

Doing business with the Office of State Publishing

Standard 67 Publishing Order



Office of
State Publishing

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Doing business with the Office of State Publishing

Standard 67 Publishing Order

Published by
The State of California
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 Standard 67 may change from time to time.

If you have questions, please email the OSP Customer Service Team at ospcustomerservicesandsales@dgs.ca.gov

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Standard 67

Box By Box

Identification

STATE OF CALIFORNIA – DEPARTMENT OF GENERAL SERVICES									
PUBLISHING ORDER STD. 67 (REV. 10/2019)									
<div>Print Form</div> <div>Reset Form</div>									
1. MASS MAIL SERVICES REQUIRED		2. MATERIAL DUE MASS MAIL		10. DATE WANTED		11. AGENCY REQUISITION NUMBER		12. AGENCY BILLING CODE	
3. AGENCY NAME		4. IMS CODE		14. COST QUOTE		15. ESTIMATE NUMBER		16. QUOTED BY	
5. PERSON ISSUING ORDER		6. TELEPHONE NUMBER		7. DATE TYPED		22. COMPOSING NEEDED		23. PROOF REQUIRED	
8. SHIPPING ADDRESS (FOR MASS MAIL RESIDUE, SEE BOXES 61 AND 63)		21. LINE ITEM CODE/CALSTARS CODE		25. INQ. TO / PROOFER		26. TELEPHONE NUMBER		27. FAX NUMBER	
9. SPECIAL SHIPPING INSTRUCTIONS		33. UNIT SET		34. SIZE (Width first)		45. No. of PAGES		46. SIZE (Width first)	
<input type="checkbox"/> DELIVER <input type="checkbox"/> CALL <input type="checkbox"/> PICKUP <input type="checkbox"/> SEE ATTACHMENT <input type="checkbox"/> RETURN ORIGINALS TO:		35. FORMS PROCESSED BY:		36. BIND/TAB SIZE & LOCATION		37. No. of PARTS		38. PLY	
<input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED		39. LASER PRINTER COMPATIBLE INK		40. CARBON		41. QTY. PER PAD/BOOK		42. FASTEN	
<input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> ALL, or		43. NUMBER - beginning ending		44. MISSING NUMBER OK?		45. NO. of ORIGINALS		46. CONTAINS PAID ADVERTISING	
<input type="checkbox"/> YES <input type="checkbox"/> NO		47. TEXT PAPER / INK		48. COVER PAPER / INK		49. BINDING		50. PERFORATE - Include Sample	
<input type="checkbox"/> PERFECT BIND <input type="checkbox"/> LOOSE LEAF <input type="checkbox"/> PASTED SPINE <input type="checkbox"/> COMB BIND <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> TAPE		51. PUNCH - No. of Holes		52. IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE		53. PACKAGE		54. SHIP	
<input type="checkbox"/> 1 STITCH <input type="checkbox"/> 2 STITCH		55. LDA (See back) (Also see Box 29)		56. TITLE OF MATERIAL		57. MUST MAIL BY DATE		58. CLASS OF MAIL	
<input type="checkbox"/> SIDE STITCH (Indicate 1 or 2 stitch)		59. MAILING LIST NAME/NUMBER		60. TYPE OF LABEL		61. RESIDUE		62. RELEASED BY MASS MAIL	
<input type="checkbox"/> TIE <input type="checkbox"/> BAND <input type="checkbox"/> SHRINK WRAP <input type="checkbox"/> UNITS PER PKG.		63. RESIDUE DELIVERY ADDRESS		64. See Attached for Additional Mailing Instructions		65. PERSON AUTHORIZING EXPENDITURE		66. APPROVED BY	
<input type="checkbox"/> CARTON <input type="checkbox"/> PALLET <input type="checkbox"/> OTHER		67. RELEASE DATE		68. RELEASED BY		69. RELEASED BY		70. RELEASED BY	
<input type="checkbox"/> OTHER		69. RELEASED BY		70. RELEASED BY		71. RELEASED BY		72. RELEASED BY	
<input type="checkbox"/> OTHER		70. RELEASED BY		71. RELEASED BY		72. RELEASED BY		73. RELEASED BY	
<input type="checkbox"/> OTHER		71. RELEASED BY		72. RELEASED BY		73. RELEASED BY		74. RELEASED BY	
<input type="checkbox"/> OTHER		72. RELEASED BY		73. RELEASED BY		74. RELEASED BY		75. RELEASED BY	
<input type="checkbox"/> OTHER		73. RELEASED BY		74. RELEASED BY		75. RELEASED BY		76. RELEASED BY	
<input type="checkbox"/> OTHER		74. RELEASED BY		75. RELEASED BY		76. RELEASED BY		77. RELEASED BY	
<input type="checkbox"/> OTHER		75. RELEASED BY		76. RELEASED BY		77. RELEASED BY		78. RELEASED BY	
<input type="checkbox"/> OTHER		76. RELEASED BY		77. RELEASED BY		78. RELEASED BY		79. RELEASED BY	
<input type="checkbox"/> OTHER		77. RELEASED BY		78. RELEASED BY		79. RELEASED BY		80. RELEASED BY	
<input type="checkbox"/> OTHER		78. RELEASED BY		79. RELEASED BY		80. RELEASED BY		81. RELEASED BY	
<input type="checkbox"/> OTHER		79. RELEASED BY		80. RELEASED BY		81. RELEASED BY		82. RELEASED BY	
<input type="checkbox"/> OTHER		80. RELEASED BY		81. RELEASED BY		82. RELEASED BY		83. RELEASED BY	
<input type="checkbox"/> OTHER		81. RELEASED BY		82. RELEASED BY		83. RELEASED BY		84. RELEASED BY	
<input type="checkbox"/> OTHER		82. RELEASED BY		83. RELEASED BY		84. RELEASED BY		85. RELEASED BY	
<input type="checkbox"/> OTHER		83. RELEASED BY		84. RELEASED BY		85. RELEASED BY		86. RELEASED BY	
<input type="checkbox"/> OTHER		84. RELEASED BY		85. RELEASED BY		86. RELEASED BY		87. RELEASED BY	
<input type="checkbox"/> OTHER		85. RELEASED BY		86. RELEASED BY		87. RELEASED BY		88. RELEASED BY	
<input type="checkbox"/> OTHER		86. RELEASED BY		87. RELEASED BY		88. RELEASED BY		89. RELEASED BY	
<input type="checkbox"/> OTHER		87. RELEASED BY		88. RELEASED BY		89. RELEASED BY		90. RELEASED BY	
<input type="checkbox"/> OTHER		88. RELEASED BY		89. RELEASED BY		90. RELEASED BY		91. RELEASED BY	
<input type="checkbox"/> OTHER		89. RELEASED BY		90. RELEASED BY		91. RELEASED BY		92. RELEASED BY	
<input type="checkbox"/> OTHER		90. RELEASED BY		91. RELEASED BY		92. RELEASED BY		93. RELEASED BY	
<input type="checkbox"/> OTHER		91. RELEASED BY		92. RELEASED BY		93. RELEASED BY		94. RELEASED BY	
<input type="checkbox"/> OTHER		92. RELEASED BY		93. RELEASED BY		94. RELEASED BY		95. RELEASED BY	
<input type="checkbox"/> OTHER		93. RELEASED BY		94. RELEASED BY		95. RELEASED BY		96. RELEASED BY	
<input type="checkbox"/> OTHER		94. RELEASED BY		95. RELEASED BY		96. RELEASED BY		97. RELEASED BY	
<input type="checkbox"/> OTHER		95. RELEASED BY		96. RELEASED BY		97. RELEASED BY		98. RELEASED BY	
<input type="checkbox"/> OTHER		96. RELEASED BY		97. RELEASED BY		98. RELEASED BY		99. RELEASED BY	
<input type="checkbox"/> OTHER		97. RELEASED BY		98. RELEASED BY		99. RELEASED BY		100. RELEASED BY	

1

Mass Mail Services Required:

Check only if OSP mailing services are required. Complete boxes 55–67.

