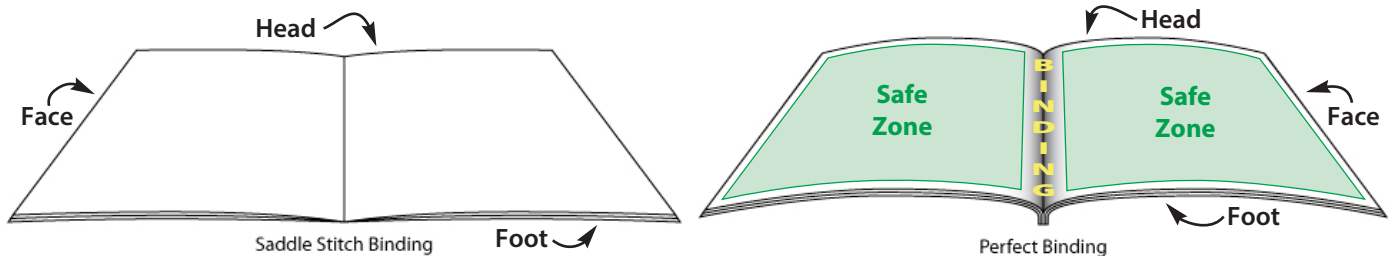


File Preparation for Perfect Binding

When preparing a project that will perfect bind, please consider the following guidelines while designing your project. As always, if you have questions please don't hesitate to contact us.

Content Near the Spine

Unlike saddle stitch binding which allows printed pages to lay flat when they are opened, perfect bound publications are glued at the spine making content near the spine more difficult to see or read:

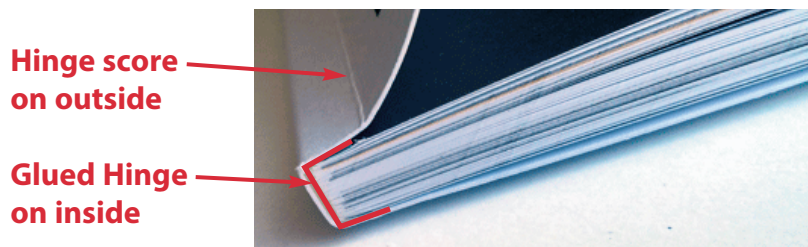


To help avoid this, we recommend **1/2" (0.5")** margin free of any must see content on the binding side of all pages including inside cover pages (smaller books may need less margin while larger books may need more margin). A safe head, foot, and face margin would be **1/4" (.25")**. See illustration above.

File Creation - Cover Pages & Spine

Before constructing the cover file, please contact your sales representative to determine spine width. Spine width will be determined based on the number of sheets and stock type used.

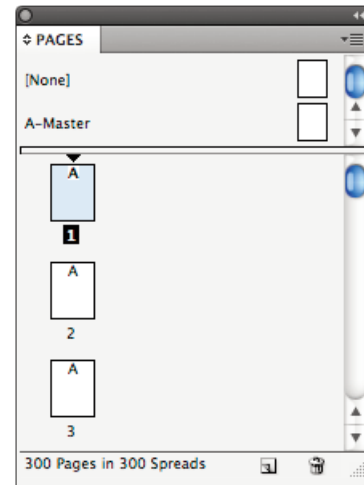
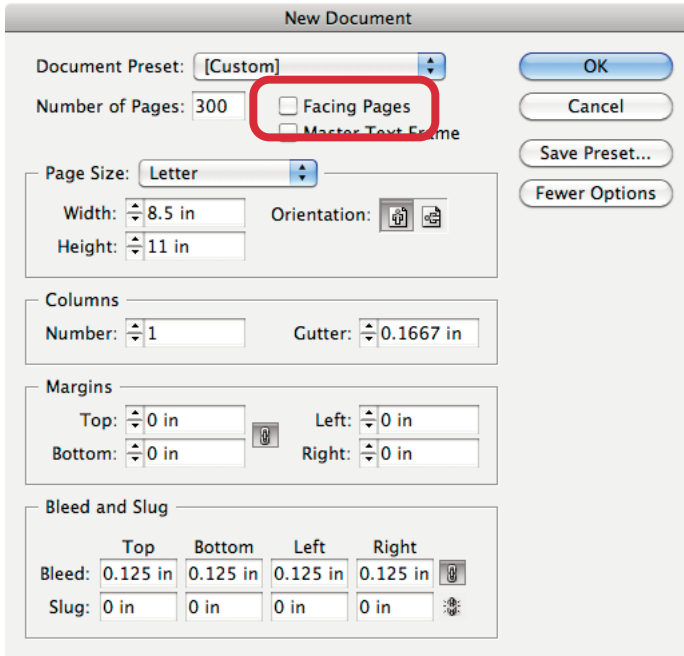
For the cover, you'll build a 2-page file (page 1 is the outside covers with spine and page 2 will be the inside covers with spine). If your cover pages are 8.5x11 and the spine is 1/4" (0.25), your document would be 17.25" by 11". For the inside, the spine area should be clear of page content which helps ensure all pages will bind to the spine with glue. **NOTE: a glue hinge and score are applied about 1/4" out from both sides of the spine. Please consider this when designing cover graphics. See below:**



