# HOW TO: CREATE PRINT FILES FOR BOOKLETS WITH STAPLED BINDING

## 1. FILE FORMAT, LAYOUT & COVERS

Submitted files must be PDFs meeting the following specifications:

- No password protection.
- Single pages, arranged in correct reading order.
- Contains all pages, **including four cover pages.**

**Please note:** Your file will always include four cover pages. If you only want to print on the outside of the cover page, you can leave the second and third cover pages empty – but those blank pages need to be included in your file.

### COVER & PAGE ORDER



✔ Single pages in reading order

1. Front Cover | 2. Inside Front Cover | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11. Inside Back Cover | 12. Back Cover

✘ Imposed double page spreads

Back Cover | Front Cover | Back Cover | Inside Back Cover | 8 | 1 | 2 | 7 | 3 | 6 | 4 | 5

## 2. COLORS

All files will be printed in CMYK (Cyan, Magneta, Yellow and Black) with the Fogra 39 printing profile. Images in RGB or with PANTONE colors will be automatically converted with the standard separation profile.

## 3. RESOLUTION

**300dpi** is the optimum resolution for magazine, catalog and book prints.
The reproduction quality of images and photos may drop with lower resolutions.
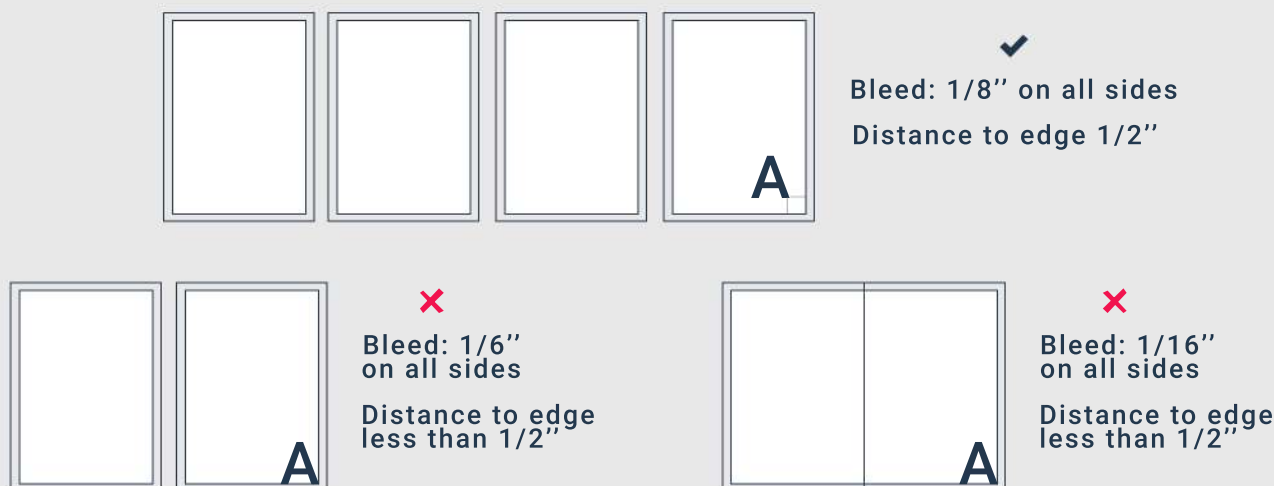
## 4. MARGINS & BLEEDS

**Includea bleed of 1/8" (0.125 in)** on every side of every page in your print file – this ensures that there will be no white margin on printing and images that go to the edge of the page.

**Text should be placed at least 1/2" (0.5 in) from the margin.** If not, text may be too close to the edge of the page or the binding, making it difficult to read.

### Pages
Print file page size: 8.75" W x 11.25" H (with bleed) OR 5.75" W x 8.75" H (with bleed)
Finished booklet size: 8.5" W x 11" OR H 5.5" W x 8.5" H



✔
Bleed: 1/8'' on all sides
Distance to edge 1/2''

✖
Bleed: 1/6''
on all sides
Distance to edge
less than 1/2''

✖
Bleed: 1/16''
on all sides
Distance to edge
less than 1/2''

## 5. NUMBER OF PAGES

Our offer module always refers to the **full number of pages** in your document – including the four cover pages required for all files. For reference, a sheet always consists of two pages – a front page and a back page.

## 6. ADDITIONAL INFORMATION

Minimum printing line weight is 0.25pt