

# Graphic technology — Vocabulary —

## Part 4: Postpress terms

ICS 01.040.37; 37.100.01

## National foreword

This British Standard is the UK implementation of ISO 12637-4:2008.

The UK participation in its preparation was entrusted to Technical Committee PAI/43, Graphic technology.

A list of organizations represented on this committee can be obtained on request to its secretary.

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

**Compliance with a British Standard cannot confer immunity from legal obligations.**

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 30 June 2008

© BSI 2008

ISBN 978 0 580 57816 8

### Amendments/corrigenda issued since publication

Date	Comments

INTERNATIONAL  
STANDARD

**ISO**  
**12637-4**

First edition  
2008-05-15

---

---

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

*Technologie graphique — Vocabulaire —*  
*Partie 4: Termes de postimpression*



Reference number  
ISO 12637-4:2008(E)



## Foreword

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

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

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

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

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

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

- *Part 1: Fundamental terms*
- *Part 2: Prepress terms*
- *Part 3: Printing terms*
- *Part 4: Postpress terms*
- *Part 5: Screen printing terms*

## **Introduction**

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

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

# Graphic technology — Vocabulary —

## Part 4: Postpress terms

### 1 Scope

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

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

### 2 Terms and definitions

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

#### 2.1

##### **adhesive applicator**

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

#### 2.2

##### **adhesive binding**

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

#### 2.3

##### **air table**

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

#### 2.4

##### **albumin**

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

#### 2.5

##### **backlining**

strengthening of the book block spine with paper or fabric

NOTE See **gauzing** (2.37).

#### 2.6

##### **base coat**

##### **primer**

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

**2.7**

**binding**

method by which pages of a publication are held together

**2.8**

**binding margin**

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

**2.9**

**blank dummy**

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

**2.10**

**book**

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

**2.11**

**book block**

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

**2.12**

**book case**

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

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

**2.13**

**bookbinding**

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

**2.14**

**bound-in insert**

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

**2.15**

**casing in**

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

**2.16**

**coating**

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

**2.17**

**collating**

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

**2.18**

**coloured book edge**

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

**2.19**

**compensation stacking**

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

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



**2.20****cover**

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

**2.21****cover board**

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

**2.22****creasing**

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

**2.23****cutting**

process that uses blades to cut substrates

**2.24****debossing**

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

**2.25****die cutting**

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

**2.26****die stamping**

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

**2.27****drilling**

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

**2.28****dry laminating**

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

**2.29****edge**

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

**2.30****embossing**

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

**2.31****end paper**

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

**2.32****fly-leaf**

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

**2.33****foil stamping**

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

**2.34**

**folder**

converting machine used to score and bend printed or blank substrates

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

**2.35**

**folding**

operation used to score and bend printed or blank substrates

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

**2.36**

**gathering**

assembling signatures together in correct sequence to form an untrimmed block

**2.37**

**gauzing**

strengthening of the book block spine with gauze

**2.38**

**gilding**

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

**2.39**

**glued-in insert**

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

**2.40**

**gluing**

system that uses adhesives to attach two or more substrates

**2.41**

**hold-down**

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

**2.42**

**inserting**

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

**2.43**

**jacket**

wrapper placed around finished casebound book

NOTE Also known as book jacket, dust jacket.

**2.44**

**jogging**

aligning edges of substrates, boards and signature blocks

**2.45**

**laminating**

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

**2.46**

**lining**

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

**2.47**

**milling**

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

**2.48**

**notch binding**

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

**2.49**

**overprint varnishing**

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

**2.50**

**paperbound book**

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

**2.51**

**perfect binding**

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

**2.52**

**perforating**

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

**2.53**

**pressing**

operation that flattens printed signatures and pages before binding

**2.54**

**punching**

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

**2.55**

**rule**

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

**2.56**

**running in**

ink or glue penetrating between the edges of a block

**2.57**

**shrinkwrapping**

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

**2.58**

**signature**

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

**2.59**

**spot varnish**

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

**2.60**

**stitching**

converting process that attaches pages together with wire, thread or metal or plastic rings

**2.61**

**strike-through**

substances such as glue or ink seeping through the porous material of the substrate, which can be seen from the other side of the page

**2.62**

**three-sided trimming**

trimming of a casebound book block, a paperbound book or magazine along three edges

**2.63**

**trimming**

cutting off the edges of a blank or printed substrate to achieve the required format

**2.64**

**wet laminating**

converting operations that join together printed paper and plastic films by means of liquid adhesives



---

---

## British Standards Institute (BSI)

BSI is the independent national body responsible for preparing British Standards. It presents the UK view on standards in Europe and at the international level. It is incorporated by Royal Charter.

### Revisions

British Standards are updated by amendment or revision. Users of British Standards should make sure that they possess the latest amendments or editions.

It is the constant aim of BSI to improve the quality of our products and services. We would be grateful if anyone finding an inaccuracy or ambiguity while using this British Standard would inform the Secretary of the technical committee responsible, the identity of which can be found on the inside front cover.  
Tel: +44 (0)20 8996 9000 Fax: +44 (0)20 8996 7400

BSI offers members an individual updating service called PLUS which ensures that subscribers automatically receive the latest editions of standards.

### Buying standards

Orders for all BSI, international and foreign standards publications should be addressed to Customer Services.

Tel: +44 (0)20 8996 9001 Fax: +44 (0)20 8996 7001

Email: [orders@bsigroup.com](mailto:orders@bsigroup.com)

You may also buy directly using a debit/credit card from the BSI Shop on the Website <http://www.bsigroup.com/shop>.

In response to orders for international standards, it is BSI policy to supply the BSI implementation of those that have been published as British Standards, unless otherwise requested.

### Information on standards

BSI provides a wide range of information on national, European and international standards through its Library and its Technical Help to Exporters Service. Various BSI electronic information services are also available which give details on all its products and services. Contact the Information Centre.

Tel: +44 (0)20 8996 7111 Fax: +44 (0)20 8996 7048

Email: [info@bsigroup.com](mailto:info@bsigroup.com)

Subscribing members of BSI are kept up to date with standards developments and receive substantial discounts on the purchase price of standards. For details of these and other benefits contact Membership Administration.

Tel: +44 (0)20 8996 7002 Fax: +44 (0)20 8996 7001

Email: [membership@bsigroup.com](mailto:membership@bsigroup.com)

Information regarding online access to British Standards via British Standards Online can be found at <http://www.bsigroup.com/BSOL>.

Further information about BSI is available on the BSI website at <http://www.bsigroup.com>.

### Copyright

Copyright subsists in all BSI publications. BSI also holds the copyright, in the UK, of the publications of the international standardization bodies. Except as permitted under the Copyright, Designs and Patents Act 1988 no extract may be reproduced, stored in a retrieval system or transmitted in any form or by any means – electronic, photocopying, recording or otherwise – without prior written permission from BSI.

This does not preclude the free use, in the course of implementing the standard, of necessary details such as symbols, and size, type or grade designations. If these details are to be used for any other purpose than implementation then the prior written permission of BSI must be obtained.

Details and advice can be obtained from the Copyright & Licensing Manager.

Tel: +44 (0)20 8996 7070 Email: [copyright@bsigroup.com](mailto:copyright@bsigroup.com)