

TECHNICAL  
AND  
TRADE TERMS

*Used in the Printing Industry*



NEW ZEALAND

R. E. OWEN, GOVERNMENT PRINTER  
WELLINGTON, NEW ZEALAND

1955

# Technical and Trade Terms

*Used in the Printing Industry*

---

## A

**Addenda:** The Latin plural for addendum—appendices or something added to a book.

**Agate:** An old type size,  $5\frac{1}{2}$  point.

**Albert Note:** A size of notepaper 6 inches x  $3\frac{1}{8}$  inches.

**Alignment:** When the printed faces of letters are ranged at the foot they are said to be "in alignment."

**Ampersand:** Abbreviation for "and," as "&."

**Aniline Inks:** Inks of bright attractive colours produced from coal tar. They are fast drying and spirit soluble, and are used on special machines in aniline printing.

**Antiquarian:** An old English paper size 53 x 31.

## B

**Back Margin:** The binding margin of a book.

**Back-up:** To print on the back of a sheet already printed on one side.

**Balance:** When a piece of type composition has its various parts so grouped that they are equalized in mass, it is said to possess "balance."

**Banner Head:** A newspaper heading covering more than one column. Sometimes called streamer head.

**Base Line:** The line on which capital and lowercase letters (ignoring descenders) stand.

**Bastard Title:** The page containing only the name of the book, preceding the title page.

**Beard:** The slope from the face to the shoulder of type.

**Bearer:** A clump of anything type-high to clear off the impression of cylinders or rollers.

**Appendix:** Something added, used usually when referring to printed books.

**Arabic Figures:** Ordinary figures, 1, 2, 3, etc.

**Ascending Letters:** Tall letters as b, d, l, etc.

**Asterisk:** A reference mark thus \*.

**Autography:** The process of transferring writing or drawing from paper to stone or zinc.

**Antimony:** One of the components of type-metal. Brittle metallic substance, incorporated to confer hardness, and to counteract shrinkage when alloy is cooling.

**Bearer:** (Stereotype and Electrotpe)—a frame to support type in moulding—A margin around the printing surfaces of the mould required for casting.

**Bed:** The table of a machine or press on which the frame is placed.

**Belly of Type:** The side with the nick.

**Ben Day Process:** A process invented by Benjamin Day by which shading of various kinds and textures can be applied to printing plates. Also known as mechanical tints.

**Bill:** A term for a broadside or poster.

**Billhead:** Name given to the printing at the head of an account form.

**Binding:** When anything prevents a forme locking up through being too long it is said to be binding. (See also Bookbinding.)

**Black Letter:** Another name for "Old English" type faces.

**Bleed:** To trim too much thus cutting the print.



**Bleed Blocks:** Blocks running off the sheet on one or more sides.

**Blind P:** A paragraph mark ¶.

**Blind Blocked:** Lettering on book covers not inked or gilded—simply impressed.

**Body:** The shank of a letter.

**Bold:** A term used for heavy faced type.

**Bond Paper:** A hard tub-sized rag pulp writing paper—used for Letterheads, Account Books, Ledgers and typewriter uses.

**Book Founts:** Founts of type used when a mass of solid is set, as distinct from jobbing founts.

**Booklet:** A term used for small books or pamphlets.

## C

**Calendered Paper:** Paper highly glazed by rolling between smooth heated rollers.

**Cap Line:** The line along which the heads of capitals range on type.

**Caption:** An American name for the title of an illustration.

**Caret:** Marked thus ^ to denote an insertion.

**Carton:** A container made of light cardboard.

**Cartridge Paper:** A thick rough-surfaced paper, used for drawing and also for making envelopes.

**Casting-off:** Find how many words a copy contains and the size of type necessary to fill a given area.

**Casting-up:** Finding how many lines a copy contains and the cost at so much per 1,000 lines.

**Catchline:** The line which contains the "catch-word" at the bottom of a page. Also used for the line at the head of a galley to identify standing matter.

