



SERVICE
BUREAU

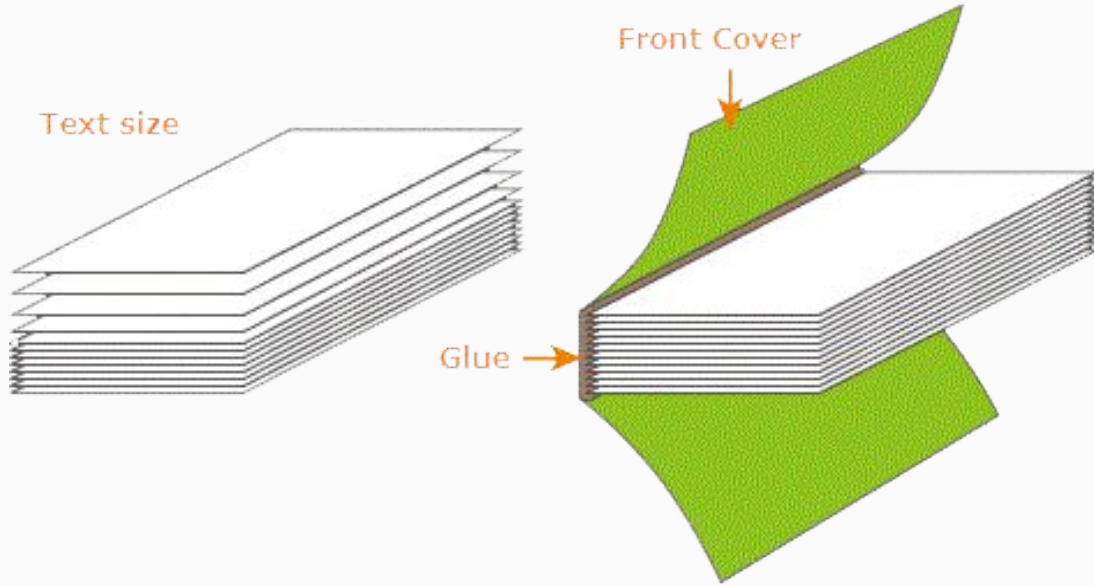
Perfect Bound Books



School of the Art Institute
of Chicago



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.

It uses a strong glue to attach a cover sheet to the spine of the book block.

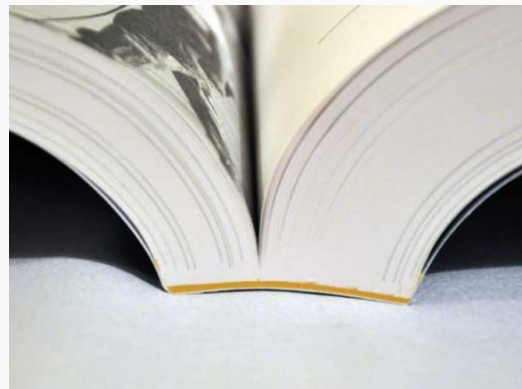
Notches are applied into the spine to allow hot glue to fill into the spine of the book then a cover is clamped around the spine.

What is Perfect Binding?

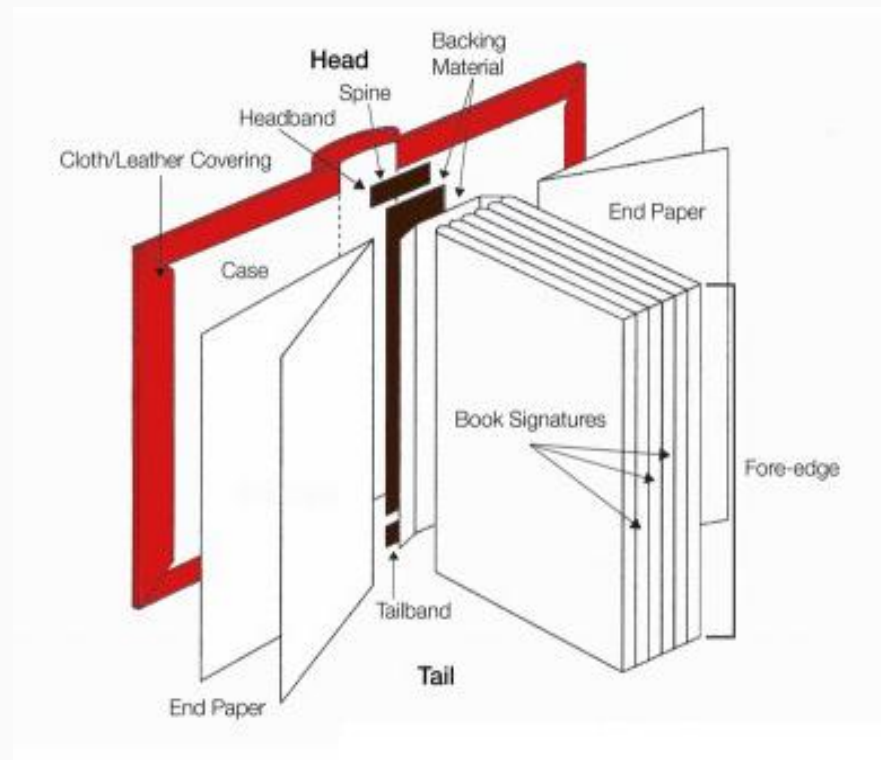
Perfect bound books look clean and professional.

