



3 HOLE PUNCH SAMPLE

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 as needed.
- Fonts must be embedded or converted to outlines.
- Black text should be 100% of black only and not a CMYK "rich black" mix.
- White text should be set to knockout, not as an overprint.
- Black Pages - elements should be supplied as Grayscale/black not CMYK or RGB.*
- Color Pages - elements should be supplied as four-color process CMYK, not a RGB color model.
- * Avoid using mix color models within a page exceptionally when objects have a transparency.
- Solid black areas we recommend 100% black set to knockout or 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.
- Safe Areas: Your artwork can extend over into these areas but should not contain any important logos, charts or text information. 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 side.
- Page numbering placement recommendations:
Odd Pages (front): Odd Page numbers should be on the right side of the sheet or in the center of the page.
Even Pages (back): Even Page numbers should be on the left side of the sheet or in the center of the page.
- If elements like photos, illustrations or graphics are on or close to the trim, please extend the elements 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:
› "Do Not Downsample" set to "NONE" or "ZIP" for books with moderate amount of Images.
› "Do Not Downsample" set to JPEG with MAX Image Quality for book with heavy coverage of Images or when your final file size is 1 gigabyte or more, Yearbooks are a good example.

We hope this helps, if you have any other questions,
please don't hesitate to contact us at **301.362.0700**

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.

3 HOLE PUNCH & SAFE AREA 0.75"

0.125" BLEED

SAFE AREA 0.25"
0.125" BLEED

0.125" BLEED

SAFE AREA 0.25"

Placement Options
(Even Page Number)

(LAYOUT NOT TO SIZE)

SAFE AREA 0.25"

0.125" BLEED

3 HOLE PUNCH & SAFE AREA 0.75"



0.125" BLEED

(Even Page Number)
Placement Options

(Even Page Number)
Placement Options

SAFE AREA 0.25"

0.125" BLEED