

# Perfect-Bound Booklets Print File Instructions

Follow the steps below to create a successful print file for your perfect-bound booklets – we've included info on format, resolution, sizing and more.

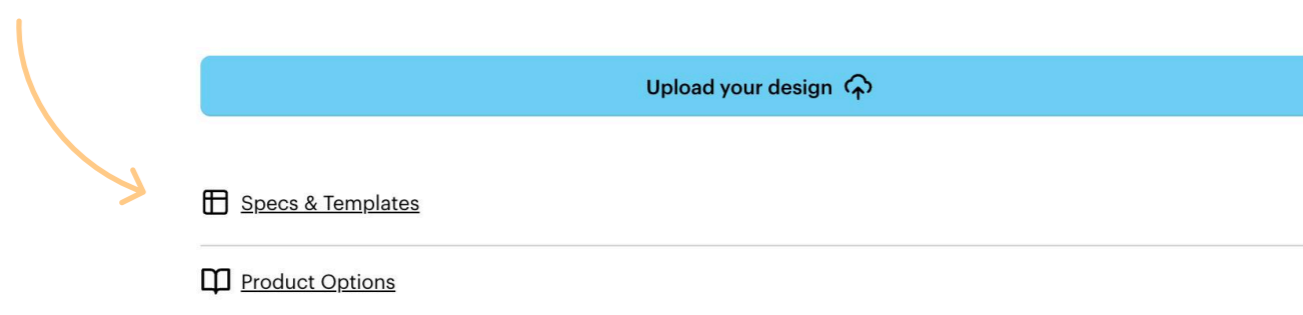
## Table of contents

<b>Download your template</b>	<b>01.</b>
<b>Formatting your file</b> 2a. Page order, layout & covers 2b. Margins & bleeds	<b>02.</b>
<b>Design guidelines</b>	<b>03.</b>
<b>File specifications &amp; upload</b>	<b>04.</b>

## 1. Download your template

**Important:** Always download and use our automated template. It adjusts for size, orientation, and spine thickness to help ensure accurate setup and the best results.

1. On the [perfect-bound booklets page](#), locate 'Specs & Templates,' near the upload button.



2. Select the options from the drop-down menus that match your booklet specifications. This ensures you download a template with the correct spine thickness. If any specifications change, download a new template.
3. Our software will generate a template matching your options. Download this in a format that's compatible with your design tool.
4. Open the downloaded template and use it as the foundation for your print file. If you already have a design file ready, adjust it to align with the template's layout.

## 2. Formatting your file

### 2a. Page order, layouts & covers

Your file should include:

- ✓ 2 double-page cover spreads in a row
- ✓ Followed by single-page inner pages, arranged in correct reading order

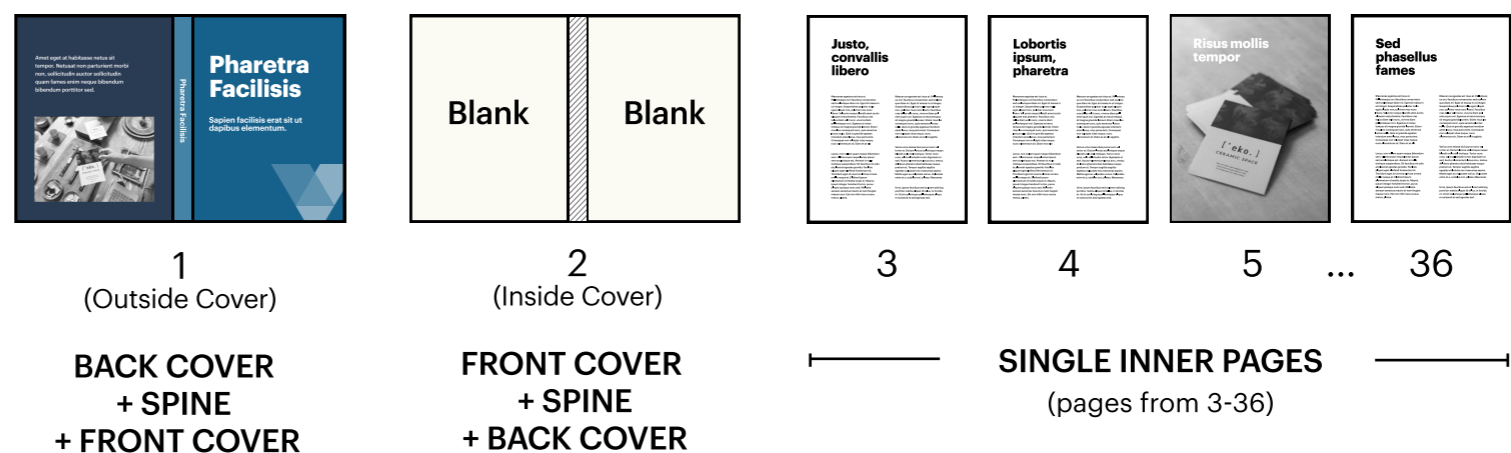
**Please note:** Your file will always include 4 cover pages (see below). If you only want to print on the outside of each cover page, leave the inside cover pages blank – but those blank pages need to be included in your file.

