

# Saddle-Stitch & Self-Cover Booklets

## Print File Instructions

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

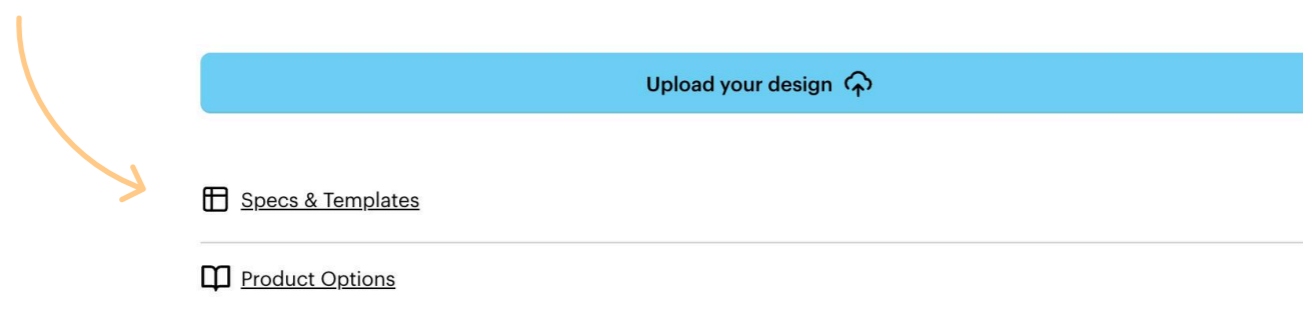
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## 1. Download your template

**Important:** Always download and use our automated template. It adjusts for size and page count to help ensure accurate setup and the best results. However, if you choose to upload a pre-existing design file, just be sure it matches our file specification requirements in section 4.

1. On the [saddle-stitch](#) or [self-cover](#) booklets pages, locate ‘Specs & Templates,’ near the upload button.



2. 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. See section 4 for more information.
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:

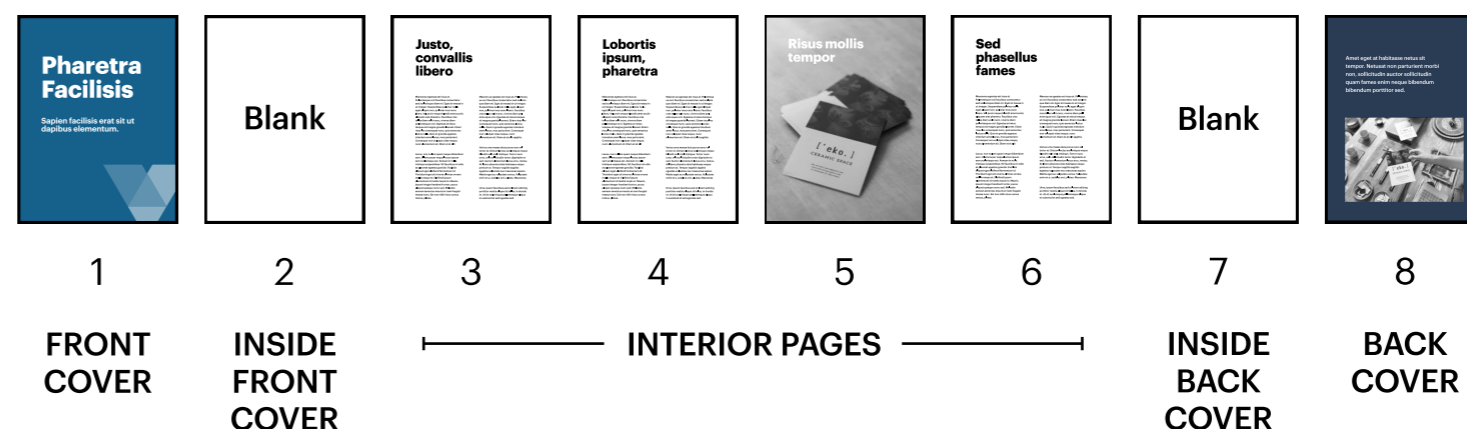
- ✓ Single pages only
- ✓ All pages arranged in correct reading order
- ✓ 4 cover pages (2 at the beginning and 2 at the end)

