

# SADDLE STITCH BOOKLET PRINTING

*Finished Product Size: 8.5" wide by 11" high*



SMARTPRESS

**BLEED - Your file needs to include a 0.125" bleed necessary for production.** Bleed is printing that goes beyond the edge of the sheet after trimming. If a bleed is not included in document setup, there is a good chance that there will be a gap between the edge of the printed area and the cut line. This happens because there is a tolerance when cutting the printed piece. More information on bleeds can be found on our website: [www.smartpress.com](http://www.smartpress.com)

**SAFE MARGIN - Your file needs to include a 0.125" safe margin necessary for production.** Safe margin is the area around the edge of the sheet. If the safe margin is not included in document setup, there is a chance that the art close to the edge will get cut off due to machine shift during cutting. This happens because there is a tolerance when cutting the printed piece. More information on Cutting Tolerance can be found on our website: [www.smartpress.com](http://www.smartpress.com)

You do not have to paginate your booklet, or to lay it out in spreads. In fact, we don't want you to. We will handle all page ordering and imposition in our pre-press department.

All you have to do is make each page of your document the same size as the page you want in your booklet. If you would like page numbering on your booklet pages, please make sure that is included in your file.

For example, if you are ordering a 5.5x8.5" booklet, saddle stitched, then do not setup your pages 2-up on an 8.5x11" sheet. Instead, setup your pages to be 5.5x8.5" each. If a finished booklet has 16 pages, then your document should also have 16 pages.

The first two pages and the last two pages of your document will be your booklet cover. If you do not wish to have any printing on the inside covers of your booklet, then simply include blank pages in your document.

If you wish, you can submit two files: One for your cover, the other for your inside pages. In that case, you will need to have four pages in your cover document: 1: Front cover, 2: inside front cover, 3: inside back cover, 4: back cover. Again, if you wish any of these pages to be blank, just insert blank sheets in your cover document.