**Chapter Head:** The heading to a chapter.

**Chase:** A steel or cast-iron frame to hold type when locked up.

**Chinese White:** A colourless pigment used for tinting colours.

**Circular:** Small class of job work, as printed letters, etc.

**Close Spacing:** Matter set with spacing less than the average width of the letters.

**Clumps:** Metal furniture.

**Bourgeois:** An old type-size about 9 points.

**Box-in:** To put in a border.

**Bracket:** A punctuation sign [ or ].

**Brace:** —

**Brevier:** An old type-size about 8 point.

**Bristol Boards:** A fine rag-content cardboard. Specially suitable for black and white drawings.

**Broadside:** A sheet printed one side only as a poster.

**Brochure:** A small pamphlet or book.

**Bronze Preparation:** A varnish-like preparation used for printing preparatory to bronzing.

**Bulk:** A bench or rack for storing jobs or dis.

**Coated paper:** Art paper, an ordinary paper coated with suitable clay or compound.

**Cock-up:** A term given to an initial letter which ranges at the foot.

**Collate:** To put the signatures of a book in order.

**Colophon:** An inscription or tailpiece—usually a printer's imprint at the end of a book.

**Column Rules:** Rules used between columns on a magazine or newspaper page.

**Complementary Colour:** That colour which when mixed with another theoretically forms white light, as red and green, blue and orange.

**Complete Founts:** A fount of type including caps, s.c., l.c., figs., accents, spaces, etc.

**Condensed Letter:** Thin, elongated founts of type.

**Contractions:** Abbreviations as Ltd. for Limited.

**Copperplate:** To deposit a thin film of copper on surface of mould preparatory to being filled with backing metal.

**Copperplate Printing:** The art of printing from engraved copper plates. Visiting cards are often printed by this method.

**Cream Laid:** A writing paper showing wire marks.

**Cream Wove:** A writing paper without wire marks.

**Creasing:** Indenting covers or cardboard by means of a rule to facilitate folding.

**Crown:** A size of paper, 15 x 20.

**Curvilinear Plates:** Curved plates for a rotary machine.

**Cut:** Another name for a block, evidently handed down from the time when all blocks were woodcuts.

## D

**Dagger:** A reference mark, thus †.

**Daybill:** A long narrow poster used by theatrical advertisers.

**Dead Matter:** Matter unfit for further use.

**Deckle:** Very rough edge on paper—generally on handmade paper.

**Deep-etched Half-tone:** A half-tone where the screen in the high lights is removed. For example, deep etched (as against square finished) so that the contours of the subject are followed.

**Demy:** A paper size, printing 22½ x 17½; drawing and writing 20 x 15½.

**Descending Letters:** Letters with down strokes as q, g, p.

**Diacritical Marks:** Marks used to indicate the pronunciation of words.

**Diamond:** An old type size about 4½ point.

**Die-stamping:** Cutting out irregular shapes on a stamping press by means of a die.

**Diphthong:** æ, œ, Æ, Œ.

**Distribute:** To put type and material away after use.

**Dodger:** A handbill.

**Double Case:** Another name for jobbing or half-case—a case which contains receptacles for both upper and lower founts.

**Double Crown:** Printing paper 20 x 30.

**Double Dagger:** A reference mark, thus †.

**Double Demy:** Printing, 22½ x 35; writing, 20 x 31.

**Cut-in Letter:** An initial letter let into the text.

**Cut-in Notes:** Side-notes let into the text.

**Cutting Rules:** Steel rules, slightly above type high, used for making up cutting formes. Made in 3 grades: hard, medium and soft.

**Double Frame:** A frame to hold two pairs of cases.

**Double Large Post:** A paper size, 21 x 33.

**Double Pica:** An old type size about 24 point.

**Double Post:** A paper size, printing, 19½ x 31½, writing 19 x 30½.

**Double Royal:** A paper size, printing, 25 x 40; writing, 24 x 38.

**Double-Spread:** Two pages appearing when a book is opened as one unit.

**Drag:** A slur on a printed sheet.

**Draw-sheet:** The top sheet of a tympan.

**Dress a Forme:** To put furniture and quoins around type pages.

**Driers:** Preparations used to speed up the drying of the ink after printing.

**Dross:** The oxide of the alloy; dirt which accumulates on top of the metal line in the melting pot. Since it contains the richest metals in the alloy it should be kept for resmelting.

