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| 1 | Paper and board are made from fine cellulose fibres and are classified by weight or construction. |

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| 2 | **Paper** | To make paper, chips of wood are processed using chemicals to make a pulp. This is filtered and moved through rollers to remove the water and flatten the paper.  |
| 3 | Paper thickness is measured in **grams per square metre (gsm)**  (how much one square metre of paper will weigh).  |
| 4 |  | Standard size paper range from A10 (smallest) to AO (largest). A5 is half the size of A4. |

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| 5 | **Board** | **Board** (or carboard) is generally thicker and heavier (more than 220 gsm), or made from more layers, than paper.  |
| 6 | Board thickness is measured in microns: one micron is one thousandth of a millimetre. |
| 7 |  | Board can be laminated to other materials to create different properties for specific purposes. Most board can be recycled but layers may need to be separated. |

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| 8 | **Bleed proof** **120-150 gsm** | Takes colour well, thin grades, similar to cartridge paper but with smooth surface. Low cost. Used for presentation work. |
| 9 | **Cartridge****120-150 gsm** | Slight texture on surface, creamy white colour. Used for drawing, takes paint well, medium cost. |
| 10 | **Grid****80-100 gsm** | Has a grid printed on the surface, which helps with constructing drawings. Low cost. Lines usually metric. Used for working drawings. |
| 11 | **Layout****50gsm** | Thin, translucent with smooth surface, can be used to trace. Generally low cost. Used for preparing ideas or tracing. |
| 12 | **Tracing****60-90 gsm** | Transparent, smooth surface, hard, ink absorption is low, strength allows for erasing mistakes. Used for tracing or working drawings. Goof quality can be expensive. |

**1.6 Materials and their working properties**

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