everything you need
to know about

Perfect
Bound
Books

What is 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.

5
days

Perfect Bound Books take 5 business days to complete, whether you're getting 1 or 10.

This production time does not include weekends.
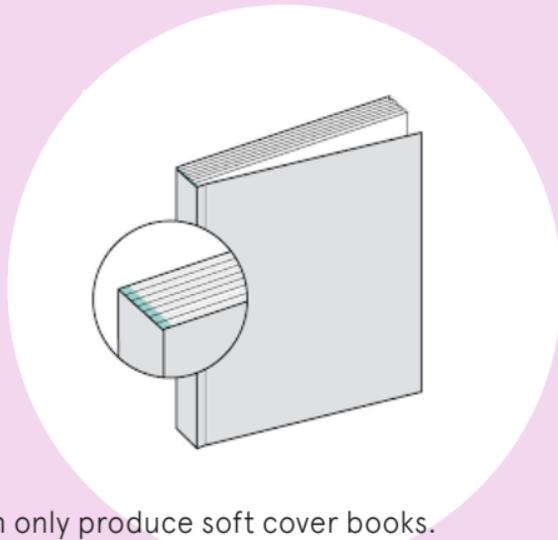
No Rush orders on books.

We have limited the number of books that can be ordered to 10 per month.

The perfect binding process is done all by hand and takes a considerable amount of production time which pulls staff away from their other duties.

We have posted recommendations on our website for local + online vendors that can accommodate the production of larger quanities.

BINDING LIMITATIONS + FINAL BOOK DIMENSIONS

LIMITS OF WHAT WE CAN BIND*	
Final Book Size	Max: 11″ on the longest side Minimum: 4 inches
Max Spine Length	11″
Minimum # of pages in book	40 pages

Bound Edge

Minimum Width: 4″
Maximum Width: 11″

Minimum Height: 4″
Maximum Height: 11″

* We can only produce soft cover books.
We cannot assist with hard cover bindings.

We do have a maximum and minimum size limitation for what we can bind successfully in our binding machine and with the sheets sizes available for the wrap around covers.

BINDING PARAMETERS + FINAL BOOK DIMENSIONS

There are two paper sizes we print the books on that will determine which product you will choose on our Digital Storefront.

The Perfect Bound Book category on our Digital Storefront consists of two products:

Small and Large.

Small
The final book size is SMALLER than 7.5"x10". Printed on 8.5"x11" sheets.

Large
The final book size is LARGER than 7.5"x10". Printed on 11"x17" sheets.

The **final size** of your book *plus* the required crop and bleed marks (they will add to your overall file size) will determine the sheet size it will be printed on.

The larger the sheet we need for printing your file, the more expensive your book will be.

It is in your best interest to determine the sheet size your book will be printed on before placing an order. This way you can budget for you project without surprises!

SMALL
Perfect Bound Book

Your final book size is 7.5"x10" or smaller.

7.5"x10" is the largest size book you can make that still allows us to print on an 8.5x11 sheet of paper.

This size allows for the the crop and bleed marks in the final file to show up on a letter sized sheet.

Example:

If your book is 6"x6"
This book is smaller than the 7.5"x10" size for both sides so can be printed on 8.5"x11".

You would submit as the Small Perfect Bound Book.

LARGE
Perfect Bound Book

Your final book is larger than 7.5"x10" on any of the sides.

This is a size that would need to be printed on the larger 11"x17" sheet size.

If you need your final book to be 8.5"x11" this book would be printed on an 11"x17" sheet and would be considered a LARGE Perfect Bound Book.

Example:

If your book is 8"x8"
This book is larger than the 7.5" size for one of the edges so you would submit for the Large Perfect Bound Book .