**Ductor or Duct:** A reservoir which holds the ink on a machine.

**Dummy:** A blank book the size of the complete work.

**Duodecimo:** Another name for 12mo., i.e., 12 out of a sheet.


**Duotone Ink:** A two-tone ink which gives a two-tone effect, with one printing.

**Duplex Cards:** Pasteboard with surfaces of two different colours.

## E

- Eighteen-mo:** One eighteenth of a sheet.
- Electrotype:** A printing surface produced by a deposit of copper backed up by type metal.
- Em:** Unit of measure in printing, the square of the point size of the type.
- Embossed Printing:** Raised printing through the use of dies.
- Emerald:** An old type size about 6½ points.
- Emperor:** An old paper size 72 x 48.
- En:** Half an em.
- Enamelled Papers:** Highly finished papers coated with a metallic coating, such as flint glazed.

## F

- Face:** The printing surface of a letter or block.
- Fan Out:** Opening out the edges of paper preparatory to counting or feeding.
- Filigree:** Ornament with no definite characteristics.
- Fist:** A term for an index mark thus .
- Flong:** A word used to designate a "mat" for stereotyping.
- Florets:** Single piece ornaments of floral motif—can be set into borders.
- Fly Leaf:** A blank leaf, not printed, at the front of a book.
- Fly-title:** Half title.
- Folio:** A sheet of paper folded in halves, usually across the longer side of the sheet.
- Folio Chase:** A chase with one bar only.
- Folios:** The term is applied to the enumeration of pages.
- Followers:** The following sheets after a heading—such as ordinary plain paper used after the title head of an invoice.
- Foolscap:** A paper size, 13½ x 17.
- Foot-note:** A reference note at the foot of a page.
- End Leaves or End Papers:** Leaves at either end of a book which are pasted down on covers or cases and precede the fly leaf.
- Engraving (Photo):** The production of line and half-tone originals by chemical and photographic means.
- Errata:** A notification of mistakes in a publication usually printed at the back of a book, or tipped in on a separate slip.
- Etching:** To eat away with acid unwanted portions of a zinc or copper plate—done in an acid bath.
- Ex Libris:** "From the library or books of," (A book plate pasted in a book by its owner).
- Expanded:** A term given to broad-faced type.
- Footstick:** A wedge-shaped piece of furniture used with wooden quoins.
- Fore-edge:** The front edge of a sheet.
- Format:** A term for the size and shape of a book.
- Forme:** Type imposed in a chase.
- Fount:** (Font for America): Complete set of type of one face and size.
- Fragments:** The odd pages at commencement or end of a book.
- French Rules:** Short ornamental rules for use between headings.
- Frisket:** Steel fingers of a platen used with or without tapes—also called platen grippers.
- Frontispiece:** The illustration facing the title in an illustrated book.
- Fugitive Colours:** A class or ink mainly used for printing cheques to frustrate forgery.
- Full Bound:** A sewn binding wholly bound in leather or cloth.
- Full Faced Letter:** A letter which covers the whole of its body.
- Full point:** ○ Full stop (punctuation mark).
- Furniture:** Wooden or metal spacing material 2 picas or more in width.

## G

- Galleys:** Metal or wooden receptacles on which a compositor works, used also for storing and carrying formes which are not locked up.
- Galvano:** A lead-moulded electro.
- Gathering:** Placing sheets or signatures in correct order.
- Graining:** A method used to obtain a grained surface on aluminium or zinc plates to assist in holding moisture while in the printing machine.

## H

- Hair Line:** Fine lines of any type face.
- Hair Space:** Very thin space.
- Half-bound:** A style of binding with leather backs and corners.
- Half-cases:** A jobbing case with caps, and lower case in the one.
- Half-title:** The page containing the title of the chapter which precedes the text of every chapter in good books.
- Half-tone Blocks:** Screened process blocks.
- Handbill:** Dodger.
- Hanging Indent:** A paragraph having the first line projecting to the left.
- Headline:** Another name for a running head.
- Headpieces:** Ornamental headings to pages.
- Head Rule:** A rule under the running head.
- Heel Nick:** The nick between the feet of a type (sometimes called the groove).
- Height to Paper:** Type high—.918 in.
- Hell Box:** A receptacle for battered or broken letters.
- Hempel Quoins:** A particular brand of quoin, but is now used to designate all mechanical quoins of the wedge type.
- High Quads:** Quads higher than the usual height—used to prepare formes for stereo, and for mounting blocks for newspaper work.

