When creating the art

-Proofread! -Create **bleed** where applicable

Bleed is used when images or elements touch the edge of the page, The image is extended beyond the trim edge. When a document has bleed, it must be printed on a larger sheet of paper and then trimmed down.

Edit before scanning

Get a good proofreader to check the work before scanning. You'll be surprised at the mistakes that get past you! It's also best to start with pages that are as clean as possible BEFORE scanning. You will save time doing this step as well. Erase unwanted pencil lines, clean up pages with white-out to remove dirt, smudges or mistakes.

Scan the artwork

COLOR or GRAYSCALE ART: At least 600 DPI

BW ART: AT LEAST 1200 DPI. You may want to scan the work in color (if you're using blue-line pencil or guidelines) or grayscale if you're not, and then convert to 1-bit Black & White once you're happy with the result.

*Remember you can go down in resolution after scanning but not up, so err on the side of caution and scan hi-res.

Clean up the Scans. NEATNESS COUNTS!

Import each page into photoshop or other editing software to fix any mistakes, get good luminance levels, (correct amount of light to dark with good line fidelity) and adjust margins and grid inconsistencies so everything lines up. This is also a good time to covert to CMYK so you can check color fidelity and correct any other color problems. Finally, remove pencil and blue lines and any dirt, dust or smudges that you may have picked up in the scanning process.

> *Photoshop Tips* To remove blue lines, use **Hue Saturation** To remove light pencil lines use **Levels**

Create a PDF from your finished scans

Start by creating a simple chronological PDF Use Acrobat, Photoshop orIn Design to add Margin/gutters/ page numbers. This file can be used to print a simple perfect bound book (TPB)

A word about imposing saddle-stitch book or "signatures"

For short works, 8-32 pages, you will need to create two-page spreads. Create a rudimentary model if you like, with scrap paper.





8-PAGE SIGNATURE



EXAGERRATED CREEP



4-UP PRINTED SHEET



PRELIMINARY CUTS

SADDLE-STITCH







- consider adding **creep** to your signature to fix margin drift.

Creep refers to the moving or shift that happens to the margins in the document when pages are folded during the finishing process of a booklet. The amount of creep will vary depending on the thickness of the paper used and the number of pages in the booklet. This is an option in In Design and Acrobat Pro and also in some printing options.

Laying out the Printing Sheet

-To keep the cost down, and to save the planet, make the most efficient use of the paper. (Gang the pages up tightly) Paper is expensive! Use it wisely.

-An imposition program can come in handy though you can do some of this in InDesign or other desktop publishing software. Keep standard sizes in mind when deciding on format. 8.5x11, 11x17, 12x18, etc.

A word about color space

When using color, make sure to convert pages to CMYK from RGB. Most printers print using:

CMYK = CYAN, MAGENTA, YELLOW, BLACK. Sending RGB files may cause color problems, processing delays or even crash the printer.

RGB= RED, GREEN & BLUE which is a color space used for computer screens, phones and other monitors.

Printers Marks

Essential for doing precise trimming and checking that things line up Best to space your marks at .25" away from the trim area. These can be added when saving as a PDF.

A word about halftone dots and moire patterns

Moire patterns are mistakes that happen when you print one half-tone over another. A **halftone** or **"screen value"** is the method your printer uses to create lighter shades of a printer ink color. Be conscious of the unwanted effect when creating the work.





BONUS!! Cutting

If you're cutting and binding the books yourself,

saddle stich or staple bound books

cut just outside the trim marks for all 4 sides of each 2-page spread so you can make the final cuts after the book is bound.

perfect bound books

Cut the bind edge using the trim marks, then cut the other 3 sides outside the trim marks so you can make the final cuts after the book is bound.

