



Print File Specifications for Booklets

DO:

- Supply the print file as ONE FILE of regular pages. ie. an 8 page A4 booklet should be ONE PDF file of 8 A4 pages in order, 1-8. Our software puts the booklets in the order they need to be, so you don't have to.
- Supply pages at the size they should be, A5 finished size at A5, DL finished size at DL etc.
- Allow plenty of room for trimming. Folded booklet pages 'nest' (imagine stacked taco shells!). After a few folded sheets are stacked, the edges stick out beyond the document. These are then trimmed off, so don't put anything too close to the edge. The ideal amount is 5 - 8 mm, depending on page qty.
- If your booklet is self covered (same stock throughout), have the front cover as page 1 in the PDF & the back cover the last page in the PDF
- If your booklet has a separate cover, supply this as a separate file to the body PDF. Supply this cover as a spread, ie. Back cover on the left & Front cover on the right, at size - A5 finished size booklet will be A4 landscape with the back cover on the left & Front cover on the right.

DO NOT:

- Supply the booklet how you think it will be printed.
- Supply in spreads.
- Use booklet 'wizards' or software.

Please ensure:

- Artwork is correctly sized with 100% scale on 1 up on a single page
- Standard bleed requirements are 3 mm on each edge (5 mm or more for booklets)
- Artwork to be supplied as PDF (save as PDF 1.3 compatible).
Conversion fees may apply if any other file format is supplied
- Colours are CMYK or greyscale (no RGB, Pantone or spot colours unless PMS are required in the output)
- Solid black areas are better as rich black rather than just 100% black,
a good colour breakdown for rich black is 40-40-40-100. **Black text** should be 100% black only
- All fonts/text are embedded or converted to curves/paths/outlines.
- All transparency effects are flattened
- Overprints are set correctly for desired result
- All colour profiles are removed
- Images are at correct resolution (no less than 300 dpi at 100% scale)
- Borders and type are within safe zone as variations may occur when trimming
- Registration marks, keylines, dielines and other non-printing items are removed
- Please ensure crop/trim marks are positioned outside bleed area
- We cannot print directly from any files created using Microsoft suite (word, publisher, powerpoint etc). Files created using non-professional programs, such as these, are unstable. The final output often doesn't look like the original. Files created from these programs are not meant to go through the transformations required in the electronic prepress department of a modern printing company. **Conversion fees will apply if these files are supplied.**

IF YOU ARE UNSURE ABOUT ANY OF THESE GUIDE LINES, PLEASE CONTACT US, WE'RE HERE TO HELP