## I

- Imposing Stone or Surface:** An iron surface on which formes are imposed.
- Imposition:** The art of laying-down pages and making margins correctly.
- Imprint:** The name of the printer on the job.
- Impression:** The pressure applied to a forme to obtain a print from type.
- Index:** A fist, also a reference index at the back of a work.
- Inferior Figures (Letters):** Special figures or letters cast at the bottom of a letter or figure, thus 12<sub>2</sub>.
- Initial Letters:** Large letters used at the commencement of a line or paragraph.
- Inner Forme:** The forme which contains the second page of a signature.
- Inserts:** Pieces of printed matter to be placed inside other sections before binding.
- Inset:** A sheet to be placed inside another.
- Intaglio:** A printing process where the design is etched into the plate (the reverse to letterpress blocks which are etched in relief). Copper plates are generally used.
- Interlay:** A special make-ready between the plant and the mount sometimes used when printing fine blocks.
- Interleaves:** Thin piece of paper placed between printing sheets to prevent offsetting.
- Italic:** sloping characters.



## J

**Jobbing Cases:** Cases with upper and l.c. in one.

## K

**Kern:** That part of a letter which overhangs its body.

**Key:** An implement for tightening quoins.

## L

**Ladies' Cards:**  $3\frac{1}{2}$  x  $2\frac{1}{8}$ . Reduced small.

**Laid Paper:** Paper showing the wire marks.

**Large Card:** A card size  $4\frac{1}{2}$  x 3.

**Large Court Envelopes:**  $5\frac{1}{2}$  x  $4\frac{1}{2}$ .

**Large Post:** A paper size  $16\frac{1}{2}$  x 21.

**Lay:** Refers to the position of the print on the sheet; also, the guide on a machine to which the sides of a sheet are fed; also the order in which type is laid in a case.

**Lay-out:** To design and cast-off a job.

**Leaders:** Dots on em or en quadrats, thus . . . .

**Leaf:** Each separate leaf in a book.

**Leaflets:** Jobs printed on single sheets—they can be folded but not stitched.

**Left-hand Pages:** Even folioed pages.

**Letter-spacing:** Spacing placed between letters to even the areas of white.

**Literals (Literals):** A term applied to errors on proofs.

**Letterpress:** Printing direct from type or blocks in relief.

**Ligature:** Two or more letters joined together to form one character (fi, ffi, œ, etc.). Do not confuse with logotype (q.v.).

**Line-block:** A photo-engraving consisting of lines with no screen.

**Justification:** A term applied to the even spacing of words to fill a given measure.

**Key Plate:** Key forme—a plate or forme used to get others into position.

**Knock-up:** To make the edges of a heap of sheets even.

**Line Drawing:** A brush or pen drawing consisting of black and white elements.

**Lithography:** A printing process from a flat surface of aluminium, zinc or litho stone. Water is used to keep the clear parts of the plate or stone clean. The design is of a greasy nature and readily takes the ink from the rollers.

**Litho Stone:** A special kind of limestone used for lithographic printing. Now seldom used on account of its bulk and weight.

