

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 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.

Proofs

We highly recommend getting a proof of your book.

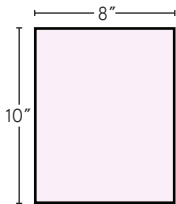
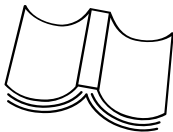
Proofs take **3 days**. The rest of the books are finished **6 days** after you approve the proof.

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.*

3 proof
+ **6** final
books

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	10 x 16"
Max Spine Length	16"
Max # of Sheet	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.

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

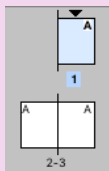
File > Document Setup >

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

Bleed set to .125" on all sides

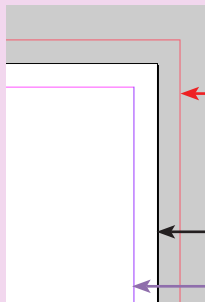
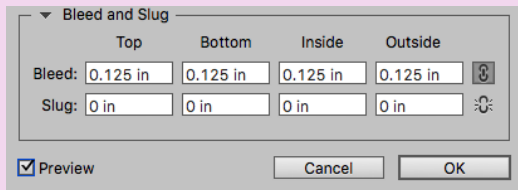
Margin set to at least .25" on all sides

([Tutorial about Trim/Bleed/Margins](#))



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...

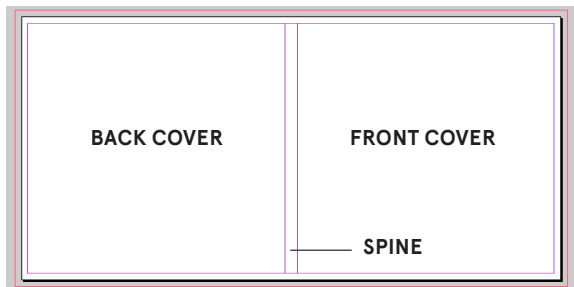
Height = Page Height

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
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"

EXPORTING TO PDF

File > Export > "Adobe PDF (Print)"

Format: Adobe PDF (Print) ▾

Export Adobe PDF

Adobe PDF Preset: [High Quality Print] (modified) *

Standard: None ▾ Compatibility: Acrobat

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: 0.125 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

Adobe PDF Preset:
"[High Quality Print]"

General:

Uncheck "Spreads".

You want single pages when exporting.

Pages

All

Range: ▾

Pages

Spreads

Under Marks and Bleeds:

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

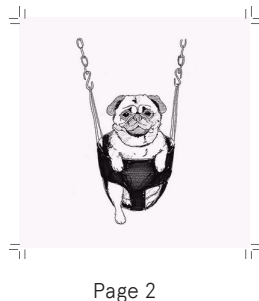
Offset: .125 in

Click Export.

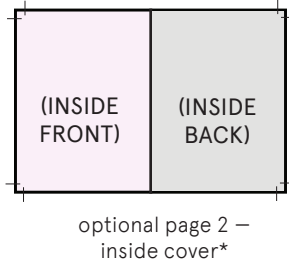
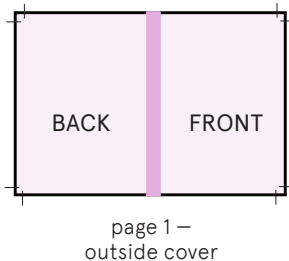
Always check your PDF after exporting to be sure it looks correct.

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.

Papers and Prices

Body	Hammermill Bond, Sterling Gloss Text, B&W Text, or supply your own
Cover	Hammermill Cardstock, Sterling Gloss Cardstock, any Inkjet paper*, or supply your own

Sheets 2 pgs = 1 sheet	price/ sheet 1-9 copies	price/ sheet 10-50 copies	Binding	Cover
10 - 20	.30	.28	\$5.00	\$2.00
21 - 40	.29	.27		
41 - 60	.27	.25		
61 - 80	.26	.24		
81 - 100	.24	.23		
101 - 120	.23	.22		
121 - 150	.22	.21		
151+	.21	.20		
Laminated Cover (glossy or matte)				

PAPER PRICES

37 S Wabash
room 1111
p: 312 629 9155

e: servicebureau
@saic.edu

w: crit.artic.edu/
servicebureau

*Inkjet printed covers are priced by the square foot and should be laminated. See the Bureau Pricing Guide or visit our website for more info.

**These prices are for books 8" wide by 10" high or smaller. For pricing and info regarding larger books, see page 2 of this book or visit our website.

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