

# Letter saddle booklet, 8.5 × 11 in

## Specifications

|                      |                                                              |
|----------------------|--------------------------------------------------------------|
| <b>Finished size</b> | 8.5 × 11 in, folded and stapled with two stitches            |
| <b>Page count</b>    | 8, 12 or 16 pages including the cover; every page full color |
| <b>Paper</b>         | 70 lb uncoated text, good for pen and pencil                 |
| <b>File</b>          | PDF of single pages in reading order, page 1 = front cover   |
| <b>Bleed</b>         | 0.125 in on every side when anything touches the edge        |

## How to use this guide

1. Set your document to the page size with bleed shown on the guide page, or to the trim size if nothing touches the edge.
2. Place the guide page on a locked bottom layer in your design app, and hide it before you export.
3. Keep text inside the dashed blue line. Extend backgrounds and edge photos into the pink bleed band.
4. Export a PDF of single pages in reading order, with fonts embedded and photos at 300 ppi at their printed size.
5. Canva: turn on File > Settings > Show print bleed, then download PDF Print with Crop marks and bleed checked.

## Colors on the guide pages

-  Pink band: bleed. Extend backgrounds and edge photos into it; it is trimmed off.
-  Solid line: trim. The finished page edge.
-  Dashed blue line: safe area. Keep text, logos and page numbers inside it.

## Good to know

- Do not set up spreads or printer's pairs; we arrange the pages for folding.
- Page counts must be divisible by four. Add blank pages only on purpose.

## Letter saddle booklet page

Trim size: 8.5 × 11 in

Page size with bleed: 8.75 × 11.25 in

Safe area: 0.25 in inside the trim

Hide or delete this guide before exporting