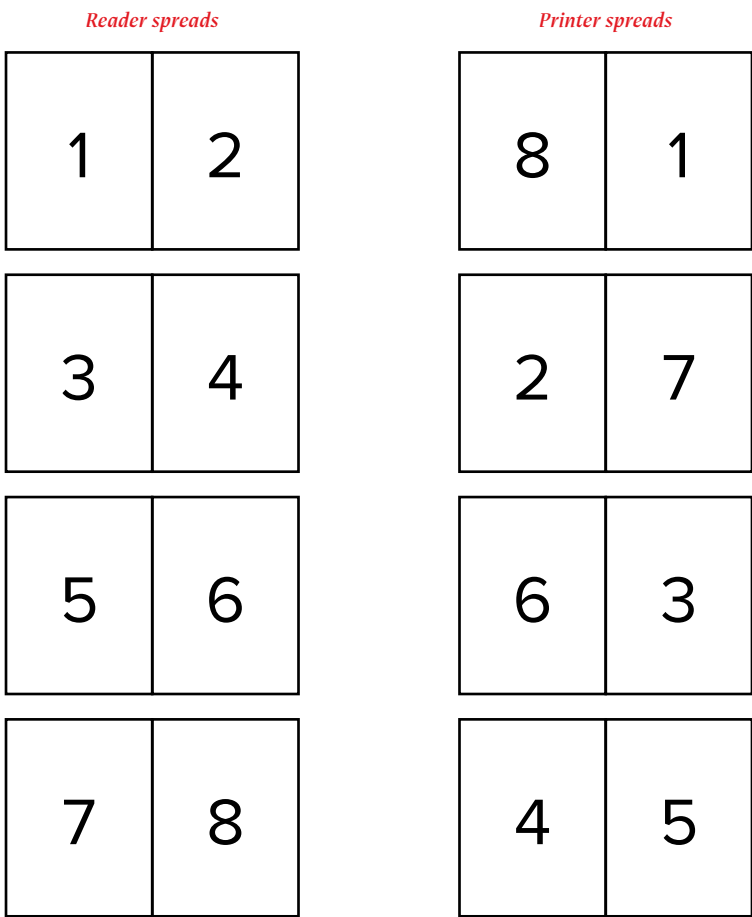


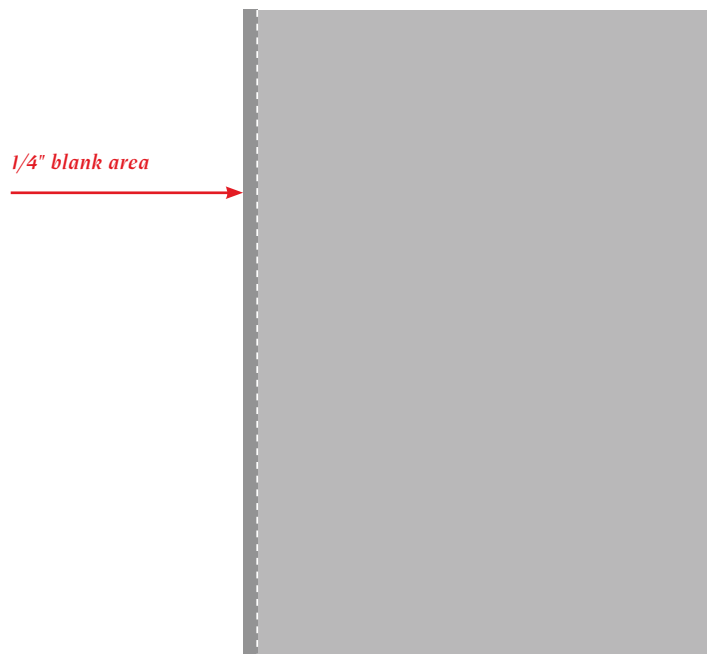
BASIC SET UP

- The number of pages must be in multiples of 4. For example, if your document contains only 10 pages, two blank pages will need to be inserted for saddle stitching
- File should be set at 100% of output size
- File should include a minimum 1/4 inch bleed
- Files should be saved as a high resolution ‘.pdf’
- All images in file should be 300 DPI
- All photo based images must be CMYK
- Pantones must be Pantone Solid Coated spot colors for matching
- Printer spreads, in which pages are presented in the order they will be printed, are the preferred format for submittal
- Alternatively, files may be submitted in reader spreads. Phase 3 can convert these files to printer spreads for an additional set up fee
- All files submitted to Phase 3 should also have an exported ‘.jpg’ proof to use as a go by



