

How do I prepare my booklet for print?

When preparing your booklet for printing, there are several important aspects to pay close attention to. In the guide below, we'll go through some of the key elements of booklet setup in bullet points. If you're unsure about anything, you're always welcome to contact us. These points can also serve as a checklist before sending your booklet to print.

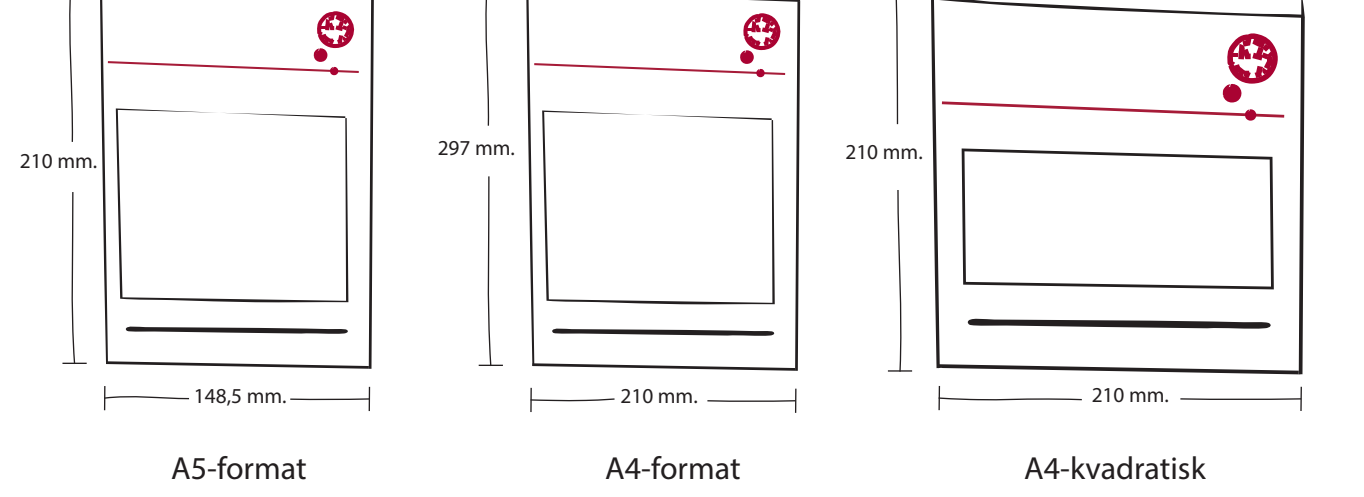
For all print jobs, files must be sent as PDFs to campusprint@adm.ku.dk. If the files are too large for the email system, you can send them via www.wetransfer.com to the same email address. This provides us with a temporary link from which we can download your file.

Format and Size

The standard sizes for most booklets are either A5, A4, or a square A4. You can see the dimensions of these standard sizes in the illustration below. However, we can produce your booklet in exactly the size you want – just not larger than A4.

When specifying the size of your booklet, it should always be based on the dimensions of the finished booklet. For example, an A5 booklet corresponds to the size of a folded A4 sheet.

When sending your booklet to us, please send it as a PDF file with consecutive pages. We will take care of setting it up as a booklet. Also, make sure that the size of your PDF matches the desired format, possibly with bleed added if you have color extending to the edge



Design Guide

On the University of Copenhagen's design guide, you can find templates for your booklets. There are templates available for both Microsoft Word and Adobe InDesign.

If you want a Word template, click on "Brochures and folders" and use the template provided there. If you're working in InDesign, simply choose the desired format, and the templates will be available.

We always recommend using these templates, as they help ensure a professional result that follows the University of Copenhagen's design profile and meets most of the requirements outlined in this guide. Most of the groundwork is already done, and if you need the KU logo on the front page, it's already included in the template in the correct quality. You can also find guidelines regarding fonts, sizes, and layout. You can access KU's design guide via the link below.

● [UCPH Design Guide \(click to open\)](#)

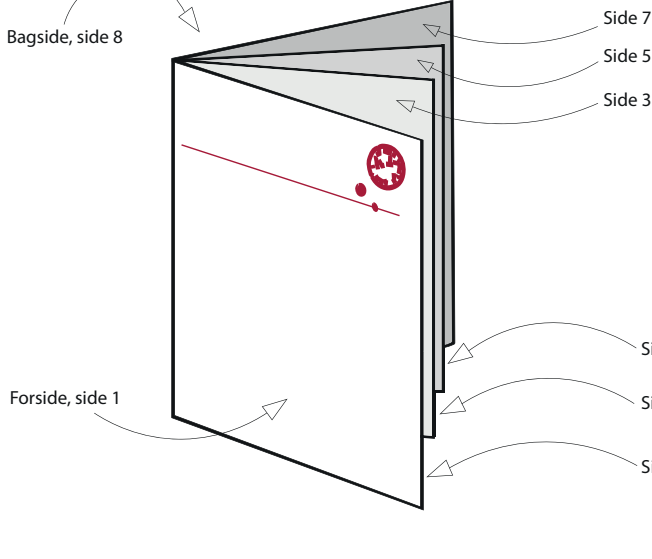
Layout

When creating your booklet, there are several important things to keep in mind during the layout process.