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:

(Interagency Mail Service) codes can be found in the “OSP 168 Interagency Mail and Messenger Service Codes” PDF. The most recent version is available on the OSP website under Online Publications, Reference section.

5**Person Issuing Order:**

Enter the name of the person to be contacted regarding the order. See also boxes 25 through 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 61 and 63):**

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.

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 65.
- ☐ **Pick Up**—This indicates your agency will pick up the completed product. Give a name and phone number for the contact person in Box 65.
- ☐ **See Attachment**—If multiple shipping address 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 65).

10**Date Wanted:**

Enter the date material is to be completed. If the date is not feasible, your 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 and 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 transfers 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 and estimate.

Note: Cost quotes are good for 30 days. Quotes on "Price List" items, such as standard 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 envelopes, enter "Price List."

16

Quoted By:

Enter the name of the OSP representative providing the cost quote.

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. Standard 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.

66**Person Authorizing
Expenditure:**

To be signed by person designated by the agency.

67**Approved By:**

To be signed by person authorized by the agency.

Print Form		Reset Form	
L DUE MASS MAIL	10. DATE WANTED	11. AGENCY REQUISITION NUMBER	12. AGENCY BILLING CODE
MS CODE	14. COST QUOTE	15. ESTIMATE NUMBER	16. QUOTED BY
DATE TYPED	21. LINE ITEM CODE/CALSTARS CODE	22. COMPOSING NEEDED <input type="checkbox"/> YES <input type="checkbox"/> NO	23. PROOF REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
	25. INQ. TO / PROOFER	26. TELEPHONE NUMBER	27. FAX NUMBER
	29. QUANTITY Finished product (Also see Box 55 LDA)	30. No. of ORIGINALS	31. CONTAINS PAID ADVERTISING <input type="checkbox"/> YES <input type="checkbox"/> NO
			32. PRINT: <input type="checkbox"/> ONE SIDE <input type="checkbox"/> HEAD/HEAD <input type="checkbox"/> TWO SIDES <input type="checkbox"/> HEAD/FOOT
	PUBLICATIONS		ADDRESSING/MASS MAIL SERVICES
	45. No. of PAGES	46. SIZE (Width first)	Furnish <input type="checkbox"/> five working days before mass mailing
ATTACHMENT	47. TEXT PAPER / INK	48. COVER PAPER / INK	ma's JOB TITLE / SPECIAL INSTRUCTIONS (Title completed DGS OSP 104 mail TO 67 Publishing Order.
SIZE (Width first)	49. BINDING <input type="checkbox"/> PERFECT BIND <input type="checkbox"/> LOOSE LEAF SLIPSHEET <input type="checkbox"/> PASTED SPINE <input type="checkbox"/> COMB BIND <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> TAPE		
no. of PARTS	SIDE STITCH (Indicate 1 or 2 stitch)		
<input type="checkbox"/> Specification Sheet Attached			
In the event of any material breach, failure, error or delay by the customer for such finished goods or, in the alternative, no event shall the customer be entitled to recover any cost of nonperformance of, or breach or default by OSP. The			
66. PERSON AUTHORIZING EXPENDITURE			

Pre-press Information

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

22

Composing Needed:

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

27

Fax:

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

23

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 be made for legally mandated deadlines or low quantity, digitally produced job.

67

Approved By:

To be signed by person authorized by agency. Signatures are required in both boxes 66 and 67.

25

Disk I.D. (If provided):

Enter the title as it appears on your disk. Artwork on disk requires and 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 59.

26

Telephone:

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

STATE OF CALIFORNIA
OSP Form 67 (Rev. 1/02)

OFFICE OF STATE PUBLISHING
ELECTRONIC PREPRESS

ELECTRONIC PREPRESS WORK REQUEST

Customer Information

Department Name: _____
 Contact: _____
 Phone: _____ Evening Phone: _____
 FAX: _____ E-mail: _____

Date Submitted: _____
 Date Wanted: _____
 Time Wanted: _____
 Charge to Job #: _____
 Work Authorized By: _____
 Customer Signature: _____

Digital Information and Materials Supplied by Customer

Program Information: Mac PC Version #

<input type="checkbox"/> XPress	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> PageMaker	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> PDF	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> Illustrator	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> FreeHand	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> CorelDraw	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> Photoshop	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> InDesign	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> WordPerfect	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____
<input type="checkbox"/> Other _____	<input type="checkbox"/> 0	<input type="checkbox"/> 0	_____

File received via: ☐ Floppy ☐ Zip ☐ JAZ ☐ CD-Rom

☐ FTP to: _____ ☐ E-mail to: _____

File Description

Disk Name: _____
 Name of File(s) to be Output: _____
 Number of Files on Disk: _____
 Special Instructions: _____

Output Material

☐ Laser Print ☐ Blue-line/Digital
☐ Film ☐ Digitaltech
☐ Macintosh ☐ Other _____
☐ Screen/Lose

Output Specifications

☐ Finished Size: _____ X _____
☐ Stock and White
☐ Trapping
☐ Color(s): How many on press? _____
☐ 10 Pantone/Spot Colors: _____

Hard Copy Materials Supplied by Customer

	# Supplied	# To Come
<input type="checkbox"/> Laser print(s) or thermal	_____	_____
<input type="checkbox"/> Digital color proof	_____	_____
<input type="checkbox"/> Transparencies: 35mm	_____	_____
<input type="checkbox"/> 4 x 5	_____	_____
<input type="checkbox"/> 8 x 10	_____	_____
<input type="checkbox"/> Reflective Copy	_____	_____
<input type="checkbox"/> Mechanical(s)	_____	_____

Font

Font Name	Style	Manufacturer	Var.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

File Name

File Name	Type	Software	Var.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

24**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 of 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.

29**Quantity:**

Enter the number of pieces or “unites” needed. Specify pads, books or sets if applicable. LDA should not be included in this quantity. Use box 65 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.

30**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.

OSP Form 0385 "Production & Collating Instructions" is a form used to indicate the number of originals/masters and the page order or "construction" of a publication. It includes fields for Job Title, Agency, and Page of, followed by a grid of boxes for indicating page order or construction.

31**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) 324-9697.

32**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.

H	H
Front	Back
F	F

Head to Head

H	F
Front	Back
F	H

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.

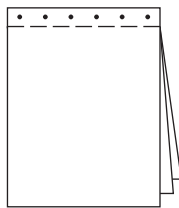
Forms

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.

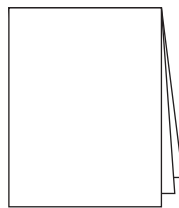
33

Type of form:

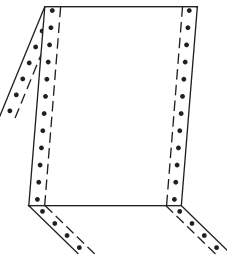
Unit Set



Digital Unit Set



Continuous



Single Sheet Form


36

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.

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 glue 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 42. Specify in box 65 if you *do not* want the tabs perforated on an part(s).

34

Size:

Give width first.

