2520 Venture Oaks Way	E-05
* Insurance	300 Capitol Mall	E-01
Justice	1300 I St	D-08
Attorney General's Office	1300 I St	D-08
* Justice	4949 Broadway	D-01
* CA Anti-Terrorism Info Center (CATIC) ..	4949 Broadway	D-01
* CBI HQ	4949 Broadway	D-01
* CBI Sac Regional	3046 Prospect Park Dr	D-03
* Firearms Div	4949 Broadway	D-01
Firearms Div	1435 River Park	F-03
+ Advance Training Center	11181 Sun Center Dr	D-09
* BNE Field Office/CAMP	3046 Prospect Park Dr	D-03
MSB Aviation Unit	10419 Old Placerville Rd	D-02
+ Managed Health Care	980 9th St	F-07
* Mental Health	1600 9th St	A-31
+ Military Dept/Ca National Guard	9800 Goethe Rd	P-09
Motor Vehicles	2415 1st Ave	G-15
* Parks & Recreation	1416 9th St	A-50
* Personnel Administration	1515 S St	D-22
Benefits Division	1800 15th St	D-22
Savings Plus Program	1800 15th St	D-22
* State Training Center	1515 S St	G-02
Pesticide Regulation	1001 I St	B-13
Real Estate	2201 Broadway	G-24
* Rehabilitation	2000 Evergreen St	B-22
Sacramento District	2225 19th St	G-09
Social Services	744 P St	A-24
Toxic Substances Control	1001 I St	T-01
Toxic Substances Control	8800 Cal Center Dr	T-01
Toxic Substances Control	8810 Cal Center Dr	T-01
* Transportation	1120 N St	B-15
Transportation	1727 30th St	B-15
Transportation	1801 30th St	B-15
Transportation	1130 K St	B-15
Transportation	5900 Folsom Blvd	B-15
Veterans Affairs	1227 O St	B-10

* Twice Per Day Service

+ P.M. Service Only

Current Information as of 2/7/03

IMS CODES

(Interagency Mail & Messenger Service)

	Address	Code
Water Resources	1416 9th St	A-36
Water Resources	3251 S St	A-36
Youth Authority	4241 Williamsborough Dr	F-15
GENERAL SERVICES		
* Executive Office	707 3rd St, W Sacto	Z-01
+ Administrative Hearings	560 J St	B-31
+ Architect, State	1130 K St	C-34
+ Area II	1225 R St	C-35
* Audit Services	707 3rd St	Z-01
* Business Services Office	707 3rd St, W Sacto	Z-01
* Chief Information Officer	707 3rd St, W Sacto	Z-01
* Energy Management	717 K St	E-19
* Equal Employment Opportunity	707 3rd St, W Sacto	Z-01
* Fiscal Services	707 3rd St, W Sacto	Z-01
* Fleet Administration	802 Q St	A-01
Garage	1416 10th St	A-02
* Human Resources	707 3rd St, W Sacto	Z-01
* Legal Services	707 3rd St, W Sacto	Z-01
* Legislation	707 3rd St, W Sacto	Z-01
* Marketing	707 3rd St, W Sacto	Z-01
* Public Affairs	707 3rd St, W Sacto	Z-01
* Public School Construction	1130 K St	A-17
* Procurement	707 3rd St, W Sacto	Z-01
* Procurement - CMAS	707 3rd St, W Sacto	Z-01
* Material Services Section	1700W National Dr	P-07
* Documents & Publications	1700W National Dr	P-07
* Surplus Property	1700W National Dr	P-07
* Transit Storage	1700W National Dr	P-07
+ Office Machine Repair Service	3651 Business Dr	C-38
* Small Business Cert & Resources	707 3rd St, W Sacto	Z-01
+ State Records Center	1501 Cebrian St	C-22
State Records Center	3240 Industrial Blvd	C-22
Document Destruction Center	3240 Industrial Blvd	C-44
* Real Estate Services Division	707 3rd St, W Sacto	Z-01
* Asset Planning & Enhancement Br	707 3rd St, W Sacto	Z-01
* Building & Property Management Br	707 3rd St, W Sacto	Z-01
+ Region I	1304 O St	A-20
Region II	714 P St	A-46
Region III	4949 Broadway	G-16
Region IV	1304 O St	A-40
Capitol Complex	1020 N St	E-20
Heating & Cooling Plant	625 Q St	A-04
* BusOperations & Policy Planning Br	707 3rd St, W Sacto	Z-01
* Customer Account Management Branch	707 3rd St, W Sacto	Z-01
* Professional Services Branch	707 3rd St, W Sacto	Z-01
* Constuction Services	707 3rd St, W Sacto	Z-01
+ Direct Construction Unit	4570 Pell Dr	G-31
* Design Services	707 3rd St, W Sacto	Z-01
* Real Estate Services	707 3rd St, W Sacto	Z-01
* Project Management Branch	707 3rd St, W Sacto	Z-01
+ Capitol Area East End Complex	1525 N St	R-05

* Twice Per Day Service

+ P.M. Service Only

Current Information as of 2/7/03

IMS CODES

(Interagency Mail & Messenger Service)

