



SERVICE
BUREAU

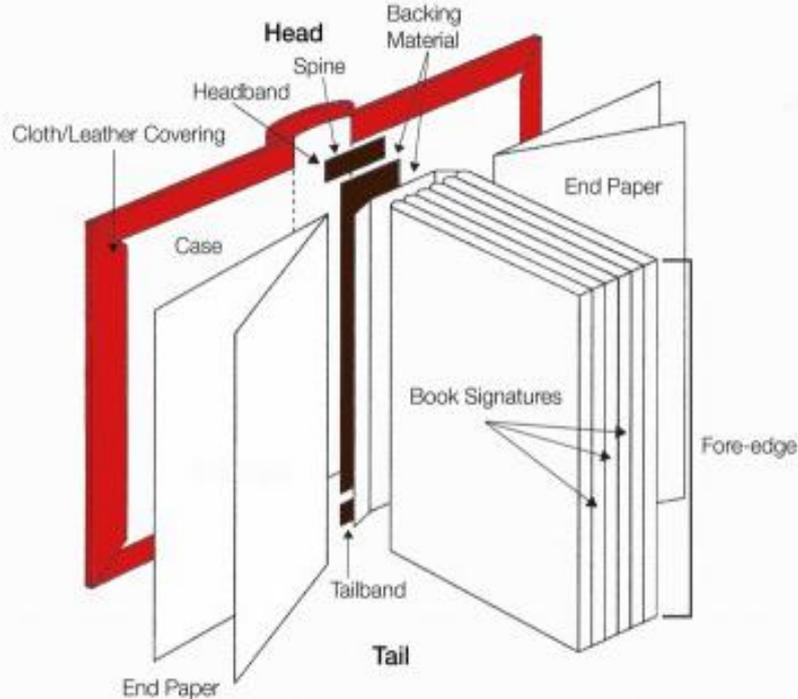
Bookmaking 101:

Learning the basic guidelines for Saddle Stitch Binding and Perfect Binding at the Service Bureau.



School of the Art Institute
of Chicago

Introduction: Parts of a Book



Depending on the type of book you are making there will be specific guidelines and details when designing your book.

We will be going over 2 specific types of bindings the Service Bureau has to offer.

Saddle Stitch and Perfect Binding.

We will walk through basics on how to set-up your digital files for easier printing and file submission.

Introduction : Basic Terminology

TEXT (Weight) — Text papers are thinner and lighter, used for pages in a report, booklet or brochure.

COVER (Weight) — Cover papers are heavy and thicker, strong for covers, brochures and business cards.

BODY — The inside pages of your book- everything but the cover. Sometimes called a book block.

COVER — The single sheet that wraps around your body pages to form the front cover, spine, and back cover.

PAGE — A single side of the sheet paper.

SHEET — A single physical piece of paper, may be single or double-sided. May hold one or two pages.

SPREAD — Two facing pages of a bound book divided by a fold or bind, sometimes has content running across them from one page to another.

BLEED — Print area that runs off the page after trimming. This is the area of the image or color that extends past the cut line.

MARGIN — The part of a page indicating the safe zone for content.

SPINE — The part of a book's cover that encloses the inner side of the book's pages and that faces outward when the book is shelved. This is where your book will be bound.

CREEP — Refers to the fact that the trim margin of inner pages of inner signatures of saddle-stitched books are actually narrower than pages in outer signatures.

IMPOSE — Arranging pages so that they will be in the correct order after printing and folding.

What is Saddle Stitching?

A **Saddle-Stitched** bind is among the cheapest and most common methods of booklet binding.

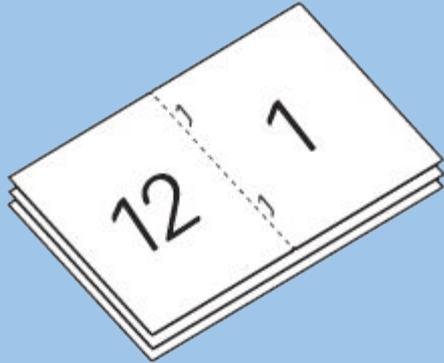
Folded sheets are gathered or nested together one inside the other and then stapled through the fold line.

The staples pass through the folded crease from the outside and are clinched between the centermost pages.

The binding can be done in-line in the printer or by hand using a long-arm stapler.



Saddle-Stitch



Guidelines + Suggestions

A Saddle Stitched booklet needs to have pages in multiples of 4.

This is because each *sheet* of paper, double-sided and folded, will automatically add four *pages* to your booklet.

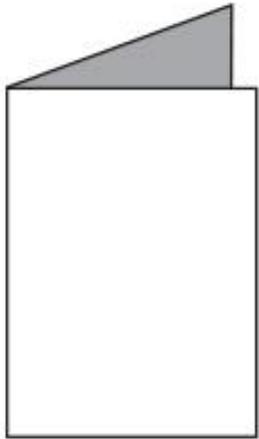
This means that your file should have a number of 4, 8, 12, 16, 20, 24, 28, 32, etc. pages.

If it is not in multiples of four the software will add a blank page to your document, throwing off your order and causing it to print incorrectly.

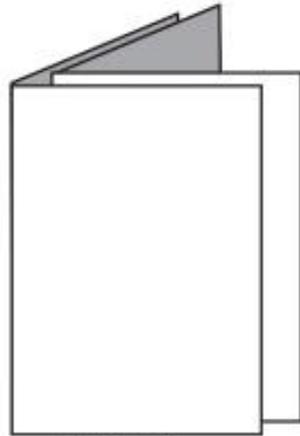
The Service Bureau will not adjust files that are submitted incorrectly.

We have a How To Saddle Stitch Booklets available on our website.

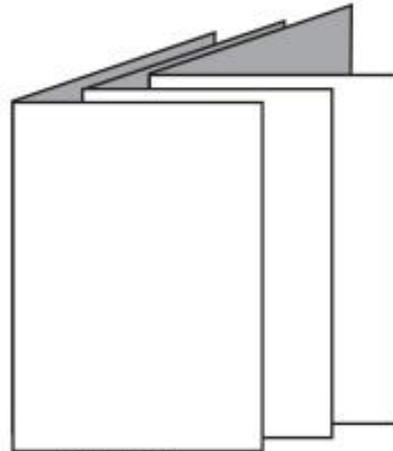
Saddle-Stitch: Page Count



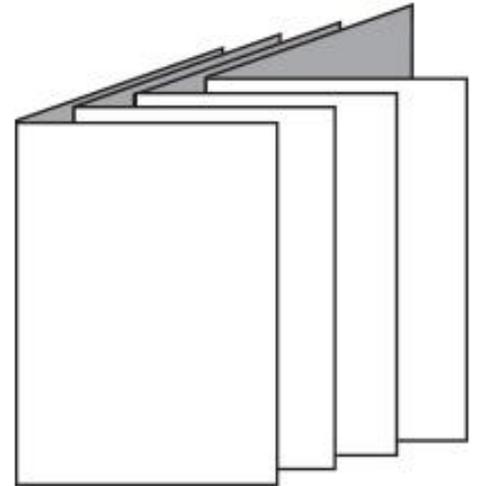
Single Fold
4 Pages



8 Pages

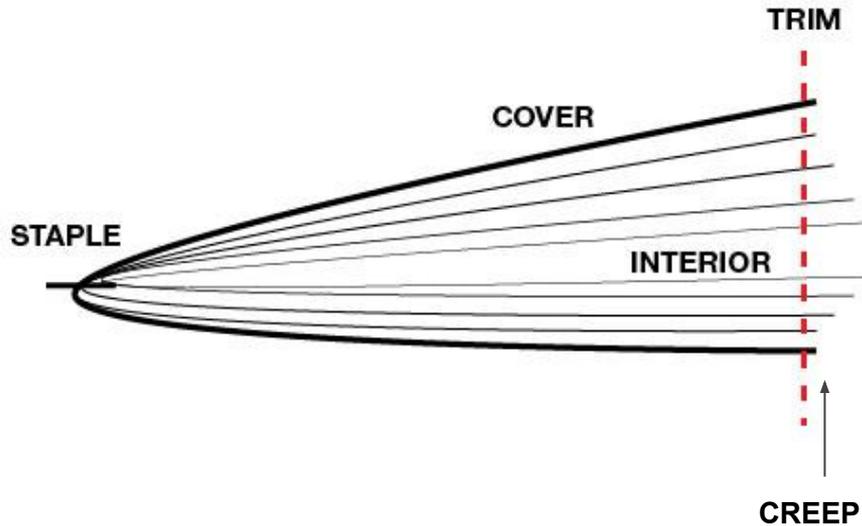


12 Pages



16 Pages

Saddle-Stitch



Guidelines + Suggestions

Books with more pages will become bulky when folded and may not lie as flat as desired.

