

Do not put a box on the page to show the size of your booklet page. Instead, include crop marks on all four corners to show us where to cut your printed pages. Crop marks are only necessary if the printing on your pages bleeds to the edge of the sheet.

SPINE EDGE

The blue line marks the “safe area”. It is .375” inside the spine edge of your printed piece and .25” from the other 3 sides. Keep any wording or important parts of your artwork within this area to prevent it from being trimmed.

The spine is opposite on the even pages when printing double sided.

The grey area is the size of your printed page after your booklet has been trimmed.

This sample document is setup as an 8.5x11” booklet.

You may choose to print any sized booklet within reason, but please follow the guidelines in this example for page size, crop, bleed, safe area, and booklet layout.

IMPORTANT This set up is for Odd PagesPage 1

If you have artwork that bleeds to the edge of the printed sheet, then make the page size large enough to include crop marks and bleed, if your software does not do this for you. This is not necessary if there is no bleed.

The orange area is the bleed area. It overlaps the printed page by at least 1/8” on all sides. Your artwork should fill this area if you expect the printing to go all the way to the edge of your printed piece. In a booklet, it is only necessary to bleed to the outside edges.



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IMPORTANT This set up is for Even PagesPage 2

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