



SERVICE  
BUREAU

# Saddle Stitch Books

A folded and stapled binding process that offers a low cost binding option for a big impact.



SAIC  
SADDLE STITCH BOOKS

# What is Saddle Stitching?

A **Saddle-Stitched** bind is among the cheapest and most common methods of booklet binding.

**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.

The binding can be done in-line in the printer or by hand using a long-arm stapler.



# 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.

# Saddle-Stitch



## 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.

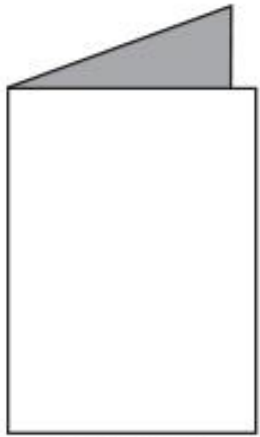
This means that your file should have a number of 4, 8, 12, 16, 20, 24, 28, 32, etc. pages.

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.

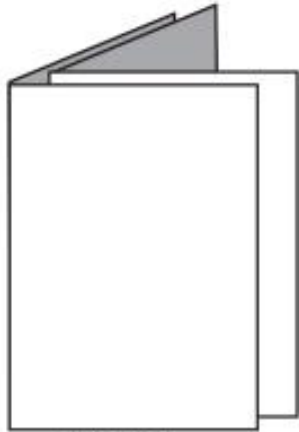
The Service Bureau will not adjust files that are submitted incorrectly.

We have a How To Saddle Stitch Booklets available on our website.

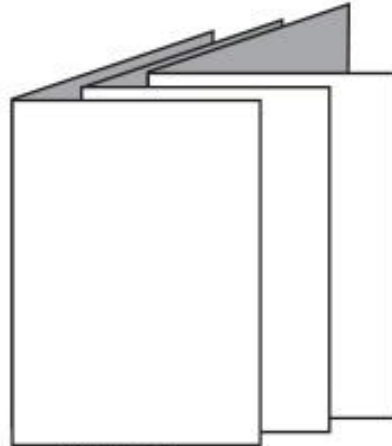
# Page Count



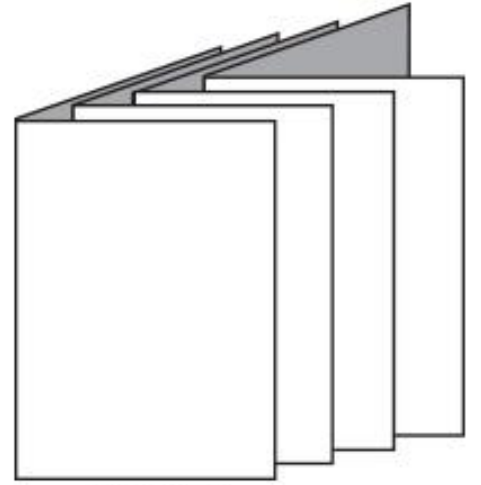
Single Fold  
4 Pages



8 Pages



12 Pages



16 Pages

# Guidelines + Suggestions

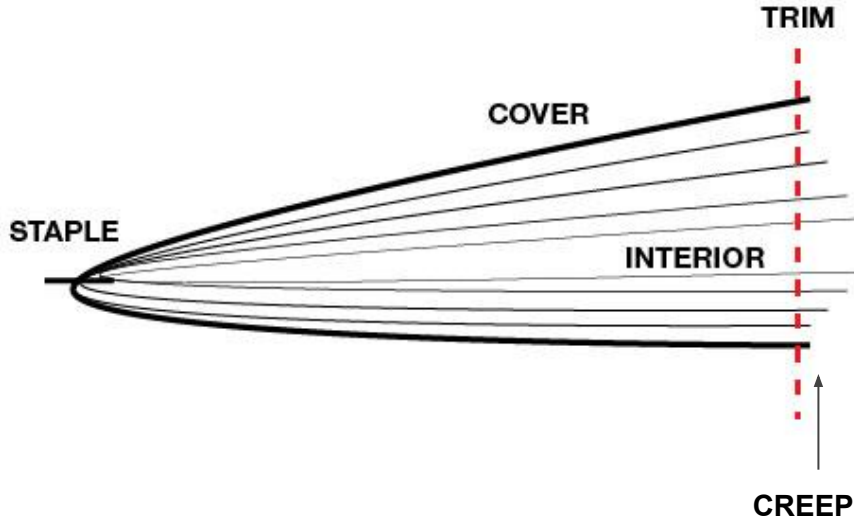
Books with more pages will become bulky when folded and may not lie as flat as desired.

