

BOOKLET

SETUP



Printed on the Risograph

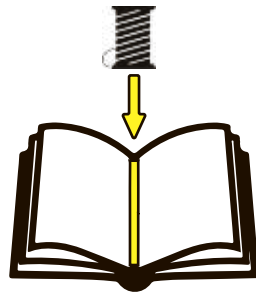
1. Binding Method

First you must decide on how you will bind your book.

Saddle Stitch

- a multi-page booklet that is 8 pages or larger and binds the sheet together at the middle of the spread using staples or string. For the saddle stitch method to work, the pages of your booklet need to be multiples of 4. Usually a booklet can be saddle stitched up to 68 pages (it can vary depending on the thickness of the paper). Once a book has more pages, it will need to be perfect bound with multiple signatures.

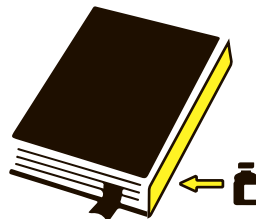
PAGE
TOTAL
/ 4



Perfect Bound

- the sheets of the book are gathered together and glued at the spine. Then a glue is applied along the binding edge and the cover of the booklet is placed over and around it. A book can be perfect bound as long as it is 28 pages or larger. In perfect binding, the final page count just needs to be a multiple of 2.

PAGE
TOTAL
/ 2



Signature - Printed sheet folded at least once, possibly many times, to become part of a book, magazine or other publication.

Paper and Supplies Near By

Paper presentation

- 23 W 18th St, New York, NY 10011

Text & Cover stock

Colored & Decor paper

Laser-Inkjet approved film

Packaging / Book making Supplies

Adorama

- 42 W 18th St, New York, NY 10011

Photo Quality Inkjet paper

Inkjet Paper & Film Rolls

Paper Source

- 75 5th Ave, New York, NY 10011

Book Making Supplies / Text & Cover stock

Colored & Decor paper / Packaging

Blick

- 21 E 13th St, New York, NY 10003

Large sheets of Cover & Cardstock paper

Book Making Supplies

Online Suppliers

Mohawk

<https://www.mohawkconnects.com/>

French Paper

<http://www.frenchpaper.com/>

Newspaper Club (Newspaper Printing)

<https://www.newspaperclub.com>

Graphics Lab

Address :

2 West 13th Street, L1000

Open Hours :

Weekdays 10am - 8pm

Weekends 12pm - 7pm

Closed on Holidays & Academic Breaks

Contacts :

(212) 229-8908 x4383

graphicslab@newschool.edu

2. Document Setup

When designing a booklet for print use Adobe InDesign

Before you start placing text or images make sure you have determined the size of your book.

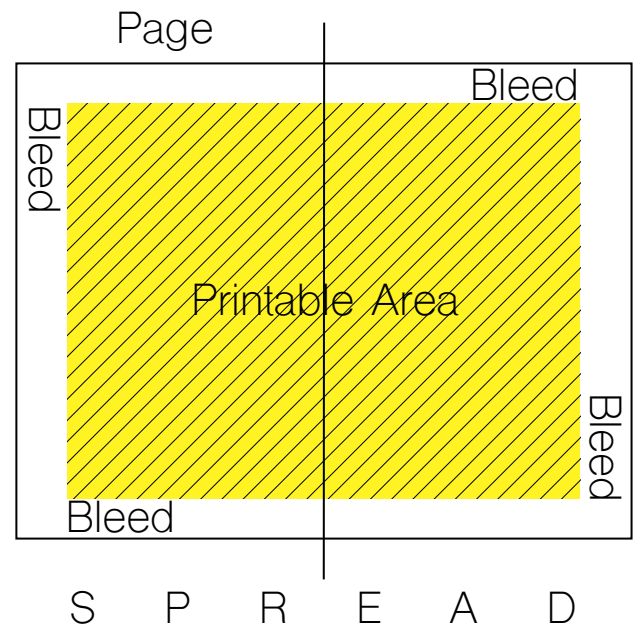
Paper Size is the size of the paper which you are printing your booklet on. The paper should always be larger than your book to achieve full bleed by trimming the excess. If you have your design within the bleed and margins, you can print at the paper size you are printing on.

Page – one side of a sheet of paper in a collection of sheets bound together.







Spread – a set of two facing pages in a book. This can further be separated into two spread types Reader's spread and Printer's spread. A reader's spread is used to describe spreads viewed in the final reading format (ex: Page 2 & 3 are a reader's spread) while a printer's spread are spreads placed to print correctly. (ex: Page 2 & 15 are a printer's spread, in a 16-page book)

Bleed – used to describe content that goes off the edge of the document, according to the printable area of a printer.

The general bleed is 0.25 inches on all sides.



Before You Save to Print

-  Make sure you laid out your book exactly in the order you intend to read it.
-  Include your front cover and back cover in your layout.
-  Adobe InDesign has a display option that lowers the display resolution of your document so images will look pixelated on default.
You can change the display resolution on Indesign :
View > Display Performance > High Quality Display
Make sure everything is as it looks printed.
-  Your file size will greatly determine how long it will take for the printer to process your file.
To minimize file size, make sure your images are down sized to 150 to 300 dpi as a .jpg file.
Printing with .tiff files will stunt the printing process.
-  If you are saddle stitching your book make sure your total page count can be divisible by 4.
If you are perfect binding your book make sure your total page count can be divisible by 2.
-  If you have images that extend to the edge of the page, make sure you have paper bigger than the size of your book.

