Multipage document guide: perfect bound documents

File types

File creation

Power-point and Publisher are presentation programmes **not** design to print programmes. It is best to avoid these when you design your artwork.

We are a printer that accepts pretty much all file types, but when it comes to the intricacies of bound document printing, PDF files are our top recommendation. One file for all pages is best, but if you have them in several files, you can try a merging program to bring them back into order.

Try a file merging site like PDFmerge.com. If your multipage document is in Word, Excel or PowerPoint, you can convert it to a PDF quickly and easily using a converter site. We like convert.neevia.com.

Preparing your pages for print

To spread or not to spread?

We know that you're used to setting up your pages as spreads, but here at printed.com we only ask for your front/back cover, and inside front page/back page in this format. That's two spreads in total. If you want the insides of your cover to be blank, just supply one spread for your front and back cover. Everything else can be a single page. Avoid images or text going from one page to another on the inside, over the spread. If you do this you will lose some text in the spine/glue area.

We recommend laying your two spreads out like this:

Back Page	Front Page

Inside Front Page	Inside Back Page
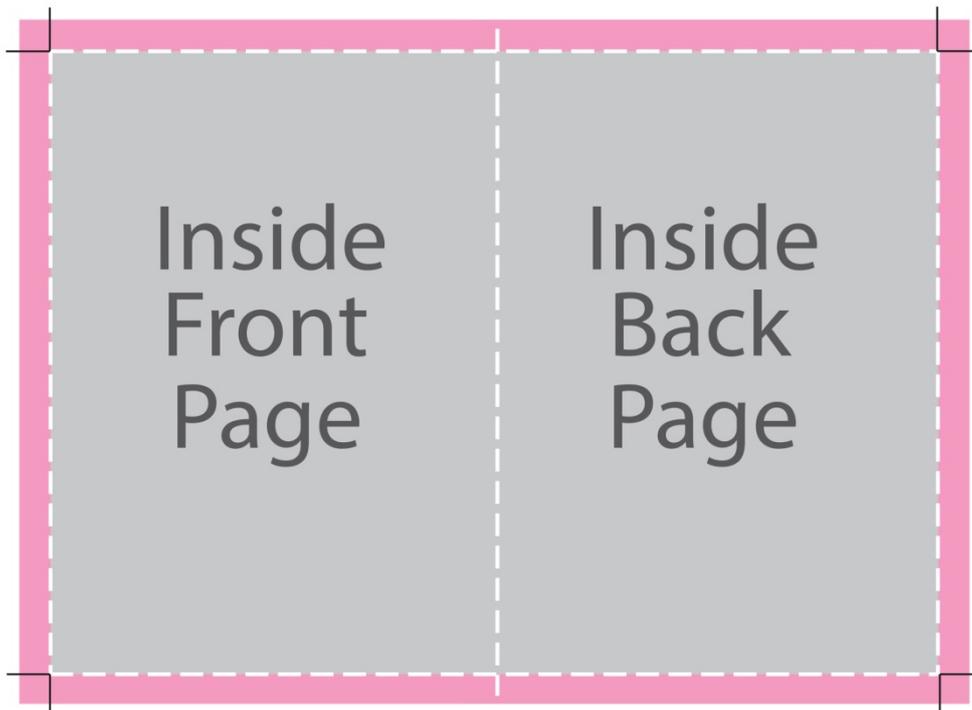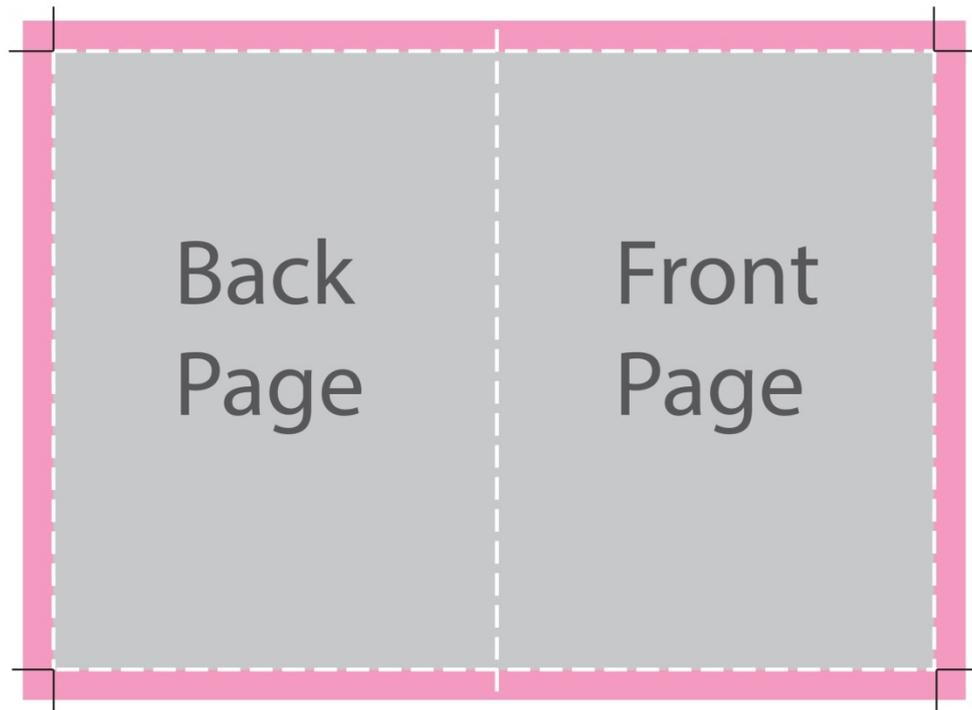
The rest of your pages can be laid out like this:

