

# FINISHING

## BOOK BINDING, TRIMMING, ETC INSTRUCTIONS



**2 business day turnaround, we do not accept rush orders**

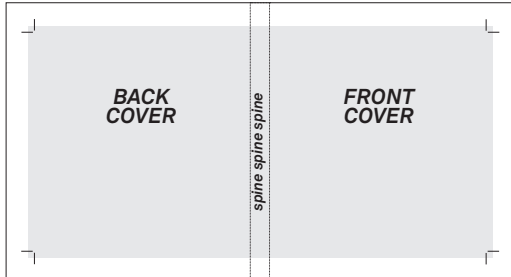
**Bulk orders (5+ bound books, 10+ booklets) subject to 5+ business day turnaround**

### 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)

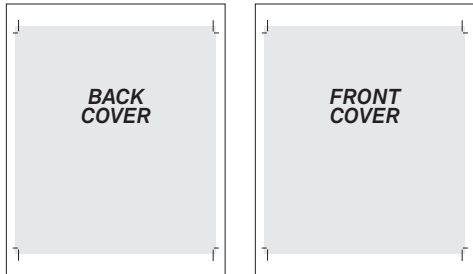
### 2. Create cover file

#### 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](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
- 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: *If this project is for a class assignment* **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:  Color  
 Number of Pages:  B&W  
 Page Size:  Print as Booklet  
 Paper Type:  Print as Single-Sided

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

File/Folder Name:  Color  
 Cover Size:  B&W  
 Paper Type:  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

SADDLE-STITCH  VELO SPINE  PERFECT BIND  TWIN LOOP WIRE  HALF-CANADIAN WIRE

wire color:  
 black  
 white  
 silver

## STACK CUT/TRIM

trim to crops  
 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		