

Guidelines for an 8.5 x 11 folded booklet without bleed

The Augustana Copy Center cannot print with bleed, so do not add crop marks or bleed. You will need to have a 1/4" border on all sides of your design to print at the Copy Center.

The **trim size** is the final size you want your printed piece to be. Your file should be that size in InDesign or another page layout program. In this example, the trim is shown as a dark blue line. Note that the image above extends to the bleed line but you wouldn't want the subject (Old Main in this case) past the trim line or safe area.

Margins and **Safety Areas** are included in most pieces as an area with no elements that will be printed (or no important elements) so that the print vendor can safely trim a piece without accidentally cutting off an important part. If you place text or images too close to the margins, they will be cut off or lost in the fold of a booklet.

The **gutter** refers to the margins on each page along the center fold of a booklet. They are usually half the size of the outer margins.

Crop and bleed marks are the marks you see on the outer edges of the example, which guide your printer on where to trim the project after printing. These are generated automatically when you export your file and select crop and bleed marks.

1/4" border

The Augustana Copy Center cannot print with bleed. Your artwork needs to have a 1/4" border on all sides.

Trim: 11"x17" (flat size)

This is the final size of the piece, folded to 8.5" x 11"

Safety Area: 1/2 inch minimum ideally 3/4 inch

It is important to keep your text, graphics, etc. inside the "safe area".

Margins:

At least 1" (solid black line), sometimes 1 1/2 inches (solid gray line), from the trim line on the left and right of the page/spread.



Common booklet sizes

5.5 x 8.5 (flat size: 11 x 8.5)
8.5 x 11 (flat size: 11 x 17)

Paper weight: printer paper weight or 28# (slightly heavier)

Booklets should be set up in multiples of four (i.e. 4 pages, 8, 12, 16, etc.), and sent to the Copy Center as single-page files.

Center fold

Gutter:

1" outer margin = 1/2" center margin on each page = 1" gutter
1 1/2" outer margin = 3/4" center margin on each page = 1 1/2" gutter

It is important to keep your text, graphics, etc. inside the "safe area".

1" gutter

1 1/2" gutter