How to ceate a print file for booklets

Below, we've compiled the essential guidelines and specifications to create a successful print file for booklets with stapled binding.

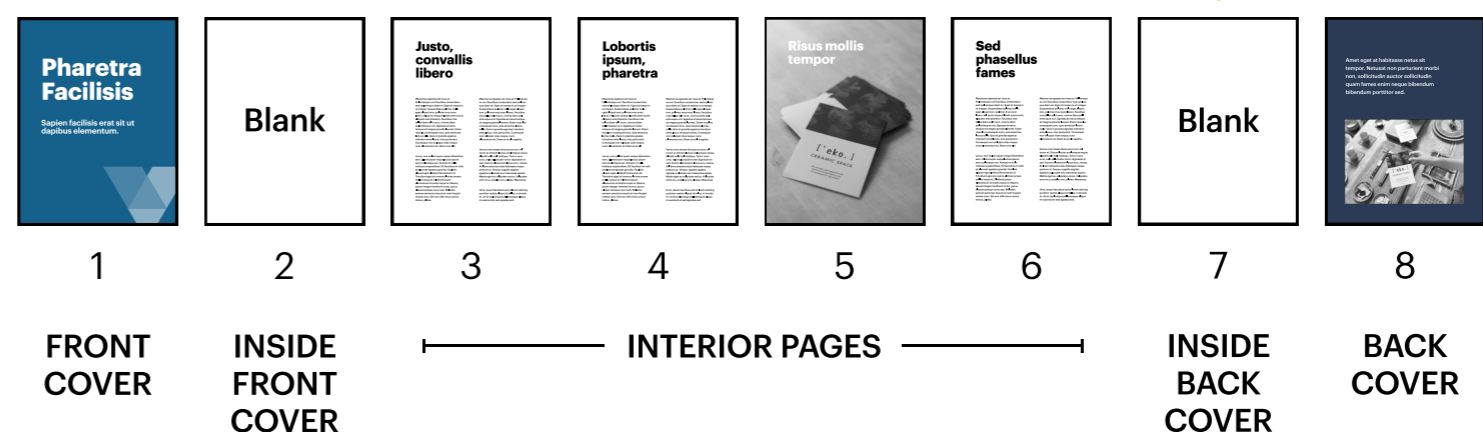## 1. File Format, Layout & Covers

Submitted files must meet the following specifications:

- ✓ PDF format, all fonts embedded
- ✓ No password protection
- ✓ Single pages, arranged in correct reading order
- ✓ Includes four cover pages
- ✓ High resolution (300dpi recommended)
- ✓ File size is 512 MB or less

Please note: Your file will always include four cover pages (see below). If you only want to print on the *outside* of each cover page, leave the inside cover pages blank — but those blank pages need to be included in your file.
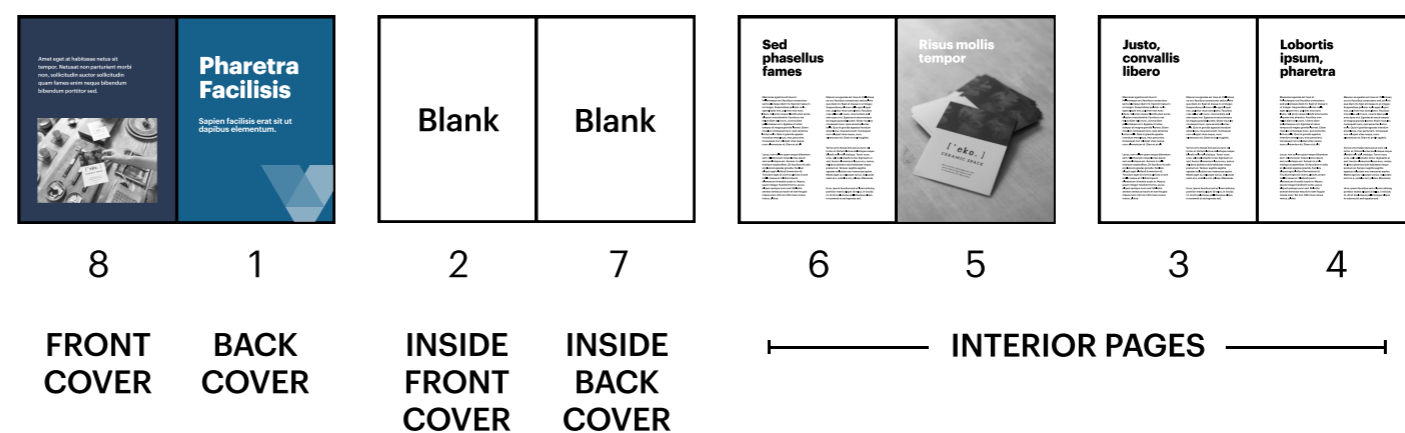
✓ **DO**

