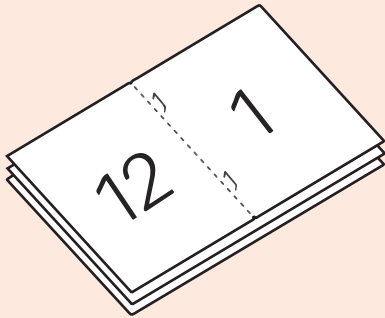everything you need
to know about

Saddle
Stitch
Booklets

What is Saddle Stitching?

A saddle-stitched bind is among the cheapest and most common methods of booklet binding.

It is a soft type of binding which uses **staples** on the spine of a book or a booklet where it folds.

It is ideal for binding **booklets** under 40-60 pages.

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 center-most pages.

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

We will not adjust files that are submitted incorrectly.

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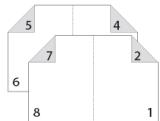
This means that your file should have a number of 4, 8, 12, 16, 20, etc. pages.

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.

Create all books in the order they are meant to be read. The cover of will be page 1, the inside cover is page 2..so forth... the last page of your book will be the back cover.

Imposition happens during exporting for Full Bleed books and during printing for No Bleed books.

Books with more pages will become bulky when folded and may not lie as flat as desired. We recommend no more than 40-60 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.

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

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.

See Adding Crops + Bleeds

PAPER/MEDIA TYPES

· Saddle stitch books **are printed on the Laser printers. The folding and stapling happens during printing in the printer. Most of our Laser media will work with Saddle Stitch.**

· *(Transparency , Vellum, and Labels do not work.)*

• **Paper samples are available outside the Service Bureau (Sharp 1111)**

· You can order your books **'Folded But Not Stapled'** if you **want to bind yourself or add additional pages**

· When submitting your order online you will be able to select different papers for the body and cover

· If you want multiple page sizes or types you will need submit them as separate orders, upon completion you will collate and bind yourself.

· If you are binding yourself we can trim down books once bound, please email us for instruction and scheduling a time for drop off.

We have two options for hand staplers for check out. Email to reserve them.

We have a long arm stapler always available at our finishing area outside the SB.

FULL BLEED VS NO BLEED: FILE SET UP + EXPORTING

File Setup & Exporting will be different for Full-Bleed and No-Bleed Books.

Bleed is the area added to the outside of a printed document that will be cut off during production allowing artwork and page elements to reach the edge of the page.

With Bleed	Without Bleed
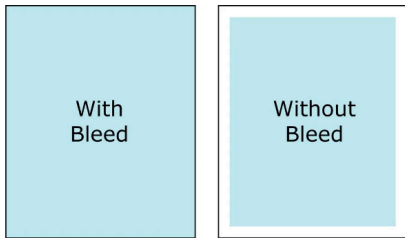
FB booklets are essentially printed slightly larger than the final size. We trim all the books edges so after being bound your artwork goes to the exact edge.

Full Bleed Booklets:

Will require a bleed area and marks for cutting added to your file. You will use the Print Booklet Exporting process for submission.

We will be cutting your book to a finished size.

No Bleed Booklets:

Does not require the addition of a bleed area. Files are submitted as single pages. Booklets are printed on standard sheet sizes and not cut.

→ If you create your pages with images that extend to the edge of the page WITHOUT adding a full bleed margin, your pages will still have a white border.

Adding a .25 margin to the edge will keep your design from getting cut off.

NO BLEED - FILE SET UP

File > New > Document.

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

We do offer larger sheets (12x18/13x19) in a number of our paper options.

Your book can be smaller than 5.5x8.5" but you would then set up your booklet as a Full Bleed file and add Crop + Bleed marks for trimming.

Remember to lay out your content for pages in multiples of 4 with a minimum height of 5.5" for staples.

Document Setup

Intent: Print

Number of Pages: 8   ☑ Facing Pages

Start Page #: 1   ☐ Primary Text Frame

Page Size: Letter – Half

Width: 5.5 in   Orientation: ▯ ▭

Height: 8.5 in

Margins

Top: 0.25 in   Inside: 0.25 in

Bottom: 0.25 in   Outside: 0.25 in

Bleed and Slug

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

• We recommend a 0.25" margin on all sides. Keep important text and design elements inside these areas.