**Lock-up:** To fasten tightly quoins in a forme.

**Logotypes:** Several letters cast in one piece for use when common words are repeated in a work such as a directory.

**Long Folio:** A sheet halved lengthwise.

**Long Octavo:** A 4to sheet halved lengthwise.

**Long Primer:** An old type-size about 10pt.

**Long Quarto:** A folio sheet halved lengthwise.

**Long s:** The old kind of "s" similar to "f."

**Lower-case:** The case which contains the small letters.

**Lye:** A caustic preparation used for washing type. Avoid getting it on skin or clothes.

## M

**Machine Finish:** A dull finish left on paper as it comes from paper-making machine, after slight calendering.

**Magazine:** A periodical publication.

**Make-ready:** The process of getting a job on the machine ready to print.

**Make-up:** To assemble a job or page.

**Manuscript:** Written copy, now used to include all original copy, whether typed or written.

**Marginal Note:** Another name for side-note.

**Margins:** The area of space surrounding type pages.

**Marks of Reference:** Signs used for notes as † ‡ \*.

**Matrix:** A mould — Linotype — stereotype, etc.

**Mean Line:** The line along which range the tops of the short lower case letters of a type face.

**Mechanical Tints:** Sometimes called Ben Day Tints—Used by process engravers.

**Medium:** A paper size 18 x 23.

## N

**Name Plate:** The title.

**Nickel:** A hard, white metallic element used for plating stereotypes and electrotypes.

**Nonpareil:** An old type size about 6pt still applied to 6pt material.

## O

**Octavo:**  $\frac{1}{8}$  of a sheet—written 8vo.

**Octodecimo:**  $\frac{1}{18}$  of a sheet.

**Off its Feet:** A term applied to type not standing squarely on its feet.

**Off-cut:** Particle of paper trimmed from a full sheet.

**Off-set:** Ink set off from one sheet to another.

**Offset Printing:** The same as Lithography excepting that the impression is first taken on a rubber-covered cylinder and then transferred to the paper. Enables fine lines or half-tones to be printed on rough surfaced papers.

**Metal:** A composition of tin, antimony and lead. Type metal contains more tin and antimony than mono, lino, stereo and backing metal in that order.

**Metal Furniture:** Material cast in type metal.

**Metal Rule:** A dash of 1, 2 or more ems.

**Milliken:** An old type size.

**Minion:** An old type size about 7pt.

**Mitres:** Rules or borders cut to an angle to form corners.

**Modern:** A term applied to type-faces made from drawings done with a straight pen. This is MODERN.

**Monogram:** A printing surface in which two or more letters are interwoven together.

**Monotone:** Of one tone.

**Mortice:** The noun. A cavity cut for the insertion of type.

**Mould:** A matrix for type-casting or to mould the base of a Linotype slug.

**Mounted Flush:** Mounting without bevels at side.

**Nottingham Quoins:** Similar to Wickersham quoins. Used for register work. They are non-slip, and expand evenly.

**Numerals:** Arabic 1, 2, 3, etc., Roman I, IV, i, ii, iii, etc.

**Old Style or Old Face:** A type-face with oblique serifs.

**Optical Centre:** That part of anything that the eye naturally seeks as centre.

**Out of Register:** A term applied when colours do not fit or pages do not back one another.

**Outer Forme:** The forme which contains the first page of a signature.

**Overhang:** Anything that projects beyond the main body of the type.

**Overlay:** Make-ready placed on the cylinder or platen.

**Overrun:** Carrying over words from one line to the other.

## P

- Page:** One side of a leaf of a book.
- Paging:** Making type-matter into pages of uniform length.
- Palette Knife:** See Brayer or Ink Knife.
- Panel:** A border; a paragraph of type set in the form of a rectangle.
- Papyrus:** Ancient writing paper prepared from an aquatic plant by ancient Egyptians.
- Paragon:** An old type size about 20 pts.
- Paragraph Mark:** The sign ¶.
- Parchment:** The dried skin of an animal. (Vegetable parchment often referred to as parchment).
- Parenthesis:** A punctuation sign thus ( or ).
- Patch-up:** To overlay.
- Pearl:** An old type-size about 5 pts.
- Pebbling:** The process of sand-grain- ing paper after printing.
- Perforating Rule:** A piece of steel or brass rule to perforate during the printing process.
- Period:** Another name for full-point.
- Photo-gravure:** An intaglio printing process, in which the plates are produced with photography—see Intaglio.
- Picking of Paper:** The plucking of the surface of any paper by the ink.
- Pie:** Pi: Mixed type.
- Pieced Braces:** Braces cut in several pieces to obtain the desired length as — — — — —
- Pigment:** The basic colouring matter added to varnish to make printing ink.

