

How to create 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

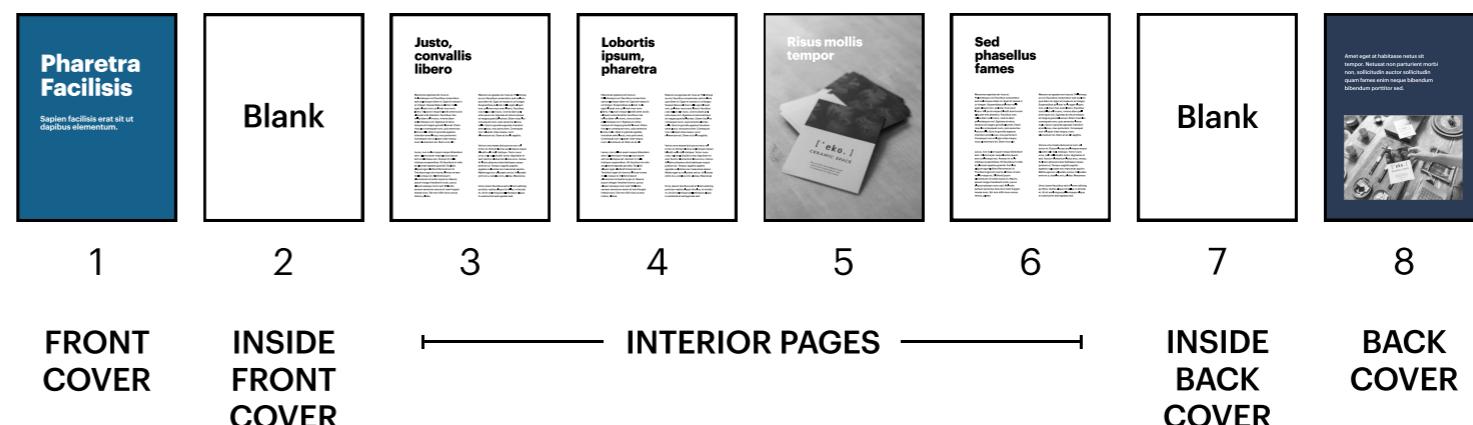
Submitted files must meet the following specifications:

- ✓ PDF format with all fonts embedded
- ✓ No password protection
- ✓ Single pages arranged in the correct reading order
- ✓ Includes 4 cover pages
- ✓ High resolution recommended (300dpi)
- ✓ 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.

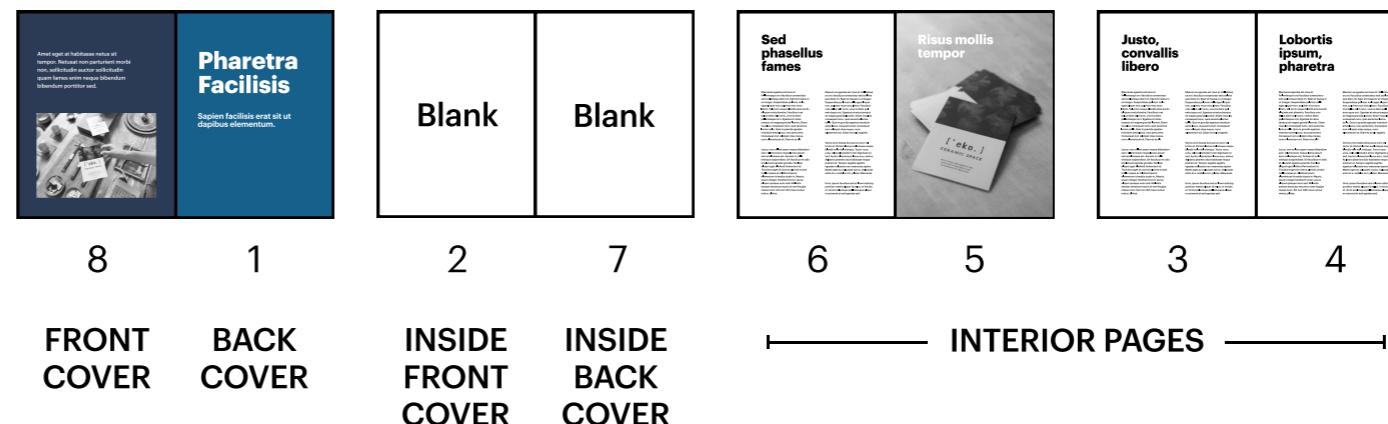
✓ DO

Place single pages in reading order.



✗ DON'T

Impose double page spreads.



2. Colors

All booklets 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 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 3 mm on every side of every page.

Text (and other important information) should be placed at least 5 mm from the edge. If it is too close to the binding, it will be hard to read, and if it is too close to the edge, it may be trimmed off.

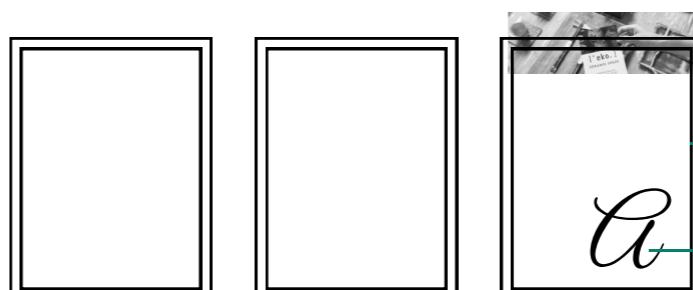
Please note: Use these dimensions when setting up your file — anything else won't be accepted.



| | Page size (includes bleed) | Trimmed booklet size |
|--------------|----------------------------|-------------------------|
| A4 Portrait | W: 21.6 cm H: 30.3 cm | W: 21 cm H: 29.7 cm |
| A4 Landscape | W: 30.3 cm H: 21.6 cm | W: 29.7 cm H: 21 cm |
| A5 Portrait | W: 15.4 cm H: 21.6 cm | W: 14.8 cm H: 21 cm |
| A5 Landscape | W: 21.6 cm H: 15.4 cm | W: 21 cm H: 14.8 cm |
| A6 Portrait | W: 11.1 cm H: 15.4 cm | W: 10.5 cm H: 14.8 cm |
| DL Portrait | W: 10.6 cm H: 21.6 cm | W: 10 cm H: 21 cm |
| Small | W: 15.4 cm H: 15.4 cm | W: 14.8 cm H: 14.8 cm |
| Large | W: 21.6 cm H: 21.0 cm | W: 21.6 cm H: 21.0 cm |

✓ DO

Use 3 mm bleed on all sides, and keep important information 5 mm from the edges.



Full-width image extends to the edges
Bleed is 3 mm on all pages, on all sides
Important object is 5 mm from the edges

✗ DON'T

Place important information too close to the edges.



Full-width image doesn't extend to the edges
Bleed is less than 3 mm
There is no interior bleed
Important object is too close to the edge

5. Page Counts

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.