

How to create a print file for saddle-stitch 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

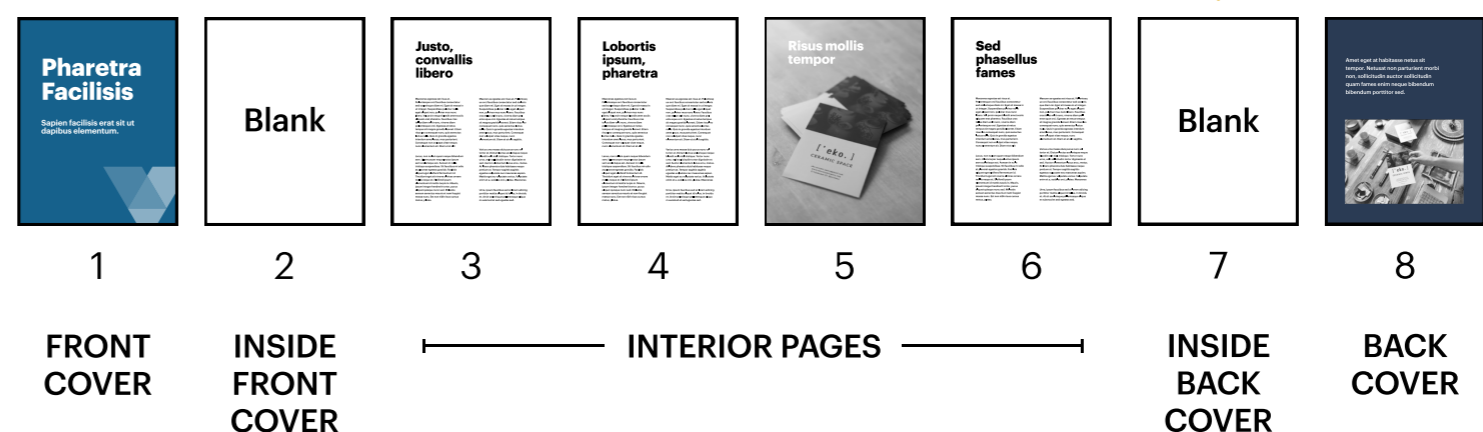
Submitted files must meet the following specifications:

- ✓ PDF format with all fonts embedded
- ✓ No password protection
- ✓ Single pages, arranged in correct reading order
- ✓ Includes 4 cover pages
- ✓ High resolution recommended (300 dpi)
- ✓ File size should be 512 MB or less

Please note: Your file will always include 4 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.

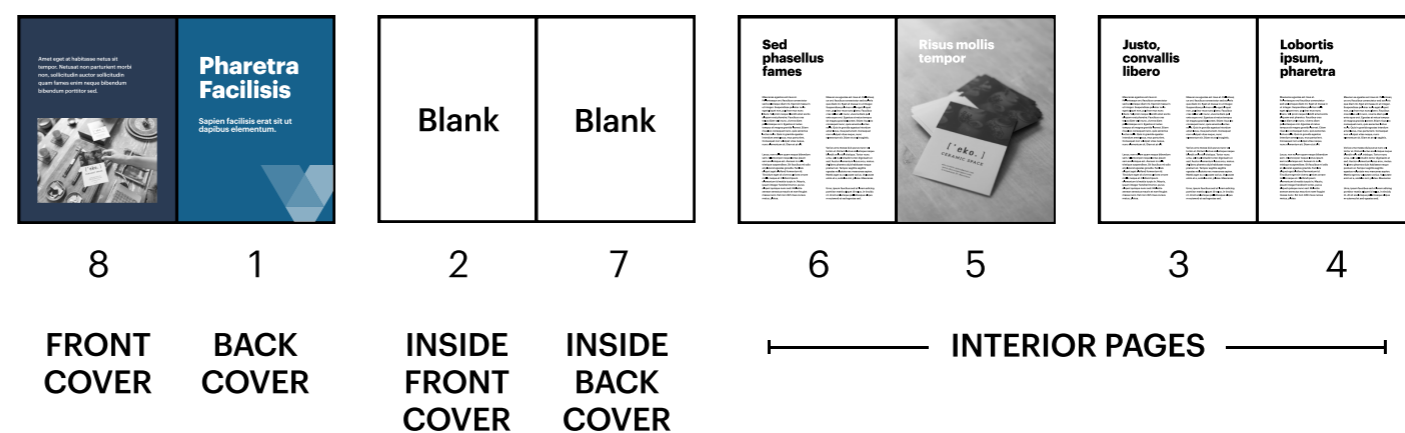
✓ DO

Place single pages in reading order.



✗ DON'T

Impose double page spreads.



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.

3. Resolution

300dpi is the required resolution for high-quality magazine, catalogue and book printing. Lower resolutions may affect your booklet's printing quality.

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.

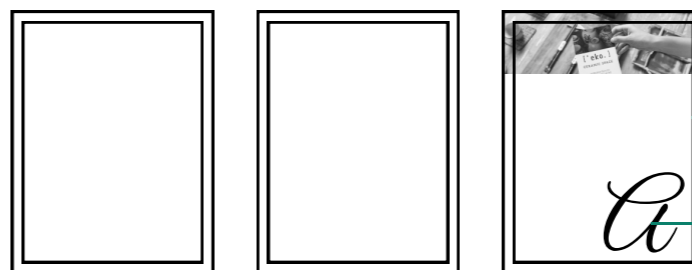
Text (and other important information) should be placed at least 1/8" (0.125 in) from the edge. If it's too close to the binding, it will be hard to read, and if it's too close to the edge, it may be trimmed off.

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

Page size (includes bleed)	Trimmed booklet size
8.75" W x 11.25" H	8.5" W x 11" H
5.75" W x 8.75" H	5.5" W x 8.5" H
6.25" W x 6.25" H	6" W x 6" H
6.25" W x 9.25" H	6" W x 9" H
8.25" W x 8.25" H	8" W x 8" H

✓ DO

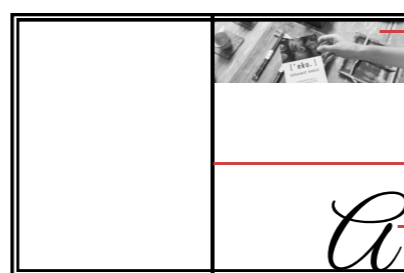
Use 0.125" bleed on all sides, and keep important information 0.125" from the edge.



Full-width image extends to the edge
Bleed is 0.125" on all pages, on all sides
Important object is 0.125" 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 4 cover pages required for all files. A sheet always consists of 2 pages: a front page and a back page.

6. Additional Information

The minimum printing line weight is 0.25pt.