They are great for creating professional publications such as catalogs, portfolios, photo albums, small run comics, and self published artists books.

Must be a minimum of 20 pages, 50-100 usually works best



Parts of a Book



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.

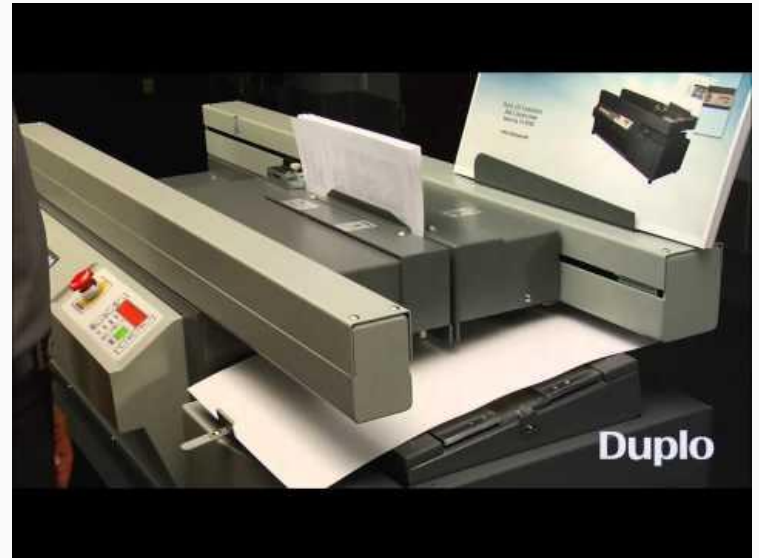
IMPOSE — Arranging pages so that they will be in the correct order after printing and folding.

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.

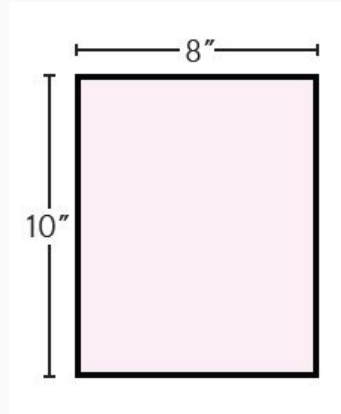
Because pages are not folded there is no page count specifications, but there are limitations on min/max size and thickness.



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 - 11x14"

Max Spine Length - 11"

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.

6 days

Perfect Bound Books take 6 business days to complete, whether you're getting 1 or 30. This does not include a proof book.

If you're getting more than 30 books, please speak with a Technician before placing your order.

Guidelines and Suggestions

Proof Books

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 inside cover.*

Guidelines + Suggestions

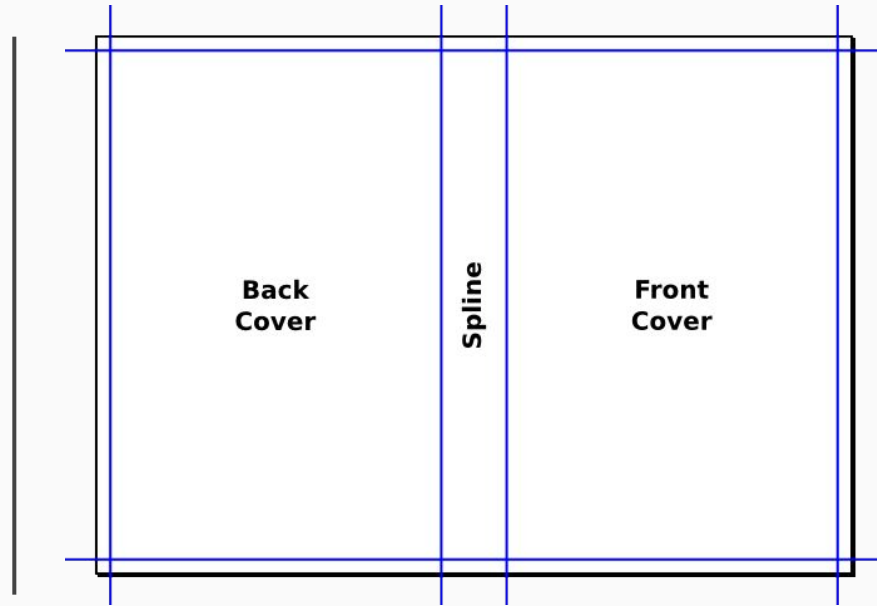
All books are considered custom, and there is not any “standard” BUT any exported page that fits on a 8.5”x11” sheet is considered a *standard size* book.

