

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.

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PAGE SAFE AREA
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 grey area is the size of your printed page after your booklet has been trimmed.

This sample document is setup as an 5.5x8.5" booklet.

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.

BINDING SAFE AREA

IMPORTANT
This set up is for Odd Pages
Page 1

On spiral coil bound booklets we need an minimum of .375" but prefer .5" distance away from the edge of sheet for the coil. Please do not put any important type or images in this area because it will be cut through for the coil.

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 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.

BLEED

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BINDING SAFE AREA

IMPORTANT
This set up is for Even Pages
Page 2

On spiral coil bound booklets we need an minimum of .375" but prefer .5" distance away from the edge of sheet for the coil. Please do not put any important type or images in this area because it will be cut through for the coil.

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 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.

BLEED