THINGS TO CONSIDER WITH PERFECT BOUND BOOKS

Cost
Perfect binding can be more expensive than other methods, especially for small print runs.
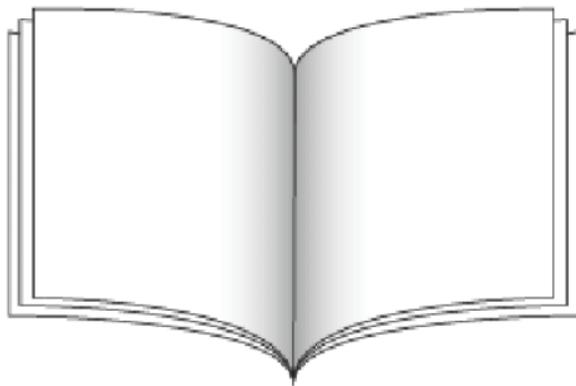
Books will not lay flat
Because of the way the books are glued together they will not lay flat.

If you apply too much pressure to the spine, pages can break and fall out.

Content Lost in Gutter
The center of the book where the pages meet the spine is often obscured, making it hard to view images or text in this area.

Placing important images or text too close to the spine on a double-page spread can lead to content being lost in the book's "gutter".
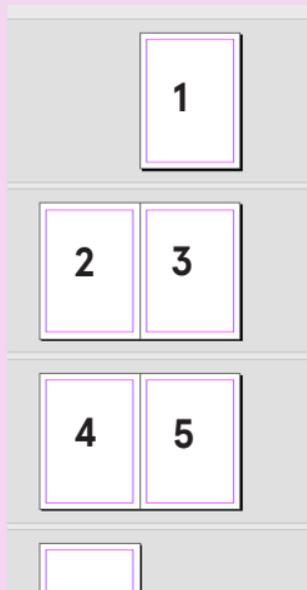
The gutter can also be problematic when you are placing an image or text across the center spine.

When an image or text covers a two-page spread, the inside 1/4" on both pages will be obscured. This amounts to approximately 1/2" in the center of the image or book.

FILE SET UP – INTERIOR FILE *AND* COVER FILE

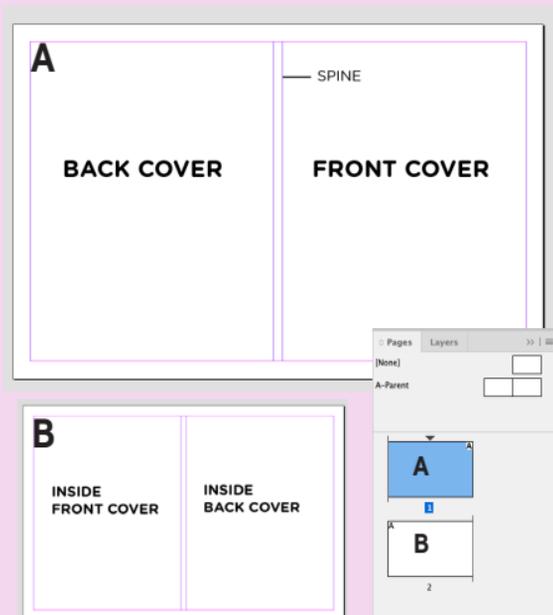For Perfect Bound Books you are required to submit 2 PDF's.

There will be two separate PDF files: one for the COVER (front cover, spine, back as one spread) and one for the INTERIOR pages (single pages in reading order).

1

2 **3**

4 **5**

←----------------
Interior page file should be set up in the order the pages will be read.

Single pages – not spreads!
--------------------→

The cover file will include the *front cover, back cover* and *spine* as <u>one page (A)</u> and the *inside front cover, inside back cover* and the *spine* area as <u>one page. (B)</u>
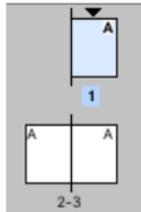
A — SPINE

BACK COVER **FRONT COVER**

B

INSIDE FRONT COVER | INSIDE BACK COVER

Pages Layers

[None]