**Important:** Files print exactly as submitted. Always use the preview to confirm page order, orientation and overall layout before placing your order.

#### Page order based on a 40-page booklet example

##### ✓ DO

Use our automated template – featuring the correct page order and a spine adapted to your page selections.



##### ✗ DON'T

Upload the cover as single pages. The pages are out of order and a spine is missing.

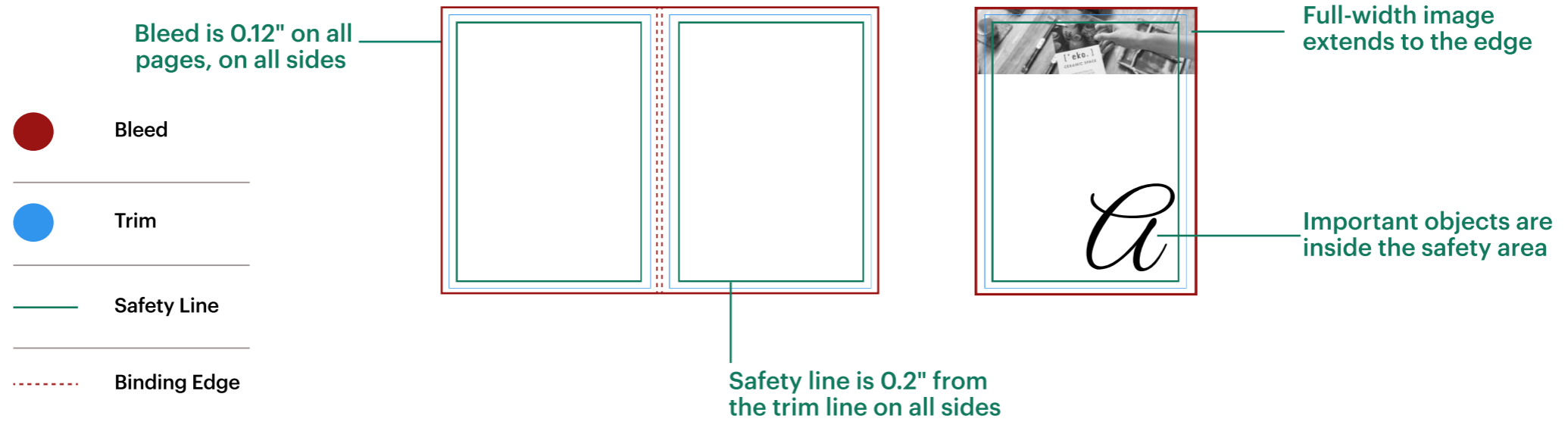


### 2b. Margin & bleeds

Please add a 0.12" bleed to all sides of each page. Extend background colors and images to the bleed line, but keep all text and important elements within the safety area. This ensures designs print to the edge of the booklet while critical information remains intact after trimming.

- **Green line** (safety line): Keep all key content, such as text and images, inside this area to avoid cropping.
- **Blue line** (trim line): This marks the final edge of your booklet.
- **Red line** (bleed line): The extended area that will be trimmed off. Ensure that background colors or images extend to this line.
- **Dotted red line** (binding edges): These lines define the spine of the booklet.

## Left binding



## File sizes with bleed

Trimmed booklet size (W x H):	File size with bleed (W x H):
4.25" x 11"	4.49" x 11.24"
5" x 7"	5.24" x 7.24"
5.5" x 8.5"	5.74" x 8.74"
6" x 6"	6.24" x 6.24"
6" x 8"	6.24" x 8.24"
6" x 9"	6.24" x 9.24"
6.625" x 10.25"	6.865" x 10.49"
8" x 8"	8.24" x 8.24"
8" x 10"	8.24" x 10.24"
8.5" x 8.5"	8.74" x 8.74"
8.5" x 11"	8.74" x 11.24"

Use the "with bleed" dimensions when setting up your file.

## 3. Design guidelines

### 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.

### Resolution

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

### Fonts

All fonts must be embedded in the PDF – avoid converting them into curves or paths. We recommend a minimum font size of 6pt for clarity and readability.

## 4. File specifications & upload

Once you're happy with your design, follow these steps to make sure your file is print-ready and your order is completed smoothly:

1. Return to the [perfect-bound booklets page](#).
2. Scroll to the configurator (top right) and select the same booklet size, paper stock and page count details you used for your template.
3. Upload your finished print file.

#### Submitted files must meet the following specifications:

- Saved as a PDF in 1:1 scale with all fonts embedded
- No password protection
- 2 double-page cover spreads, followed by single-page inner pages, arranged in the correct reading order
- Line weight should be 0.25pt or more
- High resolution recommended (300 dpi)
- File size should be 512 MB or less

4. Review your file to ensure bleeds are applied correctly and important content is within safe zones.
5. Approve the proof and complete your order.