3. Saving and Transferring

Printed on the Risograph



In order to print at the Graphics Lab you must transfer your file to an iMac attached to a printer.

Since images and text are not embedded in your .indd file you will have to package your file.

On Adobe InDesign > File > Package

Packaging will create a folder containing :

The fonts you used / Instruction text / Images used in you book

An .idml – to use on older versions of InDesign / .indd for the latest version

A PDF version of your book – Page by Page

If you are printing the cover separately with a thicker stock paper (Cover Stock), you will need to create a separate file that contains 4 pages (2 spreads).

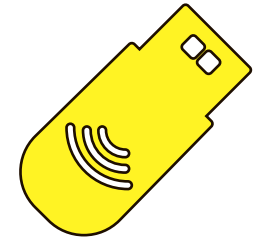
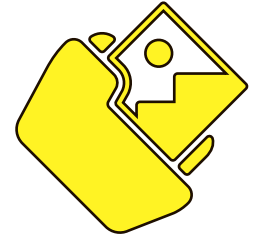
Side A – the front and back cover / Side B– the first and last page.

Compress (zip) the folder then you can :

Email the zip to yourself or move it to an online drive.

Place the zip in a clip drive or external hard drive.

Now you are ready to print at the Graphics Lab.



Paper Choice

At the Graphics Lab, you will need to bring your own paper to print. Depending on the paper stock, you will be using different printers.

Text stock – Thin paper used for the body pages. Text stock is between 20 lb to 45 lb. Use the Laserjet printers.



Cover Stock – Thick paper primarily used for menus, posters, foldouts and covers for paper back booklets. Papers weights between 50 lb to 130 lb are considered cover stock. Use the Inkjet printers.



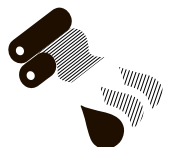
Card Stock – Thick paper used for business cards, postcards, boards for hardcover books, and spines. Papers thicker than 130lb are considered cardstock. Use the Inkjet plotters.



Gloss / Metallic – Coated paper that is laminated, UV coated and / or varnished that reflects light off the surface. Use Laserjet printers unless coated for Inkjet printers.



Matte – Flat (not glossy) finish on photographic paper or coated printing paper. Also refers to uncoated papers. Made for All printers



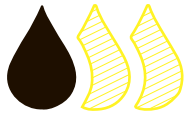
You can only use Plastic and Film material to print if you can verify that the manufacturer approves usage on our printers.

PRINT BASICS

Printers

Inkjet Printers

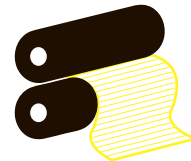
– use liquid inks sprayed through microscopic nozzles onto the paper for photo quality prints. They are slower and will only print on one side of the paper at a time. Recommended for thicker stock, larger sizes of paper, and for photo quality prints.



Inkjets:
Futura
Helvetica / Arial
Gill Sans / Tahoma
Century Gothic
Verdana

Laserjet Printers

– use toner cartridges and a heated fuser to fuse the toner onto the paper for quicker prints. The printers will automatically flip your paper for duplex printing, recommended for booklet printing on text stock paper within Tabloid oversize papers.



Laserjets:
Georgia
Baskerville
Rockwell / Times
Courier / Lucida
Didot

Risograph Printers – a stencil duplicator, which creates a mechanized imprint using a screen that allows ink to be passed through. It is a speciality printer that requires certification to use. Check our website more info.

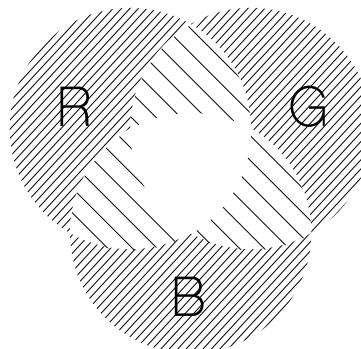
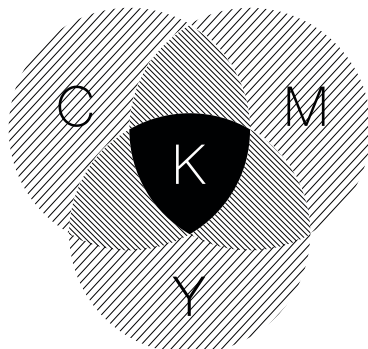


Risograph Printers:
Hiragino / Kozuka

Color Mode

CMYK

– a subtractive color model in which Cyan, Magenta, Yellow, and Key (black) is used for print. Printers use this color model.



RGB

– an additive color model in which Red, Green and Blue light are added together to reproduce a broad array of colors. This is how screens work.

Save and Print File Types

DPI – Dots per Inch – refers to how many pixels are in 1 inch of paper. The higher the DPI, the higher the resolution and clarity. Your images should ideally be over 150 DPI.

JPG – Joint Photographic Experts Group – images that have been compressed to store a lot of information in a small size file. They are compressed in a way that it loses some of the image detail during the compression. JPGs are bad for line drawings / logos / text / graphics as the compression makes them look “bitmappy”



PDF – Portable Document Format – a document standard developed by Adobe. It allows scalable text, vector images and bitmaps to be combined in one document. PDFs can also have multiple pages and embedded fonts.



TIFF – Tagged Image File Format – uncompressed images that contain a lot of detailed image data. (which is why the files are so big) TIFFs are also extremely flexible in terms of color (they can be grayscale, or CMYK for print, or RGB for web) and content (layers, image tags).

