

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 **Spiral 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.

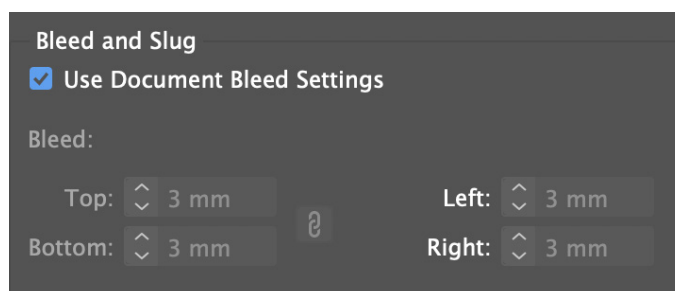
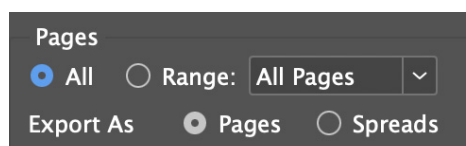
- **Colour mode:** You'll need to make sure that your document colour mode is set to **CMYK**.
- **Bleed:** Add a **3mm bleed** to your document or artboard and extend your artwork to the bleed to prevent white edges during trimming. If you're using one of our templates, these already include bleed.
- **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.
- **Page order:** 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.**
- **Text clearance:** Leave at least a **13mm** gap between the text and the spine to improve readability and avoid any binding issues.

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 the pages section, select **'All'** then **'Export As - Pages'**.
- Marks and Bleeds: **'Use document bleed settings'** then **'Export'**.



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 [Foiling Designers Guide](#) will help you.

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).
- We recommend you laminate the cover if your design has heavy ink coverage.
- 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.
- 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.

FAQ'S

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

If you're printing through our **Spiral 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

How far into the book are holes punched for spiral binding?

The spiral holes are stamped approximately 7mm from the edge of the book, therefore we recommend leaving a 13mm safe area from the edge of the document where holes will be punched,

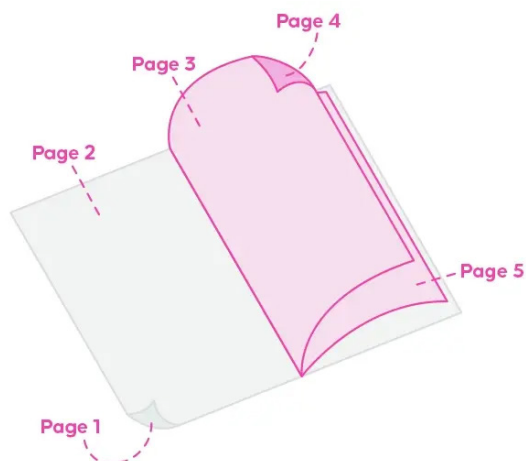
This is clearly marked in the "spine" area on our downloadable templates. To make sure your artwork stays intact, please use our templates when designing your book. This helps you position your content correctly, leaving enough space for the spiral binding without interfering with your text or important design elements.

If your background colour is not white, we recommend extending this into the "spine" area. This will ensure continuity across the whole design. Just keep in mind that holes will be punched through this area, so avoid including any text or important images here.

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.



Blank pages.

If you would like any blank pages in your book or brochure, please include these as a blank page in your artwork so that we know to leave it unprinted.