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 **11”x14”** (landscape).

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

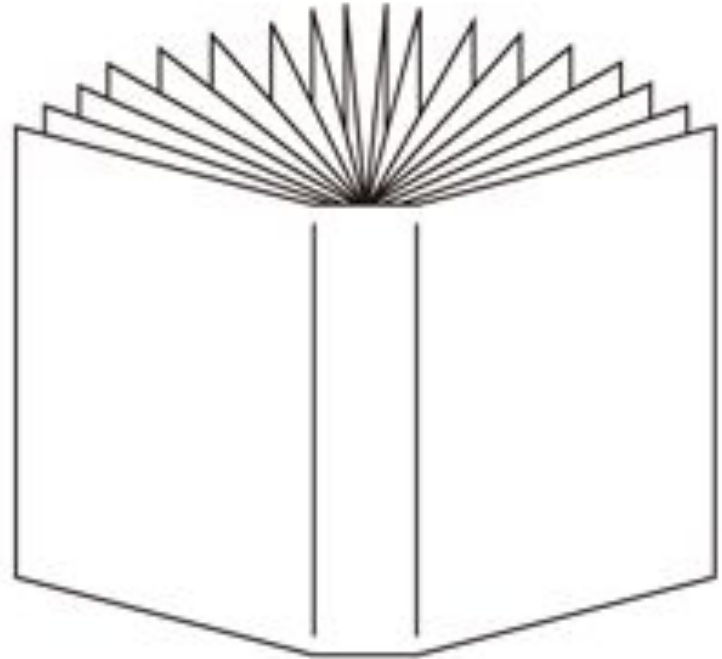
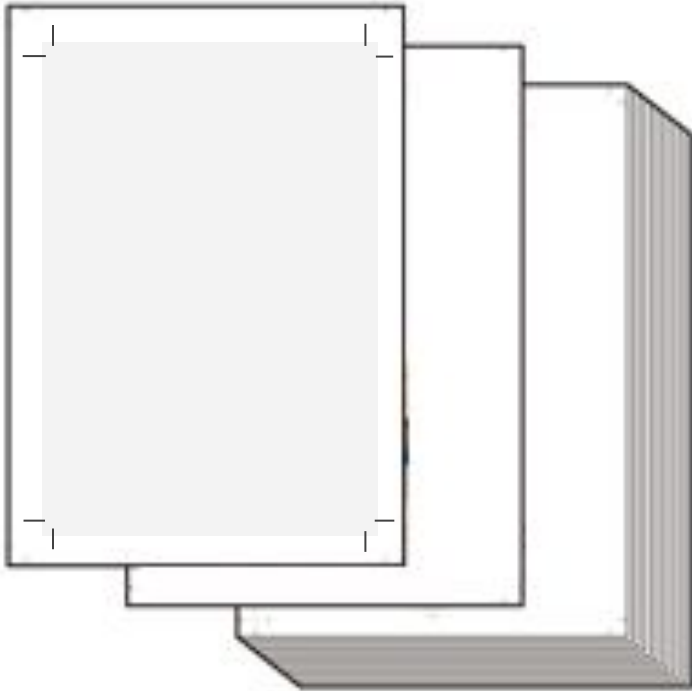
HEIGHT



