

Setting Up Files for Booklet Printing:

Planning to print a booklet with Beeline and Blue? Here's a quick guide to make sure your file is print-ready and your final piece looks exactly the way you envision it.

1. Make Your Page Count Divisible by 4 (for Saddle-Stitched Booklets)

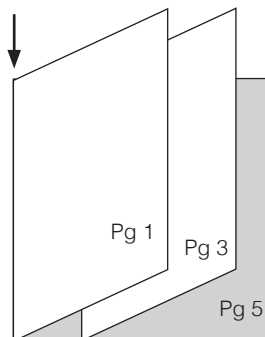
For saddle-stitched (stapled) booklets, your total page count must be a multiple of four (4, 8, 12, 16, etc.). This is because pages are printed together, folded, and stapled along the spine.

If your design doesn't naturally fill all the pages, you can add blank pages or extra content like blank pages for notes, or include ads, or other company information to complete the layout.

Note: The smallest booklet we can print is 5.5x5.7 inches in portrait. The largest booklet size we can print is 9x12 inches in portrait or 9.25x12.5 in landscape.

Pro Tip: For spiral-bound or comb-bound booklets, your page count can be any even number — simply divisible by two (2, 4, 6, 8, etc.).

A staple (called a "stitch") goes on the fold



An 8-page booklet uses two folded sheets (called signatures) inserted into each other. A staple on the fold holds the signatures together.

Pages 4 and 5 are the center spread.

2. Covers don't have to be a separate document

Covers are often printed on a different, heavier weight stock than the interior pages. For this reason, you can set up your cover as a separate document from your booklet's interior pages, but you don't have to. Just tell us which pages should be the covers.

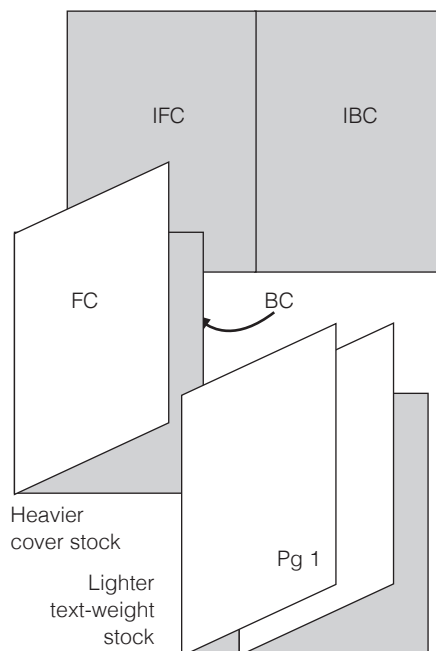
Pro Tip: When setting up your cover file it's helpful to think in terms of the page positions:

Cover (called the Front Cover or FC)

Inside-Front Cover (Often abbreviated to IFC)

Inside-Back Cover (Often abbreviated to IBC)

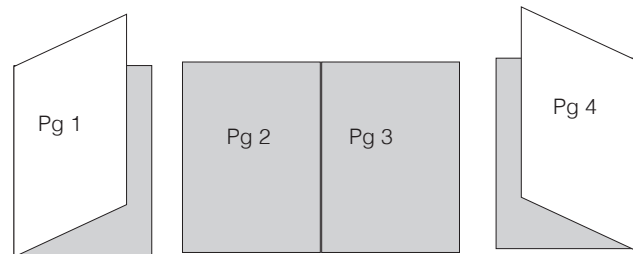
Back (referred to as the Back Cover or BC)



3. Start on a Right-Hand Page, End on a Left-Hand Page

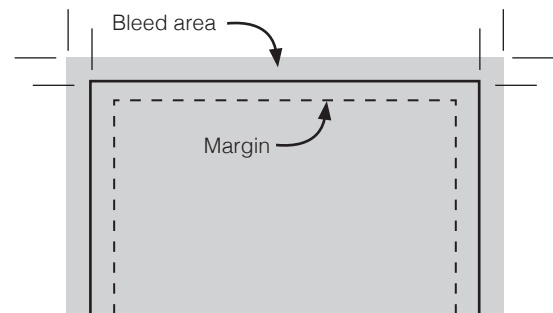
Booklets always begin with a right-hand (odd-numbered) page and finish on a left-hand (even-numbered) page.

This keeps your content flowing naturally when the booklet is printed and assembled.



4. Plan for Safe Zones or Margins

Even with precise trimming, slight shifts can happen during cutting. Keep all important text and images at least 0.25" inside the trim edge (inside the "safe zone") to avoid accidentally trimming off critical content.



5. Include Bleeds and Crop Marks

If your design bleeds off the edge, be sure to include 0.125" bleed and crop marks on your cover and interior pages.

☒ Bleed area: Extend artwork **at least 0.125" (1/8")** beyond all trim edges.

6. Export as a Print-Ready PDF (Single Pages)

While you can design or document as a spread, export your PDF as a single pages, not as spreads. When exporting your file for print:

☒ Save it as single pages, not spreads.

☒ Make sure your final PDF includes all fonts, linked images, and any necessary bleed settings. If you are unable to include font files, outline the fonts and and/or flatten the files.

Pro Tip: Double-check that your page size matches your intended finished size (plus bleed), so there are no surprises!

QUESTIONS?

We're here to help! If you have any concerns or want us to review your file before printing, don't hesitate to reach out. Better yet, send us a proof before final export — we'll make sure everything's lined up for success.