



Equivalent Paper Weights

Bond*	Offset**	***	****	*****	Points	*Caliper	Millimeters	Metric(gsm)
Ledger	Text	Cover	Tag	Index				
16	40	22	37	33	3.2	.0032	0.081	60.2
18	45	24	41	37	3.6	.0036	0.092	67.72
20	50	28	46	42	3.8	.0038	0.097	75.2
24	60	33	56	50	4.8	.0048	0.12	90.3
28	70	39	64	58	5.8	.0058	0.147	105.35
29	73	40	62	60	6.0	.0060	0.152	109.11
31	81	45	73	66	6.1	.0061	0.155	116.63
35	90	48	80	74	6.2	.0062	0.157	131.68
36	90	50	82	75	6.8	.0068	0.173	135.45
39	100	54	90	81	7.2	.0072	0.183	146.73
40	100	56	93	83	7.3	.0073	0.185	150.5
43	110	60	100	90	7.4	.0074	0.188	161.78
44	110	61	102	92	7.6	.0076	0.193	165.55
47	120	65	108	97	8	.0078	0.198	176.83
53	135	74	122	110	9	.0085	0.216	199.41
54	137	75	125	113	9	.009	0.229	203.17
58	146	80	134	120	9.5	.0092	0.234	218.22
65	165	90	150	135	10	.0095	0.241	244.56
67	170	93	156	140	10.5	.010	0.25	252.08
72	192	105	175	158	13	.013	0.33	285.95
82	208	114	189	170	14	.014	0.356	308.52
87	220	120	200	180	15	.015	0.38	312
105	267	146	244	220	18	.0175	0.445	385.06

Note: Table values above are to serve as a guide only. Variances within the same basic weight due to other characteristics of the paper. Similar weight papers may vary between different paper manufacturers.

Basic Size of Sheets by Type

Paper Type	Basic Size – 500 Sheets
* Bond Ledger	17"x22"
** Offset Text	25"x38"
***Cover	20"x26"
**** Tag Stock	24"x36"
***** Index	25 _ " x 30 _ "



Glossary of Paper Terms

- **Acid Free paper** – Paper manufactured to a neutral pH reading (7). Used for fine art prints, limited edition printing and scrapbooking.
- **Antique Finish** – Random surface quality created by “felts” in the manufacturing process.
- **Brightness** – Light reflecting property of paper when measured under a specially calibrated blue light.
- **Basic Weight** – The weight of one ream of paper (500 sheets) when cut to the industry standard for that specific grade of paper.
- **Bulk** – the thickness of paper when compared to its weight. A high bulk paper is thicker but less compact than a low-bulk paper of the same weight and size.
- **Calendering** – Part of the paper manufacturing process where the paper “web” passes between polished metal rollers. This increases the paper’s smoothness and provides a uniform thickness (caliper).

Paper Usage - Guidelines

- Prior to using, paper should be acclimated at least 48 hours in the environment in which it will be used. Optimum storage facility would retain temperatures between 70-80 degrees F with 50% relative humidity.
- Before loading paper, sheets must be fanned on all four sides, allowing a small layer of air between the sheets which should help press feeding.

Decimal Equivalents

Fraction	Decimal
1/64	0.015625
1/16	0.0625
1/8	0.125
3/16	0.1875
1/4	0.25
5/16	0.3125
3/8	0.375
7/16	0.4375
1/2	0.5
9/16	0.5625
5/8	0.625
11/16	0.6875
3/4	0.75
13/16	0.8125
7/8	0.875
15/16	0.9375
1	1.0