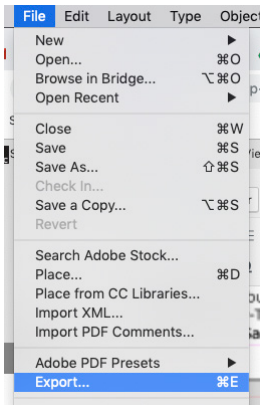• You do not need to add a bleed for No Bleed set up.

NO BLEED - PDF EXPORT

Before getting started be sure to download the Service Bureau Driver :
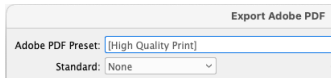http://sites.saic.edu/servicebureau/home/help_center/

No bleed does not require trimming
so you will Export to PDF as single
pages <u>with no crop marks or bleeds.</u>
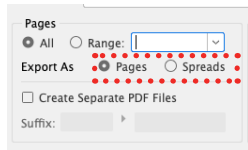
File > Export> "Adobe PDF (Print)"

Adobe PDF Preset:
"[High Quality Print]"

	Export Adobe PDF
Adobe PDF Preset:	[High Quality Print]
Standard: None	

General:
Check "All" and make sure
"Pages" is selected.

.
You want your booklet to be
single pages when exporting.

Pages
○ All ○ Range:
Export As ● Pages ○ Spreads
☐ Create Separate PDF Files
Suffix:

<u>Under Marks and Bleeds:</u>
Uncheck "Crop Marks" +
"Bleed Marks"

<u>Click Export</u>
Be sure to check your file
when done.

*Single pages, no crop or
bleed marks.

Marks and Bleeds

Marks
☐ All Printer's Marks
☐ Crop Marks
☐ Bleed Marks
☐ Registration Marks
☐ Color Bars
☐ Page Information

FULL BLEED FILE SETUP – INDESIGN

File > New > Document.

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: (Books can be any size up to 9x12 using the 13x19in standard sheet size.)

5.5"x 8.5" – which is Letter (8.5x11") folded in half

8.5"x11" – which is Tabloid (11x17") folded in half

Facing pages must be checked.

We do offer larger sheets (12x18/13x19) in a number of our paper options.

Your book can be smaller than 5.5x8.5" but keep in mind that you will need to add Crop + Bleed marks for trimming.

<u>Remember to lay out your content for pages in multiples of 4 with a minimum height of 5.5" for staples.</u>

Because there will be trimming you need to add bleed setting in this window. (0.125in)

	Intent:	Print
Number of Pages:	1	☑ Facing Pages
Start Page #:	1	☐ Primary Text Frame

Page Size: Letter - Half
Width: 5.5 in
Height: 8.5 in
Orientation:

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   Cancel   OK

Your file should have a red line (**Bleed Line)**, a black line (**Cut Line)** and then a purple line for the **Margins**.

Full Bleed is if you have an image or a design element that you want to look like it is going over the edge of booklet. This is accomplished by cutting after printing.
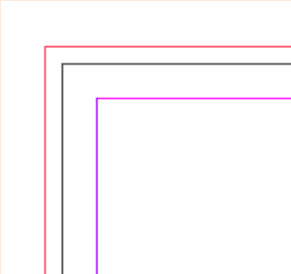
It requires you to pull those elements out - whether it's an image or a block of color - to the Bleed Line of the InDesign file before exporting.

The black line is the Trim line and will be where we cut so you may lose a little bit of information at either side of this line.

Be aware of what information you are placing at the edge because if it is within our cutting tolerance of 1/16 in then it may be cut off.
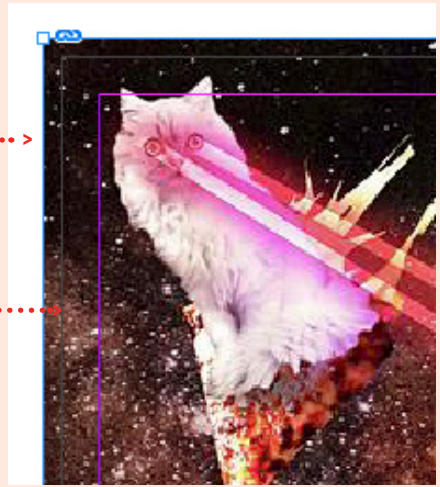
FULL BLEED – ADDING CROP + BLEED MARKS

Books that are to be smaller than our standardized paper sizes or that have content that is full bleed will need to be **trimmed** down after printing.

In order to acheive a clean, accurate cut, you will need to provide crop marks and/or bleed marks in your file.

This is accomplished by using the Print Booklet feature in InDesign.

Before getting started you will need to have access to Adobe Acrobat and Adobe Distiller.