We recommend no more than 100 pages.

Minimum height is 5.5" to account for distance between the two staples.

You can designate a thicker paper for your cover and use text weight for the interiors.

The limits of stitching depend on the number of pages and the weight of the paper stock.

Saddle-Stitch: Learning to Design

All book design should be done in **Adobe InDesign**. We are not going to go into how to use InDesign today but there are options to learn here on campus and online.

For those who are unfamiliar, and possibly intimidated, please use your SAIC resources, peers, staff and faculty, and these FLEX workshops to inform yourself. This program is one that will be integral throughout your art practice, no matter your medium of focus.

Lynda.com

Great tutorials with specifics on importing images and file setup. You have access for free as a student of SAIC.

All projects should start similarly, setting the > page count, page size, margins, and bleed.

Saddle-Stitch: File Setup - InDesign

File > New > Document.

Intent: Print

Number of Pages: 1 Facing Pages

Start Page #: 1 Primary Text Frame

Page Size: Letter - Half

Width: 5.5 in Orientation:  

Height: 8.5 in

▼ Bleed and Slug

	Top	Bottom	Inside	Outside	
Bleed:	0.125 in	0.125 in	0.125 in	0.125 in	
Slug:	0 in	0 in	0 in	0 in	

Preview

The size of your document will depend on the final size of your booklet. Since Saddle Stitch books are folded sheets of paper, options can be determined by using standard sheet sizes.

Example:

5.5”x 8.5” - which is Letter (8.5x11”) folded in half

8.5”x11” - which is Tabloid (11x17”) folded in half

Your book can be smaller than 5.5x8.5” but keep in mind that any custom size requires booklet exporting and additional setup for crops and bleeds.

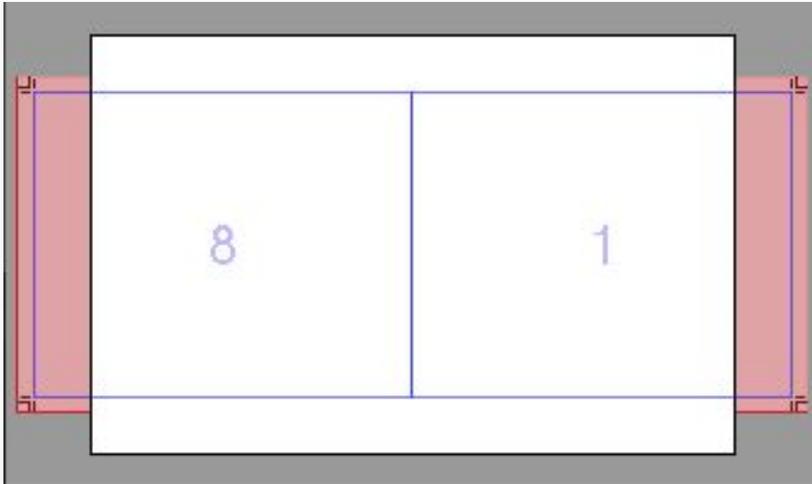
Our machines have a max sheet size of **13”x19”** and other paper sizes we offer are: **12”x18” : 11”x17” : 8.5”x11”**

It is important to know what sheet size you are printing on to ensure your entire design (including crop marks) will fit on the sheet.

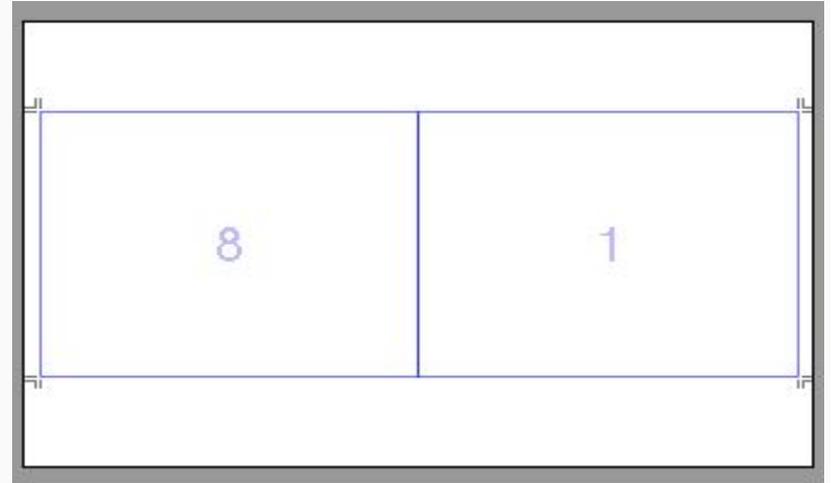
Saddle-Stitch: Document Sizes vs. Sheet Size

For example, a 8"x10" landscape book can *NOT* be saddle-stitched.

8x10 page on 11x17 sheet



8x10 page on 11x17 sheet
(scaled to fit)



Saddle-Stitch: File Setup - InDesign

The image shows the Adobe InDesign interface with the Document Setup dialog box open. The dialog box is configured for a saddle-stitch binding with 12 pages, Letter - Half page size, and 0.125 in bleed. The background shows a page spread layout with 12 pages numbered 1 through 12, arranged in a saddle-stitch format.

Document Setup Dialog Box:

- Intent: Print
- Number of Pages: 12
- Start Page #: 1
- Page Size: Letter - Half
- Width: 5.5 in
- Height: 8.5 in
- Orientation: Portrait
- Facing Pages
- Primary Text Frame
- Bleed and Slug:**

	Top	Bottom	Inside	Outside
Bleed:	0.125 in	0.125 in	0.125 in	0.125 in
Slug:	0 in	0 in	0 in	0 in
- Preview
- Buttons: Cancel, OK

Page Spread Layout:

- Pages 1-12 are arranged in a saddle-stitch format.
- Pages 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 are shown.
- Pages 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 are arranged in a saddle-stitch format.
- Pages 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12 are arranged in a saddle-stitch format.

Page Properties Panel:

- Pages: [None], A-Master
- Page 1: A
- Pages 2-3: A, A
- Pages 4-5: A, A
- Pages 6-7: A, A
- Pages 8-9: A, A
- Pages 10-11: A, A
- Page 12: A

Status Bar: 12 Pages in 7 Spreads

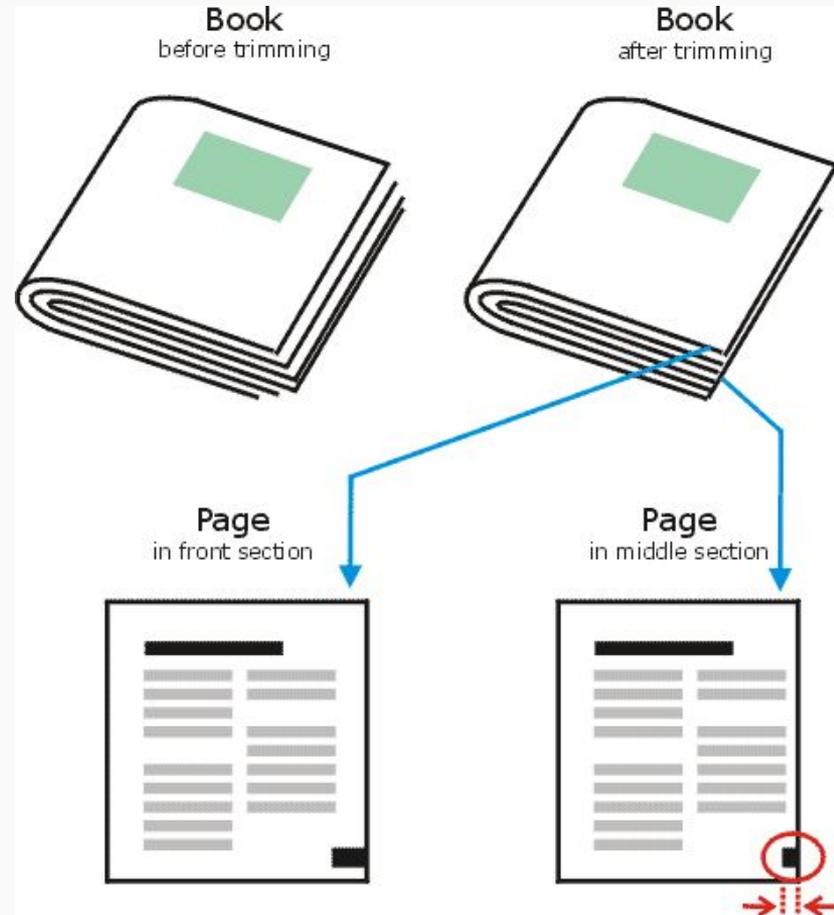
Saddle-Stitch: Bleeds and Trimming

Full Bleed: If you have content that you want to go to the edge of the page you will need to have it cut down after printing.