	Address	Code
* Risk & Insurance Management	707 3rd St, W Sacto	Z-01
* State Publishing	344 N 7th St	P-06
* Express Reprographic Services	344 N 7th St	P-01
* Express Reprographic Services	915 Capitol Mall	C-06
* Mass Mailing Services	344 N 7th St	P-01
* Bill Room	State Capitol/712 R St	P-16
Interagency Mail & Messenger Service	344 N 7th St	IMS
+ Statewide eGovernment Initiatives	2750 Gateway Oaks Dr	C-03
* Technology Resources	707 3rd St, W Sacto	Z-01
Technology Resources	2750 Gateway Oaks Dr	C-12
* Telecommunications Division	601 Sequoia Pacific Blvd	G-23
Microwave	1416 9th St	A-39
OFFICES		
Administrative Law	300 Capitol Mall	C-19
Assembly Offices	State Capitol/1020 N St/1021 O St	E-24
Attorney General	1300 I St	D-08
Controller	3301 C St	B-08
Controller	300 Capitol Mall	B-08
+ Criminal Justice Planning	1130 K St	P-03
Emergency Services	3650 Schriever Ave	P-04
+ Environmental Health Hazard Assessment	1001 I St	A-23
* Inspector General	801 K St	D-26
* Inspector General	3927 Lennane Dr	C-26
* Inspector General for Veterans Affairs	3927 Lennane Dr	C-26
Legislative Analyst	925 L St	B-29
Legislative Counsel	925 L St	B-30
Planning & Research	1400 10th St	A-08
+ Public Defender	801 K St	C-41
+ Real Estate Appraisers	1755 Creekside Oaks Dr	B-20
+ Secretary for Education	1121 L St	D-40
+ Secretary of State	1500 11th St	D-15
Senate Offices	State Capitol/1020 N St	E-22
State Clearinghouse	1400 10th St	A-08
* Statewide Health Planning & Development	1600 9th St	A-34
Health Facilities Data Div	818 K St	B-32
Traffic Safety	7000 Franklin Blvd	F-17
* Treasurer	915 Capitol Mall	C-15
MISCELLANEOUS		
Bureau of Automotive Repair (DCA)	10240 Systems Parkway	B-03
Bureau of State Audits	555 Capitol Mall	B-24
+ Ca Exposition & State Fair	1600 Exposition Blvd	F-05
Coastal Conservancy	915 Capitol Mall	C-09
Community Colleges	1102 Q St	G-01
Conservation Corps	1719 24th St	C-25
Developmental Disabilities, Area Boards On	3000 S St	A-24
EDFund	3300 Zinfandel Dr	C-27
Employment Training Panel	1100 J St Mic 64	E-31
* Legislative Bill Room	State Capitol/712 R St	P-16
* Public Employees' Retirement	400 P St	A-44
Prison Industry Authority	560 East Natoma St, Folsom	D-19

* Twice Per Day Service

+ P.M. Service Only

Current Information as of 2/7/03

IMS CODES

(Interagency Mail & Messenger Service)

	Address	Code
Seismic Safety Implementation	2525 Natomas Park Dr	C-11
+ State Library	900 N St	E-29
Capitol Branch	State Capitol	E-27
Summer School for the Arts	4825 J Street	E-08
Teachers' Retirement	7667 Folsom Blvd	F-11
BOARDS		
Accountancy (DCA)	2000 Evergreen St	B-03
* Agricultural Labor Relations	915 Capitol Mall	C-10
* Air Resources	1001 I St	B-04
+ Alcoholic Beverage Control Appeals	660 J St	B-25
Chiropractic Examiners	2525 Natomas Park Dr	D-07
Contractors' State License (DCA)	9821 Business Park Dr	B-03
Corrections (Board of)	600 Bercut Dr	E-11
Education (Board of)	1430 N St	E-08
Equalization	450 N St	B-01
Franchise Tax	9645 Butterfield Way	P-05
Integrated Waste Management	1001 I St	E-10
* Managed Risk Medical Insurance	1000 G St	A-32
Medical Board of California (DCA)	1426 Howe Ave	B-03
* Merit Award (DPA)	1515 S St	D-22
OSHA Appeals	2520 Venture Oaks Way	E-05
OSHA Standards	2520 Venture Oaks Way	E-05
Osteopathic Medical	2720 Gateway Oaks Dr	B-03
Personnel Board, State	801 Capitol Mall	E-09
Public Employment Relations	1031 18th St	D-12
Prison Terms	1515 K St	E-18
* State Allocation Board	1130 K St	A-17
Structural Pest Control (DCA)	1422 Howe Ave	B-03
Unemployment Insurance Appeals	2400 Venture Oaks Way	A-25
* Victim Compensation & Government Claims	630 K St	D-30
Vocational Nurse (DCA)	2535 Capitol Oak Dr	B-03
* Water Resources Control	1001 I St	G-08
* Central Valley Reg Water Quality Cntl	3443 Routier Rd	G-19
Wildlife Conservation	1807 13th St	A-43
Workers' Compensation Appeals	2424 Arden Way	E-04
COMMISSIONS		
* Aging	1600 K St	D-05
Athletic Commission (DCA)	1424 Howe Ave	B-03
+ Building Standards	2525 Natomas Park Dr	C-11
+ Children & Families Commission	501 J St	C-07
* Debt Advisory	915 Capitol Mall	C-15
Economic Development	State Capitol	E-16
Energy Resources, Conservation & Dev	1516 9th St	F-01
Fair Political Practices	428 J St	D-23
Gambling Control	2399 Gateway Oaks Dr	A-06
Government Organization & Economy	925 L St	D-24
State Audits	555 Capitol Mall	B-24
Heritage Preservation	1020 O St	D-15
Little Hoover Commission	925 L St	D-24
* Lottery	600 N 10th St	D-20

* Twice Per Day Service

+ P.M. Service Only

Current Information as of 2/7/03

IMS CODES

(Interagency Mail & Messenger Service)

