



BOOKLET GUIDE



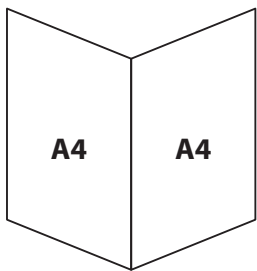
Are You Creating a Booklet?

Below are some examples for making sure your booklet is the correct finished size and the right amount of pages when you ask for a quote - or supply us the file for printing.

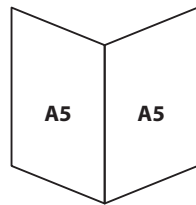
A booklet's total pages must be divisible by four. If your booklet is an uneven number of pages, some of these may be blank. These could include your inside covers. Or you may choose to add a 'notes' section at the back - so the pages don't look out of place.

Checklist

- What is the finished size of your booklet? (A4, A5, or a custom size.)
- Does your booklet have an even number of pages, divisible by 4?
- Will your cover be a different paper weight to the inside pages?
- Is your booklet full colour or black and white?
- Do any, or all, of the pages have colour bleeding off the edge?



1 x A3 sheet

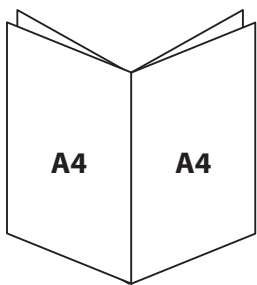


1 x A4 sheet

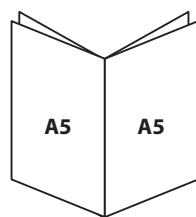
4 Page Booklet

An A4 booklet using one sheet of A3 paper will have 4 x A4 pages. It can be printed on two sides. When quoted it will say '2 sides'.

An A5 booklet using one sheet of A4 paper will have 4 x A5 pages. It can be printed on two sides. When quoted it will say '2 sides'.



2 x A3 sheets

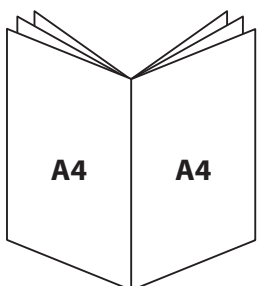


2 x A4 sheets

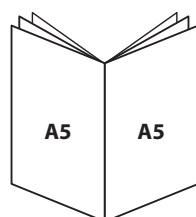
8 Page Booklet

An 8 page A4 booklet will use two sheets of A3 paper. The two sheets can be printed on both sides (4 sides). When quoted it will say '4 sides'.

An 8 page A5 booklet will use two sheets of A4 paper. The two sheets can be printed on both sides (4 sides). When quoted it will say '4 sides'.



3 x A3 sheets



3 x A4 sheets

12 Page Booklet

A 12 page A4 booklet will use three sheets of A3 paper. The three sheets can be printed on both sides (6 sides). When quoted it will say '6 sides'.

A 12 page A5 booklet will use three sheets of A4 paper. The three sheets can be printed on both sides (6 sides). When quoted it will say '6 sides'.