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.

The limits of stitching depend on the number of pages and the weight of the paper stock.



# Learning to Design

All book design should be done in **Adobe InDesign**.

For those who are unfamiliar, and possibly intimidated, please use your SAIC resources, peers, staff and faculty, and these workshops to inform yourself. This program is one that will be integral throughout your art practice, no matter your medium of focus.

Great tutorials with specifics on importing images and file setup. You have access for free as a student of SAIC.

All projects should start similarly, setting the > page count, page size, margins, and bleed.

# File Setup - InDesign



**File > New > Document.**

Intent: Print

Number of Pages: 1  Facing Pages



Start Page #: 1  Primary Text Frame

Page Size: Letter - Half

Width: 5.5 in Orientation:  

Height: 8.5 in

▼ 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

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

Your book can be smaller than 5.5x8.5" but keep in mind that any custom size requires booklet exporting and additional setup for crops and bleeds.

Our machines have a max sheet size of **13"x19"** and other paper sizes we offer are: **12"x18"** : **11"x17"** : **8.5"x11"**

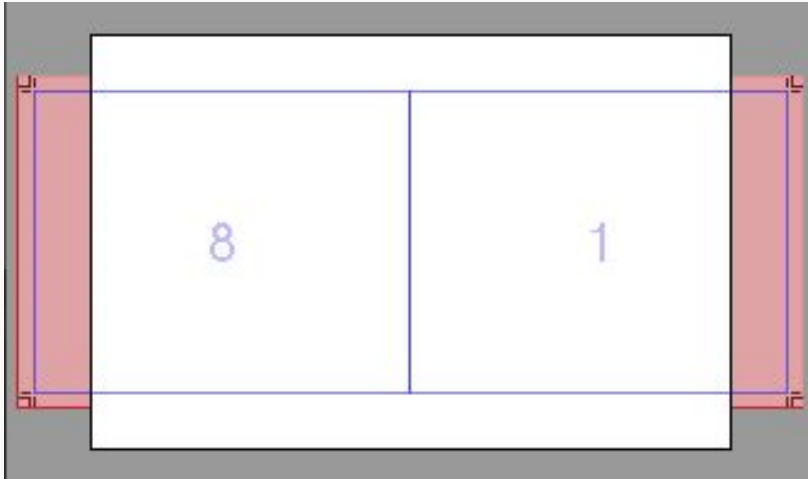
It is important to know what sheet size you are printing on to ensure your entire design (including crop marks) will fit on the sheet.



