FILE INSTRUCTIONS

for Bookstudio laser production printer

November 2023

**A saddle stitch bound booklet (staples in the middle of the folded sheets)**

File format: **Pdf**

* All pages in the same file in a chronological order. Save the pages as single pages, not as double page spreads.
* The same PDF cannot contain pages of different sizes. You must define the same size for all of the pages and mark for yourself where cutting is required. Alternatively, the pages of the different size must be separated into a different file.
* File quality:E.g. in InDesign: File> Adobe PDF Presets > **High Quality Print.**

Cover

* **cover pages are determined in the same file as the inner pages**, following the same chronological order as the inner pages: the front cover is the first page of the PDF file and the back cover the last one. Remember to also include the inner cover in the cover pages (page 2 and the second last page in the PDF file), even if the inner cover is a blank page.

Sheet printing and **the number of pages**

* In **a saddle stitch bound book** the sheets which are printed as double page spreads the sheets are bound inside each other. The number of pages must always be devisible by four.

Bleeds

* **5–6 mm**
* When creating a PDF file, the bleeds are not saved automatically. You have to select them at this stage (in ID: File > HQ Print > Marks and Bleeds > Use Document Bleed Settings).
* Crop marks or other print marks can be left out as the required marks can be created in the printer’s layout program. Therefore, note that bleeds are not the same as crop marks or bleed marks. If you need specific fold marks for the sheet, you should mark them in the file in the bleed area, about 2 mm from the edge that will be trimmed.

Colour space

* **rgb** (Adobe RGB 1998 or sRGB, all colours should be in the same profile).
* Don’t use ‘Registeration black’ option, but ‘Black’ (in cmyk mode).

File name:

* Include your own or the group name.

File transfer

* Funet File Sender is recommended in the instructions given by Aalto IT. You can also submit the file by using a data transfer device such a USB memory stick. Try to avoid transferring the file by email. However, send the information about how the file is available to the workshop master’s email.