A–Parent

A

B

1- INTERIOR PAGES / BODY FILE

File> Document Setup>

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

<u>Margin</u> set to at least .25" on all sides

<u>Bleed</u> set to .125" on all sides

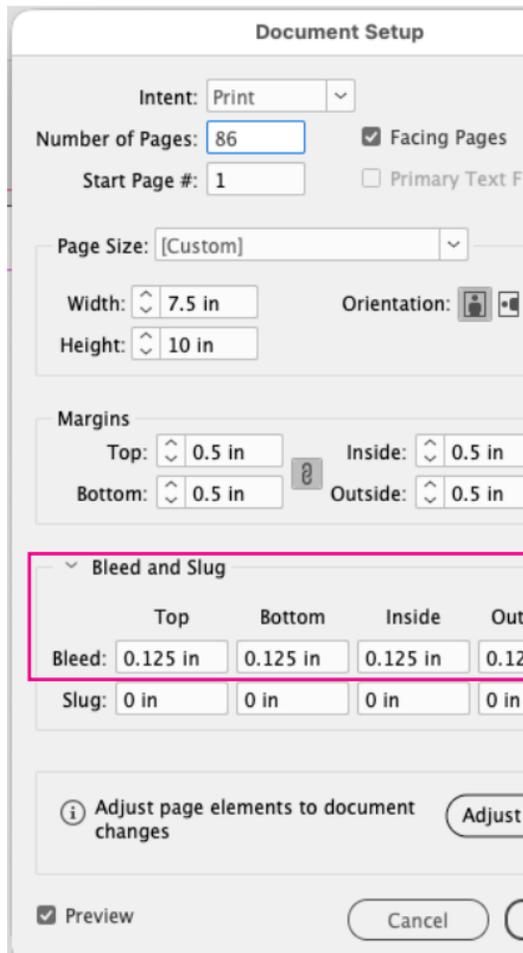If you have the file set to **Facing Pages** the first page will be by itself at the top.

This is the first page of your body file. This is the page people will see when they open your book.

Bleed Line - content that goes "off the page" extend to this line and will be trimmed off allowing for <u>full bleed</u> 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.

Document Setup

Intent: Print

Number of Pages: 86 ☑ Facing Pages

Start Page #: 1 ☐ Primary Text F

Page Size: [Custom]

Width: ↕ 7.5 in   Orientation: ▦ ◧

Height: ↕ 10 in

Margins

Top: ↕ 0.5 in   Inside: ↕ 0.5 in

Bottom: ↕ 0.5 in   Outside: ↕ 0.5 in

⌄ Bleed and Slug

	Top	Bottom	Inside	Out
Bleed:	0.125 in	0.125 in	0.125 in	0.12
Slug:	0 in	0 in	0 in	0 in

ⓘ Adjust page elements to document changes   (Adjust

☑ Preview   (Cancel)

SPINE CALCULATIONS

Refer to the table to estimate how wide the spine will be.

**The number of *sheets* will be the total number of pages divided by 2.
60 pages = 30 sheets**

This number will be added to the width dimension of your cover file.
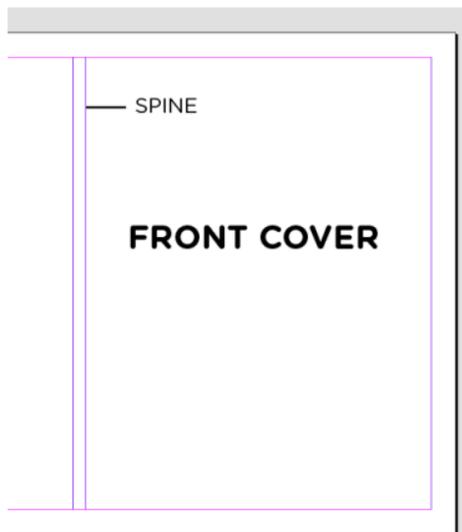
Keep in mind this is just an estimate! The dimensions of your spine will depend on the paper type you choose for your interior pages and the thickness of the paper stock.

We will do our best to adjust your cover file if needed. However, we may ask that you edit and resend your cover file once the binding process is underway.

