

# Multipage document guide: saddle stitched and wiro bound

## 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](https://www.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](https://www.convert.neevia.com).

## Preparing your pages for print

### To spread or not to spread?

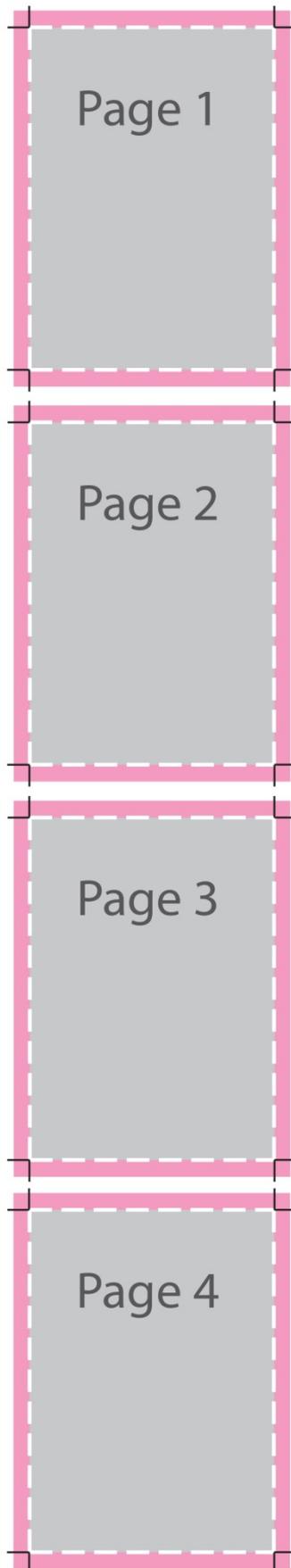
We know that you're used to setting up your pages as spreads, but here at printed.com we prefer our wiro bound and saddle stitched documents as single pages — it's easier for you!

### Printer's spreads vs. reader's spreads

'Printer's spreads' are the laid out spreads that will be committed to paper, 'reader's spreads' are the pages laid out in the order they will be read. This can get pretty confusing indeed, which is why we prefer artwork to always be supplied as single sheets.

If you want a blank page on the inside of your front and back covers, you'll need to add these in too; page one will be your cover, page two will be blank and page three will be the start of your content.

Here's an example of how to lay out your pages:



### **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, in the order they would appear if you were reading the document. 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!).

### **Avoid page count problems**

Although wire bound documents can be printed with any number of pages, it's worth remembering that an odd number of printed pages will result in one blank page at the end of the document.

Because saddle stitched brochures are made up of larger sheets of paper that are folded in half and stapled to make a document, you'll need to add your pages in groups of four to get a great print result.

### **The laws of lamination**

If you select single-sided cover lamination for your document, we will always laminate page one and the last page. This is because we will assume it's the outer-side of the front and back cover you want laminated. If you choose double-sided cover lamination, we'll cover the first page, back page, page two and the second last page. In other words, the complete outer and inner of the cover.

Before you submit your file to us, just give a double check that the first and last pages of your document are the ones you want laminated, to make up your covers. Problem solved!

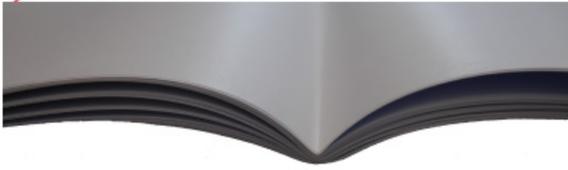
### **The dreaded 'creep'**

If you're using a paper weight over 120gsm or have anything over 12 pages (including your cover and blank pages), you'll need to allow for creep in your document. The more pages you have and the heavier the paper, the more creep you will have on your document.

Creep is the technical name for what happens when you fold a stack of pages together; the outer pages appear shorter as they wrap around the large inner bulk. Because of this, the inner pages stick out slightly and so are trimmed by us to give a nice, straight document edge. Anything that is printed over this trim line, like text or page numbers, will be cut away.

To combat creep, we always recommend that you avoid using images or text which go over a two page spread. The best way to avoid wonky page numbers, images or text is to make sure that everything is 5 - 6mm away from the edges of your page.

You will need to give your saddle stitched documents, a 6mm bleed as the natural fold of the booklet and the trimming process will cut any text that is in this area.



As you can see, the paper forms an almost arrow like shape. This is creep; as you go deeper into the book each page creeps out further than the last.

Actual document size



Creep

The fold on the paper causes the inside pages to creep out past the document size.

### Top tip!

To ensure that your saddle stitched document stays flat and closed after it's printed, we would recommend keeping the paper weight lighter and limiting your use of lamination (especially for documents with a lot of pages) or your document may spring open.

## **How to use a template**

### **Using a template for your document**

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.