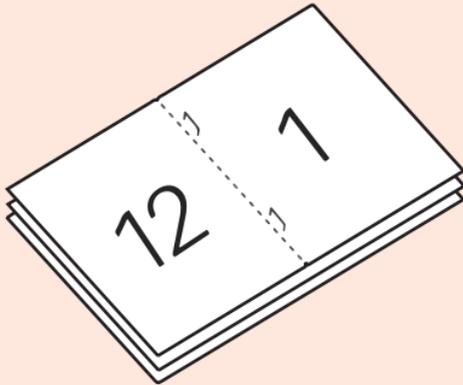


everything you need
to know about

SAIC SERVICE BUREAU

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 100 pages.

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

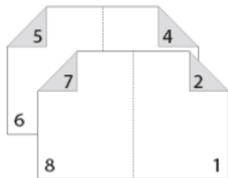
The staples pass through the folded crease from the outside and are clinched between the centermost pages.

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

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.

We will not adjust files that are submitted incorrectly.

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.

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.

See Adding Crops + Bleeds

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:

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

8.5" x 11" - which is Tabloid (11x17") folded in half

The screenshot shows the Adobe InDesign File Setup dialog box. The 'Intent' is set to 'Print'. The 'Number of Pages' is 1, and 'Facing Pages' is checked. The 'Start Page #' is 1, and 'Primary Text Frame' is unchecked. The 'Page Size' is 'Letter - Half', with a width of 5.5 in and a height of 8.5 in. The 'Orientation' is set to 'Portrait'. The 'Bleed and Slug' section is expanded, showing bleed and slug settings for Top, Bottom, Inside, and Outside. The bleed is set to 0.125 in for all sides, and the slug is set to 0 in for all sides. The 'Preview' checkbox is checked, and the 'Cancel' and 'OK' buttons are visible at the bottom.

	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

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.

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

If there will be trimming you can add bleed setting in this window.

EXPORTING TO PDF

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

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

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

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.

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 bookleting and allow you to include the necessary crop marks and bleed settings.

This is called an imposed file.

Intructions to do this are in the next section. **(Print Booklet = 2 Step Process)**

ADDING CROP + BLEED MARKS FOR TRIMMING

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 achieve 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.

We recommend downloading 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 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/>



The Service Bureau Driver : <http://sites.saic.edu/servicebureau/resources/>

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

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 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.

1- POSTSCRIPT FILE

File> Print Booklet...

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

Click **Print Settings**

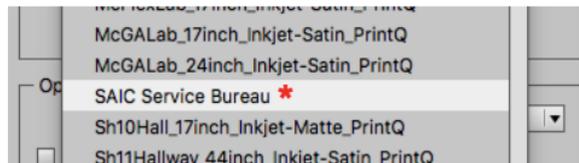
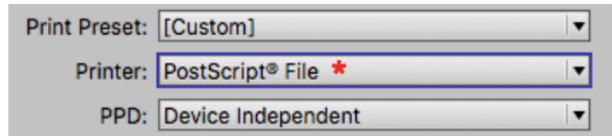
Printer: PostScript File

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.



Click **Setup:**
Paper Size:

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

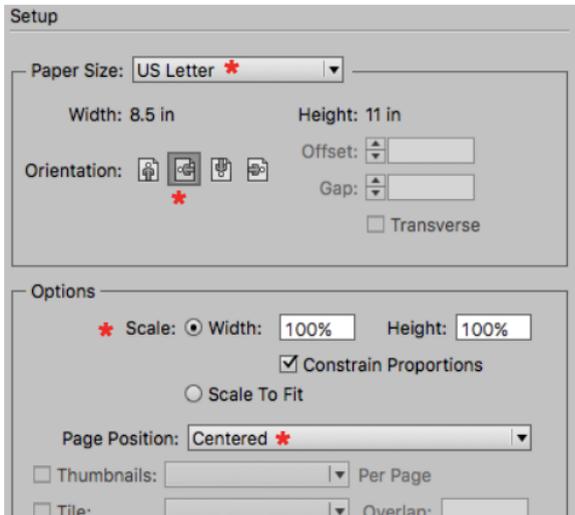
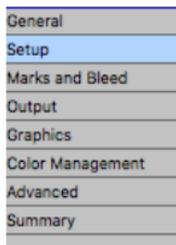
Orientation: Landscape

Options:

Scale: 100% for both width and height

Constrain Proportions: Check

Page Position: Centered



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.