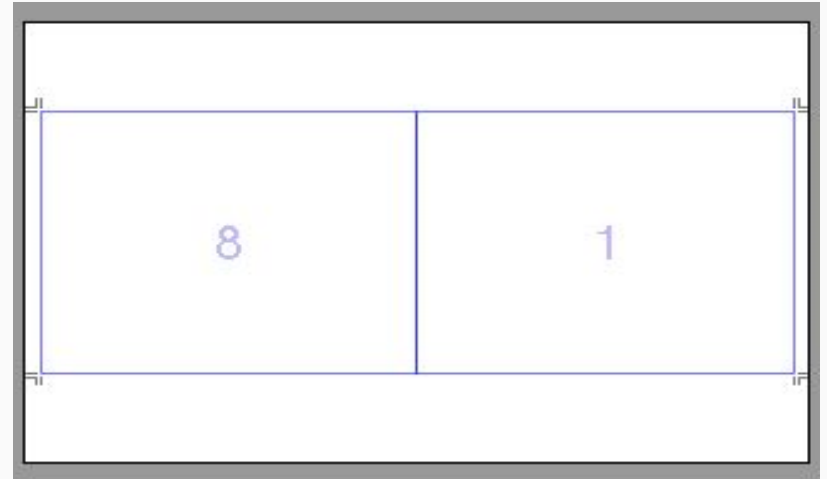
# Document Sizes vs. Sheet Size

For example, a 8"x10" landscape book can *NOT* be saddle-stitched.

8x10 page on 11x17 sheet



8x10 page on 11x17 sheet  
(scaled to fit)



# File Setup - InDesign

The image shows the Adobe InDesign interface with the Document Setup dialog box open. The dialog box is titled "Document Setup" and contains the following settings:

- Intent: Print
- Number of Pages: 12
- Start Page #: 1
- Page Size: Letter - Half
- Width: 5.5 in
- Height: 8.5 in
- Orientation: Portrait
- Facing Pages:
- Primary Text Frame:
- Bleed and Slug settings:

	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	

The Pages panel on the right shows a vertical stack of pages. The first page is highlighted in blue and labeled "1". The subsequent pages are labeled "2-3", "4-5", "6-7", "8-9", "10-11", and "12". The status bar at the bottom indicates "12 Pages in 7 Spreads".

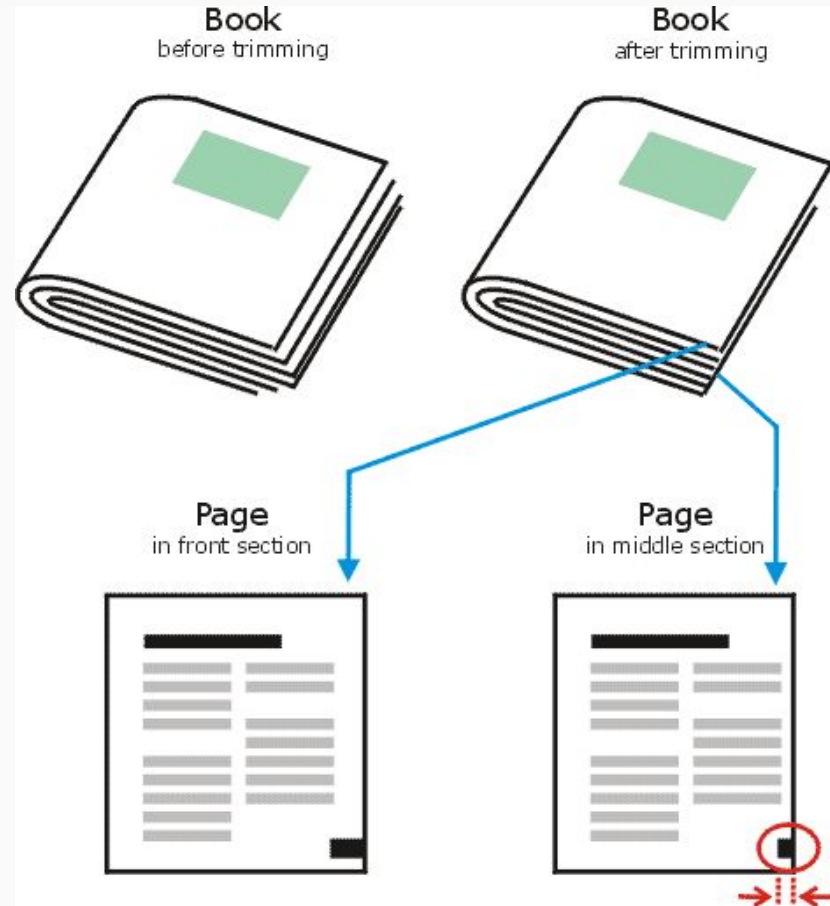
# Bleeds and Trimming

**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.



## Exporting to PDF: Software Requirements

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/>

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

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

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



Adobe Acrobat



Adobe Distiller

# Exporting to PDF

*If you do not require trimming then you will Export to PDF as single pages with no crop marks or bleeds. (Standard)*

**File > Export>** “Adobe PDF (Print)”

**Adobe PDF Preset:** “[High Quality Print] or PDFx1a”

**General:** Check “Pages”.

You want single pages when exporting.