## Q

- Quads:** Spacing material whose length is a multiple of its depth.
- Quarter Bound:** A type of binding.
- Quarto:** One quarter of a sheet.
- Quire:** One twentieth of a ream.

- Pin Mark:** The circular mark on the side of the shank of a type, sometimes carrying the founder's brand.
- Pinched Post:** Writing paper 18½ x 14¼.
- Plane:** To beat type down to one level by means of a flat piece of board.
- Planographic:** A printing process where the print is taken from a flat surface.
- Plate:** A metal printing surface— unmounted.
- Platen:** The flat iron surface covered with tympan which carries the sheet to be printed.
- Point:** 1/12 of 1 pica (1/72 of 1 inch).
- Point System:** A system of measurement for type based on 1/12 of a pica (approx. 1/72 of 1 inch).
- Point-set:** Said of a fount of type whose characters are all set to some multiple of the point.
- Post:** Printing 19¼ x 15½, writing 19 x 15¼. Now accepted for large post 16½ x 21.
- Poster:** Placard for displaying in public places. Usually designated by number of sheets: 12 sheet, 24 sheet, etc.
- Pp:** Contraction for the word pages.
- Preliminary Matter:** Any matter coming before the main text.
- Process Blocks:** Illustrations in relief produced by photo-mechanical process.
- Proof:** A rough printing of a job.
- Pulp:** Wood or other vegetable fibre from which paper is made.

- Quoin Key:** A device for tightening metal quoins.
- Quoins:** Metal or wooden wedges for tightening formes.
- Quotations:** Specially cast material in graduated sizes for filling areas of space.

## R

- Ream:** A quantity of paper usually 480 or 500 sheets.
- Recto:** A right-hand page—the opposite to Verso.
- Reducer:** An ink thinner.
- Register:** Exact adjustment of pages or colours.
- Reglet:** Thin wooden furniture 6 or 12 points wide.
- Relief Printing:** Letterpress printing.
- Revise:** To check over.
- Rollers:** Made of a composition for inking type. Steel rollers for distributing the ink.
- Roman:** Type with serifs and vertical stems as contrasted with italic.

## S

- Saddle-stitching:** A term applied by binders to stapling or stitching work through the back to the centre.
- Sans Serif:** Letters without serifs.
- Score:** To crease a sheet to facilitate folding.
- Scoring Rule:** A solid rule used to make an indentation to assist folding.
- Section Mark:** The sign used before a number (§6) to indicate a new section.
- Serif:** The fine lines on top and bottom of a letter.
- Set Flush:** Set without indentation.
- Set-off:** The impression made from the wet ink on one sheet to the other sheet.
- Setting Rules:** Rules used as a backing to facilitate setting in stick.
- Setwise:** Body size is bodywise, width is setwise.
- Sexto:** Written 6to—1/6 of a sheet.
- Sextodecimo:** Written 16mo—spoken of as sixteenmo—1/16 of a sheet.
- Shooting Stick:** An implement used for wedging wooden quoins.
- Side-head:** A sub-head placed at the side.
- Side-stick:** A wedge-shaped piece of furniture used with wooden quoins.
- Side-notes:** Reference notes placed in the margin.

- Rotary Machine:** A machine for printing on paper in reels.
- Roto-gravure:** Gravure work done on a rotary machine. An abbreviation of rotary photogravure.
- Routing:** Cutting away waste matter with a routing machine.
- Royal:** A paper size, printing 20 x 25, writing 19 x 24.
- Ruby:** An old type size.
- Rules:** Strips of brass or lead, type high, one edge of which has been prepared as a printing surface.
- Running Head:** A headline which runs across the top of a page.
- Run-on:** To make matter read on without a break.