WIDTH

File Setup - InDesign

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



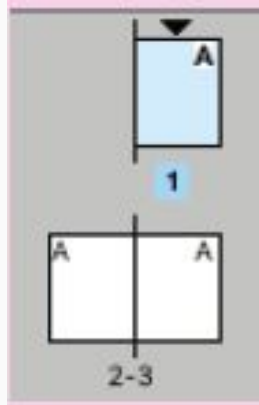
File Setup - Body File

File > Document Setup >

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

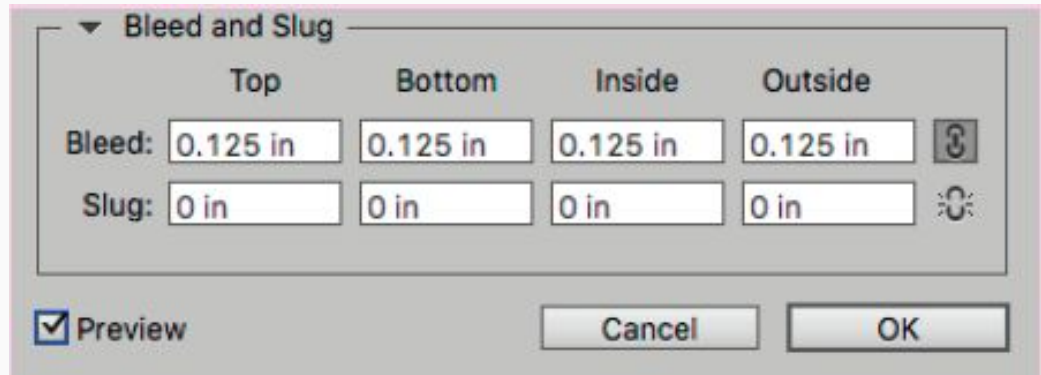
The body of your book must be single pages, not spreads.

Bleed set to .125" on all sides

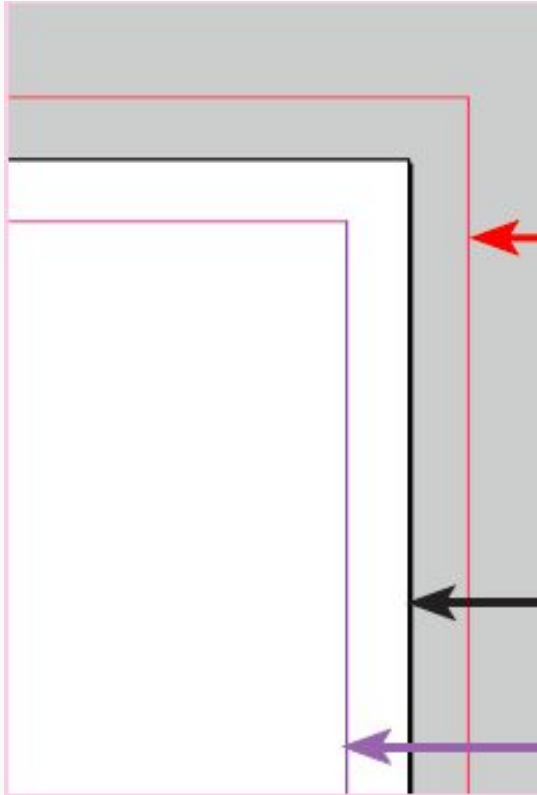


If you have the file set to **Facing Pages** the first page will be by itself.

This is the first page of your interior pages.



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.

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"



BACK COVER

FRONT COVER

SPINE

This is how your cover spread should look

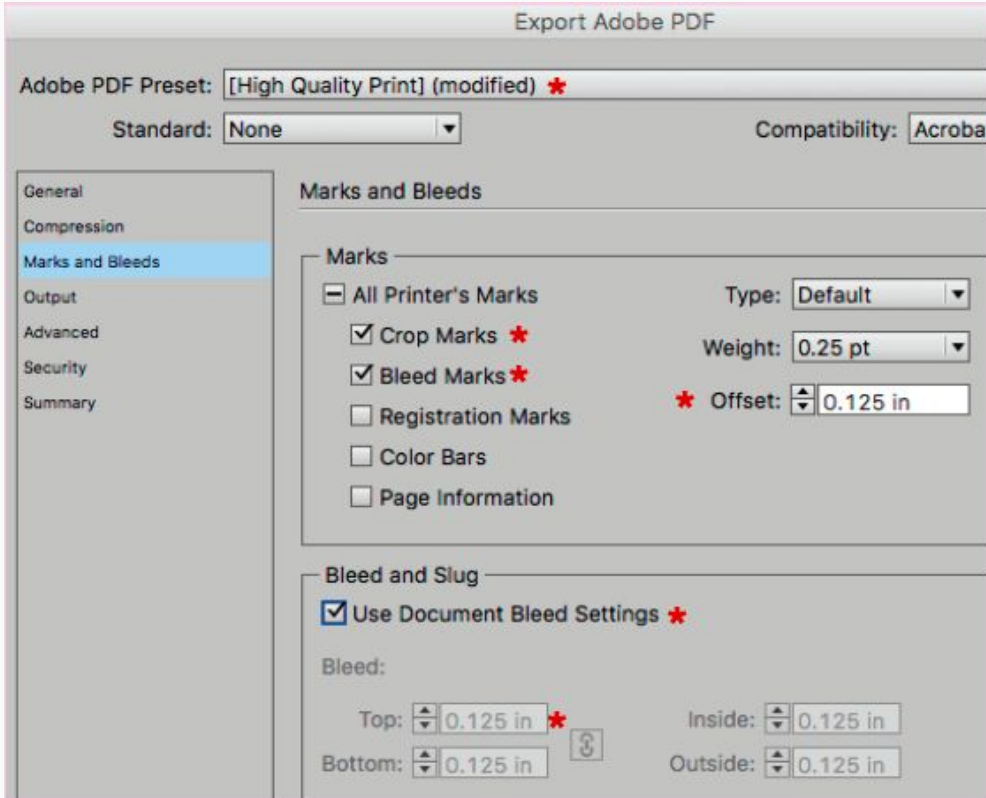
Hint:

