

# **PAGE LAYOUTS**

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This document can help you set up your PDF document before you submit your artwork for printing. If in doubt about how to setup your document, please contact our support team.

## Document Print Setups

### Single Sided Documents

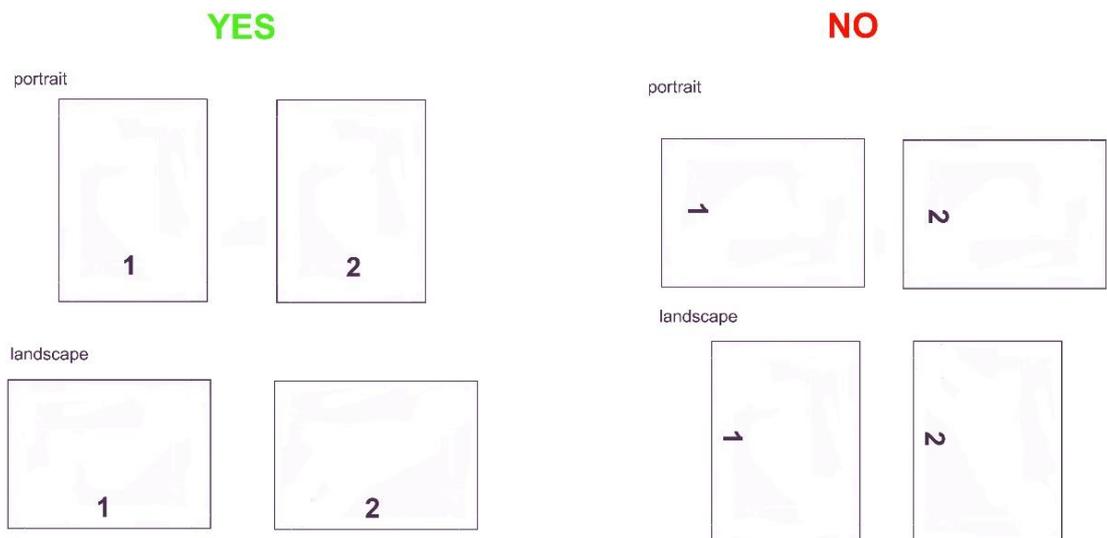
A single sided document is a sheet that is only printed on one side, also known as simplex. There are several types:

- Single Page: A standard single sided print.
- Single Page with Vertical Fold: Single sided by has a fold up the centre, this would create a standing menu for example.
- Single Page with Horizontal Fold: A single sided document with a horizontal fold, this would create a greeting card, for example. This format is also known as a 'tent fold' because it looks like an old fashioned tent. Note that the back page (top half) will be upside down.
- Single Sided Loose Leaf: This is a special option for uploading lots of different pages in one file. You might for example send 20 mailers in one file, but all to be separate prints.

### Double Sided Documents

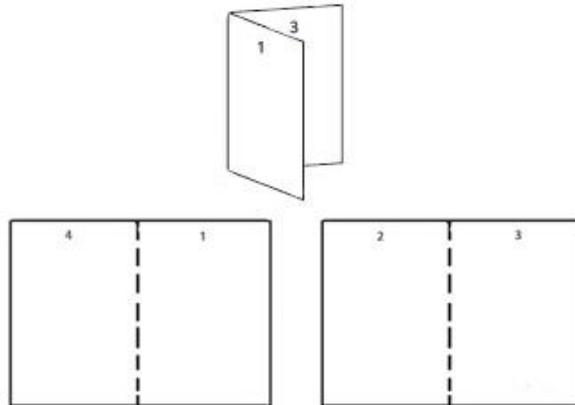
A double sided document is a sheet that has both sides printed on, also known as duplex. There are several types:

- Double Sided: A standard document with both sides printed.



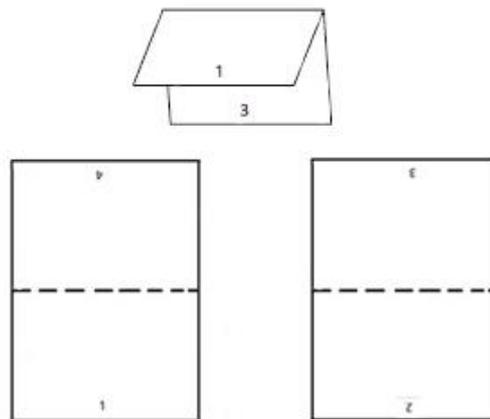
- Double sided with Vertical Fold: A double sided document with a vertical fold down the middle. This would produce a double sided menu, for example.

