

# Perfect Bind Setup Guidelines

## Preferred File Types

Adobe InDesign is our #1 choice for file building programs, specifically when packaged to include all files, crop marks, bleeds, links, and fonts. We prefer print-ready pdf files that include crop marks and image bleed as well. Sending your file this way will help us incorporate your book spine and ensure the pages are in correct order. Please see Cushing PDF guidelines for these tips.

## File Setup

Files must be set up as one file with single pages or facing pages, **not** as printer spreads. Perfect bound books are typically 2-sided, so spreads can confuse the pagination and require additional work to correct.

## The Spine

We need to know at the time of setup if the cover of the book has printing on the **inside front** and **inside back** cover pages. The glue doesn't stick to the toner on the inside of the spine, so a white "no print area" will be made by us when setting up the cover and should only affect this area.

We will internally need to set up the cover spread (front/back inside and outside) as a separate file and add the spine to it. The size of the spine is determined by us according to the number of pages needed and cannot be smaller than 1/4". Type and/or graphics can be printed on the spine. Please create a separate file for this named "Spine".

## Size Limitations

The maximum sheet size we can run is 26" x 13" on our Konica Minolta. This means that the largest size book that can be produced is 12" x 12". On the HP Indigo, the largest book size available is 9" x 12".

## Paper Stock Limitations

While we can print up to 110 lb. cover stock for perfect bound covers, the maximum paper weight for interior pages is a 100# text weight stock. For a book that has the minimum number of pages, we would only recommend this weight.

	Minimum	Maximum
<b>Finished Flat Size</b>	5.4" width x 7.8" tall	8.5" width x 11.6" tall
<b>Finished Pages</b>	10 (20 total pages)	200 (or 0.97" thick, depending on the weight of paper)