None of our printers can print to the edge of the paper. There will always be a 1/8" white margin around the document.

Trimming down after printing will require crops and bleeds.

Adding crop or bleed marks will require extra planning, as they should only appear on the outer margins of your book.



Saddle-Stitch

Adobe Acrobat and Acrobat Distiller are both available on the Self-Service computers around campus.

They are also available through the schools Creative Cloud application program.

If you are unsure how to download software and need assistance please visit one of the Help Desks on campus.

<http://www.saic.edu/crit/>

Exporting to PDF: Software Requirements

Before getting started be sure to download the Service Bureau Driver from our website:

<http://sites.saic.edu/servicebureau/resources/>

You will also need access to Adobe Acrobat and Adobe Distiller.



Adobe Acrobat



Adobe Distiller

Saddle-Stitch: Exporting to PDF

If you do not require trimming then you will Export to PDF as single pages with no crop marks or bleeds. (Standard)

File > Export> “Adobe PDF (Print)”

Adobe PDF Preset: “[High Quality Print]”

General: Check “Pages”.

You want single pages when exporting.

Under Marks and Bleeds:

Do not check “Crop Marks” or “Bleed Marks”

Click Export. Be sure to check your file when done!!

If you require your booklet to be trimmed with crop marks, you will need to export your booklet using InDesign’s print booklet feature.

This will arrange the pages in order for bookletting and allow you to include the necessary crop marks and bleed settings.

This is called an imposed file.

Instructions to do this are in the next section.

(Print Booklet = 2 Step Process)

Saddle-Stitch: Exporting to PDF Standard

If you do not require trimming then you will Export to PDF as single pages with no crop marks or bleeds.

File > Export > “Adobe PDF (Print)”
Adobe PDF Preset:
“[High Quality Print]”

General:

Uncheck “Spreads”.

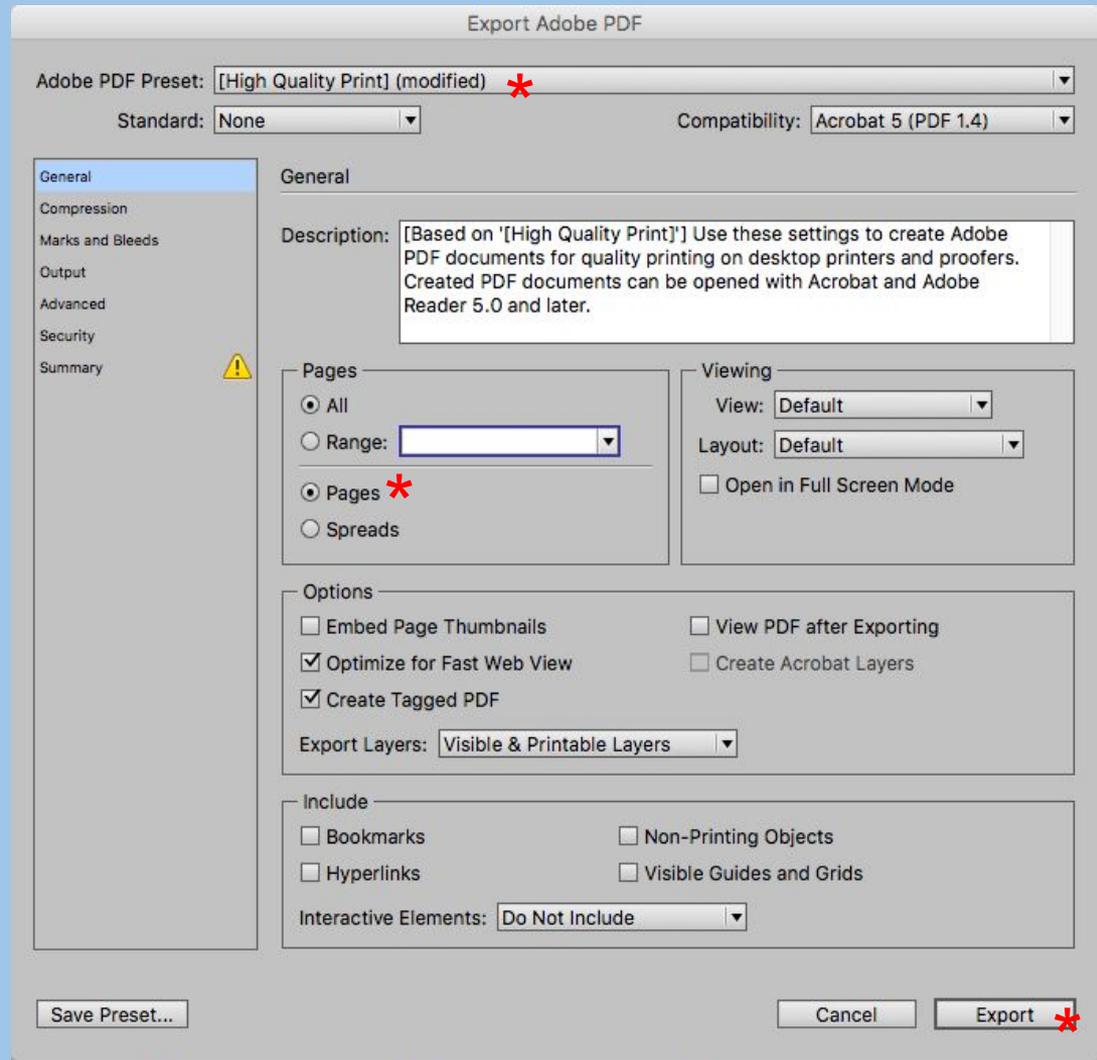
You want single pages when exporting

Under Marks and Bleeds:

Uncheck “Crop Marks” “Bleed Marks”

Click Export.

Be sure to check your file when done.



Saddle-Stitch: Exporting for Cutting - 2 Step Process

If you require your booklet to be trimmed with crop marks, you will need to export your booklet using InDesign's Print Booklet feature.

By using the Print Booklet feature you will create a PDF file already imposed that will have crop and bleeds marks indicating where you would like your book trimmed down.

There are 2 steps to this process. Creating a Postscript file using InDesign and then using that file to create your final PDF using Acrobat Pro.

Step 1- POSTSCRIPT FILE

File> Print Booklet...

You will need to set up the Print Settings for the document first.

Click **Print Settings**

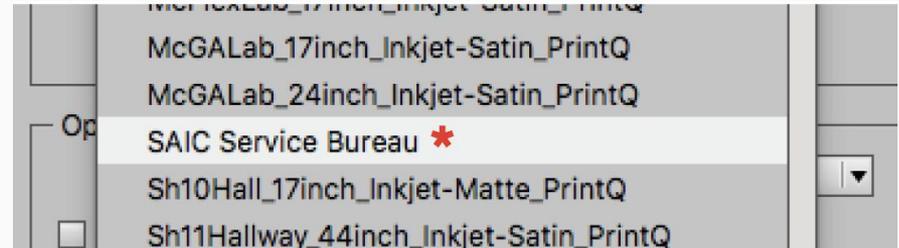
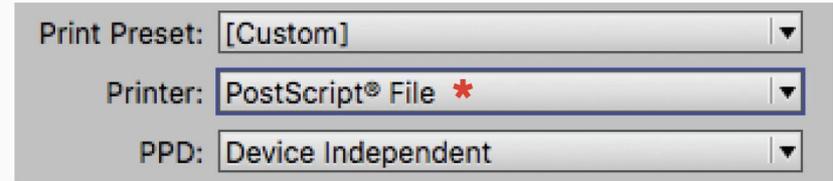
Printer: PostScript File

PPD: Choose SAIC Service Bureau

Print Blank Pages: Checked

If SAIC Service Bureau is not available then you have not installed the Service Bureau drivers. Please go back and finish this step.