### Double Sided with Vertical Fold

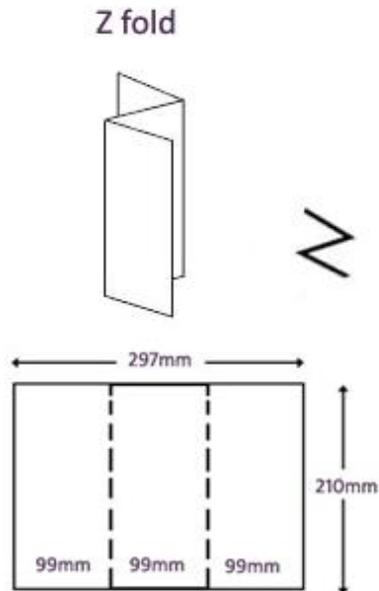


- Double sided with Horizontal Fold: A double sided document with a horizontal fold, this would create a greeting card, for example. This format is also known as a 'tent fold' because it looks like an old fashioned tent. Note that the back page (top half) will be upside down.

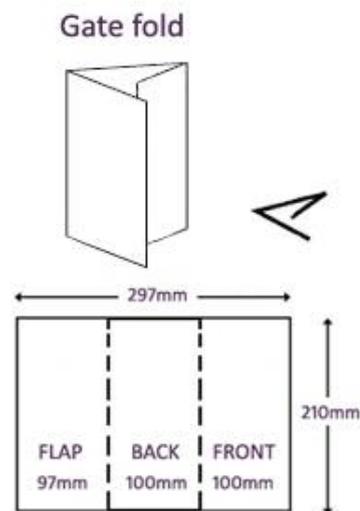
### Double Sided with Horizontal Fold



- Double sided with Z Fold: A double sided document with a Z fold in it, creating a document with 6 individual panels on it.



- **Double sided with Gate Fold:** A double sided document with a gate fold in it, creating a document with 6 individual panels on it. The gate has the two end panels folding in on top of the centre panel.



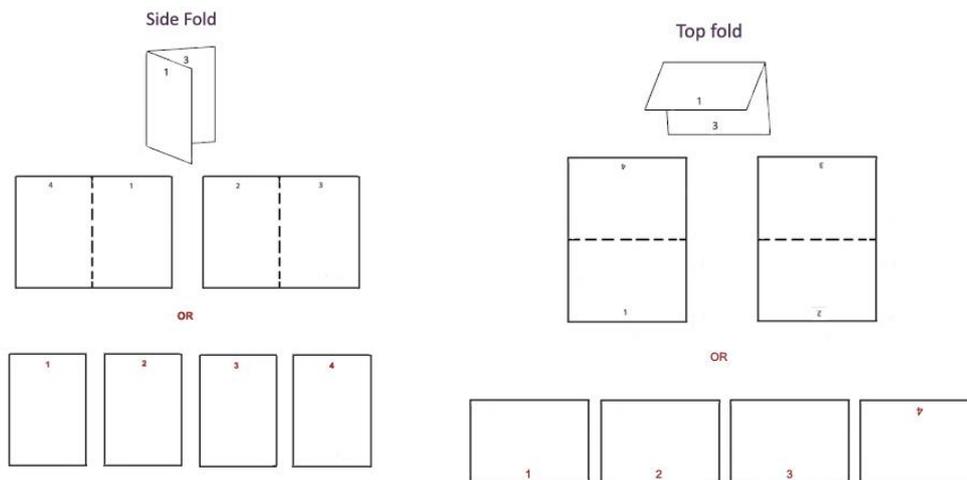
- **Double Sided Loose Leaf:** This is a special option for uploading lots of different pages in one file. A good example is a deck of cards, where you upload one file, but want 52 loose documents.

### Folded and Stapled Booklets

A booklet is document that is folded, then if required, stapled. A booklet has the following properties:

- As a booklet is folded, there are two pages on one side of paper and two on the back.
- A booklet will always be made up of multiples of four pages, i.e. 4, 8, 12, etc.
- The maximum number of pages our solutions supports in a booklet is 52.

- The PDF uploaded should run the pages from 1 onwards, our solution will deal with setting the pages in the correct order, so for example in an 8 page document the output will be 1,2 with 7,8 on the back, the other sheet will have pages 3,4 with 5,6 on the back.
- As a booklet must be made up of folded sheets, this means that the largest booklet that can be made is two portrait A4 documents, but landscape must be smaller.
- There are two types of booklets, left fold and top fold.