	Address	Code
Medical Assistance	770 L St	D-33
Milton Marks Comm on Gov Org & Economy ...	925 L St	D-24
* Native American Heritage	915 Capitol Mall	A-03
+ Peace Officers Standards & Training	1601 Alhambra Blvd	P-08
Postsecondary Education	1303 J St	D-18
+ Seismic Safety Commission	1755 Creekside Oaks Dr	D-04
State Lands	100 Howe Ave	B-05
State Mandates	980 9th St	A-16
Student Aid/EDFund	3300 Zinfandel Dr	C-27
Teacher Credentialing	1900 Capitol Ave	A-09
* Transportation Commission	1120 N St	B-15
COUNCILS		
+ Arts Council	1300 I St	G-17
Developmental Disabilities (Council on)	2000 O St	A-24
COMMITTEES		
Assembly Committees	State Capitol	E-24
* Child Development Policy Advisory	915 Capitol Mall	C-55
* Debt Limit Allocation	915 Capitol Mall	C-15
Joint Legislative Budget	1100 J St	E-22
Senate Committees	State Capitol	E-22
AUTHORITIES		
Consumer Power & Conservation Financing ..	901 P St	P-25
Emergency Medical Services	1930 9th St	D-28
Prison Industry	560 E Natoma St, Folsom	D-19
PIA Warehouse	8681 Younger Creek Rd	F-19
CENTERS		
+ Advance Training Center (DOJ)	11181 Sun Center Dr	D-09
Document Destruction	3240 Industrial Blvd, W Sacto	C-44
Health & Human Services Data	1651 Alhambra Blvd	C-36
Health & Human Services Data	9323 Tech Center Dr	C-36
Legislative Data	1100 J St	B-30
+ State Records Center	1501 Cebrian St	C-22
State Records Center	3240 Industrial Blvd	C-22
* State Training	1515 S St	G-02
* Teale Data	3101 Gold Camp Dr, Rancho Cordova	F-14

THE FOLLOWING OFFICES HAVE NO IMS SERVICE

Please DO NOT SEND items for the listed offices IMS may be unable to promptly return missent items!

Ca Coastal Commission	NO IMS SERVICE
Ca Horse Racing Board	NO IMS SERVICE
Ca State University Sacramento	NO IMS SERVICE
Comm on Corr Peace Officer Stand & Training	NO IMS SERVICE
Commission on the Status of Women	NO IMS SERVICE
Court of Appeal- Third Appellate District	NO IMS SERVICE
High Speed Rail Authority	NO IMS SERVICE
Judicial Council of Ca	NO IMS SERVICE
Public Utilities Commission	NO IMS SERVICE
State Compensation Insurance Fund	NO IMS SERVICE

* Twice Per Day Service

+ P.M. Service Only

Current Information as of 2/7/03

IMS 327-5203 fax - 445-5401 Email: ims@dgsccagov

DEFINITIONS

Against the Grain: At right angles to the direction of the grain of the paper.

Aliasing: A “staircase” or jagged effect that occurs when display resolution is too coarse to minimize the broken or crooked appearance of certain electronic design elements. Aliasing is more visually pronounced in diagonal lines, curves and circles.

Alteration: Any change made by the customer after copy or artwork has been given to the service bureau, separator or printer. The change could be in copy, specifications, or both. Also called AA, author alteration or customer alteration.

Anti-offset Powder: Finely powdered starch sprayed on the printed surface of coated paper as sheets leave the press to prevent wet ink from transferring from the top of one sheet to the bottom of the next sheet.

Aqueous Coating: Water based coating applied like ink by a printing press to protect and enhance the printed surface.

Ascender: The part of a lower case letter which rises above the main body as in “b” or “d”.

Back Up: In printing: to print the second side of a sheet already printed on one side. In computers: to make a copy of your work on a separate disk in case something happens to the original.

Basic Size: 25" x 38" for book papers, 20" x 26" for cover papers, 22½" x 28½" or 22" x 35" for bristols, 25½" x 30½" for index.

Basis Weight: Weight in pounds of a ream (500 sheets) of paper cut to a given standard size for that grade; example: 500 sheets of 17" x 22" 20 lb. bond paper weighs 20 pounds. In countries using ISO paper sizes the weight, in grams, of one square meter of paper.

Binder's Creep: The slight but cumulative extension of the edges of each inserted spread or signature beyond the edges of the one that encloses it in a saddle-stitch bind.

Blanket: In offset printing, a rubber-surfaced fabric that is clamped around a cylinder. The image is transferred from the plate to the blanket, and from there, transferred to the paper.

Bleed: Printed image which extends beyond the trim edge of the sheet or page.

Blind Image: Image that is debossed, embossed or stamped, but not printed with ink or foil.

Blueline: Prepress photographic proof made from stripped negatives where all colors show as shades of a single color on white paper. Also called brownline, silverprint, and Dylux.

Bond Paper: A grade of writing or printing paper where strength, durability and performance are essential requirements; used for letterheads, business forms, etc. The basic size is 17" x 22".

Book Paper: A general term for coated and uncoated paper. The basic size is 25" x 38".

Brightness: In paper; the reflectance or brilliance of the paper.

Bristol: Type of board paper used for post cards, business cards and other heavy-use products.

Butt Register: Register where ink colors meet precisely without overlapping or allowing space between. Also called butt fit and kiss register.

Bump: Ink applied from an additional plate to strengthen a specific color; also referred to as a touchplate.

Caliper: The thickness of paper, usually expressed in thousandths of an inch (mils). Also, a device on a sheetfed press that detects double sheets or on a binding machine that detects missing signatures or inserts.

Case Bind: To bind using glue to hold signatures to a case made of binder board covered with fabric, plastic or leather. Also called cloth edition, hard bind or hard cover.

DEFINITIONS

Cast Coated Paper: Paper dried under pressure against a heated, polished cylinder to produce a high-gloss enamel finish.

Choke: A slight size reduction of an opening into which an image will print.

CMYK: Abbreviation for cyan, magenta, yellow and black, the four process colors.

Coated Paper: Paper with a coating of clay or other substances that improves reflectivity and ink holdout.

Collate: In binding, the gathering of sheets or signatures.

Color Balance: Maintaining the ratio of cyan, magenta and yellow ink to produce a picture with the desired color and without an unwanted color cast or color bias.

Color Bars: The color strip on proofs that is used as a guide for the printer in determining the amount and density of ink needed.

Color Management Systems: Electronic characterization, calibration and control systems that help to assure color consistency and accuracy throughout the print production process from scanning through previewing on screen and proofing to reproduction on press.