**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.

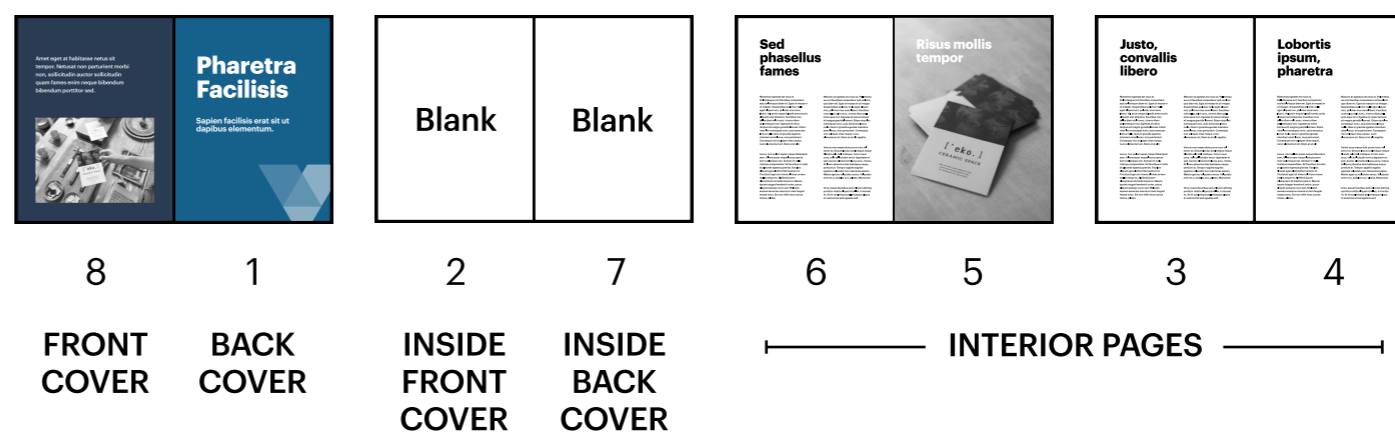
#### ✓ DO

Place single pages in reading order



#### ✗ DON'T

Impose double page spreads



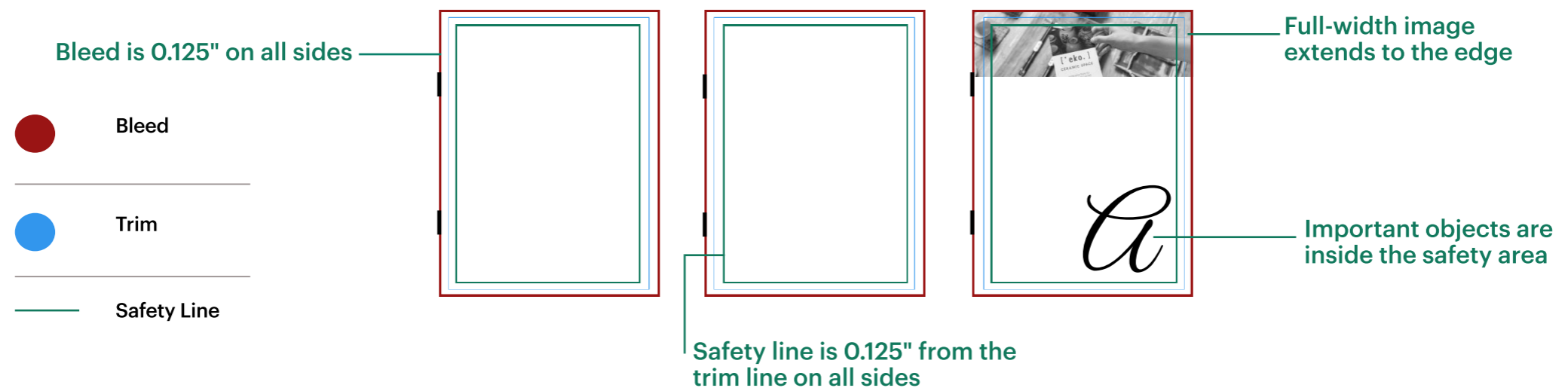
### 2b. Margin & bleeds

Please add a 0.125" bleed to all sides of each page. This ensures that background colors or images extend all the way to the edge of your booklet after cutting.

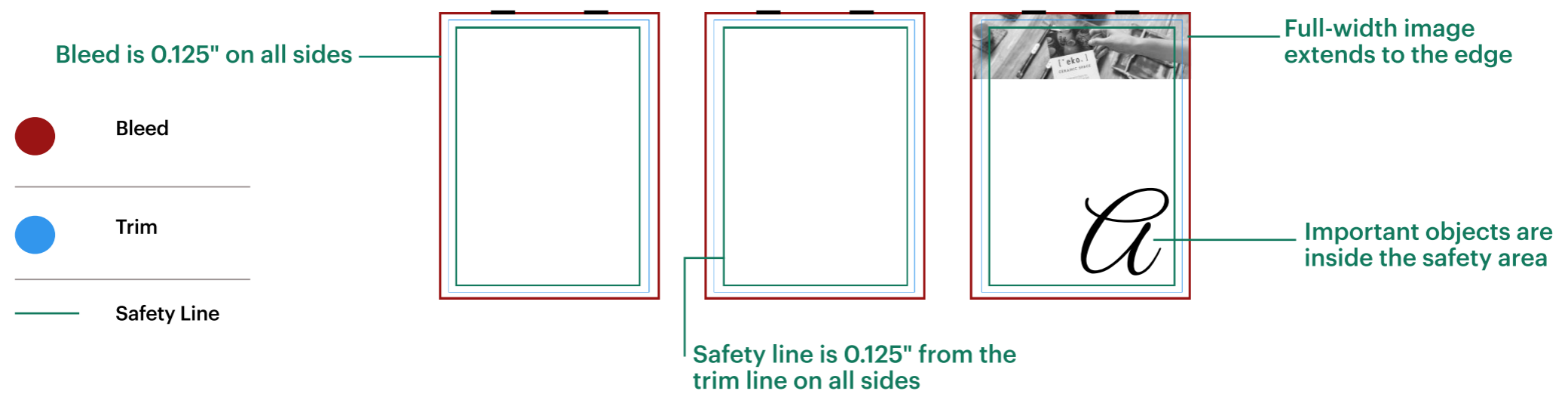
- **Green line** (safety line): Keep all key content, such as text and images, inside this area to avoid cropping.
- **Blue line** (trim line): This marks the final edge of your booklet.
- **Red line** (bleed line): The extended area that will be trimmed off. Ensure that background colors or images extend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

Text (and other important information) should be placed at least 0.125" from the binding edge (inside margins) and 0.125" from the outer edges (trim-safe zone). It'll be hard to read if it's too close to the binding. It may be trimmed off if it's too close to the edge.

## Left binding



## Top binding



## File sizes with bleed

Trimmed booklet size (W x H):	File size with bleed (W x H):
5" x 7"	5.25" x 7.25"
5.5" x 8.5"	5.75" x 8.75"
6" x 6"	6.25" x 6.25"
6" x 8"	6.25" x 8.25"
6" x 9"	6.25" x 9.25"
6.625" x 10.25"	6.875" x 10.5"
8" x 8"	8.25" x 8.25"
8" x 10"	8.25" x 10.25"
8.5" x 8.5"	8.75" x 8.75"
8.5" x 11"	8.75" x 11.25"

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 [saddle-stitch](#) or [self-cover](#) booklets pages.
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.