

1. BEFORE YOU START

We know that setting up your files for multipage documents can be a little bit daunting. Below is our step by step guide and tips which will help you set up your documents for printing, using professional software such as Adobe InDesign, Illustrator and Photoshop. If you're a beginner in creating multipage documents, we recommend you reach out to our [Artwork Services Team](#), who for a small fee will make sure your files are perfect for print.

2. ARTWORK SET UP

Whether your setting up a magazine, a notebook or company handbook, the way you set up your **Perfect Bound Books** won't differ, but there are some tips that will set you up for success: Download one of our free templates from the product page which are set up in the correct format and ready to use.

- **Colour mode:** You'll need to make sure that your document colour mode is set to **CMYK**.
- **Bleed:** Add a **3mm bleed** to your document or artboard and extend your artwork to the bleed to prevent white edges during trimming. If you're using one of our templates, these already include bleed.
- **Artwork resolution:** Ensure all images and graphics are **300 DPI**. Low-resolution artwork will result in pixelation and poor print quality
- **Safe area:** Keep all text and essential elements at least **5mm** away from the edge to prevent them from being trimmed off.
- **Inner text:** Leave at least a **10mm** between the text and the spine of your inner pages to improve readability and avoid any binding issues.

- At Printed.com, for most binding types we arrange our print documents with single pages lined up one after the other (in running order). During the printing process, these pages are assembled correctly.

- **Page one will be your front cover.**
- **The last page will be your back cover.**

When it comes to Perfect Bound Book printing in particular, we handle inners and covers a bit differently to ensure the best quality and alignment for your final product:

Inners pages as single pages only:

Inner pages are required as single pages this helps us accurately sequence and lay out your content. Each page is then positioned correctly when the booklet is printed and bound. It's all about making sure your reader flips through a seamless, professionally finished product.

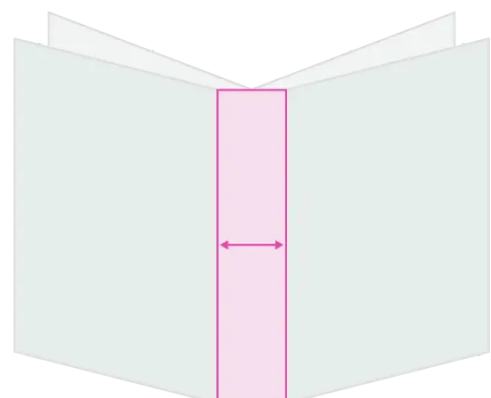
Covers as single pages or spreads:

For covers (outer and inner covers), you have more flexibility. You can upload them as spreads if you have a continuous design that spans the front, back and spine. Alternatively, you can upload them as single pages if your cover design is distinct for the front and back.

PRINTING ON THE SPINE

To make sure you include the right spine width in the artwork for the outer and inner covers of your Perfect Bound Book, we've got a handy spine calculator on the [product page](#) where you can calculate this.

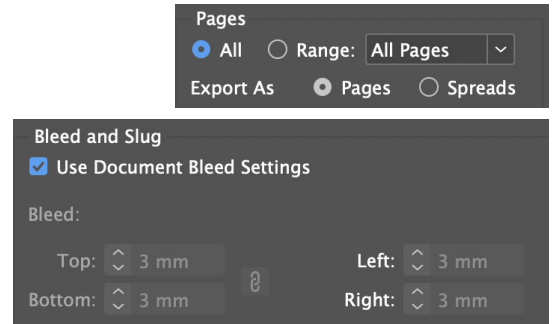
- Simply take the dimension provided and include the correct spine width in your document artboard. You can provide artwork for your spine as a full spread (e.g. one page showing the front cover, spine, and back cover), or you can provide these as three different elements (front cover, spine, and back cover) and our team will put them together before printing.
- Although your spine needs to be included in your inner and outer cover artwork, remember the spine won't be visible on the inner covers once your product is bound, as the inner pages will cover this.
- If your spine width is 5mm or smaller, we don't recommend including any text in the design. This is because some natural movement can occur during the printing process, and the text could end up encroaching on the front or back covers, or might not be centralised within the spine area.



3. SAVING YOUR FILES

You'll now need to save a PDF of your full document in running order. Go to 'Export', choose 'Adobe PDF (Print)' and make sure you've got the following options applied so that our software can read your artwork.

- Adobe PDF Preset: [PDF/X-4:2008], Standard: 2010.
- Compatibility: Acrobat 7 and above.
- General: Under pages section, select 'All' then 'Export As - Pages'.
- Marks and Bleeds: 'Use document bleed settings' then 'Export'.



ARTWORK TIPS

- We recommend using a heavier GSM for the cover (e.g. 250-300) and a lighter GSM for the inner pages (e.g. 130-170).
- If using large areas of black on your artwork, we advise you use 'rich black' (C:20 M:20 Y:20 K:100) this will give you a much deeper black.
- We recommend you laminate the cover if your design has heavy ink coverage.
- Some stocks are not suitable for large areas of print like block colours or photography, we advise against the use of textured stocks for large areas of print.

4. UPLOADING YOUR FILES

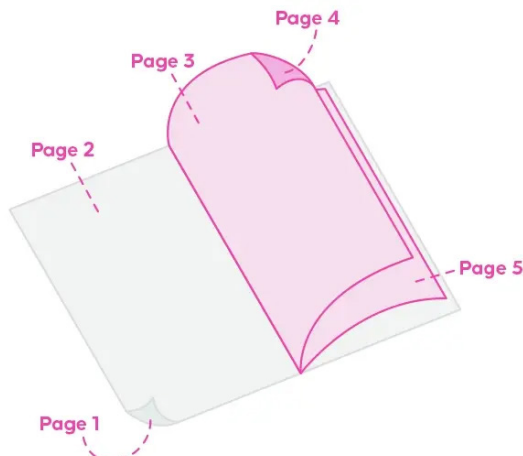
- ! You will now be ready to upload your pdf files into our website on your chosen product. Here you have the option to go straight to print with your files, or to have your files checked by our [Artwork Services Team](#) for a small fee.
- ! If you are creating a multipage document that you want to add foil to, we require you follow some extra steps when saving out your files, but our [Foil Designers Guide](#) will help you.

FAQ'S

What's the difference between leaves and pages?

A "page" refers to one side of a sheet of paper—so when you look at both sides of a sheet, that's two pages. A "leaf," on the other hand, is a single sheet of paper, which has two pages (front and back).

For example, if a book has 100 pages, it actually contains 50 leaves. The number of pages you choose in our product builder is the pages you need, not leaves, and includes 4 pages for your front and back outer and inner covers.



Do I need to provide inner page artwork for my Notebooks?

If you're printing through our **Perfect Bound Notebooks** product, you don't need to provide us with artwork for your inner pages. In our product builder you can choose from a range of pre-set inner page designs, including blank and ruled.

You do need to provide us with artwork for both your outer and inner covers. If you would like to have blank inner covers, please insert blank pages for these into your artwork. Your artwork should be in running order, for example:

- Page 1 - front outer cover
- Page 2 - front inner cover (even if blank)
- Page 3 - back inner cover (even if blank)
- Page 4 - back outer cover

You do have the option to upload your artwork as spreads, in which case we need:

- Page 1 - front and back outer cover spread
- Page 2 - front and back inner cover spread (even if blank).

Blank pages.

If you would like any blank pages in your book or brochure, please include these as blank pages in your artwork.