Color Scanner: An electronic piece of equipment that utilizes a laser or other high intensity light to make color separation negatives from either reflective prints or transparencies.

Color Separations: The four-color negatives or positives which are the result of changing full color photos or art into the four process colors (yellow, magenta, cyan and black) by the use of filters.

Color Sequence: The order in which the four-color process inks are printed on the sheet.

Comb Bind: To bind by inserting the teeth of a flexible plastic comb through holes punched along the edge of a stack of paper.

Composite File: A Postscript file that represents color pages containing picture elements specified in terms of RGB (red, green and blue) color space as opposed to black and white "gray level" pages which represent separations.

Composite Proofs: Single test sheet showing position and color of all elements as stripped up.

Comprehensive: A detailed dummy or sketch of a design, intended to give a clear sense of how the finished piece should look.

Computer-to-plate (CTP or CtP): Describes a system in which the use of desktop publishing software, electronic prepress workstations and platesetters allows the imaging of metal plates for any format of press without the use of film, stripping or traditional platemaking. Sometimes also called C2P. *Alt:* Producing metal or polyester plates directly from digital files without producing a set of film negatives.

Computer-to-press: Describes a printing system that includes desktop publishing software, electronic prepress workstations and a new type of press which is capable of rapidly changing the images it is printing without the use of removable plates.

Condensed Type: Type whose width has been reduced without affecting its height.

Condition: To keep paper in the pressroom for a few hours or days before printing so that its moisture level and temperature equal that in the pressroom.

Continuous Tones: Commonly identified as the film for the four colors of a separation before it is broken into dots.

Continuous-Tone Digital Proofing: Producing a proof with reliable color but no halftone pattern (photorealistic) directly from a digital file, usually by inkjet or dye sublimation process, without producing a set of film negatives.

Contrast: The amount of difference between the lightest and the darkest areas in a photo or artwork.

DEFINITIONS

Conventional Dot: A halftone dot with the classic square format: middle tone dots are square, while the extremely small black dots or white openings are round.

Copy: Original job material (paste-ups, film, photos and other graphics) furnished for the print job.

Coverage: The amount of ink on a page or sheet, usually given in percentages.

Creep: The shifting position of the page in a saddle-stitched bind. Creep moves the inside pages or signatures away from the spine.

Crop: To eliminate portions of copy or a photograph.

Crop Marks: Symbols placed in the margin outside the image area that indicate to the printer and bindery the area to be printed and/or trimmed from the image.

Cross Direction: In paper, the direction across the grain. Paper is weaker and more sensitive to humidity in its cross direction.

Crossover: A reproduction that extends across two facing pages in a book or magazine and crosses over the binding.

CTP: Computer-to-plate.

Cure: To dry inks, varnishes or other coatings after printing to ensure good adhesion and prevent set-off.

Curl: The distortion of paper due to differences in structure or coatings from one side to the other or from absorption of moisture on the press.

Cutoff: Circumference of the impression cylinder of a web press, therefore, the length of the printed sheet on roll to sheet presses or the length of the repeat pattern on roll to roll presses.

Cyan: One of the three subtractive primary colors used in process printing. It is commonly known as process blue.

Dampening System: The mechanism on a press for transferring fountain solution to the plate.

Deboss: To press an image into paper so it lies below the surface.

Deckel Edge: The untrimmed feathery edges of paper formed where the pulp flows against the wire of a paper making machine.

Densitometer: Instrument used to measure density. Reflection densitometers measure light reflected from paper and other surfaces. Transmission densitometers measure light transmitted through film and other materials.

Density: The amount an object absorbs or reflects light is called "density level." High-density objects absorb or stop light; low-density objects reflect or transmit light.

Descender: The part of a lower case letter which extends below the main body, as in "p."

Desktop Publishing Stripping: Electronic assembly of all elements in final imposition for direct output as composite negative or plate.

Detail Enhancement: The technique of exaggerating picture image edges with unsharp masking or peaking, so the observer can easily see the detail of the original in the final reproduction.

Die: Device for cutting, scoring, stamping, embossing or debossing.

Diecutting: Using sharp steel rules to cut special shapes from printed sheets. Diecutting can be done on either flatbed or rotary presses.

Digital Asset Management/Archive: File or asset storage and retrieval by a company for its customer.

Digital Photography: Direct electronic capture of an image within a camera without using film and processing.

Digital Printing: Printing by plateless imaging systems that are imaged by digital data from prepress systems.

DEFINITIONS

Direct Digital Color Proof (DDCP): A proof made directly from the stored data file onto a substrate using a peripheral device such as a photographic exposure, dot matrix printer or ink jet printer without producing intermediate films.

Direct-to-plate: Often used as a synonym for computer-to-plate but less desirable to use because the acronym DTP can be confused with desktop publishing, which is also known as DTP (see computer-to-plate).

Dither: To fill the gap between two pixels with another pixel having an average value of the two to minimize the difference or add detail to smooth the result.

Dot Gain: The increase in the printing dot size from the halftone film to the printed substrate resulting in darker tones.

Double Black Duotones: Image created from two halftones, one for highlights and the other for midtones and shadows. Both plates are inked with black for the most contrast.

Double Burn: Utilizing two or more negatives to expose an image on a plate or positive print.

Drawdown: Sample of inks specified for a job applied to the substrate specified for a job.

Dummy: A layout showing the size, shape, form and general style of a piece of printing.

Duotone: Two films are made by changing the screen angle for each and one plate is made for each film. A duotone is printed in two colors but both plates can be used for the same color ink for maximum contrast. When using black ink this is called a “double black”.

Duplex Paper: Paper with a different color or finish on each side.

Electronic Publishing: A configuration of hardware and software used for digital page composition. The term includes desktop publishing and high-end systems.

Elliptical Dot: An elongated or oval halftone dot used to minimize the midtone jump in dot gain at the point where dots are large enough to connect.

Emboss: To press an image into paper so it lies above the surface.