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

Pages: All

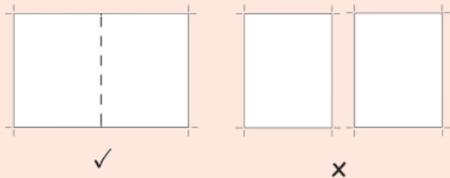
Booklet Type: 2-up Saddle Stitch

Margins: Check Auto

Print Blank Printer Spreads: Checked

Choose Preview:

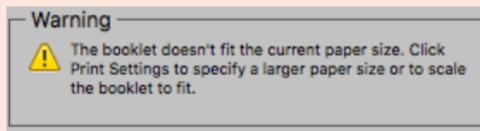
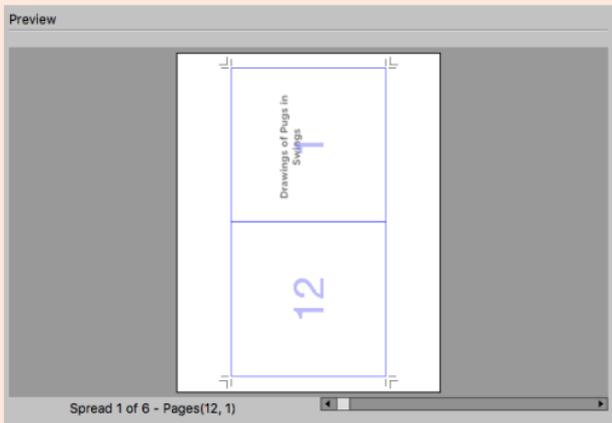
Your PDF should look like the example on the top right, with your first PDF page displaying your last and first booklet pages as a spread with crop and bleed marks.



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 extension .ps



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!

2- CREATE PDF

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**.

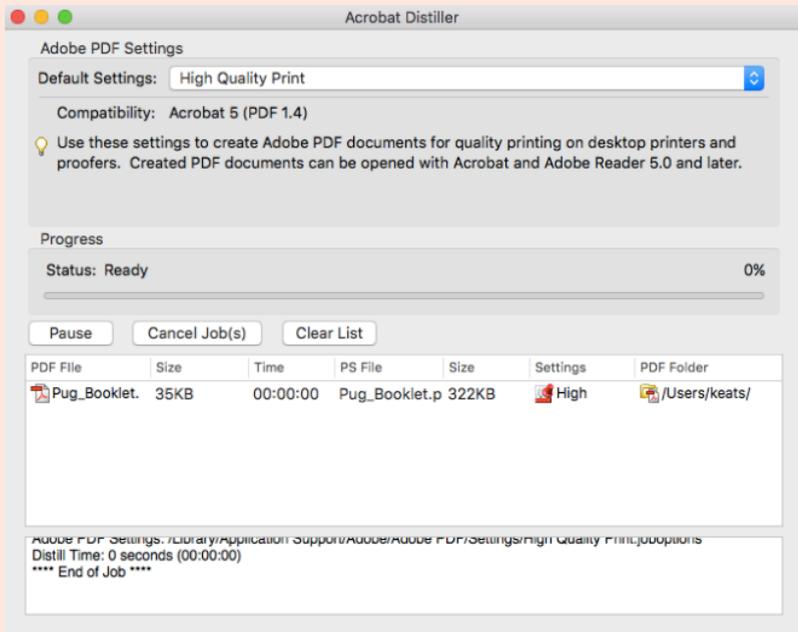
Or you can open Acrobat Distiller and go to **File >Open**

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.

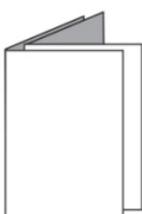




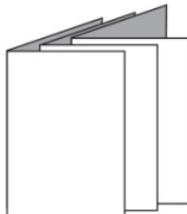
The first page/front cover and the last page/backcover of your booklet will be printed on the same side of the same sheet of paper.



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.

Prices

# of Pages	8	12	16	20	24	28	32
Color	1.63	2.43	3.23	4.03	4.83	5.63	6.43
Cost Efficient B&W	.19	.27	.35	.43	.51	.59	.67

Estimates calculated based on a basic booklet. Color is printed on the Hammermill Bond, while B&W is printed on the White 20# Text. 3 cents is added for two staples and one fold per booklet.

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everything you need
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