**Under Marks and Bleeds:**

Do not check “Crop Marks” or “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 bookletting and allow you to include the necessary crop marks and bleed settings.

This is called an imposed file.

Instructions to do this are in the next section.

**(Print Booklet = 2 Step Process)**

# Exporting to PDF Standard

If you do not require trimming then you will Export to PDF as single pages with no crop marks or bleeds.

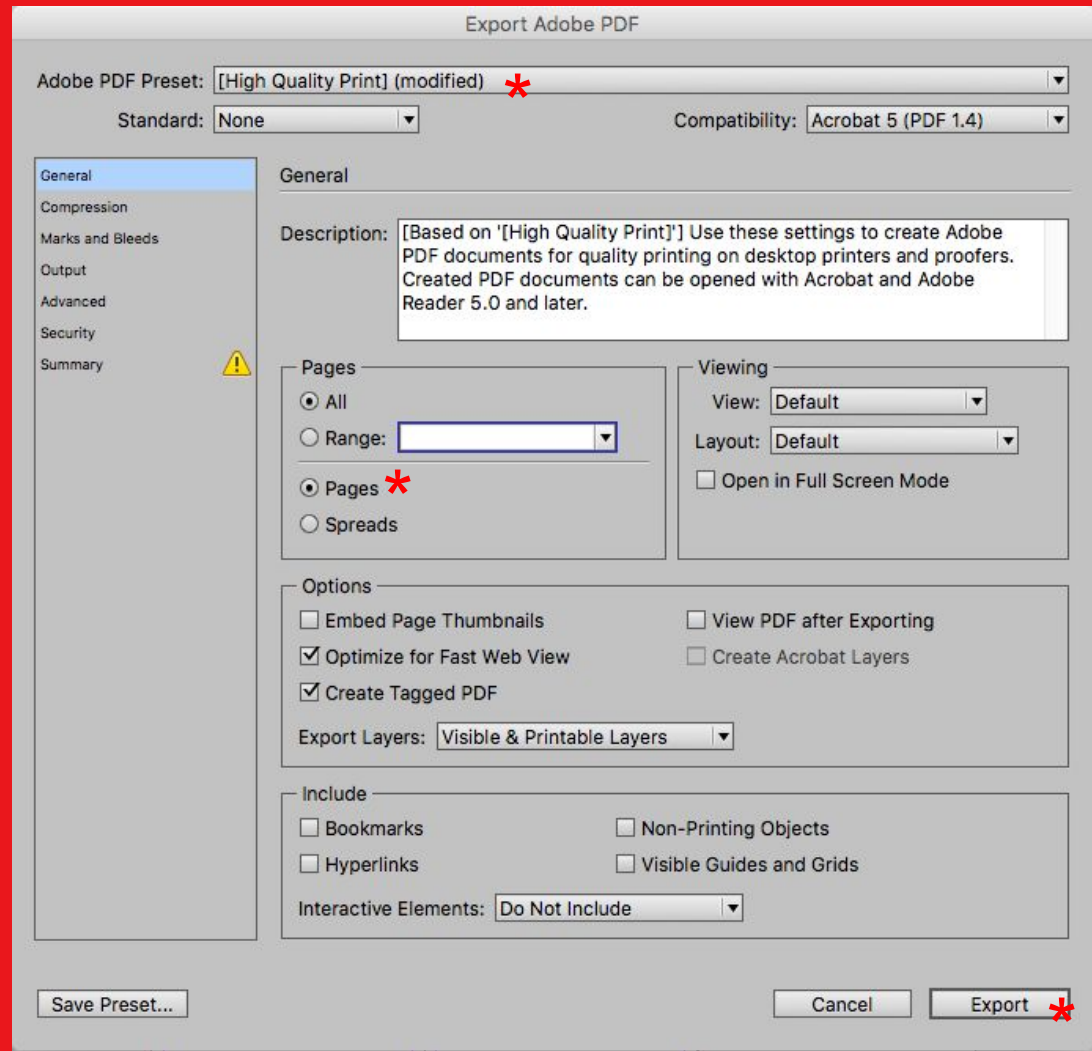
File > Export > “Adobe PDF (Print)”  
Adobe PDF Preset:  
“[High Quality Print]”