- Side-stitching:** A term used by binders to apply to stitching or stapling from top to bottom through the book while lying flat.
- Signature:** The letter or figure placed at the bottom of a sheet. A sheet of paper when it constitutes a section of a book.
- Sixteenmo:** One sixteenth of a sheet.
- Size:** Bronzing preparation.
- Slip-sheeting:** Placing pieces of paper between printed sheets to obviate set-off.
- Slitting:** Cutting slits in a sheet by cutting rule or mechanical device.
- Slug:** A cast from a type setting machine.
- Small Capitals:** The smaller capital in the upper case.
- Small Card:** A card size 3½ x 2¾.
- Small Pica:** An old type-size about 11 pts.
- Small Post:** A paper size. Another name for Post to distinguish it from Large Post.
- Sorts:** Extraneous spare letters.
- Split Fraction:** A fraction in more than one piece, as ½ = 1/2
- Sprays:** Mechanical sprays which spray a mist of anti-set-off preparation on sheets delivered from machine, keeping them apart and preventing set-off.
- Stabbing:** Side-stitching.



**Stereo Blocks:** Mounted stereo plates.

**Stet:** A proofreading term meaning "let it stand."

**Sticker:** Matter printed on gum paper.

**Stitching:** Method of securing sheets with staples.

**Stone:** Imposing surface.

**Stop-cylinder Machine:** A machine in which the cylinder remains stationary while the carriage is returning after impression has been taken.

## T

**Tail:** Foot of page.

**Tailpiece:** An ornament or illustration at the bottom of a page.

**Text:** The straight body-matter of a book is known as the text.

**Tint Blocks:** A block from which a light tint is printed, generally a solid.

**Tipped-in:** An illustration or addition gummed or pasted in a publication.

**Title-page:** Usually the introducing page of a book.

**Transpose:** To shift words, lines, etc., from one place to another.

**Treble-cases:** Cases with three cap. compartments.

**Trichomatic Printing:** Three colour printing to produce all colours.

**Trimmed Edges:** Edges trimmed with a guillotine after folding.

**Tub Sizing:** Method used for sizing hand made papers.

**Tumbled:** When the sheet is turned from top to bottom instead of from left to right.

**Twelvemo:** 1/12 of a sheet.

**Two-line Letter or Initial:** Plain initial letter occupying two lines.

**Two-revolution Machine:** A machine which makes one printing revolution and one delivery revolution to each complete bed motion. The cylinder is in continuous motion.

## U

**Underlay:** Packing sometimes used under blocks or low type to make it type-high.

**Streamer Head:** A name given to headings in magazines and newspapers which extend over several columns.

**Straight-matter:** Matter with no display.

**Super-calendered Paper:** A machine-finished paper which has undergone an additional process of sizing and calendering to give it a high-finish.

**Superior Figures:** Smaller figures as A<sup>2</sup>.

**Swash Letters:** Letters with tails or flourishes.

**Tympan:** The sheets composing the packing and including the draw sheet on a cylinder or platen press which is the necessary cushion to print upon.

**Type (parts of):**

**Back:** Opposite to front.

**Beard:** The chamfered edge supporting the printing surface.

**Counter:** The low portions between the relief (or printing) surfaces of a type character.

**Face:** The printing surface.

**Feet:** The two sections formed by the groove at the bottom of the letter.

**Front:** The side on which is the nick.

**Groove:** The groove at the foot.

**Nick:** The grooves on the front.

**Pin Mark:** The circular mark at the side of the shank.

**Shank or Stem:** The body on which the letter is cast.

**Shoulder:** The surface of the shank.

**Type-casting Machines:** Ludlow, Linotype, Monotype, etc.

**Type-high:** Correct height of type .918 inch.

**Type-metal:** A composition of tin, antimony and lead.

**Typography:** The art of printing from movable types. The art of designing and setting type jobs.

**Upper Case:** That part of the case which contains the capitals.

## V

**Varnish:** A medium used in printing ink.

**Vellum:** Imitation animal skin paper.

**Verso:** The back, opposite to recto—a left hand page.

## W

**Wash Drawing:** A line drawing with shading added in tints.

**Watermark:** A mark made in paper during its manufacture by pressing the soft wet fibres.

**Wax Engraving:** The process of engraving by machine or hand tools the wax mould for an electrotype.

**Whites:** Spaces used for whiting out.

**Whiting Out:** Spacing out.

**Whole-bound:** A term applied to a book wholly bound in leather.

## X

**X Height of Type:** The term used by type foundry to express the height between the base line and mean line. When we say a type

**Verkotype:** A system of securing raised printing by baking resinous powder sprinkled on wet print.

**Vignette:** Shading off gradually without any definite border.

**Wickersham Quoin:** A non-slip rectangular quoin similar to "Nottingham" quoin.

**Wood-cut:** Blocks cut from specially prepared wood.

**Work-and-turn:** Printing on one side of the paper and then turning it over and working the same forme on the other side. The same side is fed to the gripters.