Emulsion: The light-sensitive coating on photographic film, plates or stencils.

End Sheet: Sheet that attaches the inside pages of a case bound book to its cover.

Engraving: Printing method using a plate, also called a die, with an image cut into its surface.

Enhanced Multi-color (“High-fidelity”) Printing: Full-color printing using six, seven or more “process” colors instead of the traditional four.

Estimate: A statement of what a print job will probably cost based on specified quantities, materials and labor.

Etch: To use chemicals to carve an image into plates and film or an acid solution used to desensitize the non-printing areas of the plate.

Environmentally-friendly Processes: Reduced-chemical, silver-and VOC-free processes for preparation of printed materials.

Exposure: The quantity of light that is allowed to act on a photographic material. The product of the intensity and the duration of the light acting on the emulsions.

Face: Edge of a bound publication opposite the spine.

Fanout: Distortion of paper on the press due to waviness in the paper caused by absorption of moisture at the edges of the paper, particularly across the grain.

Feeder: The part of the press that separates the sheets of paper and feeds them into position for printing.

Felt Side: The smoother side of the paper.

DEFINITIONS

Fingerprint: To test a printing press to determine its exact printing characteristics, such as its dot gain, ink density and trapping, for the purpose of customizing color separations for those printing conditions.

Flat: The assembled composite of negatives or positives ready for platemaking. Also, a term used to describe a photograph that is lacking in contrast.

Flexography: A printing process that uses a raised surface of flexible rubber or photopolymer printing plate mounted on a rotary drum and thin, fast-drying inks to print on almost any roll stock.

Flush Cover: A cover trimmed to the same size as the inside text pages.

Fly Leaf: The half of the end sheets not glued to the front and back covers of a case bound book.

Flying Paster: An automatic pasting device that splices a new roll of paper onto an expiring roll without stopping the web press.

Foil Stamp: To press a heated die onto a sheet of foil, releasing the foil from its backing and adhering it to a substrate.

Folio: In typesetting, the typeset page number. Right hand pages contain the odd number folios.

Font: A complete set of type characters in one typeface and type size.

Foot: The bottom of a page or book.

Foot Margin (also tail margin): The distance between the bottom edge of the body of type (text) on a page and the bottom edge of the trimmed page.

For Position Only (FPO): Refers to inferior quality copies of photos or art used on mechanicals to indicate placement and scaling, but not intended for reproduction.

Form: Each side of a signature.

Form Roller: A roller which comes in contact with the printing plate, bringing it water or ink.

Fountain Solution: A mixture of water and chemicals that dampens a printing plate to prevent ink from adhering to the non-image areas.

Four-color Process: Use of cyan, magenta, yellow and black to create a full color image.

Free Sheet: Paper made from cooked wood fibers mixed with chemicals and washed free of impurities.

Frequency-modulated Screening: See stochastic screening.

Front End System: The computer hardware on which application software used to prepare pages of type and graphics is run.

Fulfillment: The storing of a customer's materials until that customer requests delivery to itself or to a third party. Also, the fulfilling by a vendor of a request received from a customer by phone, by mail or by electronic means. Also known as "pick and pack."

Galley Proof: A printout of text used for proofreading before final page assembly.

Gang: To halftone or separate more than one image in only one exposure. Also to print two or more finished products on the same sheet during one press run.

Gather: To assemble folded signatures in proper sequence.

Ghosting: Phenomenon on a faint image on a printed sheet where it was not intended to appear.

Gradation: The relationship of the tonal values of an image to its intermediate films and reproduction as well as magnetic or optical representation. It may also refer to the tonal values within the picture.

Grain: The direction in which most fibers are aligned in paper.

DEFINITIONS

Gravure: The process of printing from cylinders that contain cells that hold the ink for transfer to the substrate. In gravure color printing, each succeeding color is printed on a dry color rather than one still wet as in letterpress and offset lithography.

Gray Balance: The proper amount of cyan, magenta and yellow printing to produce a gray scale with no apparent dominant hue.

Gray Component Replacement (GCR): A color separation process that uses the black printer for the neutral gray portion of any color. Instead of mixing cyan, magenta and yellow to produce those grays, they are replaced with black ink. GCR deepens the shadows in an image that lacks depth. GCR completely replaces the grays with process black, unlike Under Color Removal (UCR) which reduces process colors in the neutral grays and adds black.

Grindoff: The approximately 3/16 inch that is removed along the spine of gathered signatures before perfect binding.

Gripper Edge: The leading edge of a sheet which is held by the grippers on a printing press.

Gripper Margin: The unprintable area of the paper where it is gripped as it passes through a printing press.

Grippers: Metal fingers that clamp onto the paper and control its flow as it passes through the press.

Gutter: The inside margin of a bound page. The blank space between two columns of text or image areas is also called "gutter."

Hairline Register: Register within plus or minus one-half row of dots.

Halftone: An image composed of tiny dots whose variations in size create the illusion of variations in tone. Traditionally, a halftone screen was used to convert a continuous tone image into a halftone; such screening is currently done electronically.

Hard Copy: A printed paper copy of output in readable form. It is also a transparency film or photograph of an image displayed on the monitor.

Hard Dots: Second generation dots or laser-generated dots that have hard edges without any fringe.

Hard Proof: A color proof made on a substrate from production films or on a substrate directly from the stored pixel data. The latter is usually referred to as a digital hard proof, and a video proof as a digital soft proof.

Head: The top of a page or book.

Heatset: Web printing process whereby non-absorbent paper goes through the press and the ink is dried by heat.

Hickey: Spot on a printed sheet usually due to dust, lint or bits of paper.

Highlight: The lightest area of a photograph that has the smallest or fewest dots when made into a halftone.

Holdout: A property of coated paper with low ink absorption which allows ink to set on the surface with high gloss. Too much holdout can cause ink to rub off or mark the next sheet.

House Sheet: Paper kept in stock by a printer and suitable for a wide variety of printing jobs.

