

# FINISHING

## BOOK BINDING, TRIMMING, ETC

### INSTRUCTIONS



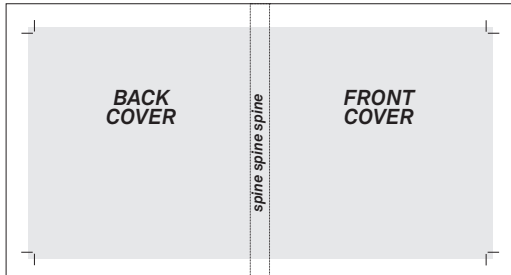
#### BINDING:

##### 1. Create 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\(s\)](#)

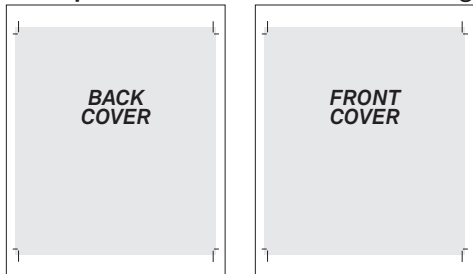
##### 2. Create cover file

###### 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. Fill out this order form to completion, include as much detail as possible

##### 4. Email completed order form, with all attachments, to [sbureau@mcad.edu](mailto: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

#### TRIMMING/STACK CUTTING:

Submit materials to be cut separate from printing (blank paper, self serve printed, hand made, etc)

Minimum 10 sheets of paper, up to 12x18", maximum 300gsm paper weight

- Clearly indicate where to cut (with pencil marks, printed trim guide, crop marks, etc.)
- Email order form to [sbureau@mcad.edu](mailto:sbureau@mcad.edu) (coordinate time/place for material drop off)
- Drop off materials (clearly label with your name)

- Once we receive your file 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
- **We will cancel your order if we are missing information, if your file is incorrect, or otherwise unprintable**
- 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
- Once your job is complete, we will charge your PaperCut account listed on the order form (**please ask for a quote in your email if necessary prior to printing**)
- You will receive an email when the job is completed and on the pick up shelf
- **Files must be saved at print size, we do not scale or make other alterations to your work**
- Please include a mock-up or diagram of your final layout
- 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, email us to coordinate

**EMAIL FILE/INFO AND ORDER FORM TO: [SBUREAU@MCAD.EDU](mailto: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 (dept, personal, etc): Instructor: **Time:**

Upload your folder(s) to the sbdropbox server/ImagePress Dropbox, or share via google drive.  
 Email this order form to sbureau@mcad.edu along with any additional information.  
 Please make an appointment if you need more guidance, or would like to explain your project further.

## BOOK PRINTING

How many copies of this book?

### INTERIOR PAGES

InDesign Package Folder Name:   Color  
 Number of Pages:   B&W  
 Page Size:   Print as Booklet  
 Paper Type:  Paper Weight:   Print as Single-Sided

Page ranges with different dimensions, or on different paper stocks from main body pages need to be saved as separate files (mock up of final layout required), please give additional details below (page size, paper type, etc):

### COVER

File/Folder Name:   Color  
 Cover Size:   B&W  
 Paper Type:  Paper Weight:   Double-Sided

Please give additional details below (fold outs, cut outs, flaps, etc):

## BOOK BINDING



Please give additional details below:

## STACK CUT/TRIM

trim to crops  
 trim to art  
 other (describe in notes below)

TOTAL SHEETS

INTERIOR

COVER

TOTAL PRINTS

COLOR

B&W

FINISHING

BIND

TRIM

TOTAL COST

\$

PAID?