

BASIC SET UP

- File should be set-up at 100% of output size
- File should include a minimum 1/4" bleed
- Files should be saved as a high resolution '.pdf'
- All images in file should be 300 DPI
- All photo based images must be CMYK
- It is preferred that file is set up in printer spreads. This is the exact order in which the document will be printed. See example below
- Files set up in reader spreads are acceptable but will require a set up fee to be quoted by your account rep. See example below
- The number of pages must be in multiples of 4. For example, 4, 8, 12, 16, 20, etc. If your document contains only 10 pages, two blank pages will need to be inserted for saddle stitching
- Pantones must be Pantone Solid Coated spot colors for matching

READER SPREADS

1	2
3	4
5	6
7	8

PRINTER SPREADS

8	1
2	7
6	3
4	5

BASIC SET UP

- File should be set-up at 100% of output size
- File should include crop marks and a minimum of a 1/4" bleed
- Interior pages should be in sequential order
- Leave a 1/4" margin on the edge of the pages that will be glued. See example below
- Files should be saved as a high resolution '.pdf'
- All images in file should be 300 DPI
- All photo based images must be CMYK
- Include all native files for cover in case adjustments to spine are needed
- Spine Width:
 - For every 12 pages front and back: 1/6" (.0625")
 - For every 25 pages front and back: 1/8" (.125")
 - For every 50 pages front and back: 1/4" (.25")
- For example, if the finished manual size is 8.5" x 5.5" with 100 pages in the PDF, the spine would be created based on 50 printed sheets front and back which is .25" wide. The unfinished, flat, front and back cover would need to be 17.25" to include the spine
- On a separate layer add a dotted line in the bleed area just outside of the print area to denote the spine and where it should be folded
- Pantones must be Pantone Solid Coated spot colors for matching

