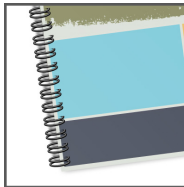
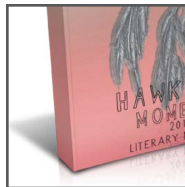


Page Count

Helpful Resources



Page Count Explained 3

Page Count for:

Saddle-Stitch Bound 4

Perfect Bound 5

Wire-O/Spiral Bound 6

Printer vs. Reader Spreads 7

Other Helpful Resources

Blank Templates 8

Professional Design Help 8

Online Design Tool 8

Re-Uploading Files 9



Page Count

Upload Pages In This Order

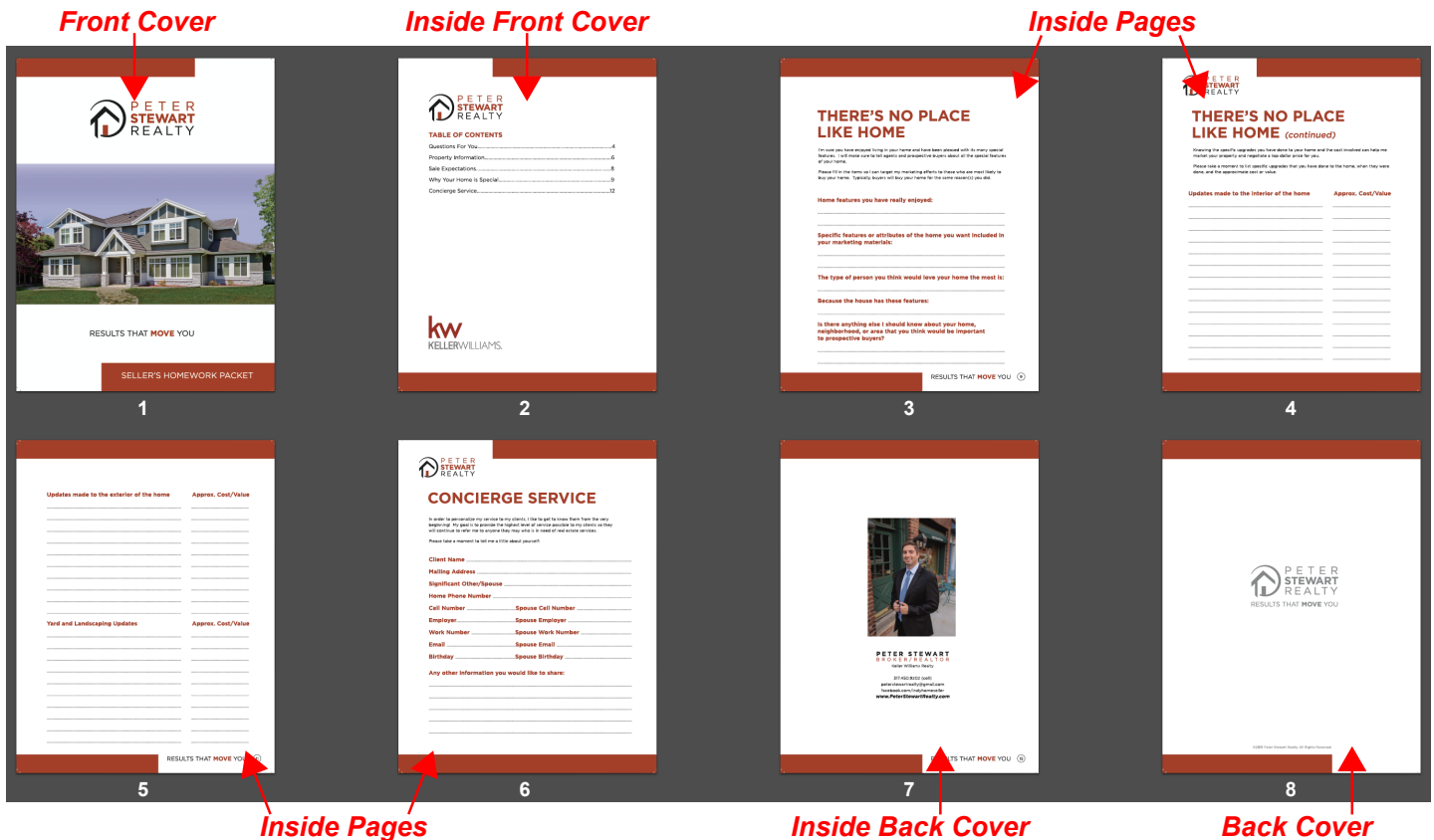


To Calculate Page Count in a Document:

Set up numbered pages as single pages

- In the image above, Page 1 is the Front Cover
- Page 2 is Inside the Front Cover
- Pages 3-6 are all inside pages
- Page 7 is the Inside of the Back Cover
- Page 8 is the Back Cover

The example below shows what order an 8 page PDF document should be in before submitting your project:



Front Cover (Page 1): Peter Stewart Realty logo, house image, "RESULTS THAT MOVE YOU", "SELLER'S HOMEWORK PACKET".

