



3 HOLE PUNCH SAMPLE

Guidelines

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

- One PDF file containing multiple-pages. File must consist of an **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 (*preferred*) 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 as CMYK or RGB.
- Color Pages - supplied as four-color process CMYK (*preferred*) or RGB color model. *
- * Avoid using mix color models of within a page when objects have a transparency.
RGB elements will translate to CMYK at press, note some variation of the color can occur.
- Solid black areas we recommend 100% black and set to knockout.
- Light Tints: tints under 10% for a single tint color or for a combined ink percentage of a color build is NOT recommend.
- Avoid using color builds or images with total ink values greater than 280.
- 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 sides.
- 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 creating a large data file. Example, 800+ megabyte Yearbook text file.

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.

0.125" BLEED

HEAD TRIM SAFE AREA 0.25"

Placement Options
(Even Page Number)

(LAYOUT NOT TO SIZE)

FACE TRIM

SAFE AREA 0.25"

0.125" BLEED

& SAFE AREA 0.75"

3 HOLE PUNCH

0.125" BLEED

Placement Options
(Even Page Number)

Placement Options
(Even Page Number)

FOOT TRIM SAFE AREA 0.25"

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0.125" BLEED