

# Common Preflight Terms



Before a job can be put into production, it goes through a process called Preflighting. After a complete evaluation of the files, the prepress technician prepares a preflight report which is provided to the customer. The following list contains explanations of some of the most common terms used in these reports.

**Bleed:**

Pictures, lines or other graphic elements that extend beyond the trim edge of a page so that when the piece is trimmed, the image is trimmed even with the edge of the page. CPC needs a minimum bleed amount of .125 inches, but prefers a bleed of .25 inches.

**Creep/Shingling:**

As more sheets of paper are stacked together for a magazine that will saddle stitch, the thickness results in a slight, but cumulative, extension of the innermost pages. This results in progressively smaller trim sizes for these inside pages. To prevent image on the outside edge from getting trimmed off, a creep value is applied to the job during imposition to counteract this page extension.

**Crop Marks:**

Small thin lines placed at the edges of a file (generally in the corners), denoting where the file should trim. CPC needs crop marks to be offset at least 12 points or .125 inches.

**Dot Gain:**

The increase in halftone dot size that occurs as the image is transferred from plate to blanket to paper.

**Gutter:**

The line or fold where facing pages or panels meet.

**Gutter Jump:**

Type or art that continues from one page across the gutter to the opposite page.

**Hairline Rule:**

Any rule weight that's less than 1/4 point. Hairline rules will not appear on the final piece, even if they show up on proofs.

**Image Area:**

The maximum usable space on a page. Generally, the image area is the trim size, minus the required .25 inch margin on each edge. Text and images that do not bleed must be kept .25 inches away from the trim edge.

**Imposition:**

The process of arranging pages into predetermined positions on a press sheet so that the pages are in the correct order after folding and trimming.

**Ink Limit/Maximum Ink Coverage:**

The highest percentage of ink allowed out of the 400% possible (100% each of cyan, magenta, yellow and black.) CPC's ink limit is 300%.

**Low Resolution Graphics:**

Images with effective resolutions of less than 150 dpi. CPC cannot improve resolution.

**Margin:**

The distance between the trim edge and where critical text starts. For most jobs printed at CPC, the required margin is .25 inches.

**Perfect Binding:**

The use of a flexible adhesive to hold the pages of a book or magazine together.

**Saddle Stitching:**

Binding multiple signatures by stacking them in the correct order and stitching them through the center fold line (spine) with a wire.

**Trapping:**

Creating thin overlaps between adjoining colors to compensate for any misregistration in press operations.

**Trim Size:**

The final size of your printed piece after binding. This size is listed on your quote.

*Please ask your Customer Service Representative to speak with a Prepress Technician for more detailed explanations of any of these, or other, terms.*