Hue: The attribute of color that designates its dominant wave length and distinguishes it from other colors.

Imagesetter: A high-resolution laser output device that writes data on photosensitive paper or film. The data is processed by a RIP and can record halftones and line images as well as type.

Imposition: Laying out pages in a press form so that when the pages are printed and folded they will be in proper order.

Impression: One sheet passing once through the press.

DEFINITIONS

Imprinting: To print new copy on a previously printed sheet, such as imprinting an employee's name on business cards.

In-line: Components of a system arranged in a logical production sequence and in such a way that materials are automatically fed to the next component.

Ink Balance: Relationship of the densities and dot gain of process inks to each other and to a standard density of neutral gray.

Ink Jet: A method of printing images using jets that squirt minuscule drops of ink onto a variety of surfaces.

Insert: A printed piece prepared for insertion into a publication or another printed piece.

Intaglio: Method of printing in which the image is etched below the non-printing surface. Gravure and engraving are the most common forms.

Jog: To align the edges of a pile of paper by hitting or shaking against a flat surface.

K: Abbreviation for black in four-color process printing.

Kelvin: A unit of measure used to describe the color temperature of a light source, such as the 5000K standard viewing conditions.

Key Plate: Negative or plate that prints the most detail (usually black) and to which other plates are aligned.

Kilobyte: K, Kb or KB. A unit of measuring digital information which equals 1024 bytes.

Kiss Cut: To die cut the top layer but not the backing of self-adhesive paper.

Kiss Impression: Lightest possible impression that will transfer ink to a substrate.

Knock Out: To clear an area of absolutely every printing dot; or to outline an image and drop out all dots surrounding it.

Kraft Paper: Strong brown paper made with unbleached wood pulp and used for grocery bags, envelopes and wrapping paper.

Laminate: To bond a plastic film by heat and pressure to a printed sheet for protection and appearance.

Leading: (ledd-ing) The typographical term used to describe the space from the bottom of one baseline to bottom of the next, measured in points.

Leaf: One sheet of paper in a publication. Each side of a leaf is one page.

Letterpress: Method of printing where the wrong-reading raised surface of a printing plate is inked and impressed directly onto paper.

Line Copy: High contrast images or type without shading which do not require halftone screening.

Lithography: Method of printing using plates whose image areas attract ink and whose non-image areas repel ink. The images are first printed onto a rubber blanket and then offset to paper.

Live Matter: The vital parts or elements of a printed piece which must not be trimmed off.

Loupe: Lens built into a small stand. Used to inspect copy, film, proofs, plates and printing.

M: The abbreviation for magenta in the four-color process. Also the abbreviation for "one thousand."

Magenta: One of the three subtractive primary colors of process printing.

Makeready: The process of setting up and adjusting a printing press for a particular ink, paper and set of printing conditions prior to a press run. Also, the paper used during these adjustments.

Margin: The blank space around the image area of a page, also referred to as a gutter.

DEFINITIONS

Master: Also known as original or camera-ready copy.

Mastering/pressing CD-ROMs: Preparation of compact disc read-only memory (CD-ROM) discs from customer-supplied materials as alternative or value-added sales opportunity.

Mechanical: Complete pages, with text, line art and crop marks in position, ready to be photographed or output to film.

Megabyte: Mb or MB. A unit of measure for digital data which is 1024 kilobytes or 1,048,576 bytes.

Midtone: The tonal values of an image that fall midway between the highlight and shadow dots.

Moire: Objectionable patterns that appear at regular frequencies when two or more screen patterns are placed over one another. May be caused by misalignment, incorrect screen angles, slipping or slurring.

Mottle: Spotty or speckled printing.

Negative: The film image of a completed page from which plates will be burned. The light and dark parts of the image are tonally reversed from the original copy.

Non-heatset: Web printing process whereby porous paper goes through the press and the ink dries naturally.

Oblong: A booklet or catalog bound along the shorter dimension.

Off-press Proof: A color proof that is similar in appearance to the finished printed product but is made without the aid of a printing press.

Offset Printing: Usually refers to offset lithography. The image prints by transferring ink from a flat plate or cylinder to a rubber blanket that deposits the ink onto the substrate instead of directly from plate to paper.

Opacity: Characteristic of paper or other substrate that prevents print on one side from showing through to the other side. Also, the characteristic of ink that prevents the substrate from showing through.

Opaque: In paper, the property that makes it less transparent.

Optical Gain: An effect caused by printing on a rough-surfaced paper in which halftone dots appear larger than actual size, resulting in image degradation.

Overlay Proof: Color proof which simulates the appearance of the printed piece. It consists of sheets of film dyed or pigmented with the color and image of each plate to be used in the print run. The film is stacked so it is in register and in the order the inks will be printed.

Overprint: To print over an area that has previously been printed.

Overrun: Copies printed and/or bound in excess of the specified quantity

Page: One side of a leaf in a publication.

Page Makeup: The assembly of all elements to make up a page.

Pagination: Numbering pages in order. Also, the process of performing page makeup on a computer.

Palette: The collection of colors or shades available or used in a project, graphic system or program.

Panel: One page of a brochure on one side of the paper. A letter folded sheet has six panels.

Parallel Fold: A folding succession in which all folds are made parallel with each other.

Paste-up: Placing graphics and text in a mechanical either manually or electronically.

Perfect Binding: Signatures that are folded and collated on top of one another, as opposed to saddle-stitch binding in which the signatures are folded inside one another.

Perfecting Press: Press that prints on both sides of the paper during a single pass.

DEFINITIONS

Pica: Unit of measure commonly used in typesetting and design. A pica is one-sixth of an inch.

Picking: The lifting of the paper surface during printing, leaving unprinted spots in image areas. This occurs when the pulling force (tack) of the ink is greater than the surface strength of the paper.

Pigment: The fine, solid particles used to give color, transparency or opacity to ink.

