

## CRITICAL COMPUTER FORM TERMS

### Measurement Terms

MCD	(Machine Critical Dimension). This is the DEPTH of the form between fold perfs, and is relative to the particular cylinder circumference.
WIDTH	The WIDTH of the form is stated as an overall size, ie. including marginal sprocket punching.
GSM	Grams per Square Metre. The WEIGHT of the paper to be used.

### Feature Terms

FOLD PERF	The main cross perforation on the form - being the one which is folded continuously. Also corresponds to the MCD.
CROSS PERF	A secondary horizontal perforation on the form. Can also be termed an "intermediate perf". An extra cross or intermediate perf can be full width or partial width, ie. a "Stop Cross Perf".
DOWN PERF	These are "lateral" or "running" perforations on a form. The "down perfs" used to remove sprocket punching are called "marginal perfs". Down perfs can likewise be full length or partial length - "stop down perfs".
MSP	(Marginal sprocket punching). These are the feeding holes in both margins of continuous forms used to facilitate printer "tractor drivers".
MICRO PERF	This perf is a very fine (invisible) perf used to separate forms and to remove MSP's to give the appearance of a cut sheet, ie. no apparent perfed edges. Commonly used with word processing products. MICRO perfs can be down or cross perfs.
CRIMPING	A feature where knives are driven through all paper plys in a multi-part set to temporarily hold parts together. This is normally done in the "MSP" area. Also termed "hooklock".
FORMLOCK	Continuously glued stubs in the MSP margin. Can also be called "continuous stub".
FILE HOLE PUNCHING	Extra punching on the form to facilitate filing. Printing Terms
FOB	Front of Bill. Printing on the face or the "frontside".
BOB	Back of Bill. Printing on the reverse or "backside".
VIGNETTES	Graduated screens used for graphic design or to form columns
MASKING	Blocking out non-critical information areas with a scabbled pattern.
TABBING	Computer print-out positions.

ORIGINATION A term covering all the preparation work needed to produce the plates.

MICR Magnetic Ink Character Recognition. The Magnetic characters printed (encoded) on cheques to enable recognition by a computerised reader.

**Material Terms**

CCP / NCR / CARBONLESS Carbonless Copy Paper (No Carbon required).

OTC One Time Carbon. A special grade of carbon used with business forms so called because all the carbon is transferred off the tissue in a single strike. Not commonly used today.

SINGLE PART / SINGLE CARBONLESS One continuous ply of material.

MULTIPART / MULTICONTINUOUS More than one continuous ply of paper either crimped or glued together.

**Computer Terms**

SOFTWARE Generally computer programs, ie. the “coded memory” used to format, manipulate and process information through a computer.

HARDWARE A general term used to describe computer equipment.

LINE PRINTER A computer impact printer in which each line is printed instantaneously from a bank of hammers driven against a ribbon onto a paper.

MATRIX PRINTER A computer printer in which characters are formed from a head or wires which are driven against a ribbon onto paper.

LASER PRINTER A computer printer which forms images on paper via toners and fusing processes similar to photocopying.

**Miscellaneous**

TENTING An undesirable fault with glued multi-part forms where a ridge (tent) is created on the fold caused by the inability of glued parts to move freely. In bad cases this will jam computer printers causing delays and possible damage to equipment.

STOCK FORMS Pre-converted non-personalised forms formatted for standard software packages. Also called Standard Forms, Software Compatible Forms, Rediforms and Presets.