Example: Letterhead = $8\frac{1}{2}$ " x 11"

Business cards = $3\frac{1}{2}$ " x 2"

Form sizes can be entered with or without tabs.

Example: $8\frac{1}{2}$ " x 11" T.O. (torn out) or

$8\frac{1}{2}$ " x $11\frac{5}{8}$ " O.A. (overall).

37

No. of Parts:

Enter the number of parts.

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

35

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.

FORMS					35. UNIT SET <input type="checkbox"/> CONTINUOUS <input type="checkbox"/>	34. SIZE (width first)
35. FORMS PROCESSED BY:					36. BIND/TAB SIZE & LOCATION	
<input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED					37. No. of PARTS	
38. FLY	STOCK	WT	COLOR	INK	39. LASER PRINTER COMPATIBLE INK	
1					40. <input type="checkbox"/> CARBON <input type="checkbox"/> NCR	
2					41. QTY. PER PAD/BOOK	
3					<input type="checkbox"/> L	
4					<input type="checkbox"/> R	
5					<input type="checkbox"/> T	
6					<input type="checkbox"/> B	
7						
42. FASTEN <input type="checkbox"/> CRIMP <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> GLUE <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> PARTS <input type="checkbox"/> ALL, or						
43. NUMBER - Beginning					Ending	44. MISSING NUMBER OK? <input type="checkbox"/> YES <input type="checkbox"/> NO

38**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

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 65.

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 forms as readily. Legally information is not typically screened.

39**Laser Printer Compatible Ink:**

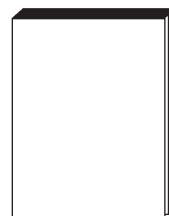
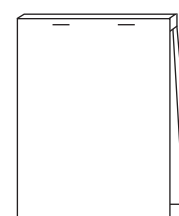
Check this box if the form is to be processed using a laser printer. The heat in laser printers can melt or smear non-laser safe inks or toners. The same may happen to foil lettering or seals on certificates. Let OSP know your requirements.

40**Carbon or NCR:**

Check the appropriate box. "Carbon" indicates carbon paper is to be inserted between bond plies/sheets. "NCR" means no carbon required.

41**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**Book**

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.

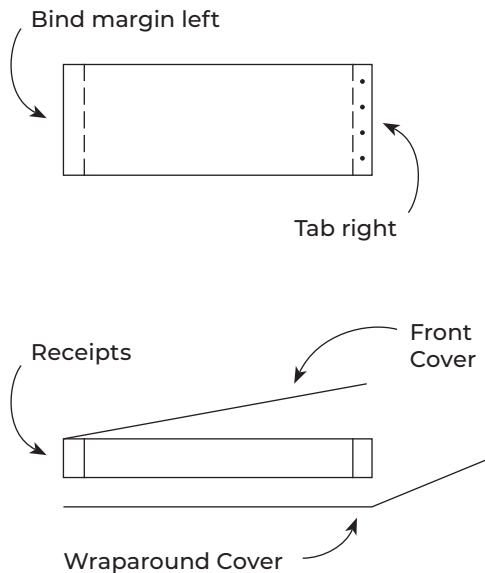
Receipt Books: A group of forms/receipts gathered and stapled. Typical construction as shown below includes a card weight (tagboard) front cover, a chipboard back and an optional tagboard wraparound cover. In this sample, 25 multi-part sets will be gathered and stapled in the left bind margin. Note the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

FORMS					33. <input type="checkbox"/> UNIT SET <input type="checkbox"/> CONTINUOUS	34. SIZE (Width first)
35. FORMS PROCESSED BY: <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED					36. BIND/TAB SIZE & LOCATION	37. No. of PARTS
38. PLY	STOCK	WT	COLOR	INK	39. <input type="checkbox"/> LASER PRINTER COMPATIBLE INK	
1					40. <input type="checkbox"/> CARBON <input type="checkbox"/> NCR	
2					41. QTY. PER PAD/BOOK	
3					<input type="checkbox"/> L	
4					<input type="checkbox"/> R	
5					<input type="checkbox"/> T	
6					<input type="checkbox"/> B	
7						
42. FASTEN <input type="checkbox"/> CRIMP <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> GLUE <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> PARTS <input type="checkbox"/> ALL, or						
43. NUMBER - Beginning Ending					44. MISSING NUMBER OK? <input type="checkbox"/> YES <input type="checkbox"/> NO	

FORMS					33. <input type="checkbox"/> UNIT SET <input type="checkbox"/> CONTINUOUS	34. SIZE (Width first)
35. FORMS PROCESSED BY: <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED					36. BIND/TAB SIZE & LOCATION	37. No. of PARTS
38. PLY	STOCK	WT	COLOR	INK	39. <input type="checkbox"/> LASER PRINTER COMPATIBLE INK	
1					40. <input type="checkbox"/> CARBON <input type="checkbox"/> NCR	
2					41. QTY. PER PAD/BOOK	
3					<input type="checkbox"/> L	
4					<input type="checkbox"/> R	
5					<input type="checkbox"/> T	
6					<input type="checkbox"/> B	
7						
42. FASTEN <input type="checkbox"/> CRIMP <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> GLUE <input type="checkbox"/> L <input type="checkbox"/> R <input type="checkbox"/> PARTS <input type="checkbox"/> ALL, or						
43. NUMBER - Beginning Ending					44. MISSING NUMBER OK? <input type="checkbox"/> YES <input type="checkbox"/> NO	

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.

Receipt Book:



42

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 65 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 33 and 36 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.

43

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."

44**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.”

FORMS				33. <input type="checkbox"/> UNIT SET <input type="checkbox"/> CONTINUOUS		34. SIZE (Width first)	
35. FORMS PROCESSED BY: <input type="checkbox"/> TYPEWRITER <input type="checkbox"/> AUTOMATED				36. BIND/TAB SIZE & LOCATION		37. No. of PARTS	
38. PLY	STOCK	WT	COLOR	INK	39. <input type="checkbox"/> LASER PRINTER COMPATIBLE INK		
1					40. <input type="checkbox"/> CARBON <input type="checkbox"/> NCR		
2							
3					41. QTY. PER PAD/BOOK		
4					<input type="checkbox"/> L		
5					<input type="checkbox"/> R		
6					<input type="checkbox"/> T		
7					<input type="checkbox"/> B		
42. FASTEN		CRIMP <input type="checkbox"/> L <input type="checkbox"/> R		GLUE <input type="checkbox"/> L <input type="checkbox"/> R		PARTS <input type="checkbox"/> ALL, or	
43. NUMBER - Beginning				Ending		44. MISSING NUMBER OK?	
						<input type="checkbox"/> YES <input type="checkbox"/> NO	

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 15 and 27. This section can also be used from fliers, posters, brochures, etc.

45

Number of Pages:

Enter the numbers of pages, including blanks. A “page” is one side 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 and Collating Instructions” can be used to indicate blanks and page order. (See samples in the Essential Forms section.) The total number of pages can be indicated as 32 pages + cover, for example.

47

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: 1/1PMS 286. Use box 65 if more space is needed.

46

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.

48

Cover Paper / Ink:

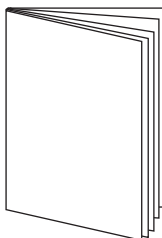
Enter the paper and color of ink for the cover if different than the text. For the paper / stock, enter the weight, brand and color.
Example: 80# Production Gloss Cover, white.
Enter ink color(s) using PMS numbers of process color as applicable.
Example: 2/0, black + PMS 286 on one side only. Use box 65 if more space is needed.

