

FINISHING

BOOK BINDING, TRIMMING, ETC INSTRUCTIONS



2 business day turnaround, we do not accept rush orders

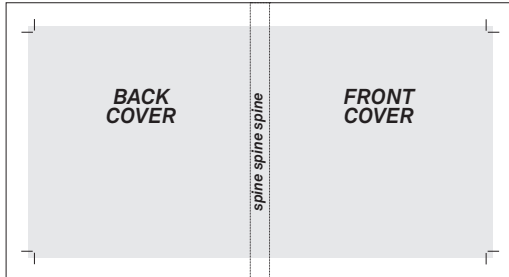
Bulk orders (5+ bound books, 10+ booklets) subject to 5+ business day turnaround

1. Create a PRINT READY main body (interior) file

- interior file(s) must be laid out in InDesign, as facing pages, with a bleed included in document
- page ranges of differing sizes, paper types, etc from main body **must be in separate files**
- include a mock-up (physical copy or sketch/diagram of your final layout)
- package your InDesign file(s) (compress into .zip prior to sending)

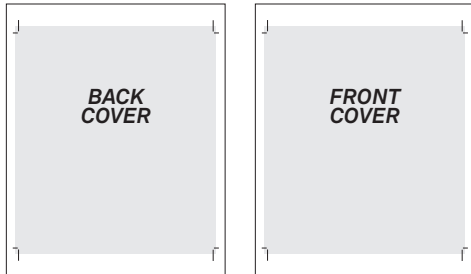
2. Create cover file

a. Wraparound cover - for perfect binding, and some wire binding styles



- wraparound cover is a full spread (see *template for details*)
- cover interior/reverse side should be page 2 in your document
- must include spine width in document
- include a generous bleed
- pay attention to paper size limitations
- paper should be heavier stock than interior pages

b. Separate covers - for wire binding or saddle-stitch binding



- for saddle-stitch booklets these pages should be included in main body/interior document, regardless of paper type (pages 1-2 are front cover, last 2 pages are back cover)
- for wire bound books, save covers as separate file
- include a bleed in your document
- paper should be 176gsm or thinner for folded booklets

3. With Adobe Acrobat, fill all appropriate fields in order form, include as much detail as possible

4. Email completed order form, with all attachments, to sbureau@mcad.edu

*5. Optional: drop off other materials for binding

- preprinted pages (from self serve printing or otherwise)
- blank paper/scrap paper/filler
- alternative approved materials
- mock up or proof copy of final book

• **File(s) must be saved at print size, we do not scale or make other alterations to your work**

• Please allow **2 full business days** for printing + binding, bulk orders allow up to 5 business days. See our [Turnaround Times KB article](#) for details

• **We will cancel your order if we are missing information, if your files are incorrect, or otherwise unprintable**

- Please include a mock-up or diagram of your final layout
- Once we receive your files and completed order form, we will get started prepping your files to print
- We may have questions, or run into issues while printing, **please keep an eye on your MCAD email**, we will contact you there if we need any additional information, or need you to resubmit the order
- Once your job is complete, we will charge your PaperCut account/department listed on the order form (**please ask for a quote in your email order if necessary prior to printing**)
- 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](#).
- You may use your own paper (we may ask to see a sample before approving it to print), make note of that on your order form and email us to coordinate drop off
- **If bleed area is not included in file, final trim size may be up to 1/8" smaller than requested**
- Keep important elements at least 1/4" from edges for all trimming and binding jobs
- **We encourage you to [set up an appointment](#) to discuss your project**

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

EMAIL FILE/INFO AND ORDER FORM TO: [SBUREAU@MCAD.EDU](mailto: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 (dept, personal, etc):	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:	<input type="checkbox"/> Color
Number of Pages:	<input type="checkbox"/> B&W
Page Size:	<input type="checkbox"/> Print as Booklet
Paper Type:	<input type="checkbox"/> Print as Single-Sided

COVER Cover Pages Included in Interior Indesign File (required for saddle stitch booklets)

File/Folder Name:	<input type="checkbox"/> Color
Cover Size:	<input type="checkbox"/> B&W
Paper Type:	<input type="checkbox"/> Double-Sided

Please include a mock up or diagram of your book if you have specific needs or special requests such as; fold-outs, flaps, cutouts, page ranges on differing paper types, inserts, etc.) we may request changes to your file if we foresee issues.

BOOK BINDING

					wire color:
					<input type="checkbox"/> black
					<input type="checkbox"/> white
					<input type="checkbox"/> silver

STACK CUT/TRIM

<input type="checkbox"/>	trim to crops
<input type="checkbox"/>	trim to art

NOTES AND ADDITIONAL INFORMATION

How many copies of this book?

Price quote prior to printing?

Would you like to see a proof?

(print/charge one copy for approval before completing all requested copies)

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	TOTAL PRINTS	FINISHING	TOTAL COST	PAID?
INTERIOR	COLOR	BIND	\$	
COVER	B&W	TRIM		