



Your guide to

BOOKLETS

SETTING UP AND SUPPLYING YOUR ARTWORK

Contents of this guide

- Pg 01** [Overview \(this page\)](#)
- Pg 02** [Setting up your cover artwork](#)
- Pg 03** [Setting up your inner pages artwork](#)
- Pg 04** [Creating your print ready PDF files](#)
- Pg 05** [Templates](#)
- Pg 06** [Resolving common artwork rejection issues](#)

Cheap booklet printing is easy, and our sleek and stylish saddle stitched booklet and stapled booklet printing services are available in a wide range of page configurations, paper stocks and sizes, including A5 booklet printing.

We want your Booklet to look it's very best when your order arrives which is why we have put together this guide to help you achieve the best results possible. Following this guide will also help to avoid any frustrating delays on your order by reducing any artwork issues.

Creating artwork correctly for Layflat Books isn't easy for everyone, particularly if you have little to no experience in design and print.

We strongly recommend that as well as referring to this guide, you download our artwork templates (available as InDesign and PDF files) and use them to produce your design artwork.

Number of pages

The minimum number of pages is **8** and the maximum is **68** pages **including your cover**.

The total number of pages in a Perfect Bound Book **must** be in multiples of 4.

For example your book could contain:
8, 12, 16, ... 60, 64, up to 68 pages.

Available sizes & orientation

A4 Portrait and landscape (210 x 297mm)

A5 Portrait and landscape (148 x 210mm)

A6 Portrait (105 x 148mm)

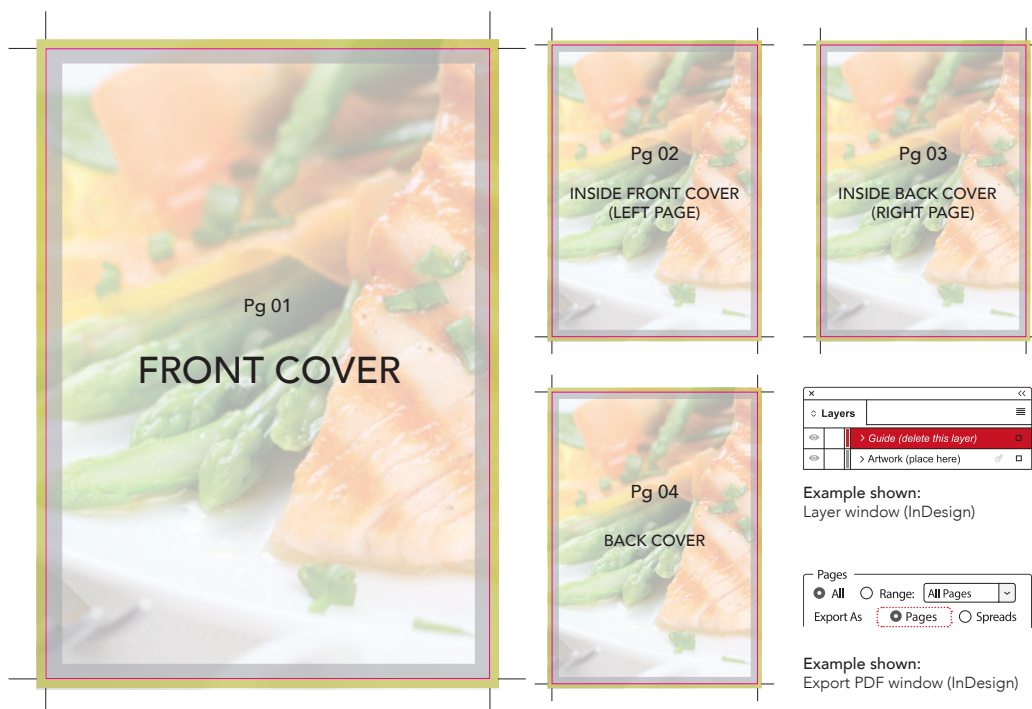
Square (148 x 148mm)

Square (210 x 210mm)

Custom size (upto 245 x 297mm)

SETTING UP YOUR COVER ARTWORK

In the example below we show: *A5 Portrait*



Once your design is complete, please remove the 'Guide' layer. **Failure to remove will result in the guide layer printing over your artwork design.**



Example shown:
Layer window (InDesign)



Example shown:
Export PDF window (InDesign)

IMPORTANT: To ensure your artwork is not rejected please export your cover pages file as 'Pages' (not spreads)

Finished size

This is the finished size of your Booklet once it has been finished and trimmed. Anything outside of this area is needed for bleed and finishing.