		(Also see Box 55 LDA)				<input type="checkbox"/> YES <input type="checkbox"/> NO	
		PUBLICATIONS		45. No. of PAGES		46. SIZE (Width first)	
		47. TEXT PAPER / INK		48. COVER PAPER / INK		AD	
		49. BINDING				Furr mailing questi	
		<input type="checkbox"/> PERFECT BIND <input type="checkbox"/> LOOSE LEAF SLIPSHEET <input type="checkbox"/> PASTED SPINE <input type="checkbox"/> COMB BIND <input type="checkbox"/> SADDLE STITCH <input type="checkbox"/> TAPE				<input type="checkbox"/> 55	
		SIDE STITCH (Indicate 1 or 2 stitch)				56. TITL	
		<input type="checkbox"/> 1 STITCH <input type="checkbox"/> 2 STITCH				57. MU	
INTER		FINISHING		52. IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE		59. MA	

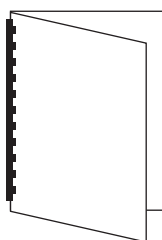
49**Binding:**

Indicate the type of binding desired. See illustrations below. If a binding other than those shown below is needed, specify in box 65.

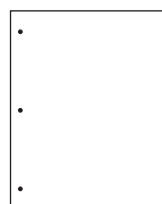
Perfect Bind: (Example: telephone books and paperback novels) Pages are gathered and glued at the spine to a heavier weight cover. Books cannot be perfect bound without a heavier, card weight cover. There are minimum and maximum page count requirements for perfect binding. Contact your CSR for more information.



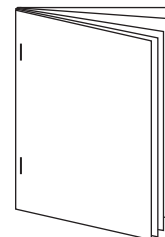
Comb Bind: (Example: cook books and manuals) Pages are gathered and rectangular holes are punched along the bind edge. The "teeth" of the plastic "comb" circle through the holes to hold the book together. Comb bind books require card weight covers.



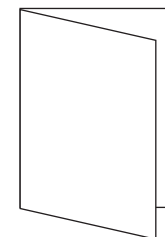
Looseleaf/slipsheet: (Example: pages in a binder) Pages are gathered with or without a heavier cover. Pages may be drilled for use in a binder. Extra wide margins are required to avoid drilling through copy. Each group of pages can be separated with a colored slipsheet and/or rubber banded. There is not minimum or maximum number of pages.



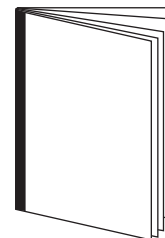
Saddle Stitch: (Example: magazines) Two staples pass through the fold (spine) from the outside to the centerspread. Card weight cover is optional.



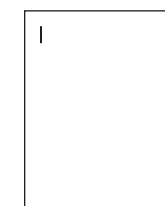
Pasted Spine: Like saddle stitch books except pages are glued instead of stapled. See your CSR before choosing this option due to limited application.



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 65.

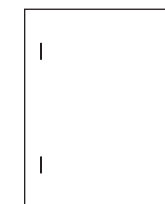


Side Stitch: Pages are gathered with or without card weight covers. Staples pass from the first sheet to the last sheet. Extra wide margins are required to avoid stapling through copy.



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

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



Finishing

Miscellaneous Bindery functions and packaging.

50

Perforate:

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

51

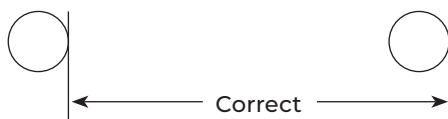
Punch:

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.

- ☐ **2 3/4"** Usually two (2) holes at the top or 8 1/2" edge.
- ☐ **4 1/4"** 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.



52

Number of Folds / Size After Folding:

Fill in the number of folds and the size after it is folded.

Example: an 8 1/2" x 11" letter folded has three panels, two folds and is 8 1/2" x 3 2/3" folded. Supply a fold sample for each job. (This does not apply to bound books.)

53

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 printer. 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 65.

54

Ship:

Indicate how the job is to be package for shipping.

- ☐ **Cartons / boxes:** Cartons will be labeled with the contents and quantity.
- ☐ **Pallets:** Larger jobs will be delivered on pallets. OSP standards is 42" x 42."
- ☐ **Other:** Explain in addition information Box 65.

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.

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.

55

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.

56

Title of Material:

Enter the title of the material. This is usually the same title as in box 65. Enter the title here only if the job mails from OSP.

57

Must Mail by Date:

Enter the last acceptable date for mailing. If this is a legal deadline, enter the Legislation Code in box 65.

58

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 cost 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**

59

Mailing List Name/Number:

If your mail list is maintained at OSP, enter the name or number of the list here or in box 65 if more space is needed. If the list is new, check the appropriate box and enter the name of the file.

60**Type of Label:**

Check the appropriate box or describe in box 65. 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. 95s:** #95 envelopes are 10" x 12". Contents should not exceed 8½ x 11" 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. If mail services are used, a completed DGS OSP 104 mail questionnaire must be submitted with this STD 67 Publishing Order.

☐ 55. **LDA** (See back) (Also see Box 29)

56. **TITLE OF MATERIAL**

57. **MUST MAIL BY DATE**

58. **CLASS OF MAIL**

59. **MAILING LIST NAME/NUMBER**

☐ CUSTOMER SUPPLIED

☐ FTP

☐ DISK

☐ E-MAIL

60. **TYPE OF LABEL**

☐ No. 10s

☐ P/S LABELS

☐ No. 95s

☐ 4-UP LABELS

☐ CARDS

☐ ON MATERIAL

61. **RESIDUE**

☐ WILL CALL

☐ UPS

☐ REGULAR MAIL

☐ DELIVER

☐ IMS

☐ RECYCLE

62. **RELEASED BY MASS MAIL**

RELEASE DATE

63. **RESIDUE DELIVERY ADDRESS**

☐ 64. **See Attached for Additional Mailing Instructions**

61**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 63. If left blank, residue will be sent as indicated in boxes 5, 8 & 9.

63**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.

62**Released by Mass Mail—Release Date:**

For OSP use only.

64**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.

Job Title/ Special Instructions

65

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 and additional information or instructions needed.

Specification Sheet Attached: Complex projects sometimes require a separate specification sheet. However, boxes 1-12, 18-22, 29 and 65 must be completed on the Standard 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.

65. JOB TITLE / SPECIAL INSTRUCTIONS (Title, Form No. & Revision Date or Revision No.)	If this is a legal deadline, provide Legislation Code
<input type="checkbox"/> Specification Sheet Attached	
<i>In the event of any material breach, failure, error or default by the Office of State Publishing (OSP), the customer's remedies shall be limited to the return of finished goods or, in the alternative, replacement for such finished goods; provided, however, that OSP's maximum liability shall not exceed the amount paid by the customer for such finished goods. No event shall the customer be entitled to recover any consequential or incidental damages of any type, including but not limited to lost revenues, allegedly caused by the OSP.</i>	



References

How to Submit a Publishing Order

Where can I get the Standard 67?

The Standard 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.dgs.ca.gov/OSP/Forms
- Hard copy can be ordered using a Standard 67
- A master copy is included in your book

Ways to submit your Standard 67.

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

Submit signed Standard 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

Estimate Information

Helpful information to provide with 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, die cut, 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 OSP Inks

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)
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
Yellow

PMS 286
PMS 123

Standard OSP Stocks

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 cost 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#	Standard, Uncoated; Opaque; Vellum, Antique or Smooth finish
	80#	Gloss or Matte—N/A. Even “laser” coated stocks do not run well.

