

The blue line marks the "safe area". It is 1/8" inside the edge of your printed piece. Keep any wording or important parts of your artwork within this area to prevent it from being trimmed.

The dark green lines are the spine width, this section will print on the spine edge of the booklet.

The light green lines indicate where the spine is scored. The sections between the dark green and light green lines will be visible on the covers and there will be an indent along the light green line location. The width of this distance is always the same no matter how wide the spine is.

**When designing the inside cover, there can be no color or ink of any kind between the light green lines.**

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.

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 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 with a .25" spine (final layout is 17.25x11"). The design needs to include the width of the spine when laying out the covers. The spine width is located on the right hand column of the order site once the page counts are entered.

**Enter page count as follows:**

Interior sheets of paper (not printed sides)

+

2 to create the wrapping front/back cover & spine

Ex: A booklet with 50 sides printed inside should be entered with a sheet count of 27. (25 interior sheets + 2 for the cover)

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. If it is not a standard size offered on the site you will need to place a customer quote.

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.