- For stapled booklets please upload your artwork in normal order 1, 2, 3, 4 etc. and select the corresponding option.

## Bounds Booklets

A spiral bound document is a stack of separate pages that are then connected with a wire spiral.

The main benefit of a spiral is that they can be up to A3 in size and have 300 of pages (150 sheets)

There are the following types

- Booklet (Side Spiral bound)
- Booklet (Top Spiral Bound)
- Single Sided (Side Spiral Bound)
- Single Sided (Top Spiral Bound)

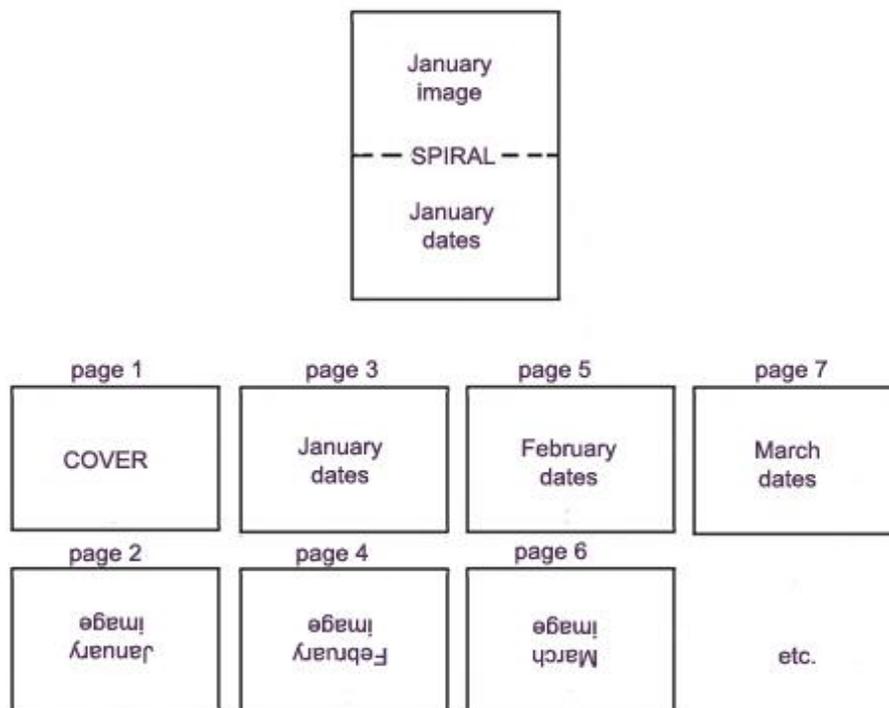
For this option simply upload your artwork in normal page order 1, 2, 3, 4 etc. and select the corresponding option.

## Calendar Documents

Calendars are a special type of spiral bounds; they have the following characteristics:

- The calendar has two separate spirals, in between which is a 'D' shaped hanger and a 'D' cut to accommodate the hanger.
- Calendars come in single and double sided formats.
- If you upload a single sided calendar with an extra back page (i.e. not December), then that page will be reversed.
- For this option simply upload your artwork in normal page order 1, 2, 3, 4 etc. and select the corresponding option.
- Some customers enquire about calendar with spiral bound in the middle. Please note that these are not punched. For this specific sort of calendar please select the SPIRAL BOUND (not calendar) option.

#### Wall Calendar with Spiral Binding in the middle when open



#### Presentation Folder

Presentation Folder are a special type of four-page booklet. A presentation folder is designed to hold documents of approximately the same size, they have the following characteristics:

- The page should be 5 to 10 mm (1/5 to 2/5 inch) larger than the documents that the presentation folder should hold.
- Each presentation folder will come with a LOOSE transparent plastic triangular sleeve; these are manually stuck to the inside back page of the folder. These sleeves are appropriate for both A4 and A5 folders.
- Presentation folders have a single, not double fold, down the spine, and so are not appropriate to hold more than 20 documents.

## Letterheads

Letterheads are a special type of print. Print from digital printers should not normally be put back through a laser printer; this is because laser printers fuse the toner to page using heat, if then the document is put back through a laser printer then the toner becomes unfused, creating a shadow print.

This Letterhead option prints the documents using a high temperature printer, which will not be effected by reprinting in a normal laser printer.

These documents come in both single and double sided formats.