Updated March 2021

### Instructions Printlab Bookstudio

##### Reserving the printing time and needed information

It is recommended that you reserve the printing time well in advance – up to one month before printing is sometimes required. Book the time preferably by emailing the workshop master at Bookstudio: eila.hietanen@aalto.fi.

To be able to estimate the amount of time and material we need for your work and the price or whether we can print your work at Bookstudio in the first place, we need to know the volume, format, materials and colours of your work, in other words

 How many copies you need?

 What the format of your work is?

Examples of formats: A3 (like a poster), A4 (like a brochure), 25x25 cm (like a book), 50x80 mm (like a business card).

Format of a book: the scope i.e. how many pages (if possible, the number of black and white pages and colour pages separately), the size and orientation of the page and the binding method (e.g. a soft or hard cover, glue or stich binding).

 What kind of paper? For example thickness, surface (matte, semigloss, glossy), white or natural white?

 Colours: black and white or four-colour printing?

##### Papers

It is a good idea to familiarise yourself with our selections of papers and other printing material in advance and also reserve the required papers at least one week before the printing day.

In some cases, you can also use papers of your own. Note that we may then have to print test prints in advance to be able to decide whether the material is suitable for your work or our printing device.

##### Estimating time

You should reserve at least two hours for the printing of the work (or for example, a whole day, about 50 booklets at the most).

Ensure that in addition to the printing, you will also have enough time for the post-processing, such as bookbinding.

##### Bookbinding

Printlab provides some binding tools and devices for independent work such as comb binding (plastic and metal coils), perfect binding or manual saddle stitch binding. We can also make prints for sewn binding but do not offer any tools for it. The actual binding must be done elsewhere.

Bookstudio can offer saddle stitch binding (staples in the middle of the folded sheets) as a service in connection with the printing. In automatic saddle stitch binding, the final size of the book may be A5–A4. Note that in saddle stitch binding, the number of pages must be divisible by four.

The binding method that you can use depends on the layout, format and materials of your work.

See Printlab’s devices:

<https://mycourses.aalto.fi/mod/page/view.php?id=584552>

<https://mycourses.aalto.fi/course/view.php?id=19550&section=9&lang=fi>

##### Print file requirements

Save the file in PDF format. In a book file, single pages in chronological order in the same PDF file. Remember to add the bleeds if the colour surfaces of the layout extend to the edges of the page.

Saving as in RGB format is preferred (Adobe RGB 1998 or sRGB), except for black and whites, which should be saved as greyscales. Tell us what colour profile you have used.

Submit the file to Bookstudio to be checked at least one working day before the printing. (Note that if corrections are required in the work, you will have to do them yourself. You should also reserve time for doing that.)

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.

##### Presence at Bookstudio

The person ordering the work is welcome to visit Bookstudio even before the printing day. We can also work using a remote connection, but visiting the workshop makes selecting the paper and a closer examination of the work easier.

It is particularly advisable to be present when we start printing so that you can immediately check what the result looks like.

##### Payment

Some of Bookstudio’s services are subject to a charge.

You can pay the bill with a payment card at Bookstudio.

The billing details must be sent to the workshop master before the printing starts.

If the payer is one of Aalto’s units, we need the billing and project details of the unit concerned and also a written acknowledgement from the person who will approve the bill (e.g. by email).

Location

**Location of Bookstudio in the Väre building: Floor 0/G, room F014.**