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

Now you have guides for your spine!

Exporting to PDF

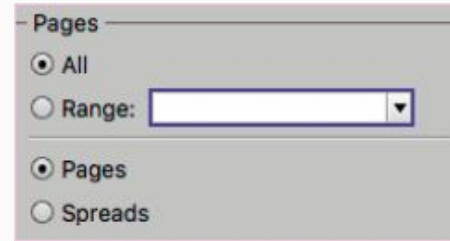
File > Export > “Adobe PDF (Print)”



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 Document Bleed Settings”

Offset: .125 in

Click Export.

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

PAGE 1



PAGE 2



Body File

IMPORTANT!!

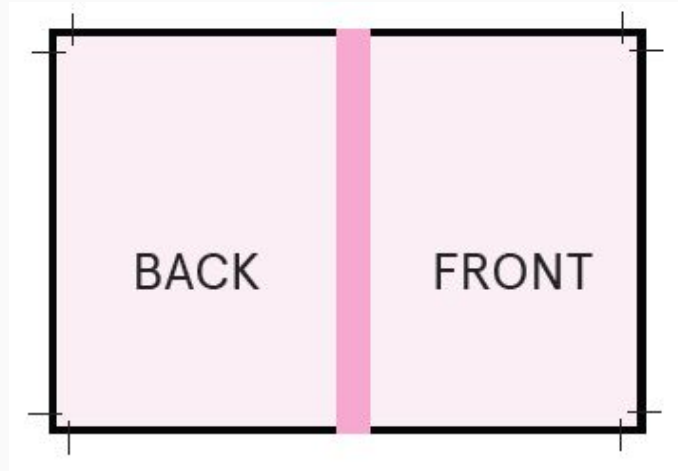
The Body.pdf should be individual pages, with crop marks on all sides.

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

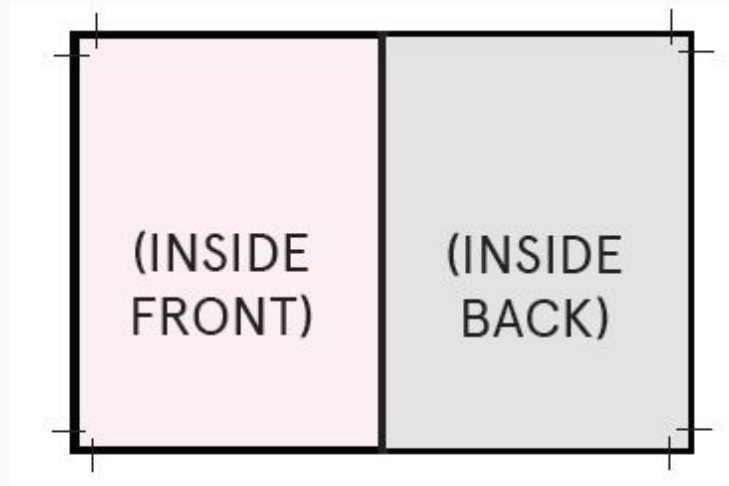
Cover File

*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***

Submitting Via Digital Storefront

Please familiarize yourself with the DSF screen and make sure you choose all the options that are necessary for the job to be printed.

Your order will be on hold or cancelled if there are issues with the uploading process so be sure to check your settings.

Happy Printing!