If you want text on your spine, be sure to make it small enough to fit.

→ Spine Calculation Table for NSW Cover available on the website.

# of Sheets	Spine Width	# of Sheets	Spine Width
		45	.22″
		50	.25″
20	.135″	60	.30″
25	.15″	70	.34″
30	.17″	80	.37″
35	.190″	90	.40″
40	.20″	100	.46″

SPINE

FRONT COVER

2- COVER FILE

File > New Document...

The page size is going to be the ___height___ of your final book and the ___width___ of your final book size ___X 2 plus the spine width.___

Width = Spine Width + (Page Width x 2)
Height = Book Height

Document Setup

Intent: Print

Number of Pages: 2 ☑ Facing Pages

Start Page #: 1 ☐ Primary Text Fra

Page Size: [Custom]

Width: 15.25 in   Orientation: 🔲 🔲

Height: 10 in

Margins

Top: 0.5 in   Inside: 0.5 in

Bottom: 0.5 in   Outside: 0.5 in

⌄ Bleed and Slug

MARGIN SETTINGS - A

To set guides for your spine go to:
Layout> Margins and Columns

Layout Type Object Table View Pl

Pages   >
Margins and Columns...
Ruler Guides...
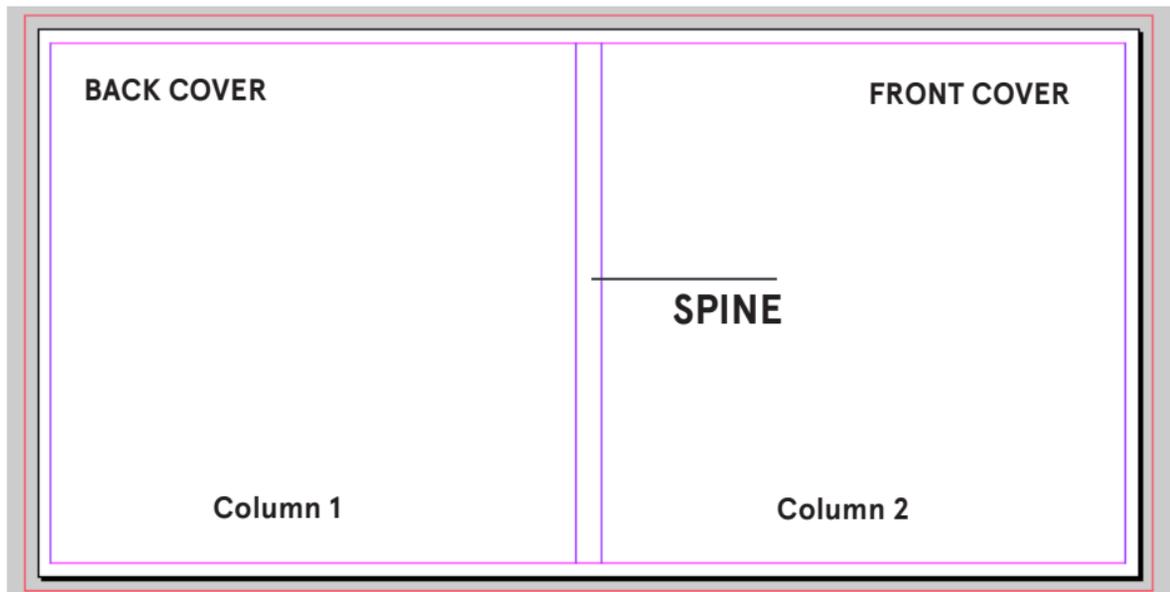
Columns: 2
Gutter: Spine Width #

Columns

Number: 2

Gutter: 0.25 in

This number will be the estimate from the Spine Calculations on the previous page.

ADDING SPINE GUIDES

This is what your cover spread should look like.

BACK COVER	FRONT COVER
	SPINE
Column 1	Column 2

Now you have guides for your spine!