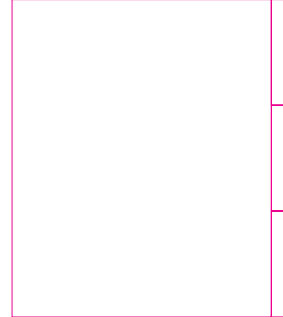
### BASIC SET UP

- File should be set at 100% of output size
- File should include crop marks and a minimum of a 1/4 inch bleed
- Interior pages should be in sequential order
- Leave a 1/4 inch margin on the edge of the pages that will be glued. See example below
- Files should be saved as a high resolution '.pdf'
- All images in file should be 300 DPI
- All photo-based images must be CMYK
- Pantones must be Pantone Solid Coated spot colors for matching
- Include all native files for cover in case adjustments to spine are needed
- Spine Width:
  - 1/6 or .0625 inch
  - 1/8 or .125 inch
  - 1/4 or .25 inch
- For example, a 100-page PDF for a manual sized 8.5 x 5.5 inches would yield 50 pages, printed front and back and therefore require a .25 inch spine. This means the unfinished, flat, front and back cover will need to measure 17.25 inches.
- On a separate layer, use a dotted line adjacent to the print area to denote where the spine should be folded
- All files submitted to Phase 3 should also have an exported '.jpg' proof to use as a go by



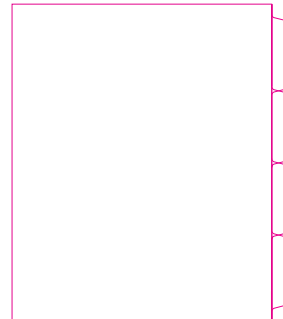
### THREE BANK TABS

- File should be set-up at 100% of output size
- Include crop and bleed on the file
- All bleeds should be set to 1/4"
- File should be built according to our three bank tab dieline
- Fill out each tab with section title. For example, Tab 1 – Introduction. Tab 2 – Session 1, etc.
- Tabs can utilize any color or font. Fonts should be outlined or included when sending file; if using PMS colors, note which PMS color should be matched



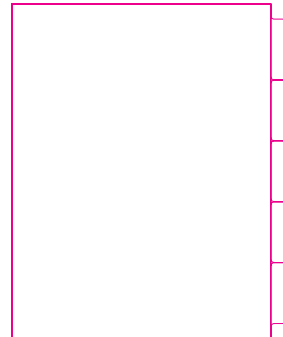
### FOUR BANK TABS

- File should be set-up at 100% of output size
- Include crop and bleed on the file
- All bleeds should be set to 1/4"
- File should be built according to our four bank tab dieline
- Fill out each tab with section title. For example, Tab 1 – Introduction. Tab 2 – Session 1, etc.
- Tabs can utilize any color or font. Fonts should be outlined or included when sending file; if using PMS colors, note which PMS color should be matched



### 5 BANK TABS

- File should be set-up at 100% of output size
- Include crop and bleed on the file\*
- All bleeds should be set to 1/4"
- File should be built according to our five bank tab dieline
- Fill out each tab with section title. For example, Tab 1 – Introduction. Tab 2 – Session 1, etc.
- Tabs can utilize any color or font. Fonts should be outlined or included when sending file; if using PMS colors, note which PMS color should be matched



\* Please note: If you are printing the pre-cut 5 bank tabs the files cannot be set up with a bleed, as the tabs have already been cut. If you are unsure please ask your Account Manager which way you have been quoted.