



3 HOLE PUNCH SAMPLE

Template & Guidelines

Print ready PDF must meet the following criteria to ensure your book prints without problems:

- Multiple-page PDF files must consist of **even number** of single pages (not spreads) running from the first page to the last page, including blank pages if needed.
 - Fonts must be embedded or converted to outlines.
 - Black text should be 100% of black only and not a CMYK "rich black" mix.
 - Images on Black Pages should be supplied as Grayscale not CMYK or RGB. *
 - Images on Color Pages should be supplied as four-color process CMYK, not a RGB color model. *
 - Color pages/images should be supplied as four-color process CMYK, not a RGB color model. *
- * If you are unfamiliar with this terminology, don't worry.
We can convert it for you, though some variation in the color may occur.
- Solid black areas we recommend a Rich Black build of 30c, 30m, 30y, 100k.
 - Avoid using color builds or images with total ink values of 320 to 400.
 - Recommended minimum image resolution of color or grayscale photographs is 300 dpi and 600 dpi for line work at 100% of the final image.
 - Recommend critical copy and artwork be kept at least 0.75" from the punch side and at least 0.25" from the page trim on the other three sides. *This is regarded as a "safe" or "quiet" area.*
 - Page Numbering Placement:
 Odd Pages (front): Page number should be in the center or on the right side of the sheet.
 Even Pages (back): Page number should be in the center or on the left side of the sheet.
 - If artwork is on or close to the trim, extend the art an extra 0.125" beyond the trim edge. This is considered bleed. Supply files with an extra 0.125" (1/8 inch) added to all sides to include the bleed area. (Exp, 6 x 9 with bleeds is 6.25 x 9.25)
 - If trim marks are indicated please keep them outside the live (trim & bleed) print area.
 - Recommended Compression settings are: "Do Not Downsample" and set to "NONE" or "ZIP"

Not all design concepts will translate from a web view to the printed product. Few examples are tight borders, small copy or very light tints. If you have questions or concerns please call **301.362.0700**.

3 HOLE PUNCH & SAFE AREA 0.75"

SAFE AREA 0.25"

0.125" BLEED

SAFE AREA 0.25"

Placement Options
(Even Page Number)



3 HOLE PUNCH & SAFE AREA 0.75"

SAFE AREA 0.25"

0.125" BLEED

0.125" BLEED

(Even Page Number)
Placement Options

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SAFE AREA 0.25"

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