Publications

Uncoated	50#	Recycled Offset Book. Standard 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#	Standard for web and sheetfed jobs such as publications and fliers.
	80#	Standard for sheetfed products such as brochures, posters, small books.
	100#	Not stocked. Readily available for sheetfed jobs such as poster and brochures.

Forms

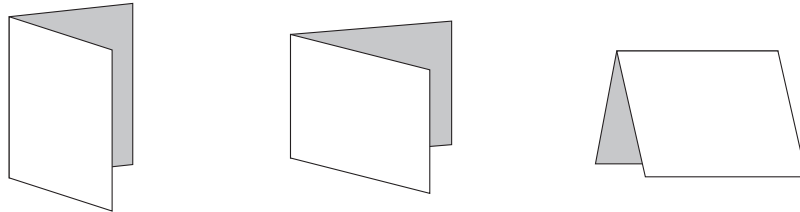
Bond	12#	Not stocked. Production is being phased out by the paper mills.
	15#	Standard, recycled. Use for multi-part, carbon forms.
	20#	Recycled.
	20#	Rag bond
	24#	Rag bond.
	24#	Available in house, recycled. White is typically stocked as OCR compatible.
	28-32#	This is ledger paper and costs considerably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

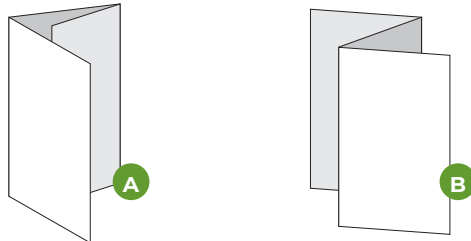
Folding Diagrams

2 Panel



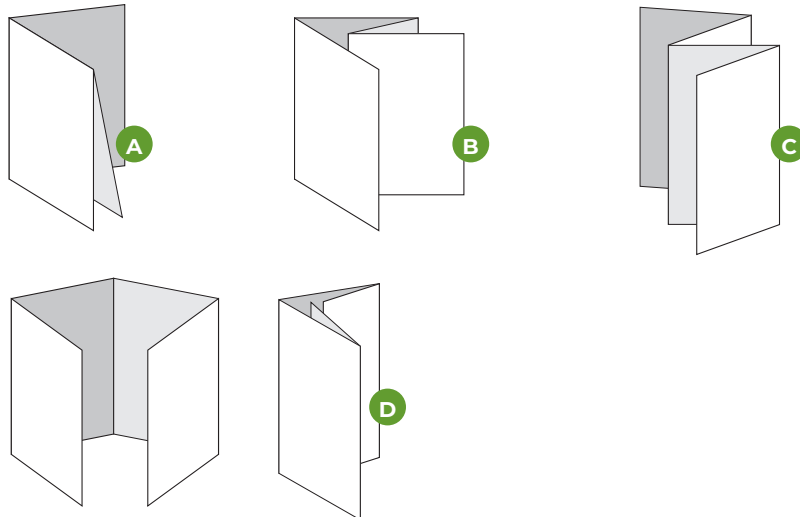
3 Panel

- A. Letterfold
- B. "Z" Fold or Accordion Fold



4 Panel

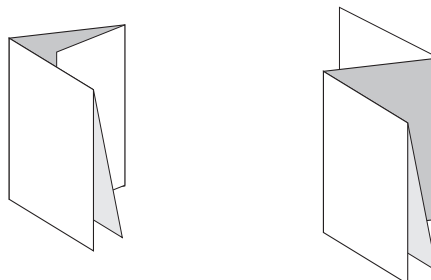
- A. Right Angle Fold or French Fold
- B. Double Parallel Fold
- C. Accordion Fold
- D. Gate Fold



5 Panel *(not shown)*

- Parallel Fold
- Roll Fold
- Accordion Fold

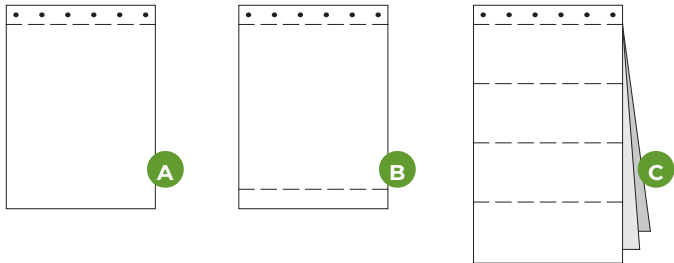
6 Panel



Receipt Books

Style:

- A. Standard Form
- B. Standard w/Tab and Bind Margin
- C. 4-On Receipt Book



Overall Size: _____

Torn Out Size: _____

Tab Size(s): _____

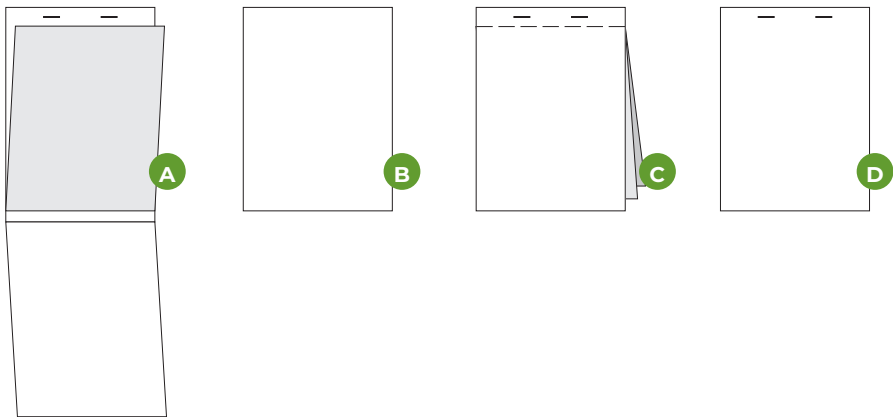
Bind Margin: _____

Location: Top Bottom Left Right

Location: Top Bottom Left Right

Assembly:

- A. Wraparound Cover
- B. Chipboard
- C. Forms
- D. Front Cover



Standard OSP Presentation Folders

Size:

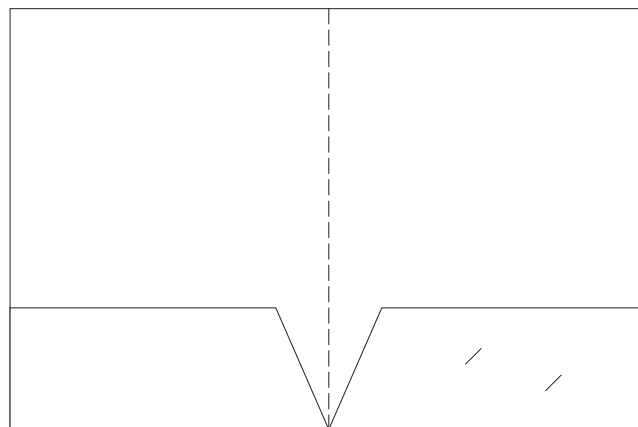
Flat: 9" x 12"

Open: 18" x 12"

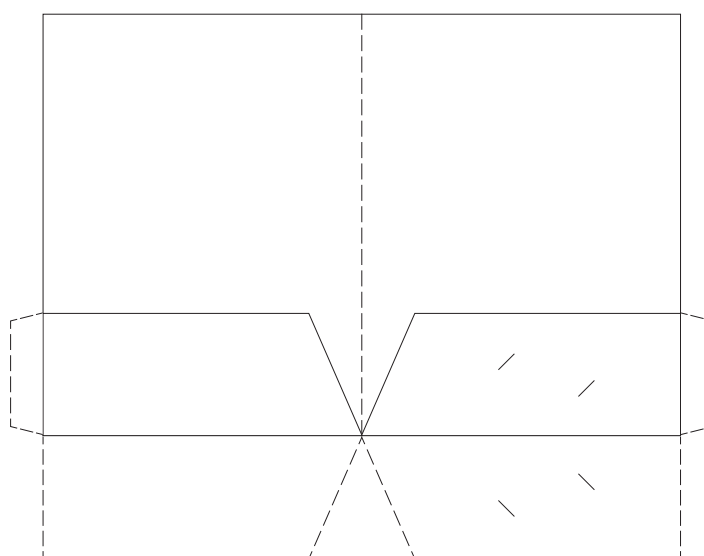
Pockets: 4"

Business Card Slits:

Can be on either left, right or both pockets.



