

# How to create a print file for booklets

Below, we've compiled the essential guidelines and specifications to create a successful print file for booklets with stapled binding.

## 1. File Format, Layout & Covers

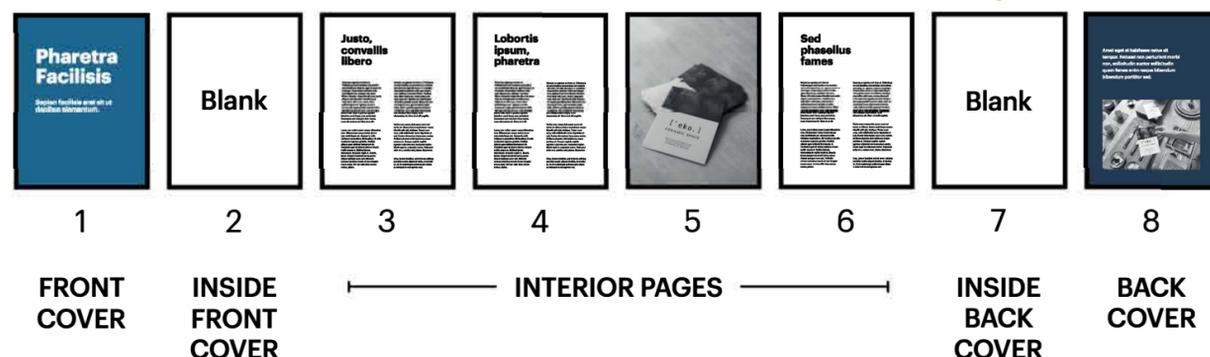
Submitted files must meet the following specifications:

- ✓ PDF format, all fonts embedded
- ✓ No password protection
- ✓ Single pages, arranged in correct reading order
- ✓ Includes four cover pages
- ✓ High resolution (300dpi recommended)
- ✓ File size is less than 512MB

**Please note:** Your file will always include four 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.

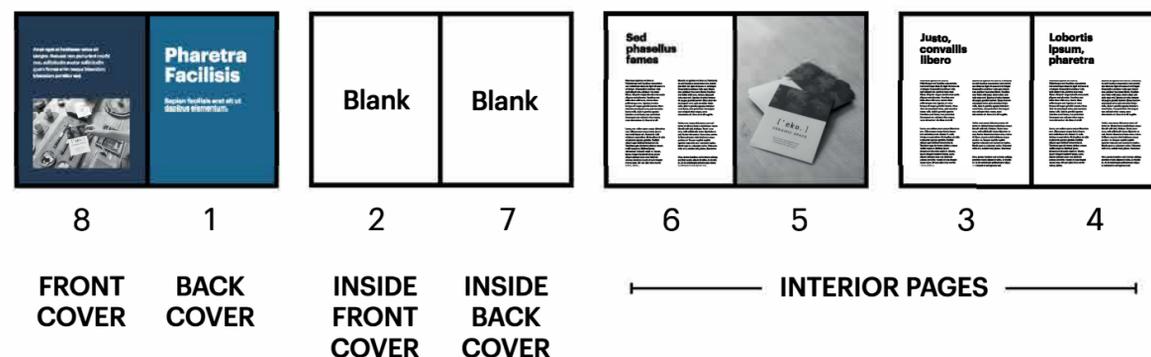
### ✓ DO

Place single pages in reading order.



### ✗ DON'T

Impose double page spreads.



## 2. Colours

All files will be printed in CMYK (Cyan, Magenta, Yellow, and Black). Images in RGB or PANTONE are automatically converted to the standard separation profile, which may result in a slight colour shift in the printed design. To avoid a colour shift, make sure your file is in CMYK.

### 3. Resolution

300dpi is the optimum resolution for magazine, catalogue, and book prints. The reproduction quality of images and photos may drop with lower resolutions.

### 4. Margins & Bleeds

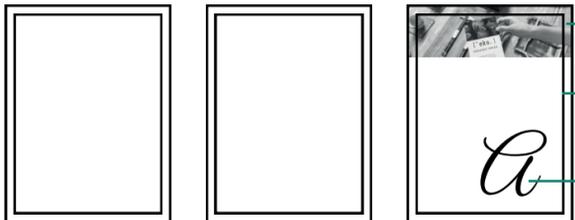
To ensure there will be no white margin on images that go to the edge of the page, include a bleed of 0.3 cm on every side of every page.

Text (and other important information) should be placed at least 0.5 cm from the edge. If it's too close to the binding, it will be hard to read, and if it's too close to the edge, it may be trimmed off.

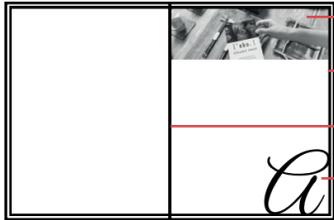
**Please note:** Use these dimensions when setting up your file — anything else won't be accepted.

	Page size (includes bleed)	Trimmed booklet size
A4	W: 30.3 cm   H: 21.6 cm	W: 29.7 cm   H: 21 cm
A5	W: 21.6 cm   H: 15.4 cm	W: 21 cm   H: 14.8 cm

**✓ DO**  
Use 0.3 cm bleed on all sides, and keep important information 0.5 cm from the edge.



**✗ DON'T**  
Place important information too close to the edge.



### 5. Pages

When asked to select the “Pages” in your booklet, this means the total number of pages in your document — including the four cover pages required for all files. A sheet always consists of two pages: a front page, and a back page.

### 6. Additional Information

The minimum printing line weight is 0.25pt.