Safe area (5mm)

We recommend keeping important content like text, images, logos and other 'live matter' inside the white area.

Why? There is always a small amount of movement during our finishing process and keeping items out of this safe area ensures that they don't accidentally get cut off.

Bleed (3mm)

We require 3mm on all sides. Please do not include any important content within this area. Please extend your background artwork into this section.

Why? There is always a small amount of movement during our finishing process and extending your design into the 3mm bleed area compensates for this movement to give a perfect finish.

Colour

To get the best printing results, ensure your artwork and images are **CMYK**. If you use RGB, Pantone or spot colours in any element of your artwork, we will automatically convert them to CMYK which may change your colour profile.

Fonts

To eliminate any font issues please ensure all your fonts are 'Embedded' or 'Converted to outlines' before creating your PDF print file.

Image resolution

For optimum image print quality please ensure all your images are **300dpi to 450dpi**. Anything lower than 300dpi will give poor image quality. Images higher than 450dpi will result in high file sizes.

Crop marks and bleed

Please ensure you include 'crop marks' (offset 10mm) and 'document bleed' when exporting your artwork file to PDF.

File format

Please supply file as: **Adobe PDF (Print)** format. Ideally: PDF/X-1a: 2001

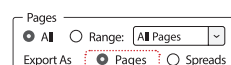
SETTING UP YOUR INNER PAGES ARTWORK

In the template example below we show: *A5 Portrait*



Example shown:
Layer window (InDesign)

Once your design is complete, please remove the 'Guide' layer. Failure to remove will result in the guide layer printing over your artwork design.



Example shown:
Export PDF window (InDesign)

IMPORTANT: To ensure your artwork is not rejected please export your cover pages file as 'Pages' (not spreads)

Finished size

This is the finished size of your Booklet once it has been finished and trimmed. Anything outside of this area is needed for bleed and finishing.

Safe area (5mm) / Gutter (10mm)

We recommend keeping important content like text, images, logos and other 'live matter' inside the white area.

Why? There is always a small amount of movement during our finishing process and keeping items out of this safe area ensures that they don't accidentally get cut off.

Bleed (3mm)

We require 3mm on all sides. Please do not include any important content within this area. Please extend your background artwork into this section.

Why? There is always a small amount of movement during our finishing process and extending your design into the 3mm bleed area compensates for this movement to give a perfect finish.

Colour

To get the best printing results, ensure your artwork and images are **CMYK**. If you use RGB, Pantone or spot colours in any element of your artwork, we will automatically convert them to CMYK which may change your colour profile.

Fonts

To eliminate any font issues please ensure all your fonts are 'Embedded' or 'Converted to outlines' before creating your PDF print file.

Image resolution

For optimum image print quality please ensure all your images are **300dpi to 450dpi**. Anything lower than 300dpi will give poor image quality. Images higher than 450dpi will result in high file sizes.

Crop marks and bleed

Please ensure you include 'crop marks' (offset 10mm) and 'document bleed' when exporting your artwork file to PDF.

File format

Please supply file as: **Adobe PDF (Print)** format. Ideally: PDF/X-1a: 2001

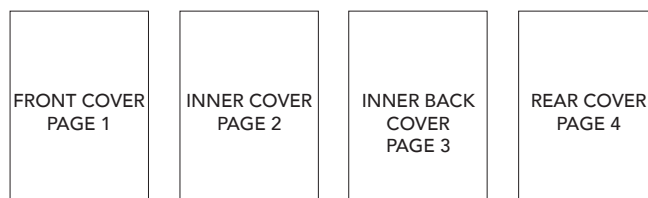
CREATING YOUR PRINT READY PDF FILES

Please supply your artwork to us as 2 PDF files. **One** file for your covers. **One** file for your inner pages.

