

BOOK/BOOKLET

BOOK PRINTING, BINDING, TRIMMING, ETC.

INSTRUCTIONS



4 business day turnaround, we do not accept rush orders

Bulk orders (5+ bound books, 10+ booklets) subject to 7+ 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), required for oversize (>13x19")

Book printing/binding checklist:

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

Document includes minimum .25" bleeds

Document respects minimum .25" 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, twin loop wire, and coil binding)

[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)

OPTIONAL:

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

Meet with SB staff in person to communicate additional details

- ***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
- ***.25" Bleeds are required for books to accommodate trimming, your order may be rejected if non-compliant***
- Upon completion, we will charge your PaperCut account and email you when available for pick up
- ***Turnaround begins when we receive print ready files and completed order form***
- 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***

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.

M
CAD

SERVICE BUREAU

Name:

If this project is for a class assignment

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:

Color

Number of Pages:

B&W

Page Size:

Print as Pages

Paper Type:

Print as Booklet

COVER Cover pages built into main InDesign file (required for saddle stitch booklets)

File/Folder Name:

Color

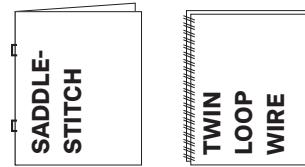
Cover Size:

B&W

Paper Type:

Double-Sided

BOOK BINDING



[INCLUDE COVERS IN BOOKLET FILE](#)



TWIN
LOOP
WIRE



PLASTIC
COIL

WRAPAROUND COVER



HALF-
CANADIAN
WIRE

SEPARATE
COVER FILE
REQUIRED



PERFECT
BIND

SEPARATE
COVER FILE
REQUIRED



NO BIND/
SELF-BIND

NO TRIM

BINDING COLOR OPTIONS

COIL:

black

white

red

blue

clear (2"only)

WIRE:

black

white

silver

NOTES AND ADDITIONAL INFORMATION

- Please include a mock up or diagram of your book if you have special requests, an appointment is recommended for clarification
- 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 updated turnaround times of 4 business days

All bulk requests should be scheduled in advance, turnaround times could exceed 7 business days.

TOTAL SHEETS

TOTAL PRINTS

FINISHING

TOTAL COST

PAID?

INTERIOR

COLOR

BIND

\$

COVER

B&W

TRIM