**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.



# Print Booklet = 2 Step Process

If you require your booklet to be trimmed with crop marks, you will need to export your booklet using InDesign's Print Booklet feature.

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 a Postscript file using InDesign and then using that file to create your final PDF using Acrobat Pro.

## Step 1- POSTSCRIPT FILE

### File> Print Booklet...

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

Click **Print Settings**

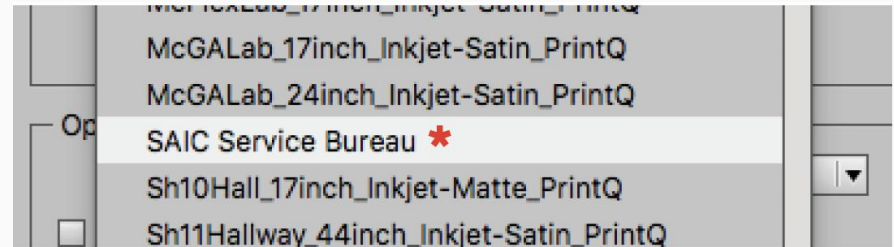
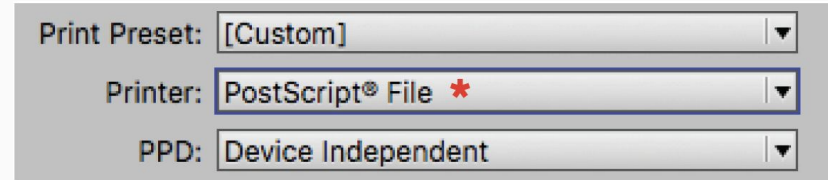
Printer: PostScript File

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.



# Print Booklet = 2 Step 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

Click **Marks and Bleeds:**

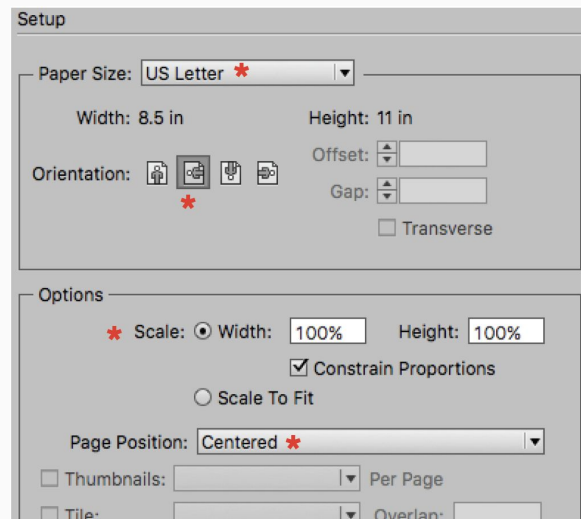
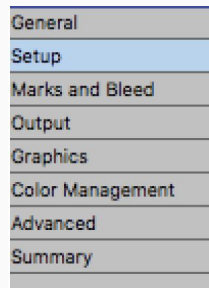
Crop Marks: Checked

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 be multiple of 4!

