

## 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 important information on 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

A5 Size with Bleed: 216mm x 154mm

A4 Size with Bleed: 303mm x 216mm

Colour: CMYK (please note RGB will be converted for print)

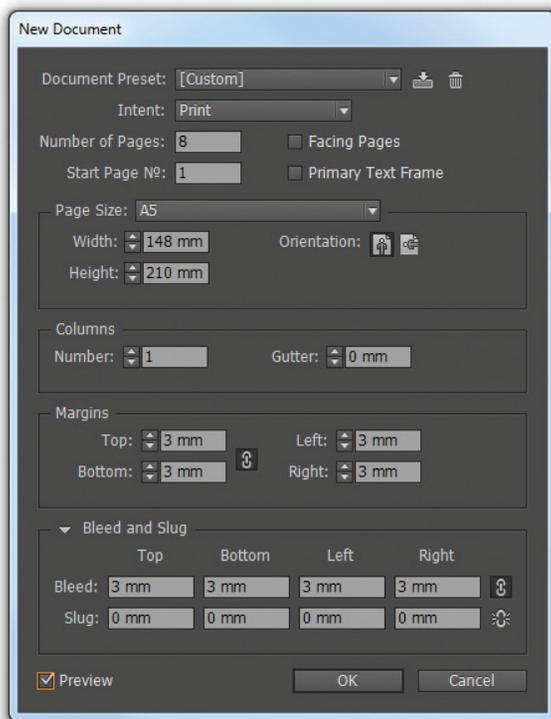
Safety area: 3mm from trim, anything outside of this area may be trimmed off

*Please note all booklets will be proofed portrait and are stapled on the long edge.*

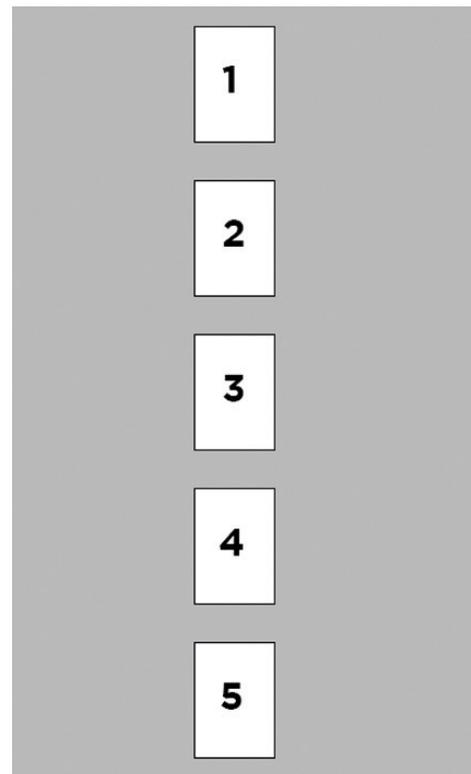
## Setting up booklets for print

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 stapled. The product size can be either A5 or A4 with various numbers of printed pages (please see website for page options)

If for example, you looked to have an A4 12pp, this would be the size of each page once printed, so your booklet would be A3 once flat, with 12 A4 pages.



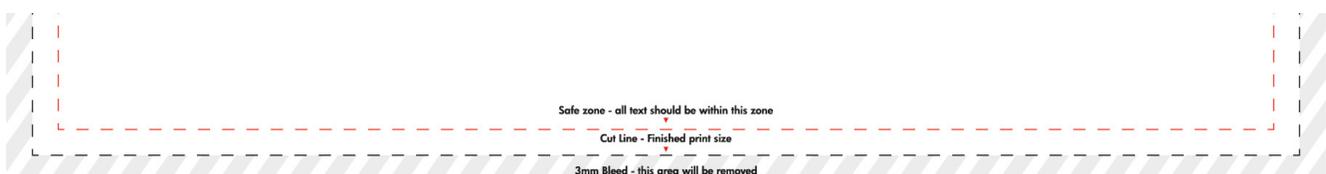
Document set up



Correct page order sequence

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 bleed (shown above).

It is important the artwork is set up to the correct size as this prevents error when the pages are cut. All 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.

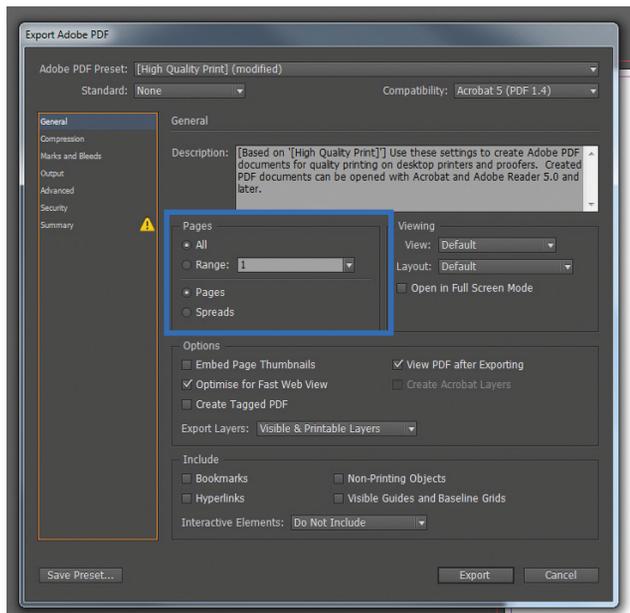


Safe zone , cut line and bleed

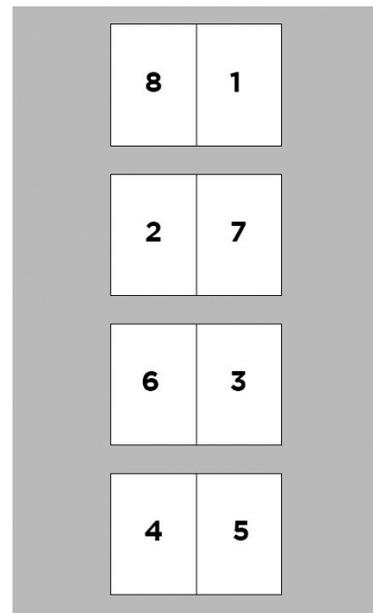
## Saving as a multi-page file

When saving your documents, this 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 bleed on each edge. When exporting as a PDF you will need to select pages (shown below) not spreads.

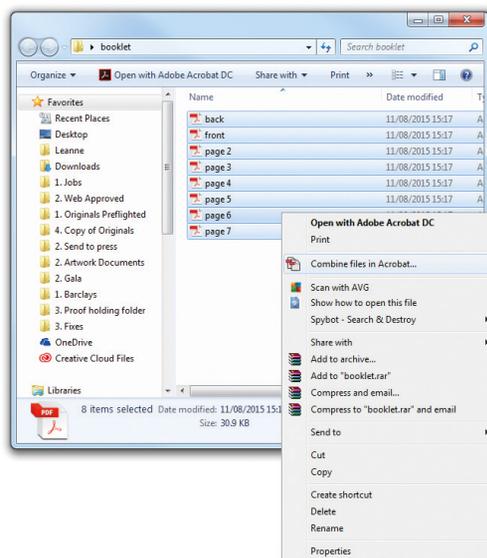


Export PDF as pages



Imposed print page order

If you already have the files saved as separate pages as either JPEG's or PDF's you can combine the pages in to one PDF by selecting all documents, right click and select combine files in Acrobat. Please note you may need to re-order the pages and save as a PDF.



Combine files using acrobat