

Booklet Guide

When you need more than just a single- or double-sided product to promote your brand or event, a booklet is a great way to include all the important information in one document.

Booklets are great for instruction guides, takeaway menus and event programs, and are easy to create following our simple booklet guide.

Artwork Requirements

We require artwork to be set up correctly for print to ensure a perfect print every time. Our booklet specifications are as follows:

- Format: PDF (all pages need to be in one document)
- Layout: Single pages in order (first page being the front cover, last page is the back cover)
- Size: Correct size with 3mm bleed
- Color: CMYK (please note: RGB will be converted for print)
- Safety area: 3mm (0.11") from trim; anything outside of this area may be trimmed off

Booklets Sizes with Bleed

5.5" x 8.5" Booklet

With bleed: 5.61" x 8.61" (142mm x 219mm)

6" x 9" Booklet

With bleed: 6.11" x 9.11" (155mm x 231mm)

8.5" x 11" Booklet

With bleed: 8.61" x 11.11" (219mm x 282mm)

Setting up Booklets for Print

When thinking about the size you would like your booklet to be, you will need to consider

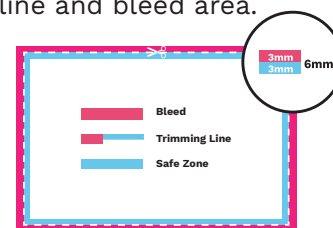
the size of the pages once the booklet has been folded and stitched. The product size can be either 5.5" x 8.5", 6" x 9" or 8.5" x 11" with various numbers of printed pages (please see website for page options).

If, for example, you looked to have a 6" x 9" 12pp, this would be the size of each page once printed, so your booklet would be 12" x 9" once flat, with 12 6" x 9" pages.



To set up a booklet for print using InDesign, you will need to set the size and number of pages you require. Make sure 'facing pages' is not ticked so the artwork will be single pages not spreads and add 3mm (0.11") bleed (shown above).

It's important that the artwork is set up to the correct size as this prevents error when the pages are cut. All the important text or images should be placed inside of the zone or this will be at risk of being clipped once the artwork is printed and cut. The guide below shows safe zone, cut line and bleed area.

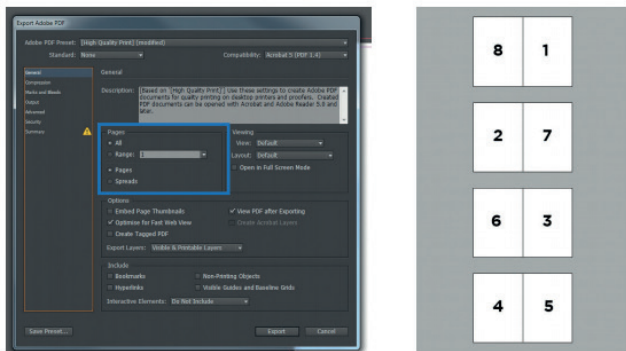


Saving as a Multi-page File

When saving your documents, they should be saved (as a PDF) in page order, so page 1 will be your front cover, page 2 will be the inside cover and so forth, with the last page as the back cover.

If you have already designed the artwork as double-page spreads using InDesign, this will need to be saved as separate pages with 3mm (0.11") bleed on each edge. When exporting as

a PDF, you will need to select pages (shown below) not spreads.



If you already have the files saved as separate pages – as either JPEGs or PDFs – you can combine the pages into one PDF by selecting all documents, right clicking and selecting combine files in Acrobat. Please note: you may need to reorder the pages and save as a PDF.

