

TECHNICAL AND TRADE TERMS

Used in the Printing Industry



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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 ens a copy contains and the cost at so much per 1,000 ens.

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.

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 12₂.

Initial Letters: Large letters used at the commencement of a line or paragraph.

Graphic Arts: A name that embraces every form of printing.

Great Primer: An old type size about 18pt.

Grippers: The steel fingers on a machine which take the sheet from the feed board.

Gutter: The space where any two front margins come together.

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.

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.

Letterals (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, æ, 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-graining 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 14½.

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 19½ x 15½, writing 19 x 15½. 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 2½.

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 = ¼ ¼

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 compartments.

Trichromatic 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 A².

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 whitening 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 grippers.

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.

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 typesetting 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.



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