

# BOOKLET GUIDE



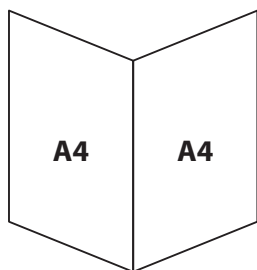
## Are You Creating a Booklet?

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.

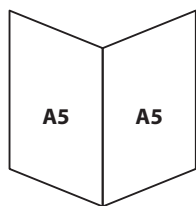
**A booklet's total pages must be divisible by four.** If your booklet is an uneven number of pages, some of these may be blank. These could include your inside covers. Or you may choose to add a 'notes' section at the back - so the pages don't look out of place.

## 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

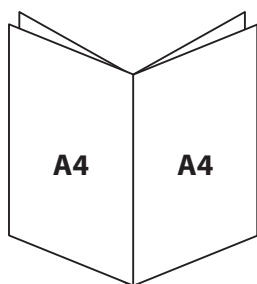


1 x A4 sheet

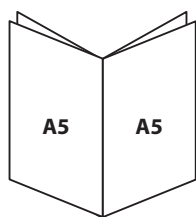
## 4 Page Booklet

**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

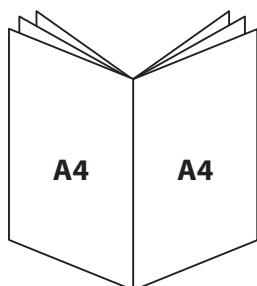


2 x A4 sheets

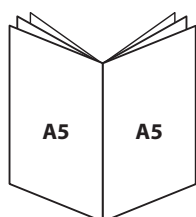
## 8 Page Booklet

**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'.