This will affect settings further along in the process.



Saddle-Stitch: Print Booklet = 2 Step Process

Click **Setup:**

Paper Size:

This will depend on the size of your booklet with the crops and bleed settings added to the final dimension.

Orientation: Landscape

Options:

Scale: 100% for both width and height

Constrain Proportions: Check

Page Position: Centered

Click **Marks and Bleeds:**

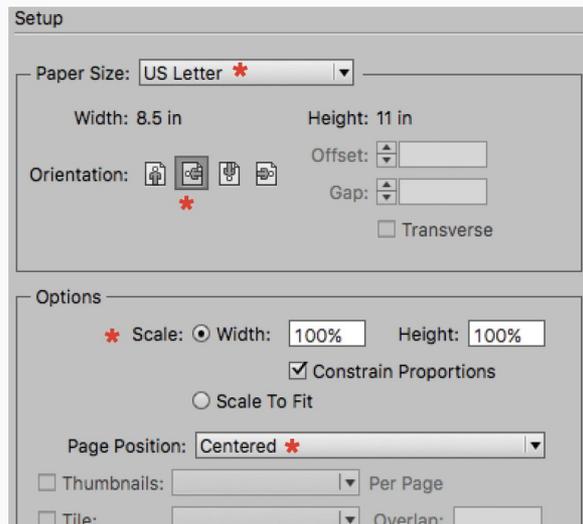
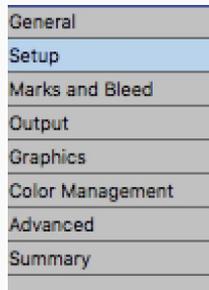
Crop Marks: Checked

Bleed Marks: Checked

Offset: 0.125 in

Use Document Bleed Settings: Checked

Click OK. Return to the Print Booklet window.



NOTES: Our printers do not print full bleed. Allow an 1/8" margin on all sides of your print.

Must be multiple of 4!

The cost of your booklet will be affected by the size sheet required to print. If your booklet is over 8,5x11 with the addition of crops and bleeds then it will need to be printed on 11x17 and cut down.

Saddle-Stitch: Postscript File

By using the Print Booklet feature you will create a PDF file already imposed that will have crop and bleeds marks indicating where you would like you book trimmed down.

There are 2 steps to this process. Creating a Postscript file using InDesign and then using that file to create your final PDF using Acrobat Pro.

1 - POSTSCRIPT FILE

File > Print Booklet... You will need to set up the Print Settings for the document first.

Click **Print Settings**

Printer: PostScript File

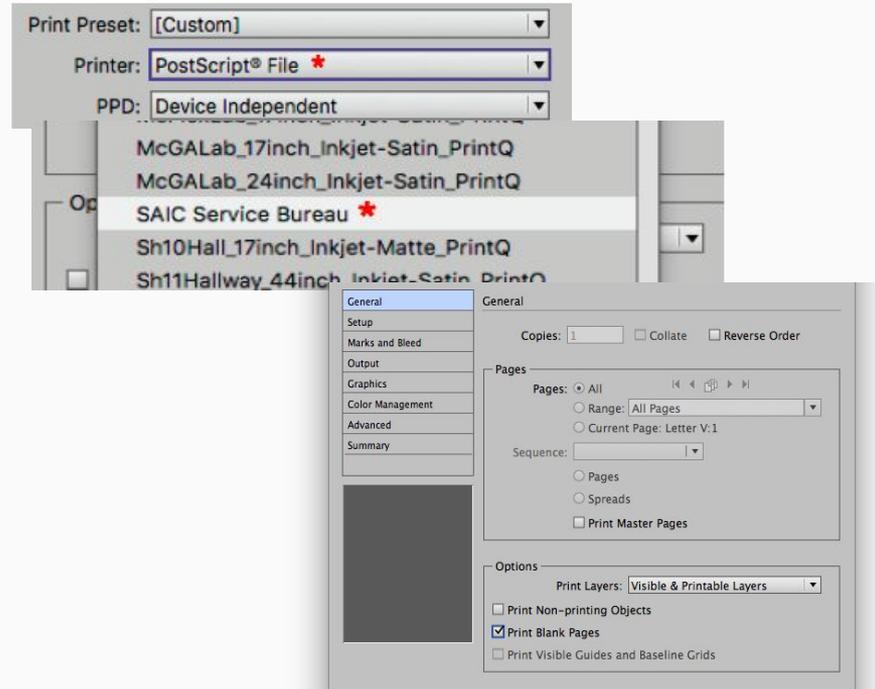
PPD: choose SAIC Service Bureau

General

Print Blank Pages: Checked

If SAIC Service Bureau is not available then you have not installed the Service Bureau drivers. Please go back and finish this step.

—This will affect settings further along in the process.



Saddle-Stitch: Postscript File

Click **Setup**:

Paper Size:

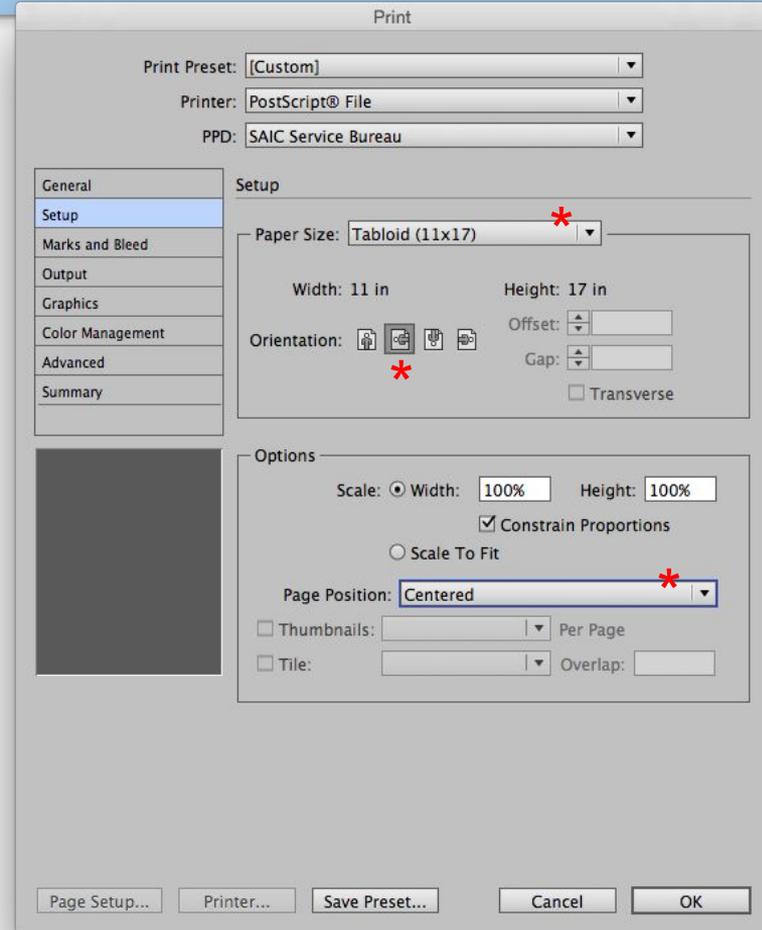
This will depend on the size of your booklet with the crops and bleed settings added to the final dimension.