You must download the Service Bureau print drivers available on our website.

These will be necessary to complete the process.

Adobe Acrobat and **Acrobat Distiller** are both available on the Self-Service compuers 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/

The Service Bureau Driver : http://sites.saic.edu/servicebureau/home/help_center/
You will also need access to Adobe Acrobat and Adobe Distiller.

FULL BLEED - PRINT BOOKLET = 2 STEP PROCESS

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 an Postscript file using InDesign and then using that file to create your final PDF using Acrobat Distiller.

STEP 1- POSTSCRIPT FILE - FULL BLEED

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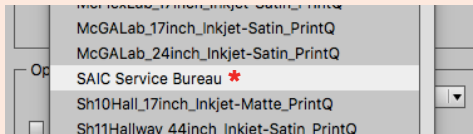
Click **Print Settings**

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.

Print Preset:	[Custom]	▼
Printer:	PostScript® File ✱	▼
PPD:	Device Independent	▼

McGALab_17inch_Inkjet-Satin_PrintQ
McGALab_17inch_Inkjet-Satin_PrintQ
McGALab_24inch_Inkjet-Satin_PrintQ
SAIC Service Bureau ✱
Sh10Hall_17inch_Inkjet-Matte_PrintQ
Sh11Hallway_44inch_Inkjet-Satin_PrintQ
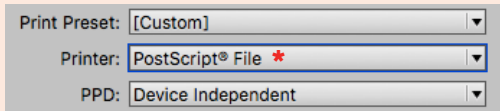
Click **Setup:**

Paper Size:

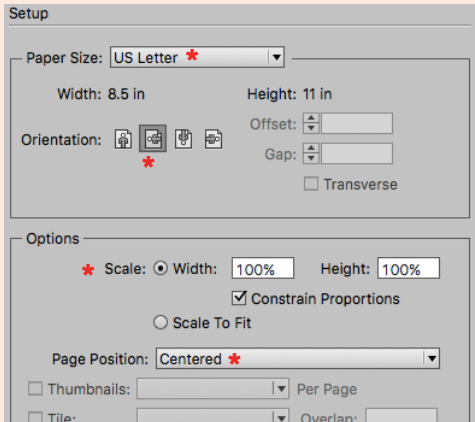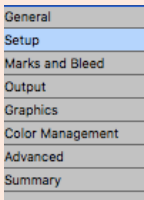This will depend on the size of your booklet with the crops and bleed settings added to the final dimension.

Orientation: Landscape

Options:

Scale: 100% for both width and height

Constrain Proportions: Check

Page Position: Centered

General
Setup
Marks and Bleed
Output
Graphics
Color Management
Advanced
Summary

Setup

Paper Size: US Letter ✱

Width: 8.5 in   Height: 11 in

Orientation: [icons] ✱   Offset: [ ]
                                 Gap: [ ]
                                 ☐ Transverse

Options

✱ Scale: ⊙ Width: 100%   Height: 100%
                    ☑ Constrain Proportions
                    ○ Scale To Fit

Page Position: Centered ✱

☐ Thumbnails: [ ] Per Page
☐ Tile: [ ] Overlap: [ ]

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 me mulitple 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.

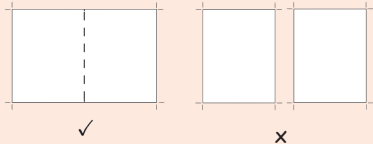In the Print Booklet window under **Setup**:

<u>Pages:</u> All

<u>Booklet Type:</u> 2-up Saddle Stitch

<u>Margins:</u> Check Auto

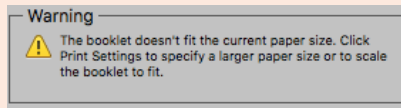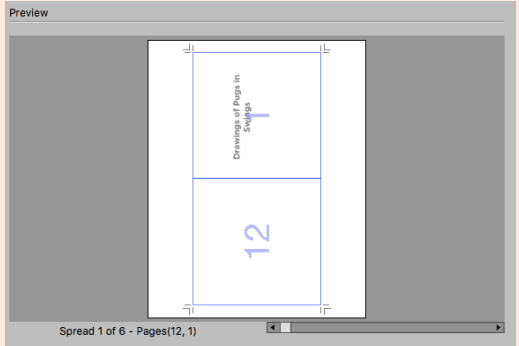<u>Print Blank Printer Spreads</u>: Checked

Choose Preview:
Your PDF should look like the example on the top 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 extention .ps

Preview

Drawings of Pugs in Swings

12

Spread 1 of 6 - Pages(12, 1)

Warning
⚠ The booklet doesn't fit the current paper size. Click Print Settings to specify a larger paper size or to scale the booklet to fit.