File Creation - Text Pages

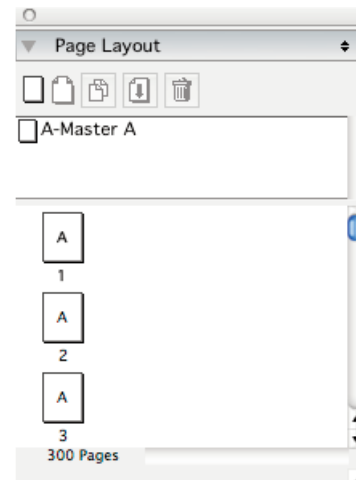
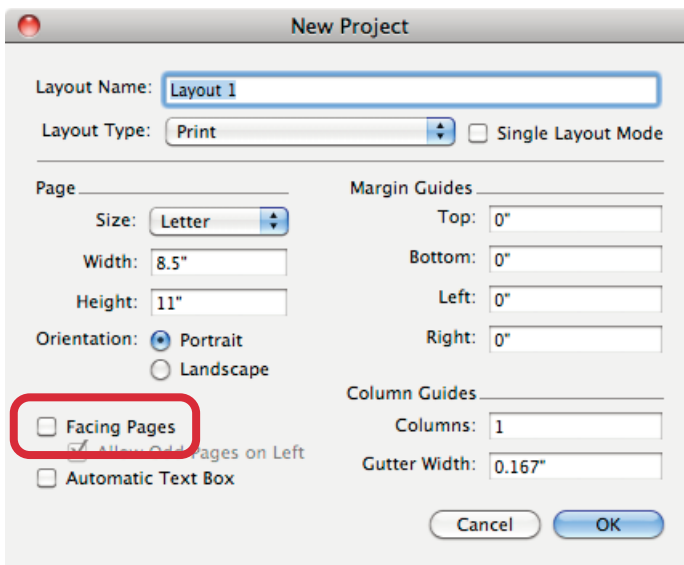
For the inside pages of the publication, the layout file will need configured as single pages that are **non-facing**. This means that the pages cannot be sitting side by side in the document. When creating a new document for the text pages, ensure **Facing Pages** is **disabled**:

InDesign



This is what you should see when Facing Pages is disabled.

QuarkXPress



Crossover Content

Content (especially text) which crosses two pages that face each other can be troublesome after perfect binding. The best way to account for this is to mathematically position the content on both (individual) facing pages so that if the binding side bleed were removed and the pages were positioned side by side, the crossover content would appear continuous:



If a continuous crossover appearance is critical, it may be necessary to shift each half of the image away from the spine.

It's also a good rule of thumb to avoid centering the focus of your content directly on or near the spine in a perfect bound publication. Page content in or near the spine that is less visible is not as obvious if your eyes aren't drawn to it, as shown in the layout on the right versus the one on the left below:



Bleed

If page content will be placed along the outside edge(s) of a page, ensure it is extended on all applicable sides at least 1/8" (.125") for bleed.



For questions, feel free to contact:
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