

everything you need  
to know about

# Perfect Bound Books



# What's perfect binding?

Perfect bound books look clean and professional. 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.

**6**  
days

Perfect Bound Books take 6 business days to complete, whether you're getting 1 or 10. This does not include a proof book.

We have limited the number of books to 10.

All of our books are measured and cut by hand.

## Proofs

We highly recommend getting a proof of your book.

Proofs take **4 days**. The rest of the books are finished **6 days** after you approve the proof.

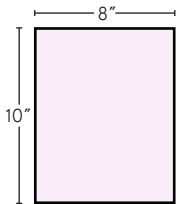
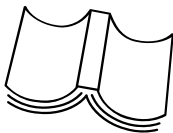
Proofs are full price.  
*Proofs are produced using the media you have selected and the size files you have submitted.*

**3** proof  
+  
**6** final  
books  

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**9**  
days

## SIZES



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	11"x 14"
Max Spine Length	11"
Max # of Sheet	175 sheets. For best results, stay between 20-75 sheets.

**Perfect Bound Book orders are submitted via our Digital Storefront.**

[www.sbureau.artic.edu](http://www.sbureau.artic.edu)

Visit the [Perfect Bound book page](#) for our **Artwork Guidelines and step-by-step instructions when uploading to the Storefront.**

# SETTING UP YOUR FILE

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

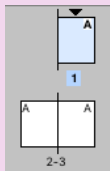
## 1- BODY FILE

### File > Document Setup >

Document Size should be the dimensions of your final book in inches. The body of your book must be set in single pages, not spreads.

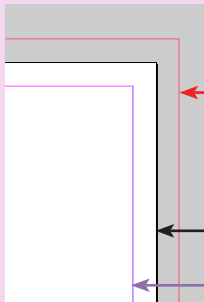
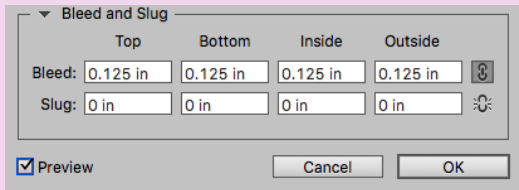
Bleed set to .125" on all sides

Margin set to at least .25" on all sides



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.



**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.

## 2- COVER FILE

File > New Document...

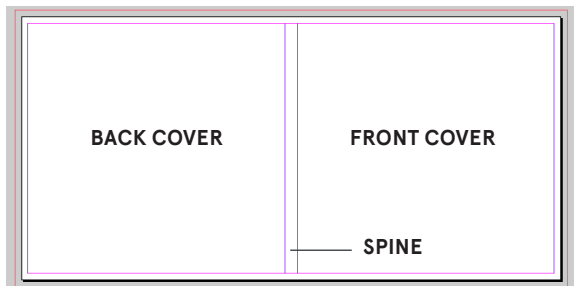
Height = Page Height

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

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

Now you have guides for your spine!

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



This is how your cover spread should look.



### 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
		45	.22"
		50	.25"
20	.135"	60	.30"
25	.15"	70	.34"
30	.17"	80	.37"
35	.190"	90	.40"
40	.20"	100	.46"

# EXPORTING TO PDF

File > Export > "Adobe PDF (Print)"

Format: Adobe PDF (Print)

Link for a detailed step-by-step for output settings.



**Adobe PDF Preset:**

[ PDF/X-1a:2001 ]

**General:**

Uncheck "Spreads".

You want single pages when exporting.

**Export Adobe PDF**

Adobe PDF Preset: [PDF/X-1a:2001] (modified) \*

Standard: PDF/X-1a:2001      Compatibility: Acrobat 4

**General**

Compression

**Marks and Bleeds**

Output

Advanced

Security

Summary

**Marks and Bleeds**

**Marks**

All Printer's Marks      Type: Default

Crop Marks \*      Weight: 0.25 pt

Bleed Marks \*      \* Offset: 0.0833 in

Registration Marks

Color Bars

Page Information

**Bleed and Slug**

Use Document Bleed Settings \*

**Bleed:**

Top: 0.125 in \*      Inside: 0.125 in

Bottom: 0.125 in      Outside: 0.125 in

**Pages**

All

Range: [ ]

Pages

Spreads

**Under Marks and Bleeds:**

Check "Crop Marks" "Bleed Marks" & "Use Documents Bleed Settings".

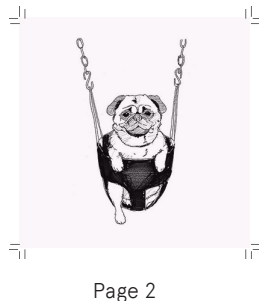
Offset: .125 in

Click Export.

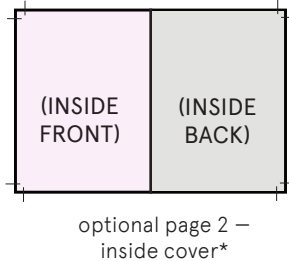
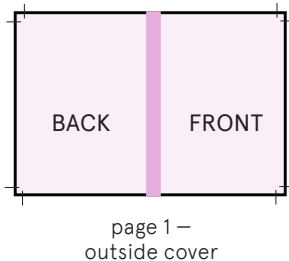
Always check your PDF after exporting to be sure it looks correct.

Here's what your two files should look like when you open them in Acrobat.

## BODY.PDF



## COVER.PDF



\*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.

**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.

All quotes and pricing can be calculated using the Digital Storefront website.

Simply put in the media selection and the number of books. Be sure to select any add-ons as those will increase the cost per book.

You will see a live quote/cost in the lower left hand side of the browser window.

37 S Wabash  
room 1111

p: 312 629 9155

e: servicebureau  
@saic.edu

w: sites.saic.edu/  
servicebureau



everything you need  
to know about

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