



# Perfect Bound Booklets

## How to Supply Artwork for a Perfect Bound Booklet

Your artwork needs to be set up to include:

- 300dpi images
- Full CMYK colour (with no RGB images)
- A single PDF document with individual pages, not spreads (except covers)
- Artwork for the spine (if not included this will be blank. We can provide the thickness of the spine if you require these details)
- A file size smaller than 200MB
- A 3mm bleed
- A 7mm safety zone within the bleed trim line

You can send your file to us via WeTransfer or Dropbox, and our studio team will create a proof for your approval.

## Checking Your Proof

Once we have created your proof, you must approve this before it is sent to print.

We will notify you if text falls outside of the safety zone and is at risk of being lost in the binding or trimmed off the edges. We'll also let you know if your images are below 300dpi, as this will result in a grainy graphic.

We cannot check your artwork for errors, so please make sure you take the time to look through your proof in detail.

## Your Proof File Will:

- Show the finished size of the item without a bleed area
- Have pages in the order they will be presented in the final product
- Show your front and back covers as a spread
- Show inside cover as a spread with a blank section in the centre for the glue area ( this area will not be visible on the final booklet)
- Show inner pages as individual pages (not a spread)
- Have a blue line to indicate where the binding will be placed.

## Size Information

All sizes can be provide on request for a perfect bound booklet. The cover sizes and spine size are specific to the product ordered and may vary be between stock types. Inner pages will be specific to the product for example an A5 booklet will have A5 inner pages.