Options:

Scale: 100% for both width and height

Constrain Proportions: Checked

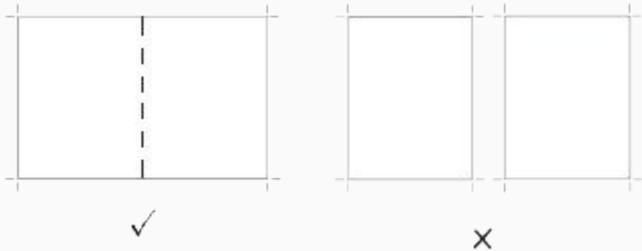
Page Position: Centered



Saddle-Stitch: Postscript File

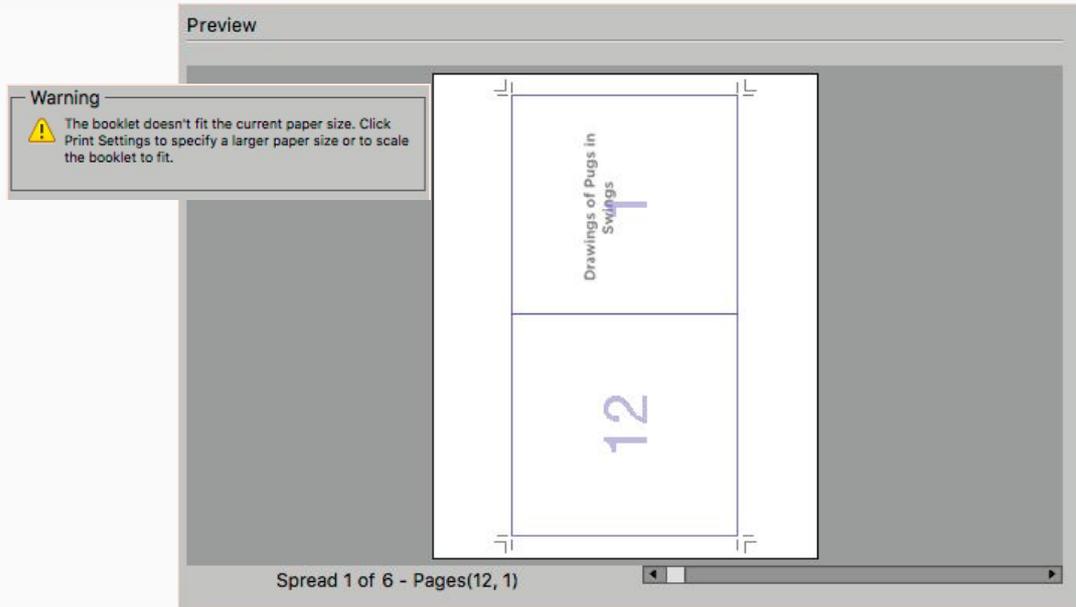
Choose Preview:

Your PDF should look like the example on the right, with your first PDF page displaying your last and first booklet pages as a spread with crop and bleed marks.



Your crops and bleeds should look like the image on the left with a spread...not individual pages on the right.

Click Print! This will save a file with the extension .ps



Pay attention to the Print Booklet Preview!

If you receive a warning about the booklet not fitting the current size then you will need to change the paper size or adjust the size of your booklet.

Adjust your settings until there are no warnings!

Saddle-Stitch: Create a PDF

You should now have a Postscript file of your booklet.

To create a PDF you will now take your PDF and open it in Acrobat Distiller. To do this you can Control Click on the file and choose from the flyout menu **Open With> Acrobat Distiller**.

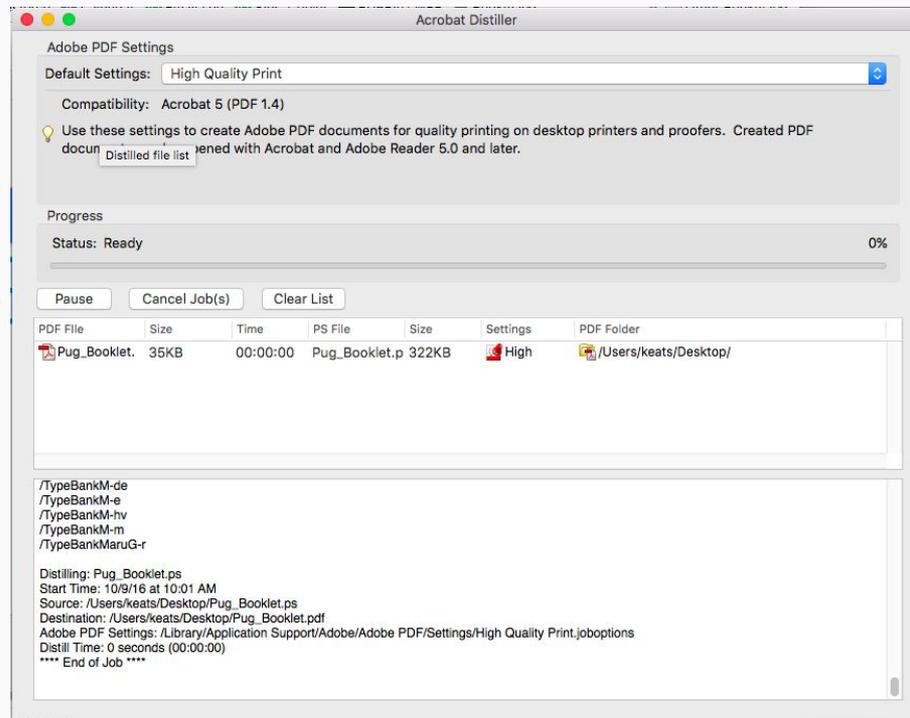
Or you can open Acrobat Distiller and go to **File >Open**

Default Settings: High Quality Print

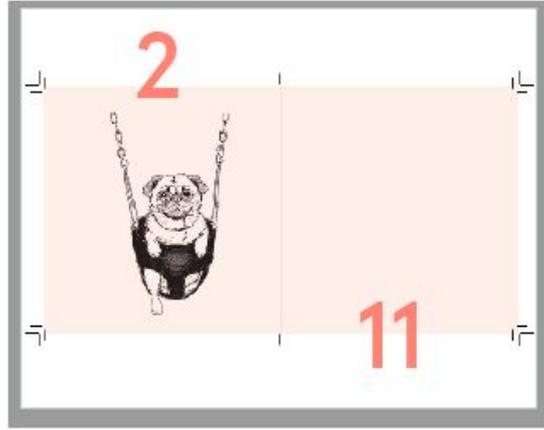
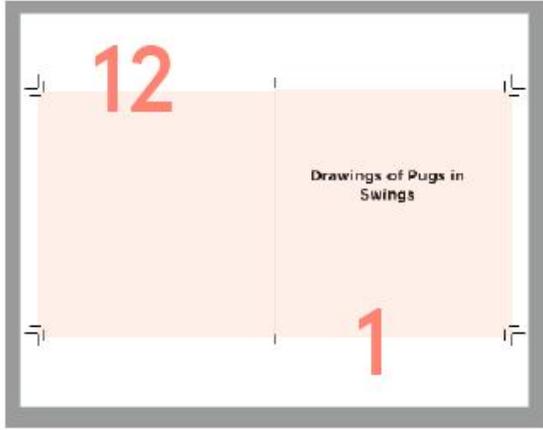
Navigate to where your Postscript file is and click open.

The file will be processed immediately. You will see a PDF appear with the same name on your computer.

This is the imposed PDF you will turn in for printing.

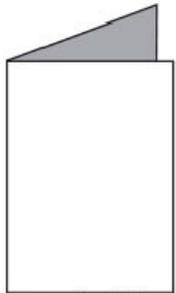


Saddle-Stitch: Create a PDF

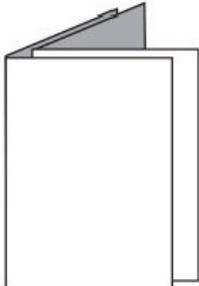


The first page/front cover and the last page/backcover of your booklet will be printed on the same side of the same sheet of paper.

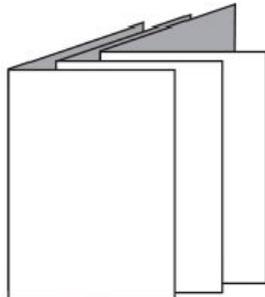
This is the file you will submit for printing and trimming.



Single Fold
4 Pages



8 Pages



12 Pages

Folded sheets are gathered together one inside the other and then stapled through the fold line.

The staples pass through the folded crease from the outside and are clinched between the centermost pages.

Our printers are able to perform this process in seconds, but we also offer a long armed stapler for manual saddle-stitching.