1/2" Tab
(on each side)



19" x 16"
overall size



Essential Forms

Print Form

Reset Form

3. AGENCY NAME		2. MATERIAL DUE MASS MAIL		10. DATE WANTED	11. AGENCY REQUISITION NUMBER	12. AGENCY BILLING CODE	13. OSP JOB NUMBER			
4. IMS CODE		7. DATE TYPED		14. COST QUOTE	15. ESTIMATE NUMBER	16. QUOTED BY	17. AMOUNT ENCUMBERED	18. CHAPTER	19. STATUTE	20. FY
5. PERSON ISSUING ORDER		6. TELEPHONE NUMBER		21. LINE ITEM CODE/CALSTARS CODE		22. COMPOSING NEEDED		23. PROOF REQUIRED		24. LAST JOB NUMBER
8. SHIPPING ADDRESS (FOR MASS MAIL RESIDUE, SEE BOXES 61 AND 63)		4. IMS CODE		25. INQ. TO / PROOFER		26. TELEPHONE NUMBER		27. FAX NUMBER		28. EMAIL ADDRESS
9. SPECIAL SHIPPING INSTRUCTIONS		30. No. of ORIGINALS		31. CONTAINS PAID ADVERTISING		32. PRINT:		ONE SIDE		HEAD/HEAD
33. UNIT SET		34. SIZE (Width first)		45. No. of PAGES		46. SIZE (Width first)		TWO SIDES		HEAD/FOOT
35. FORMS PROCESSED BY:		36. BIND/TAB SIZE & LOCATION		47. TEXT PAPER / INK		48. COVER PAPER / INK		55. LDA (See back) (Also see Box 29)		56. TITLE OF MATERIAL
37. No. of PARTS		38. TYPEWRITER		39. LASER PRINTER		40. CARBON		57. MUST MAIL BY DATE		58. CLASS OF MAIL
41. QTY. PER PAD/BOOK		42. FASTEN		43. NUMBER - Beginning		44. MISSING NUMBER OK?		59. MAILING LIST NAME/NUMBER		60. TYPE OF LABEL
45. PUNCH - No. of Holes		46. PUNCH POSITION		47. PUNCH CENTER TO CENTER		48. OTHER		61. RESIDUE		62. RELEASED BY MASS MAIL
49. PERFECT BIND		50. PERFORATE - Include Sample		51. PUNCH - No. of Holes		52. IF JOB REQUIRES FOLDING, SUPPLY FOLDED SAMPLE		63. RESIDUE DELIVERY ADDRESS		64. See Attached for Additional Mailing Instructions
53. PACKAGE		54. SHIP		55. SHRINK WRAP		56. BAND		65. JOB TITLE / SPECIAL INSTRUCTIONS (Title, Form No., & Revision Date or Revision No.)		66. PERSON AUTHORIZING EXPENDITURE
57. TIE		58. BAND		59. CARTON		60. PALLET		61. RELEASED BY MASS MAIL		62. RELEASE DATE
63. RESIDUE DELIVERY ADDRESS		64. MISSING NUMBER OK?		65. JOB TITLE / SPECIAL INSTRUCTIONS (Title, Form No., & Revision Date or Revision No.)		66. PERSON AUTHORIZING EXPENDITURE		67. APPROVED BY		68. PERSON AUTHORIZING EXPENDITURE

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. Indicate whether typesetting services are required for this printing order.
23. 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.
24. 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.)
- 25 through 28. Enter the name, telephone and fax numbers, and email address of the person who can answer questions about this job and/or will approve the proof.
29. Also see Box 55. 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.
30. Indicate number of camera-ready copy originals submitted.
31. Indicate whether this print order contains paid advertising.
32. 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/head or head/foot.
33. Type of form—check continuous or unit set (snap out).
34. Enter size (give width first, i.e., if letterhead, state 8 1/2" x 11").
35. Indicate whether form will be processed through typewriter or computer.
36. Enter tab size and location. Unit set standard tab size is 5/8" and continuous is 1/2".
37. Enter the number of parts. An original plus 2 copies equals 3 parts.
38. Stock description and ink specification for business forms.
39. Indicate whether preprinted form will be used on a laser printer.
40. Indicate whether form requires carbon or NCR.
41. Indicate how many sheets or sets per pad or book and the location of the binding.
42. Fasten - indicate how multiple part continuous form is to be held together.
43. Indicate beginning number and ending number.
44. 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.
45. Indicate the number of pages. (A page is one side of a sheet of paper.)
46. Indicate finished size of publication (give width first, i.e., 8 1/2" x 11").
47. Specify text paper, weight and PMS ink color(s).
48. Specify cover paper, weight and PMS ink color(s).
49. Indicate type of binding.
50. If perforation is required, include a delineated sample or "dummy".
51. 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.
52. Indicate number of folds in product and include a sample or fold "dummy". Indicate size of finished product.
53. Indicate type of packaging required and number of units per package.
54. Indicate whether finished product should be delivered in cartons and/or pallets.
55. 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 29 if box 55 is checked.
56. Form number or title of material to be mailed.
57. Indicate last acceptable date for job to be mailed.
58. Indicate if the product is to be mailed first class or presort standard, etc.
59. Provide mailing list name or number. Indicate how list will be provided.
60. Check appropriate boxes to indicate label or envelope type if known.
61. Check appropriate box to indicate how to handle residue.
62. OSP use only, no entry necessary.
63. Tell us where you want us to deliver residue.
64. Check if additional mailing instructions are provided.
65. 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.
66. Must have name or signature of person authorizing the expenditure.
67. Name or Signature of person approving work to be done.

Electronic Prepress Work Request

OSP 17 (Rev. 06/2021)

Job Number: _____

Date: _____

Customer Information	
Agency/Department Name: _____	
Contact: _____	
Phone: _____	Fax: _____
Evening Phone: _____	E-mail: _____

Date Submitted: _____

Date Wanted: _____

Time Wanted: _____

Charge to Job#: _____

Work Authorized by: _____

Customer Signature: _____

1 Digital Information and Material Supplied by Customer:

Program Information:

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> InDesign | <input type="checkbox"/> Photoshop |
| <input type="checkbox"/> Illustrator | <input type="checkbox"/> PDF |
| <input type="checkbox"/> Other _____ | |

File received via:

- ☐ FTP to: _____
- ☐ Email to: _____
- ☐ Flash drive: _____

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.

- | | Number of
Pages |
|--|--------------------|
| <input type="checkbox"/> Laser print(s) | _____ |
| <input type="checkbox"/> Digital color prints | _____ |
| <input type="checkbox"/> Previous printed sample | _____ |

3 Scans Needed From: @300 dpi

- ☐ Photoshop

4 Fonts Used:

Both **printer** and **screen** fonts must be embedded or outlined with the job.