Piling: The building up or caking of ink on rollers, plates or blankets which will not transfer readily.

Pixel: Abbreviation for picture element. The separate elements of a bitmapped image on a video monitor.

PMS: Acronym for Pantone Matching System®, a set of preprinted color patches used to choose and communicate color so exact matches can be obtained.

Point: Unit of measurement commonly used to specify type sizes. There are 12 points in a pica and 72 points in an inch.

Porosity: The property of paper that allows the permeation of air, an important factor in ink penetration.

Position Proof: A color proof that is made to verify that all the elements of the reproduction (text, graphics and pictures) are in the correct position and are in register with each other.

Pre-flight: Procedures used by a printing company to make sure that a customer's digital files are correctly prepared for production.

Prepress: Camera work, color separating, stripping, platemaking and other functions performed by the printer, separator or service bureau prior to the actual printing.

Prepress Proof: Any color proof made using ink jet, toner, dyes or overlays.

Press Check: When a customer is at the printing press as the press begins to print his or her job, in order to approve the job as it is printed.

Press Proof: A proof made on press using the ink and paper specified for the job.

Press Run: The actual running of the press to print the job following makeready. Also, the number of copies of a publication printed.

Price Break: Quantity at which unit cost of paper or printing drops.

Primary Colors: The colorants of a system used to reproduce the colors for the entire reproduction. Cyan, magenta and yellow are subtractive primary colors while red, green and blue are additive primary colors.

Printer's Spread: Two facing pages in the order they will be printed, e.g. pages 1 and 4 and also 2 and 3 will be viewed together for a four-page brochure.

Process Colors: The three colors (cyan, magenta and yellow) plus black that are used in full-color printing.

Process Color Separation: A consequence of the offset lithographic process. In order to print full-color images, it is necessary to prepare four separate files for each of the process colors (cyan, magenta, yellow and black). When the colors are overprinted, they combine to render a wide range of color. CMYK produces the widest range of color with the fewest inks when printing.

Process Inks: Transparent inks colors of cyan, magenta and yellow for use in the four-color process.

Progressive Proof: A set of proofs made with ink on paper from the actual plates to show the sequence of printing and the result after each additional color is applied. Also called progs.

Ragged: Type that is not justified either on the right or left side.

DEFINITIONS

Rag Paper: Paper containing a minimum of 25% rag or cotton fiber pulp.

Random Proof: A color proof consisting of many images ganged on one substrate and randomly positioned with no relation to the final page imposition. This is a cost-effective way to verify the correctness of completed scans prior to further stripping and color correction work. Also called scatter proof, or loose color proof.

Raster: To convert mathematical and digital information into a series of dots by an imagesetter or recorder as digital data that will be used for output.

Reader's Spread: Two facing pages in correct numerical order, e.g., pages 2 and 3.

Ream: 500 sheets of printing paper. Stacks and skids of paper often include slips of paper (ream markers) marking the division of the stack into reams.

Reflective Copy: Any painting, artwork or photograph (not transparencies) that reflects light off its surface.

Register Marks: Crosses or some other design that are pasted outside your keyline on the board. Everything done to the job through printing must have these marks to prevent the separations, film or plates from being misaligned or out of register.

Registration: The correct positioning of one color over another during the printing process.

Remote proofing: Digital transmission of a proof to a remote office or customer location for output and evaluation at the remote site.

Replicate: In the manufacturing of a CD-ROM, to mold the actual disc by injecting molten polycarbonate into the mold cavity (stamper), then quickly cool the plastic to harden it, a process which takes less than 15 seconds. After replication of the disc, art is printed onto the non-data side of the disc via silkscreen or offset printing.

Reprint: Subsequent production of a printed piece with no changes. See Revision.

Resolution: Sharpness of an image. Also quantification of laser print quality using number of dots per inch.

Reverse: Type, graphic or illustration produced by printing ink around its outline, thus allowing the underlying color or paper to show through and form the image. The image "reverses out" of the ink color. Also called knock out or liftout.

Revision: Subsequent production of a printed piece with changes. See Reprint.

RGB: Red, green and blue. The additive primaries which are used in video monitors.

Right-angle Fold: A folding succession in which each succeeding fold is made at right angles to the preceding one.

Right Reading: Copy that reads correctly in the language in which it is written. Also describes a photo whose orientation looks like the original image.

RIP: Abbreviation for raster image processing, a hardware and/or software system that translates page description command into bitmaps for output to a laser printer or imagesetter.

Rosette Pattern: The desirable minute circle of dots that is formed when two or more process color screens are overprinted at their appropriate angle, screen ruling and dot shape.

RRED: Right reading, emulsion side down.

Rule: A straight line of any thickness or a line used as a graphic element to separate or organize copy.

Run Around: Type that is made to fit around a picture or art. Also called text wrap.

Saddle-stitched: A form of binding that uses staple-shaped wires through the gutter fold; also called saddle-bind.

Sans Serif Type: Any type style that does not have cross strokes on the ends of the letters.

DEFINITIONS

Scale: Calculate the amount a photo or an image object is to be reduced or enlarged.

Scanner: Electronic device used to digitize an image.

Score: To compress paper along a straight line so it folds more easily and accurately

Screen: Plastic sheets that have cross-hatched lines. These screens are placed between the camera and the original photo or continuous tones to break the image into dots to create a halftone image.

Screen Angles: Angles at which the halftone screens are placed with relation to one another to avoid undesirable moire pattern. The most common angles are black 45°, magenta 75°, yellow 90° and cyan 105°.

Screen Printing: Method of printing by using a squeegee to force ink through an assembly of mesh fabric and a stencil.

Screen Ruling: Sometimes confused with resolution, screen ruling is the number of printing dots per inch or per millimeter on the exposed film. The screen ruling is a critical factor in determining the resolution need. The finer the screen ruling, the higher the resolution needs to be, due to the amount of information required to generate the printing dots.

Screen Tint: A halftone screen pattern of all the same size dots that creates an even tone.