Pay attention to the Print Booklet Preview!

This is very helpful in determining if your booklet will be saved correctly.

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!

STEP 2- CREATE PDF - FULL BLEED BOOKLET

You should now have a Postscript file of your booklet.
(Sometimes it may have *.indd.ps* at the end. That's ok.)

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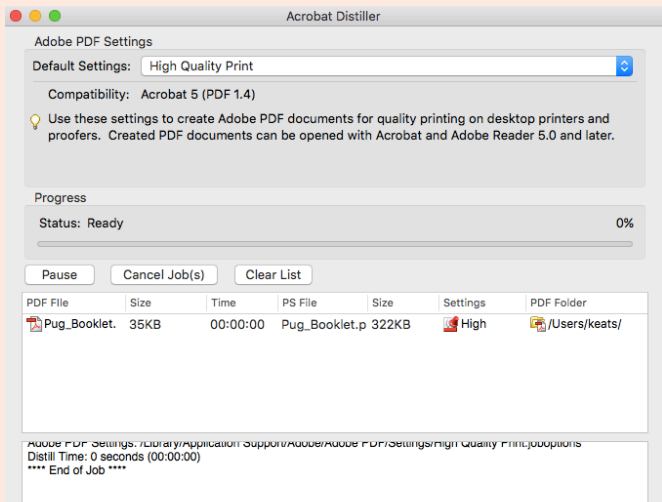
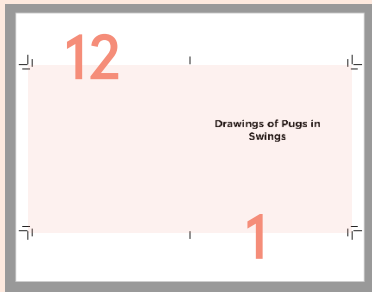Or you can open Acrobat Distiller and go to **File >Open**

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.

Acrobat Distiller

Adobe PDF Settings

Default Settings: High Quality Print

Compatibility: Acrobat 5 (PDF 1.4)

Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.

Progress

Status: Ready   0%

| Pause | Cancel Job(s) | Clear List |

PDF File	Size	Time	PS File	Size	Settings	PDF Folder
Pug_Booklet.	35KB	00:00:00	Pug_Booklet.p	322KB	High	/Users/keats/

Adobe PDF Settings: /Library/Application Support/Adobe/Adobe PDF/Settings/High Quality Print.joboptions
Distill Time: 0 seconds (00:00:00)
**** End of Job ****

12

Drawings of Pugs in Swings

1

2

11

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.

Single Fold
4 Pages

8 Pages

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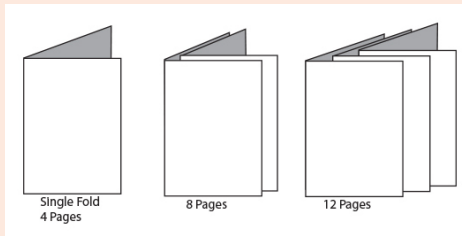
Folded sheets are gathered together one inside the other and then stapled through the fold line.

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.

SUBMITTING TO DIGITAL STOREFRONT

Final Size 5.5x8.5	Final Size 8.5x11	Final Size 9x12	Final Size 9.5x13
BEGIN ORDER SUBMISSION	**BEGIN ORDER SUBMISSION**	**BEGIN ORDER SUBMISSION**	**BEGIN ORDER SUBMISSION**
SADDLE STITCH - 5.5 X 8.5	SADDLE STITCH - 8.5X11	SADDLE STITCH - 9X12	SADDLE STITCH 9.5X13

Under the Saddle Stitch product on the Digital Storefront you will see 4 products.

Each individual product shows you what the final "size" of the booklet will be **and/or** the sheet size we will be using to print your booklet.

The size of your document will determing the product you choose.

Since Saddle Stitch books are folded sheets of paper. The sizes shown in each product are from standard sheets sizes folded.

Example:
5.5"x 8.5" – is Letter (8.5x11") folded in half
8.5"x11" – is Tabloid (11x17") folded in half
9"x12" – is 12"x18" folded in half
9.5"x13" – is 13"x19" folded in half

There will be options for both FULL Bleed + NO Bleed under each of the 4 products.