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

5 File Description:

Note: Please provide a disk directory with your submission.

Name of file(s) to be output:

Font Name	Number of Pages
_____	_____
_____	_____
_____	_____
_____	_____

Special Instructions: _____

6 Proof Required:

- | | |
|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Lasers | <input type="checkbox"/> Contract |
| <input type="checkbox"/> Improof | <input type="checkbox"/> Pantone Chip |

7 Output Specifications:

- ☐ Finished Size
- ☐ Print Colors as Black & White
- ☐ 4-Color Process

Note: All trapping will be done by OSP.

Name(s) of Pantone/Spot Color Numbers:

8 Additional Instructions:

9 ADA: Does the customer document need to be ADA compliant to be posted online?

- ☐ Yes ☐ No

JOB TITLE _____ AGENCY _____ Page _____ of _____

SPECIAL INSTRUCTIONS:

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

1 REVERSE SIDE



Contact Information

Phone Contacts

Advertising

Joe Cole
Phone #: (916) 324-9697

Customer Service

Phone #: (916) 445-0793

Customer Service Representatives (CSR)

Names and phone numbers
available on the OSP website.

Design Service

Marta Bibica
Phone #: (916) 324-0221
Cell #: (916) 240-1332

Reception/Information

Receptionist
Phone #: (916) 322-1031

Walk-In Store

For assistance contact your
Customer Service Representative

Forms Management

Marta E. Bibica
Printing Plant Superintendent
& OSP Forms Manager
Phone #: (916) 324-0221
Cell #: (916) 240-1332

Fulfillment

Steven Edwards,
Staff Services Manager I
Phone #: (916) 709-0547

Office of State Publishing,
Fulfillment & IMS Units
1700 National Drive
Sacramento, CA 95834

Low Use Forms

Phone #: (916) 445-5386
[OSP Low Use Forms](#)

Mass Mail

Fernando Tolentino
Printing Plant Superintendent
Cell #: (916) 591-0978

Office of State Publishing
Digital Print and Mass Mailing
Services
1050 Richards Blvd.
Sacramento, CA 95811

Prison Industry Authority (PIA)

Anjum Herrera
Phone #: (916) 323-2419

Dennette Kreisel
Phone #: (916) 467-5366

Weblinks

DGS Homepage	https://www.dgs.ca.gov
OSP Homepage	https://www.dgs.ca.gov/OSP
OSP Customer Service	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/Customer-Service-Lookup-for-Printing-Services
OSP Secure FTP Upload	https://ospupload.apps.dgs.ca.gov/login.asp
Interagency Mail	https://www.dgs.ca.gov/OSP/Services/Page-Content/Office-of-State-Publishing-Services-List-Folder/Acquire-Interagency-Mail-Service
Forms Management (General)	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/STD-Forms
Forms Management (Ordering)	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/STD-Forms
Fullfilment	https://www.dgs.ca.gov/OSP/Services/Page-Content/Office-of-State-Publishing-Services-List-Folder/Manage-Print-Inventory-Storage-Shipping
Low Use Forms	https://www.dgs.ca.gov/OSP/Forms
Standard Forms	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/STD-Forms
OSP 17 EPP Work Request	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/Customer-Service-Lookup-for-Printing-Services
OSP 385 Repro & Collating	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/Customer-Service-Lookup-for-Printing-Services
Standard 67 Publishing Order	https://www.dgs.ca.gov/OSP/Forms
SAM (State Administrative Manual)	https://www.dgs.ca.gov/Resources/SAM
Telephone Book (CA On-Line Directory)	https://www.ca.gov/agenciesall/
PIA (Prison Industry Authority)	https://www.dgs.ca.gov/OSP/Resources/Page-Content/Office-of-State-Publishing-Resources-List-Folder/California-State-Government-Printing-Services



IMS Codes

IMS Codes

Interagency Mail & Messenger Service

CONSTITUTIONAL OFFICERS	Address	Code
Attorney General	1300 I St.....	D-08
Governor	State Capitol	E-15
Insurance Commissioner	300 Capitol Mall.....	E-01
Secretary of State	1500 11th St.	D-15
Senators	State Capitol	E-22
State Controller	300 Capitol Mall.....	B-08
State Treasurer	915 Capitol Mall, #538	C-15
Superintendent of Public Instruction	1430 N St.....	E-08

AGENCIES	Address	Code
Business, Consumer Services, and Housing	500 Capitol Mall, Suite 1850.....	C-14
Environmental Protection	1001 I St.	B-04
Government Operations (GovOps).....	1304 O Street Suite 300	G-25
Housing Finance	500 Capitol Mall.....	C-33
Labor & Workforce Development	722 Capitol Mall.....	E-31
Natural Resources.....	1416 9th St.....	A-38
Transportation (CalSTA).....	915 Capitol Mall, #350B	B-19

DEPARTMENTS	Address	Code
Aging	1300 National Dr.	D-05
Alcoholic Beverage Control	3927 Lennane Dr.	G-10
Business Oversight	2101 Arena Blvd.	B-33
Child Support Services.....	11150 International Dr.	A-27
Conservation.....	801 K St.	A-51
Consumer Affairs.....	1625 N. Market Blvd.....	B-03
Board of Chiropractic Examiners	901 P St.	D-07
Bureau Real Estate	1651 Exposition Blvd.	G-24
Bureau of Real Estate Appraisers.....	3075 Prospect Park Dr., #190, Rancho Cordova	B-20
Corrections	1515 S St., Mail Room	B-23
Board of Parole Hearings	1515 K St.	E-18
Juvenile Justice	8260 Longleaf Dr., Elk Grove	B-23
Peace Officer Selection	9838 Old Placerville Rd	B-23
Prison Industry Authority	560 E. Natoma St., Folsom.....	B-23
Developmental Services	1215 O Street.....	A-29
Education.....	1430 N St.....	E-08

Employment Development	722 Capitol Mall	E-31
Fair Employment & Housing	2218 Kausen Dr., Elk Grove	D-11
Finance	915 L St.	A-15
FI\$Cal	2000 Evergreen St., #107	A-14
Fish & Wildlife	1740 N Market Blvd.	A-43
Food & Agriculture	1220 N St.	B-16
Forestry & Fire Protection	710 Riverport Ct., W Sacto	A-45
Aviation Mgt/Aviation Support	5500 Price Ave., McClellan	B-52
General Services (See below)		
Health Care Services	1616 Capitol Ave., #2048	A-22
Highway Patrol	601 N 7th St., Building B	G-20
Housing & Community Development	2020 W. El Camino Ave	D-29
Human Resources (CalHR)	1515 S St.	D-22
Industrial Relations	1750 Howe Ave	C-50
Workers' Compensation Appeals Board	160 Promenade Cir., #300	E-04
Insurance	300 Capitol Mall	E-01
Justice	1300 I St.	D-08
DOJ	4949 Broadway	D-01
DOJ	1102 Q St.	D-01
Managed Health Care	980 9th St.	F-07
Military Dept / Ca. National Guard	9800 Goethe Rd.	P-09
Motor Vehicles	2415 1st Ave.	G-15
Public Health	1616 Capitol Ave.	H-01
Environmental Management Branch	1725 23rd St., #110	K-02
Rehabilitation	721 Capitol Mall	B-22
Resources Recycling & Recovery	1001 I St.	E-10
DRRR	801 K St.	E-10
Social Services	744 P St.	A-24
State Hospitals	1215 O St.	A-31
State Parks & Recreation	1416 9th St.	A-50
Div. of Boating & Waterways	One Capitol Mall	G-04
Statewide Health Planning	1001 I St.	B-13
Technology	1325 J St.	G-06
Technology	3101 Gold Camp Dr.	F-14
Technology	10860 Gold Center Dr.	C-36
Toxic Substances Control	1001 I St.	T-01
DTSC	8800 Cal Center Dr.	T-01
DTSC	8810 Cal Center Dr.	T-01
Transportation	1120 N St.	B-15
DOT	1727 30th St.	B-15
DOT	1801 30th St.	B-15
Inter-agency Council on Homelessness (Cal ICH)	801 Capitol	H-11
Water Resources	1416 9th St.	A-36