Inside Front Cover (Page 2): Peter Stewart Realty logo, "TABLE OF CONTENTS" with a list of sections and page numbers, "kw KELLERWILLIAMS".

Inside Pages (Page 3): "THERE'S NO PLACE LIKE HOME", "Home features you have really enjoyed:", "Specific features or attributes of the home you want included in your marketing materials:", "The type of person you think would love your home the most is:", "Because the house has these features:", "Is there anything else I should know about your home, neighborhood, or area that you think would be important to prospective buyers?".

Inside Pages (Page 4): "THERE'S NO PLACE LIKE HOME (continued)", "Updates made to the interior of the home", "Approx. Cost/Value".

Inside Pages (Page 5): "Updates made to the exterior of the home", "Approx. Cost/Value", "Yard and Landscaping Updates", "Approx. Cost/Value".

Inside Pages (Page 6): Peter Stewart Realty logo, "CONCIERGE SERVICE", "Client Name", "Mailing Address", "Significant Other/Spouse", "Home Phone Number", "Cell Number", "Spouse Cell Number", "Employer", "Spouse Employer", "Work Number", "Spouse Work Number", "Email", "Spouse Email", "Birthday", "Spouse Birthday", "Any other information you would like to share:".

Inside Back Cover (Page 7): Peter Stewart Realty logo, "RESULTS THAT MOVE YOU".

Back Cover (Page 8): Peter Stewart Realty logo, "RESULTS THAT MOVE YOU".

Saddle-Stitch Bound

Saddle-Stitch Printing

Saddle-stitching is the same binding that the catalogs and magazines you get in the mail tend to have. It is two staples nested in the spine of the folded piece, securing the sheets together. It can go along the left edge or on top depending on how the project is planned out. Saddle-stitching is great for booklets, calendars, photo-books and programs.

Number of Pages Accepted

We can print saddle-stitch orders that have 8 pages - 96 pages, though **we require them be in 4 page increments**. In other words, your document (counting front and back cover) should be one of the following page counts:

8 | 12 | 16 | 20 | 24 | 28 | 32 | 36
40 | 44 | 48 | 52 | 56 | 60 | 64 | 68
72 | 76 | 80 | 84 | 88 | 92 | 96

Page Creep

When saddle-stitching, there is a term called “page creep,” which is when the inner pages stick out farther than the pages closer to the outer cover. This usually happens when there is a large number of pages or thicker paper. A booklet with fewer pages will most likely not have to worry about creep because the trimming may not be as noticeable as with higher page numbers.

Diagram A below shows how the pages stick out (creep) from the book and Diagram B shows how the pages are trimmed after being stitched.

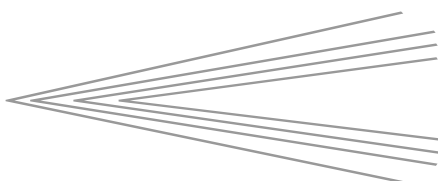


Diagram A

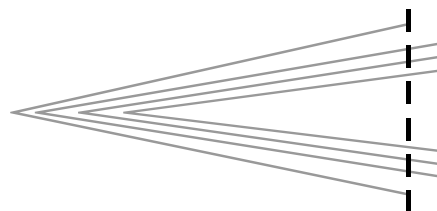


Diagram B



Spiral/Wire-O Bound

Spiral Bound Printing

Spiral bound printing is a coil of a plastic continuous loop passing through a row of punched holes at the edge of the printed piece in a spiral. The binding can be on the left or top of the project depending on how the project is designed. Spiral bound coils are available in different colors and sizes. You cannot print on the spine or add or remove pages. Spiral bound book printing is great for manuals, directories, annual reports, calendars and many other types of products. Spiral binding can be up to 2 $\frac{3}{4}$ " thick.