→ The FRONT COVER will be on the RIGHT side of the file and the BACK COVER will be on the LEFT side of the file.

EXPORTING TO PDF

File > Export> "Adobe PDF (Print)"

Format: Adobe PDF (Print)

Export Adobe PDF

Adobe PDF Preset: [PDF/X-1a:2001] (modified) *

Standard: PDF/X-1a:2001 ⌄   Compatibility: Acrobat 4 (PDF 1.3)

General *	**Marks and Bleeds**
Compression	
Marks and Bleeds *	**Marks**
Output	☐ All Printer's Marks Type: Default ⌄
Advanced	☑ Crop Marks * Weight: 0.25 pt ⌄
Security	☑ Bleed Marks Offset: ○ 0.0833 in
Summary	☐ 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:
[PDF/X-1a:2001]

General:
Uncheck "Spreads".
You want single pages
when exporting.
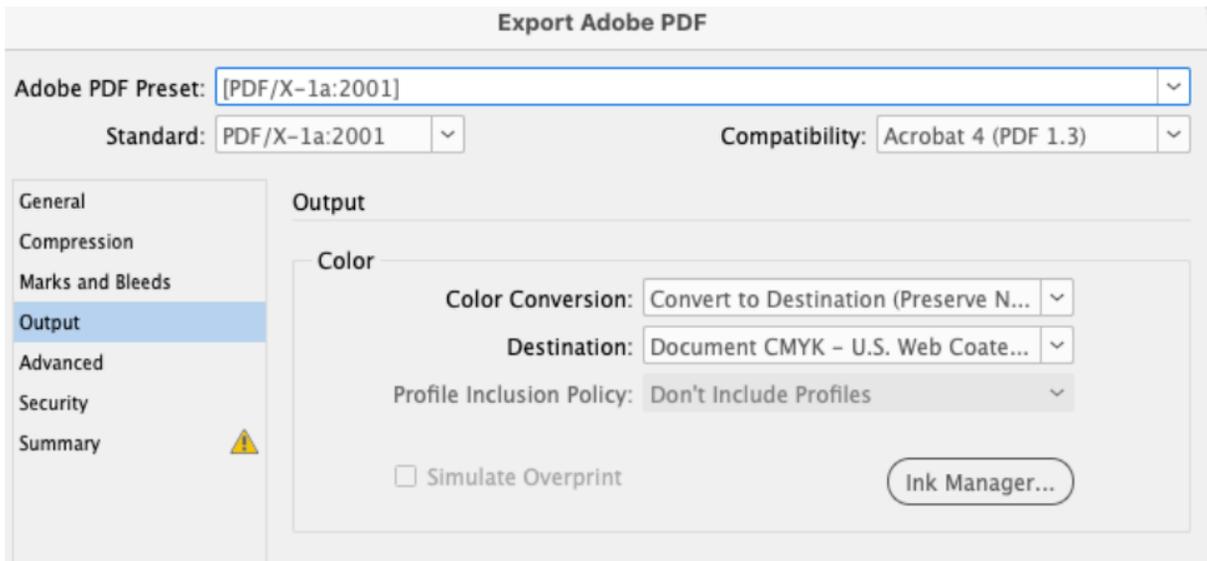
- Pages
  - ⦿ All
  - ○ Range: ▾
  - ⦿ Pages
  - ○ Spreads

Under Marks and Bleeds:
Check "Crop Marks" +
"Bleed Marks"

Be sure that under
Bleed and Slug the "Use
Documents Bleed Set-
tings" box is checked.

Export Adobe PDF

Adobe PDF Preset: [PDF/X-1a:2001]

Standard: PDF/X-1a:2001   Compatibility: Acrobat 4 (PDF 1.3)

General
Compression
Marks and Bleeds
Output
Advanced
Security
Summary ⚠️

Output

Color

Color Conversion: Convert to Destination (Preserve N...)

Destination: Document CMYK – U.S. Web Coate...

Profile Inclusion Policy: Don't Include Profiles

☐ Simulate Overprint   (Ink Manager...)

