



# How to prepare your booklet file

Follow these guidelines to create a successful print file for booklets.

## 1. Page Size

For half size (statement) booklets, your pages should be 5.5” wide by 8.5” high.

For full size (letter) booklets, your pages should be 8.5” wide by 11” high.

If you want your content printed to the edge of the page (full bleed), add .125” to each side of every page.

## 2. Resolution & Color

300dpi is the optimal resolution for digital printing. Lower resolution images in your document may appear blurry.

All files will be printed in CMYK (cyan, magenta, yellow, black). Images in RGB are automatically converted to CMYK, which may result in a color shift in the final print.

### 3. File Format & Page Layout

Organize your file as demonstrated in the image below. Final page count should be a multiple of four. If not, blank pages will be added before the back cover of your document.

Each page should be set up at the correct page size and in the order you want to read them in. Do not set up your file in spreads.

If you want blank pages in specific locations, such as inside the front cover, those should be included in your file.

✓ Use single pages in reading order



✗ Don't use double page spreads