Spiral Bound

Wire-O Bound Printing

Wire-O binding is similar to Spiral binding. Wire-O binding is great for Calendars, Directories, Annual Reports, and many other types of products. They will lay flat or wrap back around themselves. It is a metal coil that passes through a row of punched holes at the edge of the printed piece. The binding can be on the left or top of the project depending on how the project is designed. Wire-o bound books are a series of parallel wire loops attached along a wire. Wire-o binding can be 1 $\frac{1}{4}$ " thick.



Wire-O Bound

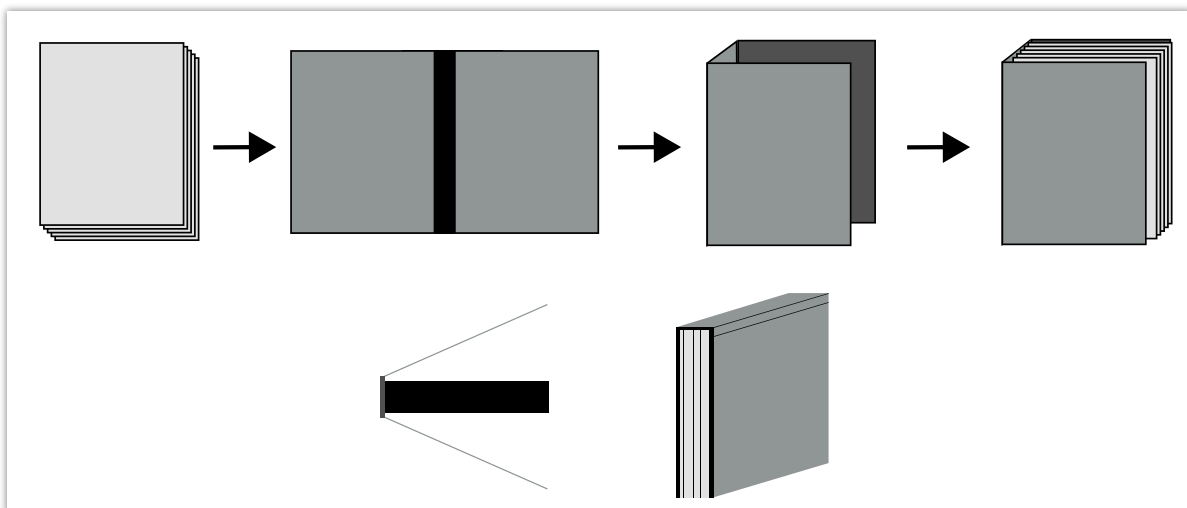
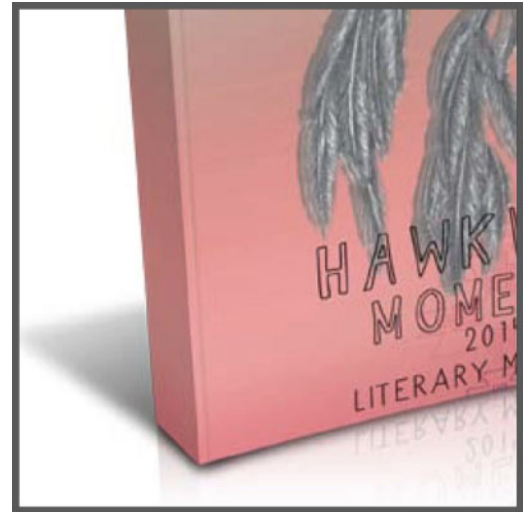
Number of Pages Accepted

We can print spiral and wire-o orders that have 8 pages - 64 pages and **we require them be in 2 page increments.**

Perfect Bound

Perfect Bound Printing Explained

Printed sheets are gathered into a book, one on top of the other and the edges are ground off and the book is glued into a wrap around cover and then trimmed to size. This type of perfect bind creates a square spine. They provide an attractive looking durable book. They do not lay flat. Perfect bound book printing is great for directories, magazines, manuals, year books or any type of booklet that has many pages.



Number of Pages Accepted

The minimum number of pages is 40 pages to 2" thick maximum. 2 page increments are required when ordering.