Under Output:

Color Conversion:
Convert to Destination
(Preserve Numbers)
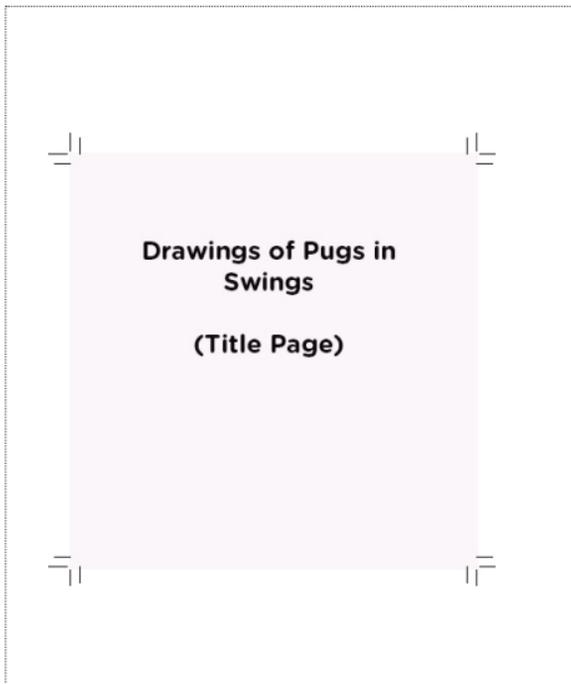
Destination: U.S. Web Coated SWOP

Profile Inclusion: Don't Include Profiles.

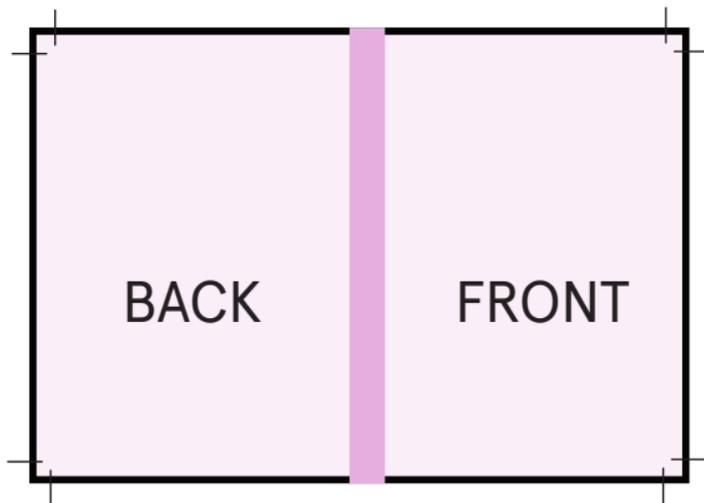# Once you have all of your settings checked you will click Export.

Here's what your two files should look like when you open them in Acrobat.

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.
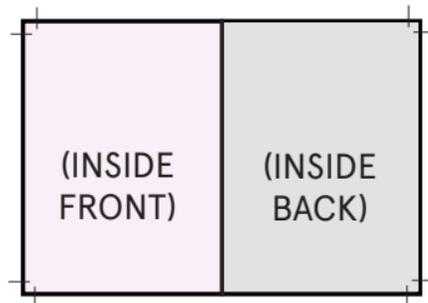
BODY.PDF

Drawings of Pugs in Swings

(Title Page)

COVER.PDF

BACK	FRONT

We recommend ordering one book before ordering multiples. We will produce your book exactly has you submitted. Sign up for a 10 Minute Consultation if you have any hesitation about file set up.

(INSIDE FRONT)	(INSIDE BACK)

optional page 2 —
inside cover*

*If you want the inside of your cover to be something other than white, make it the second page of your cover file.

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.

All quotes and pricing can be calculated using the Digital Storefront website.

Simply put in the media selection and the number of books. Be sure to select any add-ons as those will increase the cost per book.

You will see a live quote/cost in the lower left hand side of the browser window.

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