

BOOK/BOOKLET

BOOK PRINTING, BINDING, TRIMMING, ETC.

INSTRUCTIONS



2 business day turnaround, we do not accept rush orders

Bulk orders (5+ bound books, 10+ booklets) subject to 5+ business day turnaround

1. Create a [Book/booklet file](#) in InDesign (PDF files will be accepted on case by case basis)
2. [Package your InDesign file](#)
3. Compress package Folder into .zip file
- *4. Optional: create separate cover file, package, and compress (required for half-canadian and perfect binding)
5. Review checklist below to assure speedy and error-free service
6. Complete this order form including as much detail as possible, use Adobe Acrobat for best results
7. Email completed order form, with all [Print Ready](#) .zip files, to sbureau@mcad.edu
- *8. Optional: drop off other materials - bring to SB during business hours, or leave on pick up shelf after hours
(Please note in email where/when you dropped off, clearly mark materials with your name)
 - preprinted pages (from self serve printing or otherwise)
 - blank paper/scrap paper/filler
 - alternative approved materials
 - mock up or proof copy of final book
 - paper for cover (please include extra sheets for alignment)

Book printing/binding checklist:

Book file was created in InDesign (use [our template](#) as a guide!)

Document includes minimum .125" bleeds

Document respects minimum .125" safe area

Page count is multiples of 2 (multiples of 4 required for saddle stitch)

Document starts on page 1, setup as facing pages (reader spreads not imposed printer spreads)

Cover pages included in main document (*for saddle-stitch and twin loop wire only)

[Package your InDesign file\(s\)](#)

Compress folder(s) .zip files

PERFECT BINDING OR HALF-CANADIAN BINDING:

Separate cover file is included (use [our templates](#) as guides!)

Cover file includes ample bleeds and safe area

Spine width is accounted for in document

Spine is clearly indicated in file (use small lines in bleed area to designate spine area)

ADDITIONAL REQUESTS:

Cover flaps or foldouts, indicate in bleed area where folds occur

Page ranges on different paper stocks, clearly specify in notes

Inserts with different page sizes (foldouts, mini books, etc), include in separate document

Mock-up or clear diagram of final layout included

- **We will cancel your order if there is missing information, your files are incorrect, or otherwise unprintable**
- **Please keep an eye on your MCAD email**, we will contact you there if we have questions about your order
- **If bleed area is not included in file, you may lose important design elements (1/8" - 1/4" will be trimmed from edges)**
- Once your job is complete, we will charge the PaperCut account or department listed on your order form
- You will receive an email when the job is completed and on the pick up shelf
- See Knowledgebase and sample booklets for [Paper Types we have available](#)
- **If you have never used InDesign to create a book, please make an appointment with the Learning Center, or ask your instructor for guidance prior to submitting any book orders for print**
- We encourage you to [set up an appointment](#) with our staff to discuss your book project

FOR BEST RESULTS: DOWNLOAD AND OPEN ORDER FORM WITH ADOBE ACROBAT

EMAIL FILE/INFO AND ORDER FORM TO: SBUREAU@MCAD.EDU

BOOK BINDING/FINISHING

BIND, FOLD, STAPLE, TRIM, ETC.



SERVICE BUREAU

| | | |
|----------------|--|------------------|
| Name: | <i>If this project is for a class assignment</i> | NEEDED BY |
| MCAD Username: | Course Name: | Date: |
| Charge To: | Instructor: | Time: |

PLEASE NOTE: FILE(S) MUST BE PRINT READY. PACKAGED INDESIGN FOLDER. WE WILL NOT ALTER YOUR ARTWORK IN ANY WAY. WE DO NOT SCALE. WE DO NOT DO LAYOUT/DESIGN.

BOOK PRINTING

INTERIOR PAGES

InDesign Package Folder Name:

Number of Pages:

Page Size:

Paper Type:

- Color
- B&W
- Print as Pages
- Print as Booklet
- Print as Single-Sided

COVER Cover pages included in main InDesign file (required for saddle stitch booklets)

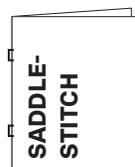
File/Folder Name:

Cover Size:

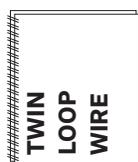
Paper Type:

- Color
- B&W
- Double-Sided

BOOK BINDING



INCLUDE COVERS IN BOOKLET FILE



- wire color:
- black
 - white
 - silver



SEPARATE COVER FILE REQUIRED



SEPARATE COVER FILE REQUIRED

PRO TIP:
use our booklet and book cover templates for best results!

STACK CUT/TRIM

- trim to crops
- trim to art
- do not trim

NOTES AND ADDITIONAL INFORMATION

- Please include a mock up or diagram of your book if you have special requests, including but not limited to; fold-outs, cover flaps, cutouts, inserts, page ranges on differing paper types, etc.
- We may request changes to your file if we foresee issues with binding or trimming
- Paper size will be selected by our staff based on your page/spread size, if you have a sheet size preference, please note below

How many copies of this book?

Price quote prior to printing?

Would you like to see a proof?

5 copy minimum for proofing, you will be charged for proof copy

Please pay attention to our standard turnaround times.

All bulk requests should be scheduled in advance, turnaround times can be up to 5 business days.

TOTAL SHEETS

INTERIOR

COVER

TOTAL PRINTS

COLOR

B&W

FINISHING

BIND

TRIM

TOTAL COST



PAID?