

Booklet Layout Requirements

Inside Pages:

File Format: .pdf

Fonts: Embedded

Image Resolution: 300 dpi (minimum)

Color Images: CMYK (not RGB)

Black & White Images: Greyscale (not CMYK or RGB)

Page Size: Same as trim size (5.5"x8.5" 6"x9", 8.5"x11", etc.)

Bleeding Pages: Extend .125" all around if applicable

Crop Marks: Not necessary if page size is same as trim size

Page Setup: Individual pages (no spreads), in one .pdf file

Margins: Recommend at least .75". More can be added to the gutter area if desired

Page Count: A multiple of 4 (add blanks if applicable)

Cover:

Front and back as a separate .pdf file, if not bleeding.

If either cover bleeds, see below:

Booklet Cover with bleed