Self Cover: A cover made from the same paper as the inside text pages.

Serif Type: Any type style that has cross strokes on the ends of the letters.

Service Bureau: A business that provides manipulation and output of digital files, usually to a PostScript imagesetter.

Set-off: Ink from a printed sheet rubs off or marks the next sheet as it is being delivered. Also called offset.

Sewn: Refers to signatures sewn with thread at the spine to increase durability. Sometimes referred to as Smythe Sewn.

Shadow: The darkest areas of an image or photograph; represented as the largest dots in a halftone.

Sheetfed Press: A printing press that uses sheets of paper, rather than a continuous paper roll or web.

Sheetwise: To print one side of a sheet of paper with one form or plate, then turn the sheet over and print the other side with another form using the same gripper and side guide. This method is used for printing signatures.

Shingling: A technique used to compensate for creep. The gutter margin on a page is gradually narrowed from the outside pages to the middle pages of the signature.

Show-through: The undesirable condition in which the printing on the reverse side of a sheet can be seen through the sheet under normal lighting conditions.

Side Stitch: To bind by stapling through all sheets along one edge.

Signature: A group of pages brought together into proper sequential order and alignment after it has been folded.

Silhouette Halftone: A halftone with all of the background removed.

Sizing: Treatment of paper which gives it resistance to the penetration of liquids (particularly water) or vapors.

Skid (also pallet): Wooden platform that supports piles of paper during shipping and storage. OSP standard size is 42" x 42".

Slit: To cut printed sheets or webs into two or more sections by means of cutting wheels on a press or folder.

Soft Proof: A proof that is viewed on a color-calibrated video monitor as opposed to a hard proof on paper.

DEFINITIONS

Solid: Any area of the sheet receiving 100 percent ink coverage.

Spine: The back of a bound book connecting the two covers. Also called backbone.

Spiral Bind: To bind using a spiral of continuous wire or plastic looped through holes. Also called coil bind.

Spooler: A device by which a computer can store data and feed it gradually to an external device, such as a printer, which is operating more slowly than the computer.

Spot Color: Individual color or colors that are utilized to highlight illustrations or type. Spot color is frequently printed with non-process color inks, although process inks can be used.

Spot Varnish: Varnish applied only to certain portions of a sheet to highlight those areas.

Spread: Two facing pages. They can be a reader's spread or a printer's spread.

Step-and-repeat: The procedure of exposing an image repeatedly in different places on the printing plate.

Stochastic Screening: A digital screening process that converts images into very small dots (14-40 microns) of equal size and variable spacing.

Stripping: The process of manually creating composite films and fully imposed flats for platemaking. Most of this work is now done electronically, bypassing the traditional artisan.

Substrate: Any surface on which printing is done.

Supercalender: A finishing device consisting of alternate metal and resilient rollers used to produce a smooth, thin sheet of paper.

SWOP: Abbreviation for the revised Specifications for Web-Offset Publications; a set of specifications for color separation films and color proofing to insure the consistency of the printed color.

Tack: The amount of stickiness in printing inks that makes them adhere to the substrate while minimizing dot gain. Too much tack can cause surface picking.

Tear Sheet: Actual ad removed from a publication and sent to the advertiser often with the invoice.

Terabyte: Tb or TB. Equal to approximately one billion kilobytes and often used to measure optical disk storage capacity.

Text: The body matter of a page or book as distinguished from the heading and art.

Thermography: Method of printing using colorless resin powder that takes on the color of underlying ink.

TIFF: Tagged Image File Format. A graphics and page layout file format for desktop computers. Used as an intermediary file format for both color and black and white images. TIFF is used to transfer documents between different applications and computer platforms.

Tile: A method used when a page is too large to be output in its entirety by the output device. The page is divided into pieces that allow for overlap so that it can be reassembled as a whole.

Tint: A solid color reduced either by screening or by adding white ink. Also, a halftone of a specified dot percentage, but less than 100%.

Tonal Range: The difference between the brightest and the darkest tone in a photograph or offset lithographic print.

Tone: The character of a color, its quality or lightness.

Tooth: A characteristic of paper, a slightly rough finish, which permits it to take ink readily

Trade Shop: Service bureau, printer or bindery working primarily for other graphic arts professionals, not for the general public.

DEFINITIONS

Transparency: Positive photographic image on film allowing light to pass through.

Transparent Ink: A printing ink which does not conceal the color beneath. Process inks are transparent so that they will blend to form other colors.

Trapping: A method of overlapping adjoining colors or inks that helps minimize the possibility of a fine white line appearing between two colors, caused by misregistration of color negatives. Also, the ability to print a wet ink film over previously printed ink.

Trim: To cut the excess paper from the edges of a publication after it has been printed and bound.

Trim Marks: Marks on the outside of a keyline to indicate where the piece is to be cut.

Unit: One inking, plate and impression station on a press. A four-color press has four units.

UV Coating: Liquid applied to a printed sheet, then bonded and cured with ultraviolet light.

Value: The degree in a color or gray that varies from light to dark.

Varnish: A thin, protective liquid coating applied to the printed sheet for protection or appearance.

Vignette: An illustration in which the background fades gradually away until it blends into the unprinted paper.

Virgin Paper: Paper made exclusively of new pulp from trees or cotton. No recycled materials are included.

Watermark: Translucent logo in paper created during manufacture by slight embossing while paper is still approximately 90 percent water.

Web Press: A printing press that prints on paper from a continuous roll (web) and outputs it onto: another roll; as a folded signature; or as cut sheets.

Work and Tumble: To print one side of a sheet of paper, then turn the sheet over from gripper to back using the same side guide and plate to print the second side.

Work and Turn: To print one side of a sheet of paper, then turn the sheet over from left to right and print the second side. The same gripper and plate are used for printing both sides.

Wrong Reading: An image that is backwards when compared to the original.

Y: The abbreviation for yellow in the four-color process.