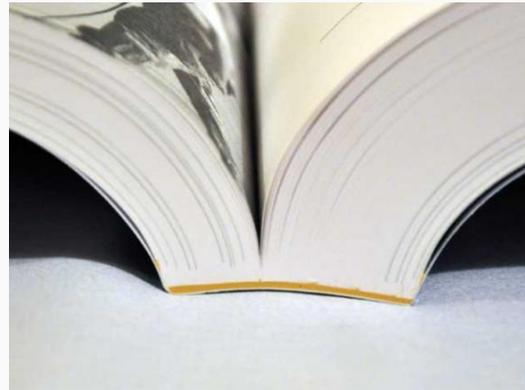
What is Perfect Binding?

Perfect bound books look clean and professional.

They are great for creating professional publications such as catalogs, portfolios, and small artist book editions.

It uses a strong glue to attach a cover sheet to the spine of the assembled interior pages.

Notches are applied into the spine to allow hot glue to penetrate into the spine of the book then a cover is clamped around the spine.

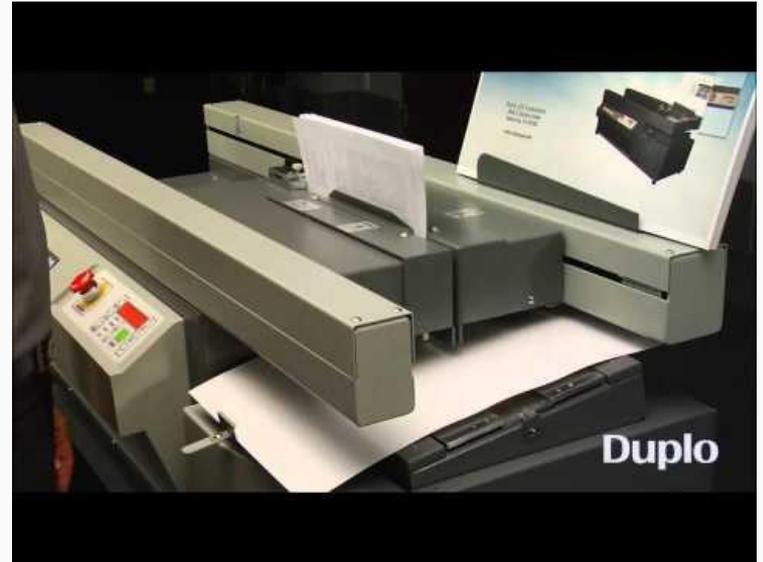


Perfect Binding

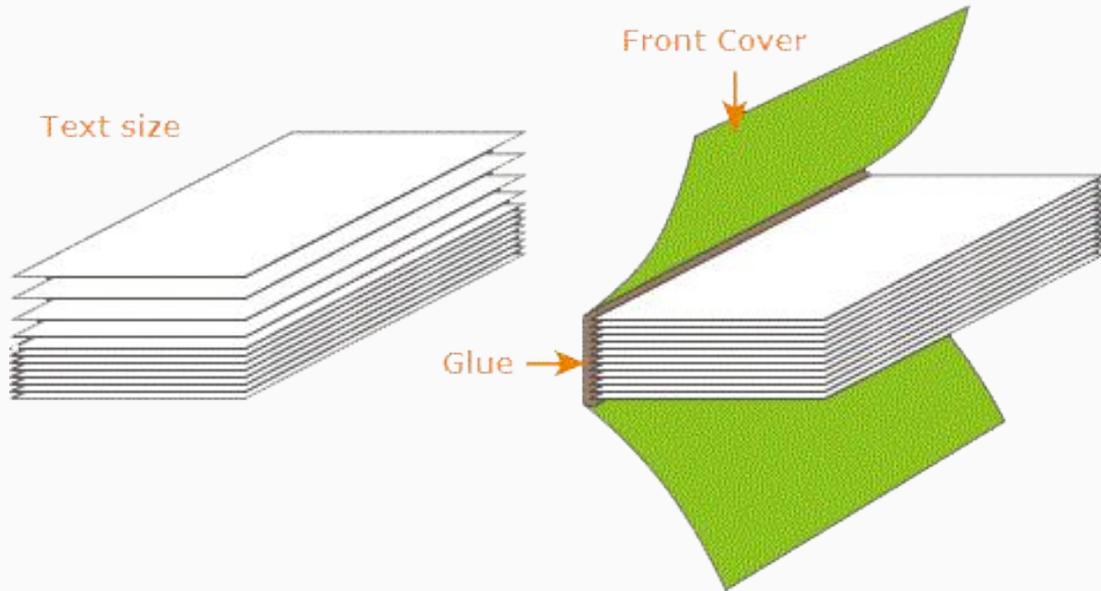
Our **Duplo DB280** is ideal for short-run applications. It is a smaller commercial machine but has advanced features including tape binding and padding.

Soft cover books and most notebooks are perfect bound making this method best for creating professional looking books.

Because pages are not folded there is no page count specifications, but there are limitations on min/max size and thickness.



What is Perfect Binding?



Perfect binding is a method of bookbinding where a flexible adhesive attaches a paper cover to the spine of the assembled pages.

Ideal for show catalogs, portfolios, photo albums, small run comics, and self published artists books.

Perfect Binding

6 days

Perfect Bound Books take 6 business days to complete, whether you're getting 1 or 50. This does not include a proof book.

If you're getting more than 50 books, please speak with a Technician before placing your order.

Guidelines and Suggestions

Proofs

We highly recommend getting a proof of your book.

Proofs take **3 days**. The rest of the books are finished **6 days** after you approve the proof.

Final process could take up to 9 days total.

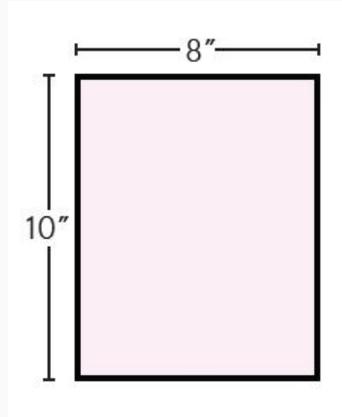
Proofs are **1/2 price** if you approve the order, full price if you decide to cancel.

Proofs are labeled with a sticker on the insider cover.

Perfect Binding: Guidelines + Suggestions

8 x 10" (portrait) or smaller are standard book sizes.

If the book you're making falls within those guidelines, then you don't need to worry!



Limits of what we can bind:

Max Page Size - 10x16"

Max Spine Length - 16"

Max # of Sheets - 175 sheets

For best results, stay between 10-75 sheets

Special Notes:

Larger books add cost & time!

Example: If you want your book to be 8.5x11" when finished it would have to be printed on a larger paper size to accommodate the additional length and width necessary when crop and bleed marks are included.

Books larger than 8 x 10" (any orientation) will **double** your printing price because they will need to be printed on 11x17" paper.

Covers larger than **12 x 18"** must be printed with our Inkjet printers, it costs more & adds **2 days** to your turnaround time.

Perfect Binding: Guidelines + Suggestions

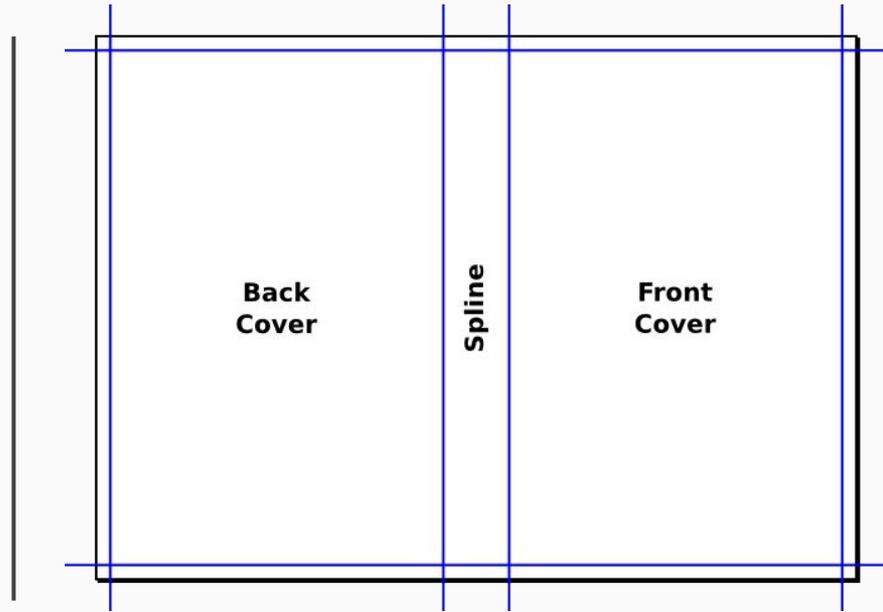
All books are considered custom, and there is not any “standard” BUT any exported page that fits on a 8.5”x11” sheet is considered a *standard size* book.