Place single pages in reading order.

1	2	3	4	5	6	7	8
FRONT COVER	INSIDE FRONT COVER	|← INTERIOR PAGES →|				INSIDE BACK COVER	BACK COVER

✗ **DON'T**

Impose double page spreads.

8	1	2	7	6	5	3	4
FRONT COVER	BACK COVER	INSIDE FRONT COVER	INSIDE BACK COVER	|← INTERIOR PAGES →|			

2. Colors

All files will be printed in CMYK (Cyan, Magenta, Yellow, and Black) with the Fogra 39 printing profile. Images in RGB or PANTONE are automatically converted to the standard separation profile, which may result in a slight color shift in the printed design. To avoid a color shift, make sure your file is in CMYK.

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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

To ensure there will be no white margin on images that go to the edge of the page, include a bleed of 1/8" (0.125 in) on every side of every page.
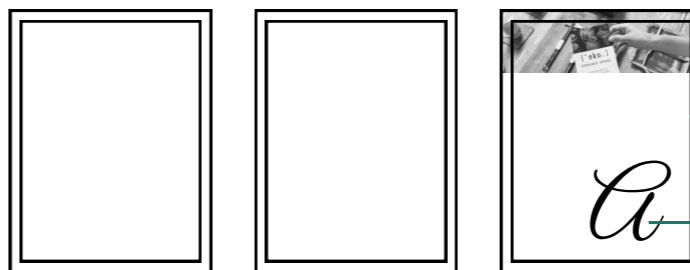
Text (and other important information) should be placed at least 1/2" (0.5 in) from the edge. If it's too close to the binding, it will be hard to read, and if it's too close to the edge, it may be trimmed off.

Please note: Use these dimensions when setting up your file — anything else won't be accepted.

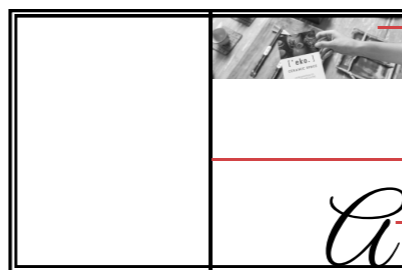|	Page size (includes bleed)	Trimmed booklet size
A4	8.75" W x 11.25" H	8.5" W x 11" H
A5	5.75" W x 8.75" H	5.5" W x 8.5" H

✓ **DO**

Use 0.125" bleed on all sides, and keep important information 0.5" from the edge.

Full-width image extends to the edge

Bleed is 0.125" on all pages, on all sides

Important object is 0.5" from the edge

✗ **DON'T**

Place important information too close to the edge.

Full-width image does not extend to the edge

Bleed is less than 0.125"

There is no interior bleed

Important object is too close to the edge

5. Pages

When asked to select the "Pages" in your booklet, this means the total number of pages in your document — including the four cover pages required for all files. A sheet always consists of two pages: a front page, and a back page.

6. Additional Information

The minimum printing line weight is 0.25pt.

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