PDF file 01 - Covers

One file containing outer and inner covers. Your file should consist of 4 pages.

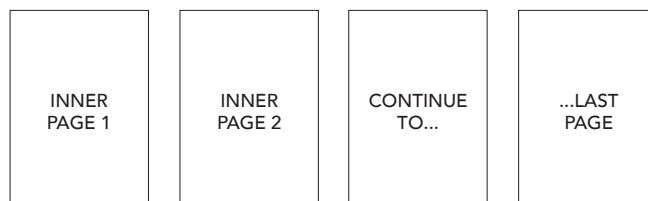
IMPORTANT: To ensure your artwork is not rejected please export your covers file as **'Pages' (not spreads)**. Your PDF file should resemble the illustration to the right and contain 4 pages.



PDF file 02 - Inner pages

One file containing all your inner pages as single pages running in numerical order from your 1st page to your last page.

IMPORTANT: To ensure your artwork is not rejected please export your inner pages file as **'Pages' (not spreads)**. Your PDF file should resemble the illustration to the right.



TEMPLATES

We strongly recommend that as well as referring to this guide, you download our artwork templates and use these to produce your design artwork. These templates are available to download as InDesign and PDF files.

Available templates

Portrait templates (Covers and inners):

A4 Portrait (210 x 297mm)

A5 Portrait (148 x 210mm)

A6 Portrait (105 x 148mm)

Landscape templates (Covers and inners):

A4 Landscape (297 x 210mm)

A5 Landscape (210 x 148mm)

Square templates (Covers and inners):

Square (148 x 148mm)

Square (210 x 210mm)

Custom size template:

Bespoke sizes are unknown and could have many configurations therefore we can't offer templates for bespoke sizes. You will be required to set up your own artwork using this guide. **We recommend** downloading the closest template to your size and adapting it to suit your bespoke size.

If using our InDesign template

Place your design within the 'Artwork' layer and delete the 'Guide' layer before exporting to your print ready PDF.

IMPORTANT: Failure to remove the 'Guide' layer provided in our template will result in the guides printing over your artwork design.

If using our PDF template

Delete all references to the template in your artwork file before exporting to your print ready PDF.

IMPORTANT: Failure to remove any template information will result in the template printing on your artwork design.

RESOLVING COMMON ARTWORK REJECTION ISSUES

Once you have created your order and uploaded your print ready PDF, it will be processed using the latest automated pre-press technologies. The PDF will be assessed for quality to ensure your order is produced to the highest possible standard. The PDF will also be checked against the order specification to highlight any possible discrepancies between the order and the artwork supplied.

The vast majority of Artwork Issues are caused by a few common errors:

Trim

The PDF trim dimensions do not match your order specification. I.e. A4 (210 x 297mm) PDF supplied but A5 (148 x 210mm) was ordered.

Bleed (excluding products with wrap)

We require 3mm bleed on all artwork. This is the area that extends beyond the trim box (finished size). Bleed is required to allow for movement on the guillotine (cutting process) and avoids white or unprinted edges.

Image Resolution

Low resolution images are likely to appear blurred or pixelated when printed. Ideally all images should be supplied to 300 dpi as standard to maintain quality of reproduction.

How to resolve

Please ensure you download the correct size template for your order or amend your order specification to match your PDF artwork.

How to resolve

Please ensure you download one of our templates. Alternatively, if you are creating a new document using InDesign, input 3mm bleed (top, bottom, left & right).

When exporting your Print PDF, check your export settings are correct by navigating to: Marks and Bleeds > Bleed and Slug > 'tick' Use Document Bleed Settings.

How to resolve

Dots per inch (dpi) is effected when images are scaled in your chosen software (e.g. InDesign). This is potentially problematic when making small images larger. If an image is 300dpi but scaled to a larger size the dpi will decrease proportionately.

To check dpi of your images in e.g. InDesign, select an image and navigate to the info panel (F8- Keyboard). The effective ppi indicates the resolution of the images after scaling. Don't worry if the resolution is more than 300 ppi (dpi), it will be optimised when the file is exported. However, images with low resolution cannot be optimised to be a higher resolution. If you have concerns regarding the resolution of your images, the best thing to do is use alternative images that are of a higher resolution.