If pages need to be printed on 11”x17” sheets it is considered *oversize* and will be twice the cost per sheet.

We have a minimum page size of **2.5”x3”** with a maximum of **10”x16”**.

All books are trimmed to final size after binding, this is why there is no “standard”.

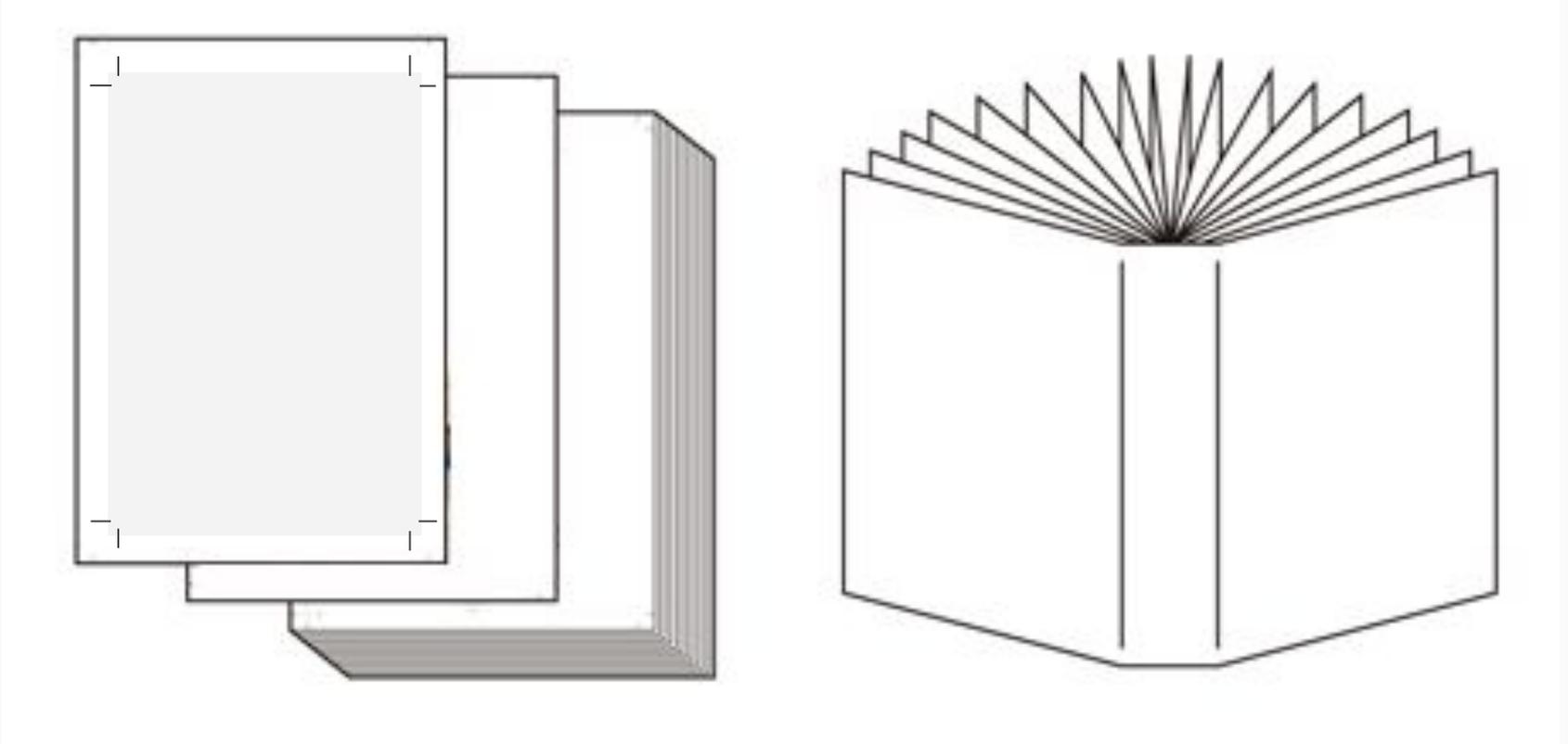
HEIGHT



WIDTH

Perfect Binding: File Setup - InDesign

You will need to make 2 InDesign files. There will be one for the Cover and one for the Body.



Perfect Binding

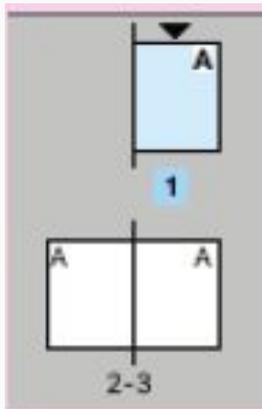
File> Document Setup>

Document Size should be the dimensions of your final book in inches.

The body of your book must be single pages, not spreads.

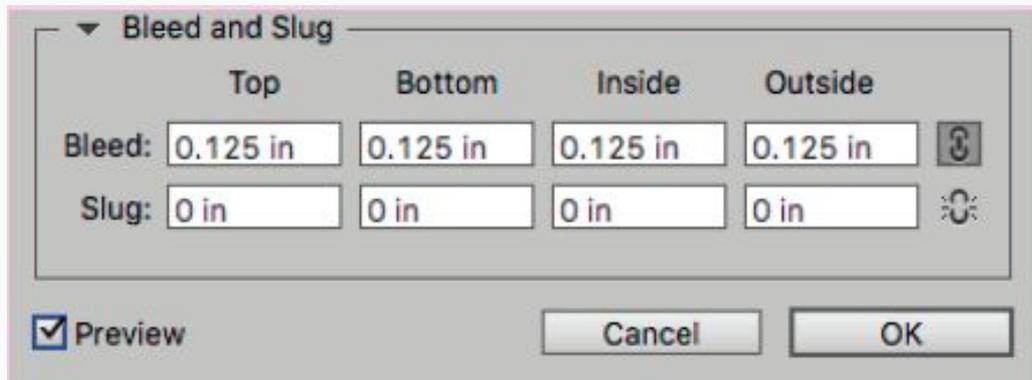
Bleed set to .125" on all sides

File Setup - Body File

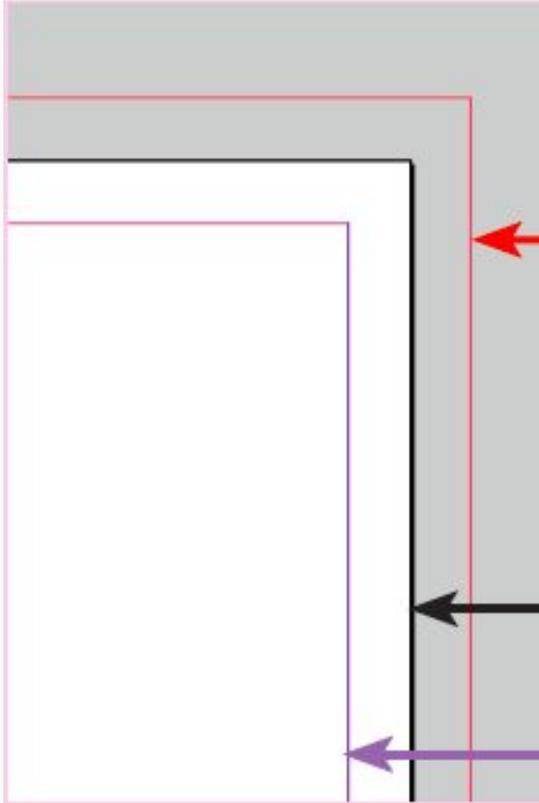


If you have the file set to **Facing Pages** the first page will be by itself.

This is the first page of your interior pages.