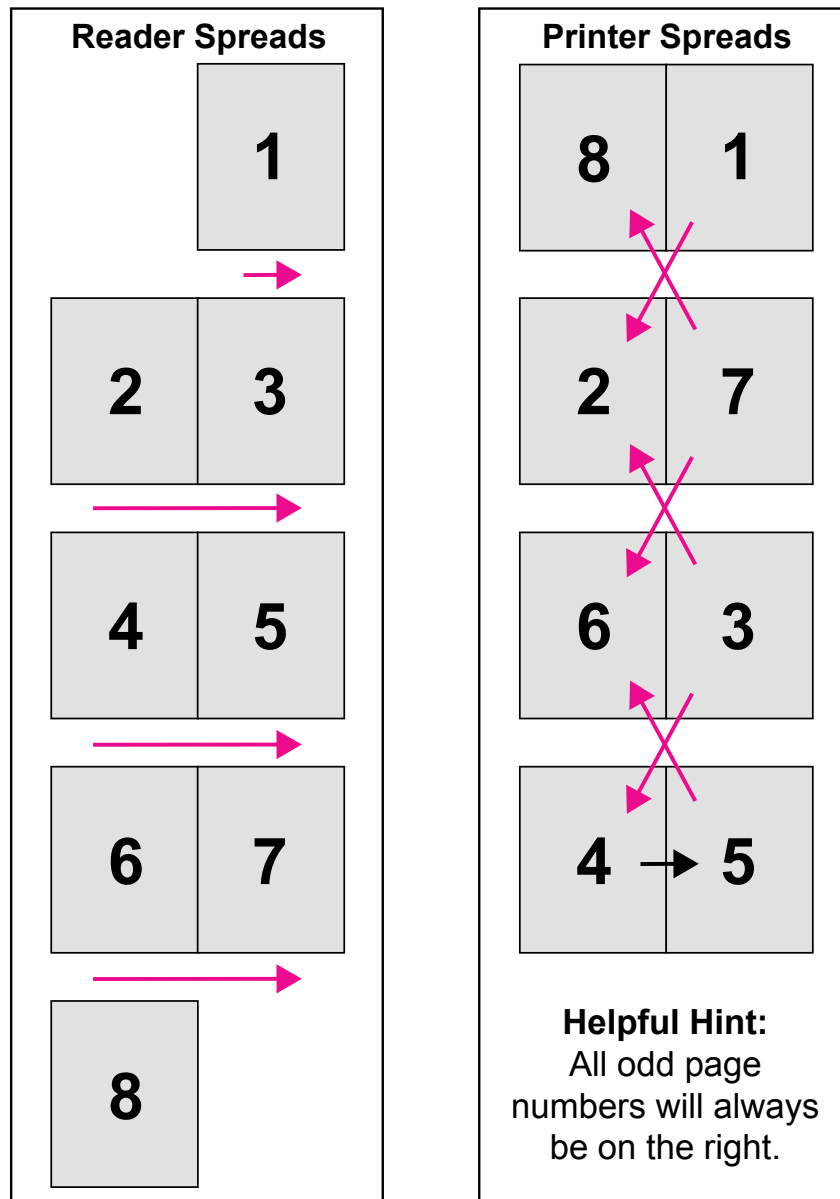
Since perfect bound books are glued at the spine, it makes it harder to see or read content near the spine (see image on the right). To help avoid this, we recommend you have a 1/2" (0.5") margin on the binding side of all pages, including inside cover pages. Smaller books may need less margin while larger books may need more.



Printer Spread vs. Reader Spread

Reader spreads show consecutive pages in two page spreads. They are in the correct order for someone to read the document.

Printer spreads are not in consecutive page order, they are in proper order so that when the document is printed, trimmed and assembled, all the pages appear consecutively. After receiving your files, we send your files to the printer in this order.



At PrintingCenterUSA, we prefer that you upload your PDFs as single pages (see page 3). If you happen to use reader spreads or printer spreads, let your Customer Service Representative know which spread you used so we can ensure that your final printed document is in the correct page order.

Other Helpful Resources

Check Your Documents Using Our Blank Templates

Click the links below to view and/or download templates to compare your document to.

[Booklets](#)

[DVD Covers](#)

[Newsletters](#)

[Brochures](#)

[Envelopes](#)

[Note Cards](#)

[Business Cards](#)

[Flyers](#)

[Postcards](#)

[Calendars](#)

[Greeting Cards](#)

[Posters](#)

[Catalogs](#)

[Letterhead](#)

[Programs](#)

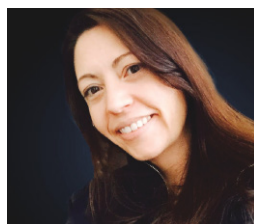
[Door Hangers](#)

[Magazines](#)



Professional Design Help

Do you still need help with your files or are you crunched for time? Contact one of the professional graphic designers on the right to ensure you have the correct file requirements!