Page 1

Page 2

Page 3

Page 4
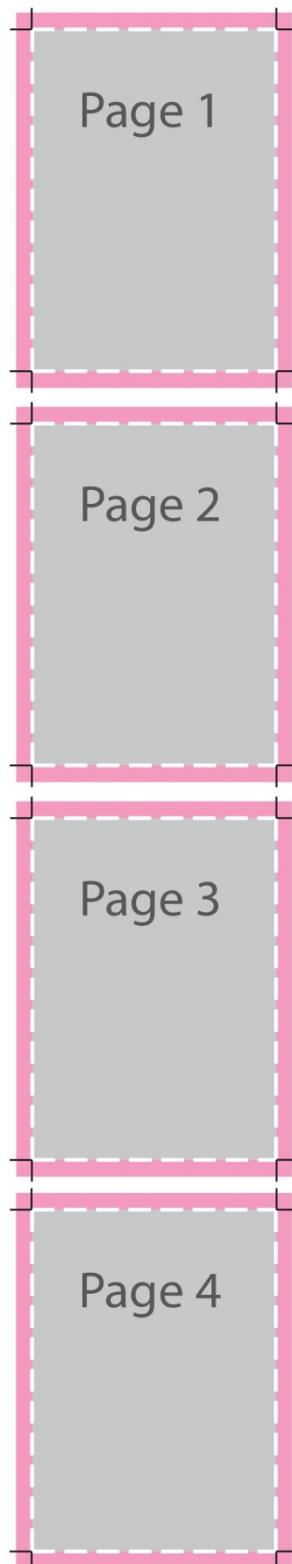
Don't be out of order!

It's important to keep all your pages in the right order. Run from the front cover, all the way through to the back cover, including your blank pages, in the order they would appear if you were reading the document.

Avoid page count problems

It's important to add in pages (be they blank or otherwise) to make up your page count. If you want to order a 60 page book, but only have 58 pages of content, you'd need to add in two blank pages to avoid print-related disappointment. If you require blank pages in your brochure you must insert these pages into the correct place and remember to add these into your total page count when you place your order (blank pages do count!).

Remember! Blank pages need to be inserted into the running order of your document if you want a blank inside front cover and inside rear cover. If you want your contents page on the right-hand side when the document is opened, you'll definitely need to remember this!

The laws of lamination

If you select single-sided cover lamination for your document, we will always laminate the first spread you've supplied. This is because we will assume it's the outer-side of the front and back cover you want laminated. We are unable laminate the inside of a perfect bound. If we do, the pages will fall out!

Before you submit your file to us, just give a double check that the first spread is the one you want laminated, to make up your covers. Problem solved!

How to use a template

Using a template for your cover

How you use our templates will really all depend on which program you are designing in, but the basic premise is usually the same:

1. Download the template that corresponds to your program.

2. Design over the template, being sure to double it — for example, if you want an A4 document, you'll need to design an A4 front cover and an A4 back cover with an appropriate width spine between the two. You can calculate the size of your document spine using the Spine Calculator on our bound document product pages.
   Remember to set this up as a spread and add bleed!

3. When you've finished, remove the template for your file — we love our templates, but we don't think you want them printed on your design!

4. Save your design as a single PDF file, ready to send to us.

Using a template for your inner pages

1. Download the template that corresponds to your program.

2. Design over the template, being sure to add your bleed.

3. When you've finished, remove the template for your file — we love our templates, but we don't think you want them printed on your design!

4. Save your design as a single PDF file, ready to send to us.