Perfect Binding: File Setup - Body File



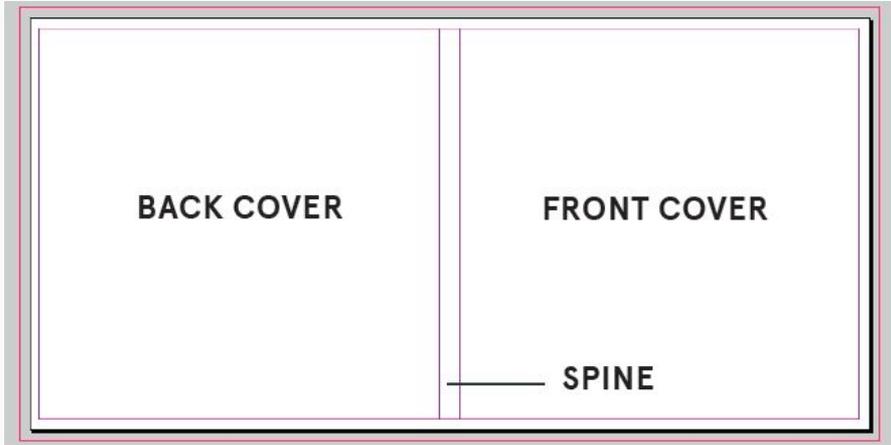
For Perfect Bound books we require there to be Crops and Bleed Marks. All books get cut down in the process.

Bleed Line - content that goes “off the page” extend to this line and will be trimmed off allowing for full bleed images. *If you need content to be full bleed then you will need to pull that content out to this line.

Cut Line - this is the actual physical edge of the page and your book. This is where we will cut.

Margin - important information should be inside this line.

Perfect Binding



This is how your cover spread should look

Hint:

Give your cover file 2 columns & set the column margin to be the spine width.

Now you have guides for your spine!

File Setup - Cover

File > New Document...

Height = Page Height

Width = **Spine Width + (Page Width x 2)**

Set your Documents Margins & Bleeds to **.125"** just like with the Body File.

Spine Calculator:

Refer to the table to estimate how wide the spine will be.

If you want text on your spine, be sure to make it small enough to fit.

*We highly recommend a proof when using text on the spine.

# of Sheets	Spine Width	# of Sheets	Spine Width
10	.068"	45	.22"
15	.09"	50	.25"
20	.135"	60	.30"
25	.15"	70	.34"
30	.13"	80	.37"
35	.190"	90	.40"
40	.20"	100	.46"

Perfect Binding: Document Setup



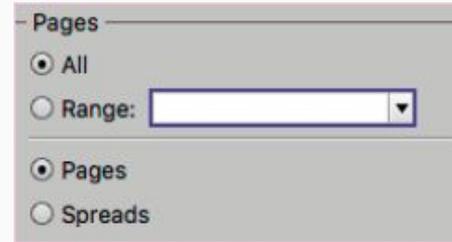
Perfect Binding: Exporting to PDF

File > Export > “Adobe PDF (Print)”

Adobe PDF Preset: “[High Quality Print]”

General: Uncheck “Spreads”.

You want single pages when exporting.

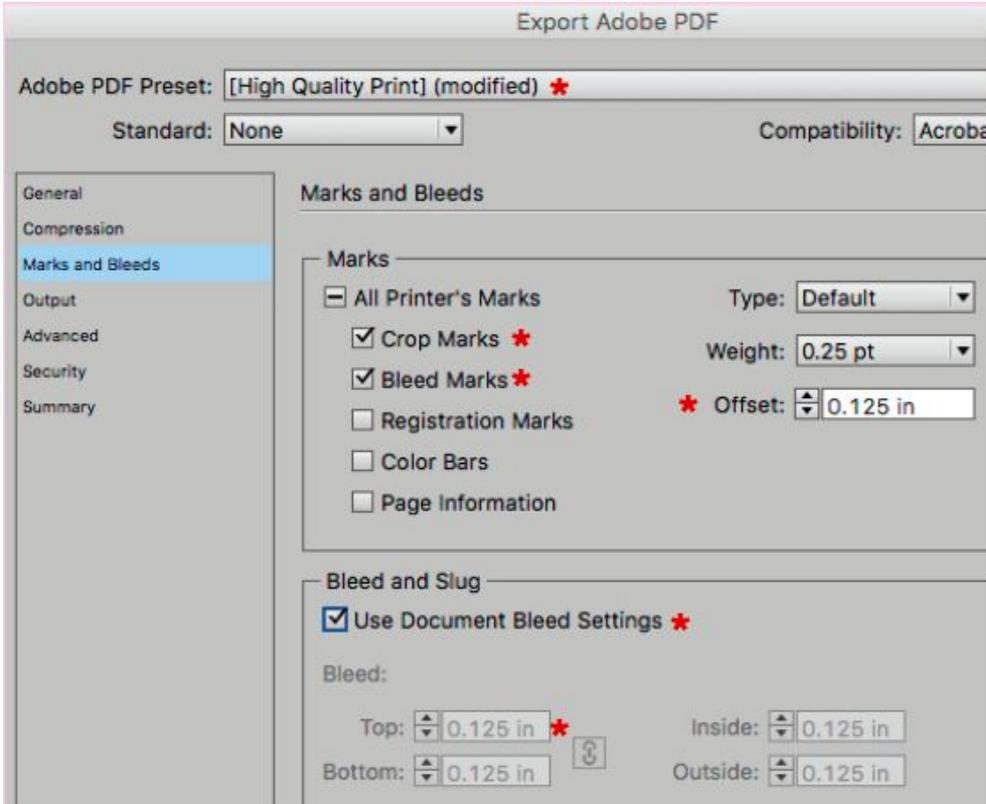


Under Marks and Bleeds: Check “Crop Marks”
“Bleed Marks” & “Use Documents Bleed Settings”

Offset: .125 in

Click Export.

Always check your PDF after exporting to be sure it looks correct.



PAGE 1



PAGE 2



Perfect Binding: Body File

IMPORTANT:

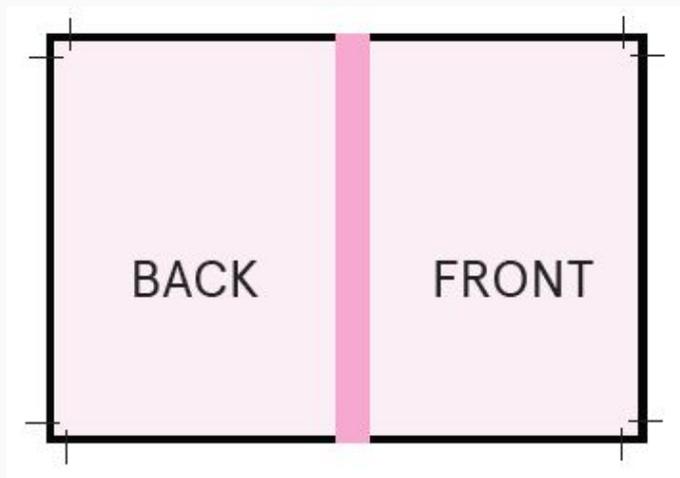
The Body.pdf should be individual pages, with crop marks on all sides.

Colors or images that go to the edge of the page should extend beyond the crop marks to the bleed marks.

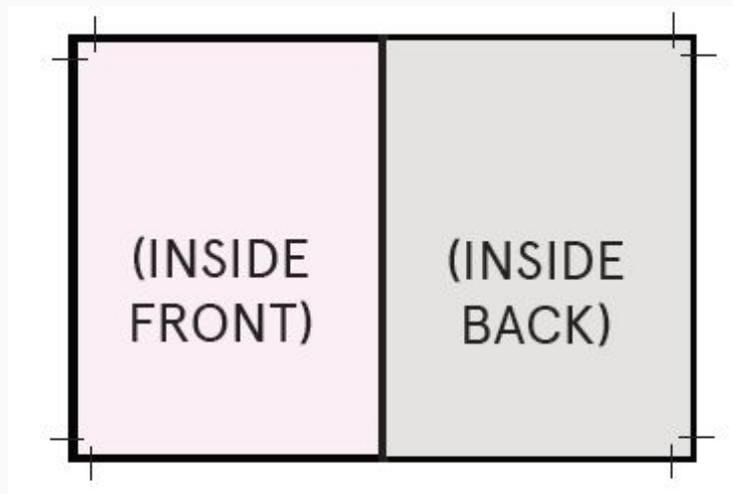
Perfect Binding: Cover File

*If you want the inside of your cover to be something other than white, make it the second page of your cover file.

But unlike the first page of your cover file, the inside of the front cover is on the left and the inside of the back cover is on the right.



**PAGE 1 –
outside cover**



**optional page 2
– inside cover***

Fin [end]

Happy Printing!