✓ Choose
Full Bleed
No Bleed

All booklets can be scaled to fit via the Body Media Selection Window.
This allows you to choose the sheet size you desire no matter what size your file has been set to.

☐ Fit content to paper - scale content up or down (use when file and page are different sizes)

No Bleed – Product Size Options

If you have designed your booklet to be **No Bleed** - meaning you have set up your file to be exactly the size of the folded sheet - then you pick the product to match the "Final Size" of your booklet.

Our printers do not print to the edge of the paper.

Your booklet will print at the size you made it and will have a 3/8" white border around the edge. If your book is white, you will not see this edge.

This is an example of a 5.5"x8.5" No Bleed Booklet → Printed on an 8.5"x11" sheet with 3/8" margin on outside edge.

8.5"

5.5"
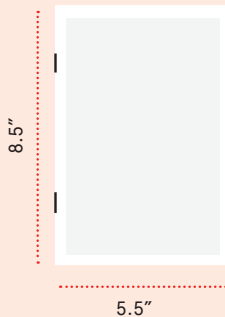
You are uploading a document with single pages in multiples of 4. (Page 1 is the cover, page 2 will be the inside cover... etc.)

If you upload a file that is not the size of the folded sheet size you may find that it does not fill the page as expected.

Full Bleed – Product Size Options

Full Bleed booklets means you have exported using the Print Booklet Feature and your file is imposed. It will be printed on a larger sheet size and cut down.

Using the crop and bleed marks you have provided, we will print your file on a sheet size that is larger than your file. Each booklet is then cut down to your file size.

Your file/booklet can be any shape/size as long as it fits with crop + bleed marks onto a sheet size we stock.

This is an example of a 5.5"x8.5" Full Bleed Booklet → Printed on 11"x17" sheets and cut down to 5.5"x8.5". Artwork will be all the way to the edge. No white border.
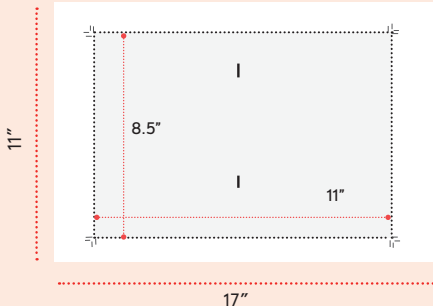
You are uploading a document with two pages imposed on one sheet.
(The cover and back cover on the same sheet, the inside cover and inside back cover are the next sheet. ...)

11"

8.5"

11"

17"

Documents: The top area of the order form is your booklet file. It should be a PDF.

Please be sure you have followed all the instructions for both the Full Bleed and No Bleed submission.

Full Bleed – File should be imposed with 2 pages per sheet.

NO Bleed – File will be single pages in a multiple of 4.

We will ask that you resubmit if your file is not set up for the booklet type that you have chosen.

Documents	Add Files

* Last Name, First Name   ⓘ

* Quantity	* Pages
1	4

Print Options

Interior Paper Selection   ⓘ

☐ Media(-MEDIA CHOICE-)

Print In Color/Sides ▷
Print in Color:Double Sided

Black and White Print Quality Options

◯ B/W Matte or B/W Glossy ▷
B/W ImagePress (Glossy)

Print Options: Interior Paper Selection
This will be the paper used for the inside of your booklet and if you want us to print it in Color or B/W.

Do you want us to print in B/W or Color?
This will determine the cost of your order.
The color will be more expensive than B/W

Which printer are we using if you chose B/W?
Glossy or B/W Matte?
The Matte printer is our VarioPress which is only B/W with a matte surface.

Cover Paper Selection ●

🖼 Paper choice for cover ▷
Color:Front and Back inside and...

Cover Paper Selection: This is where you are going to pick the information about your cover. The paper and if we will be printing B/W or color.

Binding

○ Saddle Stitch - Options ▷
Folded + Stapled

Binding Options: By default we will staple and bind your booklet.

However, if you would like to bind it yourself you can have us print and fold only.

Or you can ask that we print not folded or stapled. This would allow you to crease your booklet yourself and bind.

Payment + Funding Options ●

○ Funding Options ▷
Choose Payment Type

○ Special Instructions

Funding + Special Instructions:
Let us know how you are paying for the book. Take a look on our website on our Payment + Pick Up page for specifics about types of payments available here at the Service Bureau.

If you have any questions you can sign up for a Consultation with one of our technicians.

They can look over your file before you upload or even help you set up a file before you start.