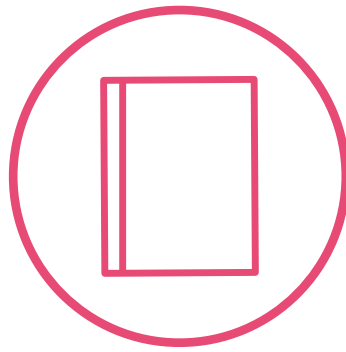


The logo for instantprint. is displayed in white lowercase letters within a black speech bubble shape. The bubble has a tail pointing downwards and to the left.

instantprint.



Perfect Bound Booklet Guide



Hi, Amy here. I'm one of instantprint's Personal Artworkers. My aim is to help make you as confident as possible when ordering print online. As part of this, I decided to create this guide to make setting up your perfect bound booklets for print easy!

www.instantprint.co.uk

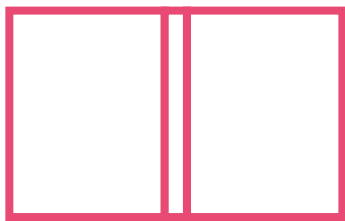


“You can send your booklet artwork over to us via email or WeTransfer.”
- Lee, Proofing Team

How Should I Set My Artwork Up?

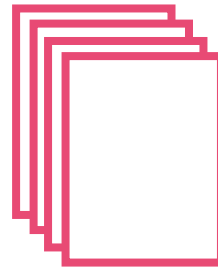
For information on how to set up your artwork in Microsoft Word, Microsoft Publisher, InDesign and Pages click [here](#).

We'll need your front and back cover artwork, preferably set up as a spread with your spine artwork in the middle. We'll also need your inner pages – as separate pages in the same artwork file – in the order you want them printed.



Cover as Spread

+



Individual inner pages



“A spread is a set of pages that you view together – it's how you'd see the booklet when it's unfolded and placed with the cover facing upwards.” - Leanne, Head of Studio

You'll be able to check the page order again when we send you a proof to approve – so don't worry if you don't get it right the first time!



“Make sure all images are 300dpi or higher for high quality print. Find more info about this in our [resolution guide](#).”
- Chris, Personal Artworker

How Should I Send My Artwork to instantprint?

Email

Once you've placed your order online, you can send your artwork to us and we'll set it up for you. You can do this by emailing your artwork file over to us at artwork@instantprint.co.uk. Just enter your order number in the subject line!

WeTransfer

If you're using WeTransfer, upload your artwork and send it to us at artwork@instantprint.co.uk. Pop your order number in the message and we'll get back to you ASAP.

You'll be able to check the page order again when we send you a proof to approve – so don't worry if you don't get it right the first time!

What Size Should My Artwork Be?

All of the sizes for our perfect bound booklets are listed on our spine calculator. Here, you'll also find the estimated spine thickness depending on the number of pages you choose to have. You'll also need to add 3mm bleed to each side of your document to allow for trimming.

Please note: As well as bleed, you'll also need to include a 7mm safety zone to allow for the binding.



“Take a look at our bleed guide if you need any help setting up bleed and safety zones.”

- Jess, Personal Artworker


How Do I Check My Proof?

Once you've uploaded your artwork, we'll create a proof for you to approve. Nothing gets sent to print before you tell us you're happy with your design.



“We use CMYK colours for printing, so make sure to set this up in your artwork file. Read our colour guide for more help with this.”

- Amy, Personal Artworker



On your proof, we'll show the inside of your cover with a blank section in the centre. Don't worry – this is just where the glue will go and won't be visible on your final product.

The inside pages on your proof will be in printing order, so double check you're happy with this too! The blue line will show where the binding will be placed.

One thing we can't check for is spelling and grammar. Make sure you proofread your whole document before approving the artwork – especially things like contact and event details.

Check out our proofing guide to find out more about what we check and what you can do to make sure your artwork is print ready.