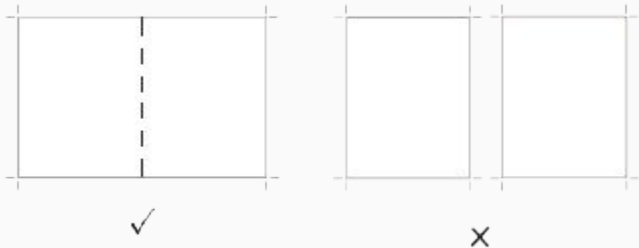
The cost of your booklet will be affected by the size sheet required to print. If your booklet is over 8,5x11 with the addition of crops and bleeds then it will need to be printed on 11x17 and cut down.



# Postscript File

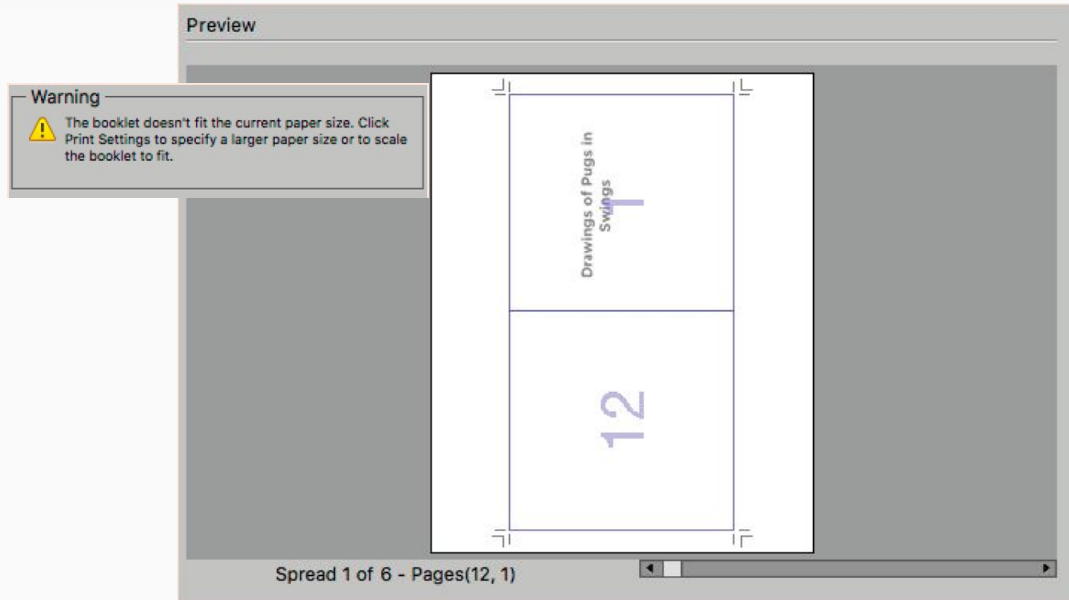
## Choose Preview:

Your PDF should look like the example on the 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!

*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!

# Create a PDF

You should now have a Postscript file of your booklet.

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**.

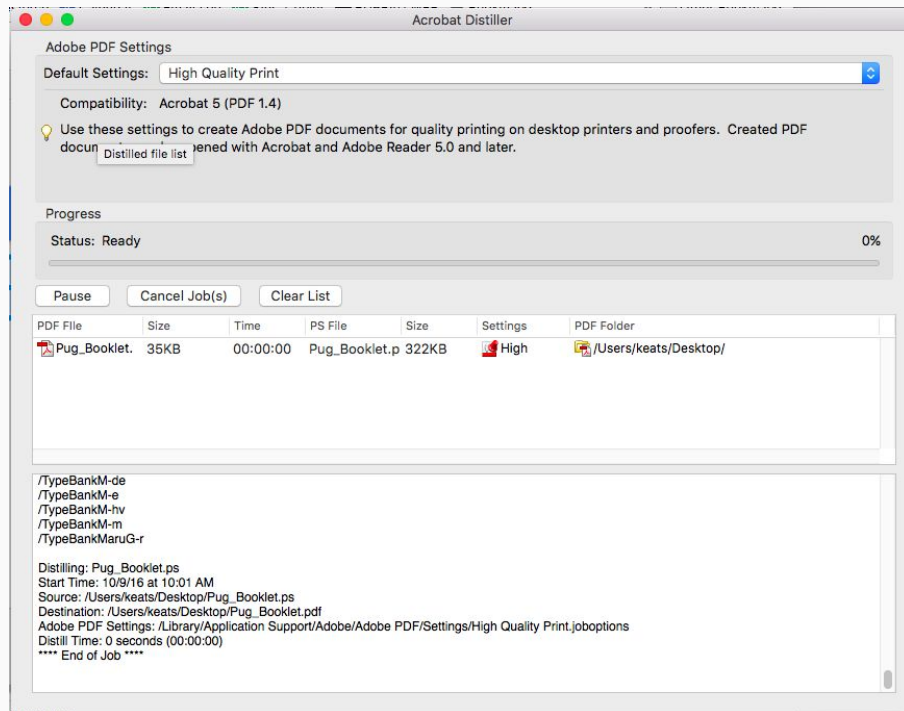
Or you can open Acrobat Distiller and go to **File >Open**