**Wove Papers:** Papers which do not show wire marks.

**Wrong Fount:** Letter of a different character mixed with another.

has a large face for its body size, we mean it has a large x height.

**Xylography:** The term applied to the art of printing from wood blocks.

R. E. OWEN, GOVERNMENT PRINTER, WELLINGTON, NEW ZEALAND

1955

## ADDENDUM 2017:

- Block:** See Cut.
- Blind Impression:** Lettering on book covers, not inked or gilded—simply impressed.
- Border:** Single types or slug for creating frames and other ornamentation.
- Case:** A type drawer or tray with a particular layout (e.g. upper, lower or California Job Case).
- Composing Stick:** A hand-held tool in which type is assembled and justified.
- Composition:** Smaller type (generally 14pt and below) used for text or body (book) work.
- Compositor:** Tradesman typesetter.
- Copy:** Written or drawn material to be printed.
- Deboss:** To create a deep impression in paper.
- Display:** Large type (usually 14pt and above) more generally used for headlines or advertising.
- Dis:** see distribute.
- Drive:** The depth of a character within a matrix.
- Dropped Initial:** Initial capital that extends below the first line of the text in a chapter.
- Endmatter:** See End Leaves.
- Fleuron:** See floret.
- Foundry Type:** Precast type usually made from harder alloys, now rarely made.
- Gauge Pin:** A metal or plastic device used to hold paper while printing.
- GSM:** Grams per square metre, industry standard measurement for paper.
- Hot-Metal:** Typesetting systems using hot-metal (e.g. Linotype and Monotype).
- Intertype:** A brand of linecaster similar to Linotype.
- Leading:** Lead strips for spacing between lines of type.
- Line Gauge:** A rule for measuring points, (pica) ems etc.
- Linotype:** A brand of hot-metal keyboard composing machine that casts type in solid lines or “slugs”.
- Ludlow (Typograph):** A brand of machine for casting slugs (usually 14pt and above) from matrices handset in a composing stick.
- Matrix (pl. Matrices):** A metal mould in which type is cast.
- Monotype:** A brand of hot-metal type-casting machines that cast individual characters in blocks of text (Composition Caster with keyboard) or as sorts.
- Muttons and Nuts:** Em and en spaces.
- Numbering Machines:** A mechanical device for printing sequential page or other numbers.
- Old Style (Non-Lining) Figures:** Figures or numerals that range above or below the x height.
- Out of Sorts:** Short of certain characters.
- Packing:** Hard paper used to pack a cylinder or platen beneath the tympan or draw sheet.
- Pantone/PMS:** A universal colour system/Pantone Matching System.
- Perfecting Press:** A printing press that prints both sides of a sheet in one operation.
- Pica:** An old type size approx. 12pt. Usually refers to (pica) ems, (equals 12 points), in line measurement.
- Photopolymer:** A synthetic nylon material used for making letterpress printing plates.
- Reproduction Proof:** A printing proof suitable for photographic reproduction.
- Script:** A cursive typeface resembling handwriting.
- Slur:** A blurred impression caused by movement of paper, type or plate.
- Synopsis:** Proportional distribution of characters in a fount scheme.
- Thermography:** A method of producing raised print by applying a special powder and heat to wet ink.
- Work-up:** A space, lead or other spacing material that works itself to the surface during printing.
- Zinco:** A letterpress engraving made of zinc.



GOVERNMENT PRINTING OFFICE CRESTS

## COLOPHON

Published by The Bedplate Press and printed at The Printing Museum,  
Wellington

2017

Booklet reset in 8pt Baskerville on a Model 78 L & M Linotype.

Printed on a Heidelberg Platen press.

Cover material: Canson Mi-Teintes 180 gsm Sky Blue.

Inside pages: Hahnemulle D & S 140 gsm