Addie Evans

Phone: [800-619-4194](tel:800-619-4194)

Email: addie@my2centsdesign.com

Website: www.my2centsdesign.com



Margaret Dominy

Phone: [406-476-3440](tel:406-476-3440)

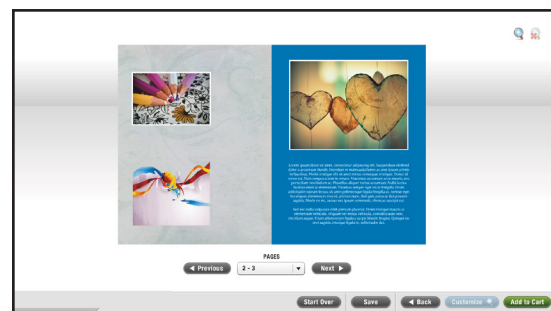
Email: margaret@printingcenterusa.com

Website: www.dezined2print.com

Using Our Online Design Tool

By using our online design tool to create your project, you can ensure that your files have the correct bleed, image resolution, document size and other file requirements.

Just select your product, upload your photos, drag and drop them into place, add your text and our tool will do the rest! [Try out our online design tool](#) today and make your printed product pop!

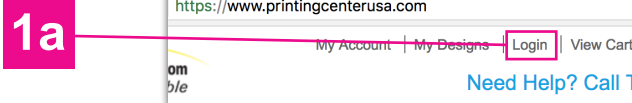


Other Helpful Resources

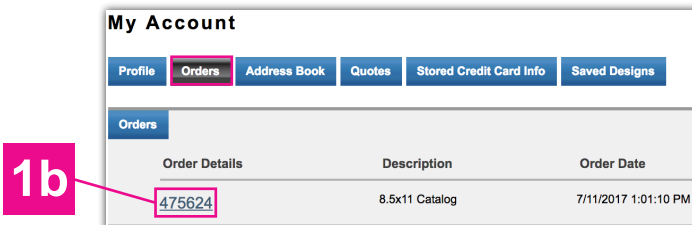
How To Re-Upload Files

1 Online Order

1a Go to [our website](#) & [login](#) to your account

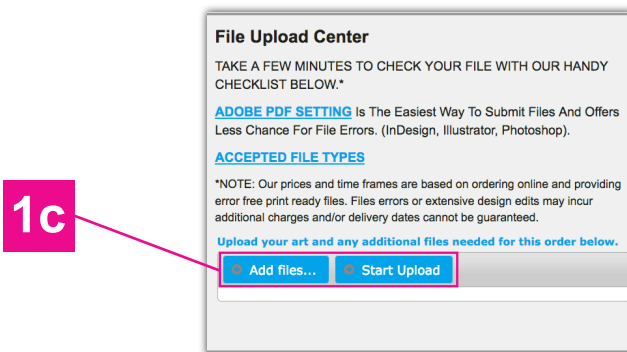


1b Click: [Orders](#) > [Order #](#)



1c Under [File Upload Center](#)

- Click [Add files...](#) to add your new files
- Click [Start Upload](#)

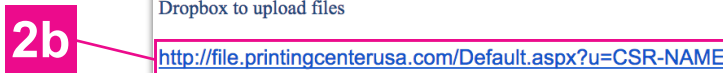


2 Offline Order

2a Navigate to your email from your Customer Service Representative

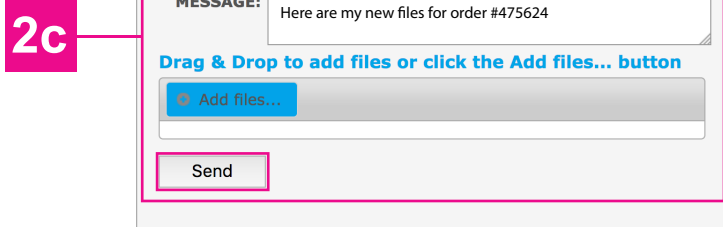
2b In the email under the CSR's signature

- Click: [link to their Dropbox](#)



2c Fill out the form and upload your files

- *Job number must be included with any file upload



FAST, EASY & AFFORDABLE

1 (800) 995 - 1555

www.printingcenterusa.com

support@printingcenterusa.com

117 9th Street North, Great Falls, MT 59401

[Sign Up Now](#) for our monthly e-newsletters, exclusive passport to savings coupons, and weekly specials for new discounts. [Check our website](#) frequently for product discounts and specials.