Default Settings: High Quality Print

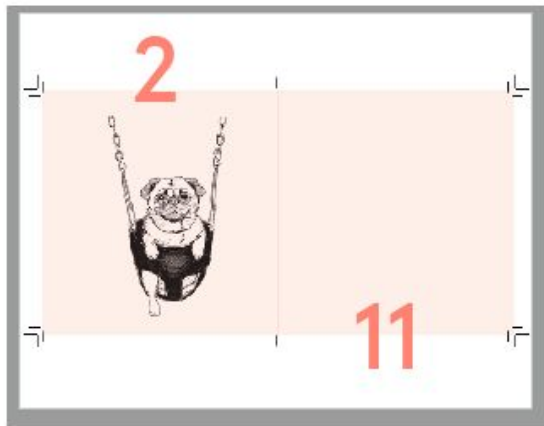
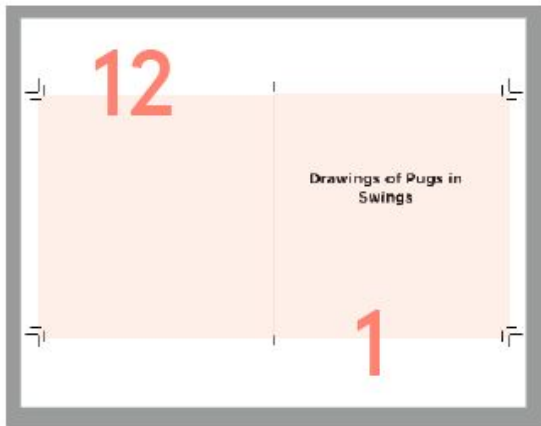
Navigate to where your Postscript file is and click open.

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.

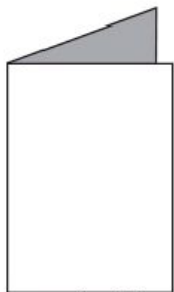


# Create a PDF

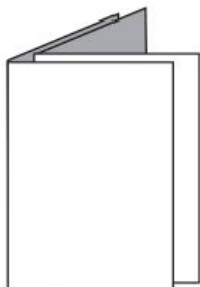


The first page/front cover and the last page/backcover of your booklet will be printed on the same side of the same sheet of paper.

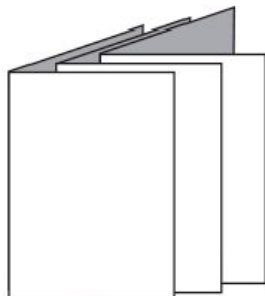
This is the file you will submit for printing and trimming.



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.

# Paper & Special Options

-We have a large sample book with all of our paper options at the counter, we also have representations of the color available on our website

-You can request any of these papers to be use as long as the sheet size is available

-You can order your books folded but not stapled, good for adding your own cover that is a different material such as vellum

-We can then check out staplers to you

All of this information is available on our website 24 hours a day!