GENERAL SERVICES	Address	Code
Accounting	707 3rd St., 6th Floor.	Z-01
Administrative Hearings.	2349 Gateway Oaks Dr.	B-31
Architect, State.	1102 Q St.	C-34
Building Standards Commission	2525 Natomas Park Dr.	C-11
Business Services.	707 3rd St., W. Sacto	Z-01
Executive Office	707 3rd St., W. Sacto	Z-01
Fiscal Services	707 3rd St., W. Sacto	Z-01
Fleet & Asset Management	1700 National Dr.	A-01
State Garage	1416 10th St.	A-02
Surplus Property & Reutilization.	1700 National Dr.	A-01
Human Resources	707 3rd St., W. Sacto	Z-01
Legal Services.	707 3rd St., W. Sacto	Z-01
Public School Construction	707 3rd St., W. Sacto	Z-01
Procurement.	707 3rd St., W. Sacto	Z-01
Real Estate Services	707 3rd St., W. Sacto	Z-01
Building & Property Management	1304 O St.	A-20
Capitol & Historic Region	1020 N St.	E-20
Central Plant (Region 5).	625 Q St.	A-04
Region I.	1304 O St.	A-20
Region IV	1616 Capitol Ave.	A-40
Risk & Insurance Management	707 3rd St., W. Sacto	Z-01
State Publishing.	885 Riverside Parkway	P-06
Bill Room.	State Capitol	P-06
Digital Printing / Mass Mailing	1050 Richards Blvd.	P-06
Document Destruction Center	3240 Industrial Blvd., W. Sacto	C-44
State Records Center	3240 Industrial Blvd., W. Sacto	C-44
State Records Center	1501 Cebrian St., W. Sacto	C-22
Video Multimedia Center.	750 N St.	P-06

OFFICE OF	Address	Code
Administrative Law	300 Capitol Mall.	C-19
Attorney General	1300 I St.	D-08
Business & Economic Development	1400 10th St.	A-08
Controller.	300 Capitol Mall.	B-08
Controller.	3301 C St.	B-08
Emergency Services	3650 Schriever Ave.	P-04
Public Safety Communications Office.	601 Sequoia Pacific Blvd.	G-23
Environmental Health Hazard Assessment	1001 I St.	A-23
Inspector General	10111 Old Placerville Rd., #110.	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	770 L St., #1000	C-41
Secretary of State	1500 11th St.	D-15
State Archives	1020 O St.	D-15

Statewide Health Planning & Development	2020 W. El Camino	A-34
System Integration	2495 Natomas Park Dr., #515	S-01
OSI	2870 Gateway Oaks Dr., #230	S-07
OSI (Budgets/Accounting)	2495 Natomas Park Dr., #640	S-09
OSI (Human Resources)	2495 Natomas Park Dr., #655	S-08
OSI	2535 Capitol Oaks Dr., #130	S-11
Tax Appeals	400 R St., #369	K-01
Tax and Fee Administration	450 N St.	F-10
Traffic Safety	2208 Kausen Dr., #300, Elk Grove	F-17
Treasurer	915 Capitol Mall	C-15

BOARDS/COMMISSIONS/OTHER	Address	Code
Agricultural Labor Relations Board	1325 J Street, #1900	C-10
Air Resources Board	1001 I St.	B-04
Air Resources Board	8311 Galena Ave.	B-02
Air Resources Board	8340 Ferguson Ave.	B-06
Building Standards Commission	2525 Natomas Park Dr.	C-11
Chiropractic Examiners	901 P St.	D-07
Community Colleges	1102 Q St.	G-01
Conservation Corps	1719 24th St.	C-25
Delta Stewardship Council	980 9th St., #1500	B-36
EDFund	11040 White Rock Rd., R. Cordova	C-27
Emergency Medical Services Authority	11120 International Drive, Suite 200	D-28
Energy Commission	1516 9th St.	F-01
Equalization	450 N St.	B-01
Fair Political Practices Commission	1102 Q St., 3rd Fl.	D-23
First 5 California Commission	2389 Gateway Oaks Dr., #260	C-07
Franchise Tax Board	9645 Butterfield Way	P-05
Gambling Control Commission	2399 Gateway Oaks Dr.	A-06
Health Benefit Exchange	1601 Exposition Blvd.	H-05
Health Benefit Exchange	2329 Gateway Oaks Dr.	H-07
Health Benefit Exchange	10877 White Rock Rd., R. Cordova, #100	H-09
Infrastructure & Economic Development Bank (I-Bank) ..	1325 J St., #1300	B-07
Legislature – Senate	1020 N St.	E-22
Lottery Commission	700 N. 10th St.	D-20
Mental Health Services Oversight & Accountability Commissioins	1812 9th Street	H-20
Native American Heritage Commission	1550 Harbor Blvd.	A-03
Parole Hearings (CDCR)	1515 K St.	E-18
Peace Officers Standards & Training	8610 Stillwater Road, #100	P-08
Prison Industry Authority (CDCR)	560 E. Natoma St., Folsom	B-23
Public Employees' Retirement System	400 Q St.	A-44
Public Employment Relations Board	1031 18th St.	D-12
Seismic Safety Commission	1755 Creekside Oaks Dr.	D-04
State Archives (SOS)	1020 O St.	D-15
State Auditor	621 Capitol Mall, #1200	B-24
State & Community Corrections	2590 Venture Oaks Dr.	E-11

State Lands Commission.....	100 Howe Ave.	B-05
State Library	900 N St.	E-29
Capitol Branch	State Capitol	E-27
State Personnel Board	801 Capitol Mall.....	E-09
Teacher Credentialing	1900 Capitol Mall	A-09
Teachers' Retirement System.....	100 Waterfront Place, W. Sacto	F-11
Unemployment Insurance Appeals Board (EDD)	2400 Venture Oaks Way.....	A-25
Victim Compensation & Government Claims Board	400 R St.	D-30
Water Resources Control Board	1001 I St.	G-08
Central Valley Regional Water Quality Control Brd	11020 Sun Center Dr., #200.....	G-19
Enforcement Office	801 K St., 23rd Floor	G-09
Workers' Compensation Appeals Board (DIR)	160 Promenade Cir.	E-04
Workforce Investment Board.....	722 Capitol Mall.....	E-31



Definitions

Definitions

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

Aliasing: A “staircase” of 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 of 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, 22 1/2” x 28 1/2” or 22” x 35” for bristols, 25 1/2” x 30 1/2” 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.

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 an 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: 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.

Condition: To keep paper in the pressroom from 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.

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: Devise 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.

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.

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.

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 plate making. 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: To assemble folded signatures in proper sequence.

Ghosting: Phenomenon on a faith 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.

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 of 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: 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.

Impression: One sheet passing once through the press.

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.

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 of 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: 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.

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 reprinted 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 color 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.

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 of 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 to 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.

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

Scanner: Electronic device used to digitize and 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 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.

Swen: 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 to webs into two or more sections

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

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 flates 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.

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 of 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.