○ Page count must be divisible by four

The total number of pages in your booklet must always be divisible by four. This is because each sheet of paper in a booklet, when folded in half, creates four page surfaces. For example, if your booklet file contains 20 consecutive pages, these will be imposed and printed on 5 sheets of paper, since 20 divided by 4 equals 5.

See the illustration below for an example of how an 8-page booklet is distributed across two sheets of paper. If the total number of pages in your booklet is not divisible by four, blank pages will automatically be added at the end to make the page count fit.

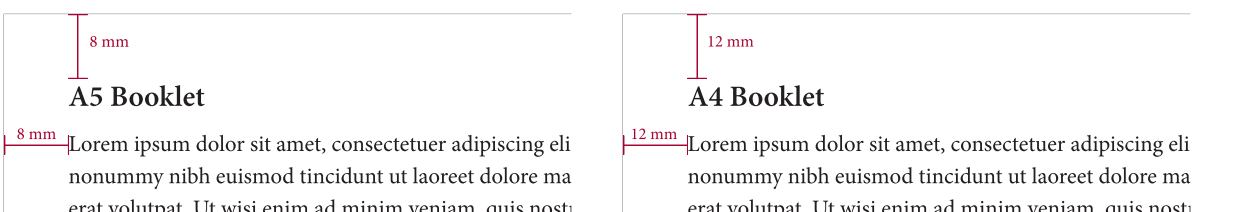


○ Maximum number of pages

The maximum number of pages a booklet can contain depends on the paper type and its weight (gsm). As a general rule, the content of your booklet will be printed on 100g paper with a 160g cover. With this setup, the maximum number of pages is 56 consecutive pages, which equals 14 sheets of paper. If your booklet contains more than 56 pages, we recommend opting for perfect binding instead, so you get a bound book.

○ Margins

We always recommend a minimum margin of 12 mm for A4 or square A4 booklets. For A5 booklets, we recommend a minimum margin of 8 mm. This ensures a clean visual appearance and makes the booklet comfortable to read. If your design includes color to the edge, you'll also need to add bleed, which is explained in the next section.

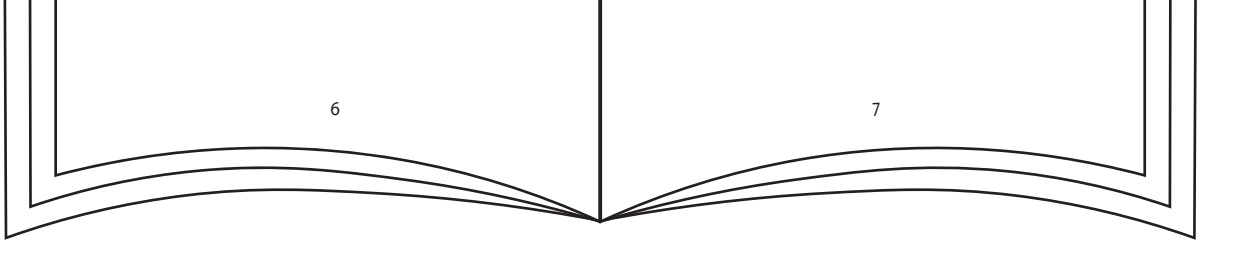


○ Bleed

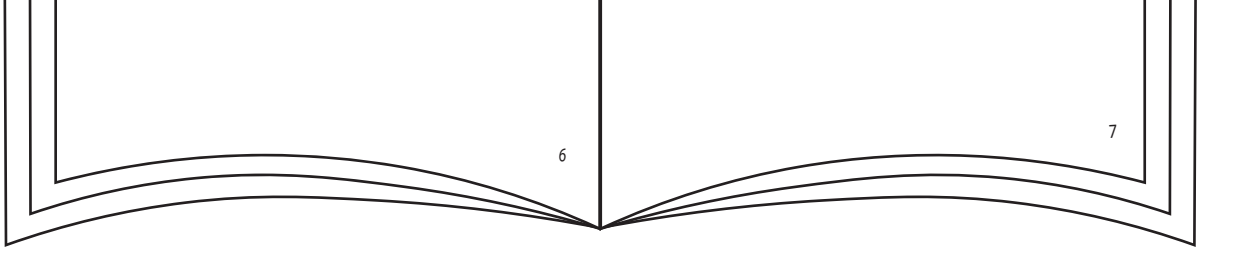
If your booklet has color extending to the edge, it's important to add a minimum of 3 mm bleed. If bleed is not added, we will trim approximately 3 mm from the sides, top, and bottom of your booklet. Therefore, it's important to leave some margin space if you're unable to add bleed yourself, so your content doesn't get cut off.

○ Page Numbers

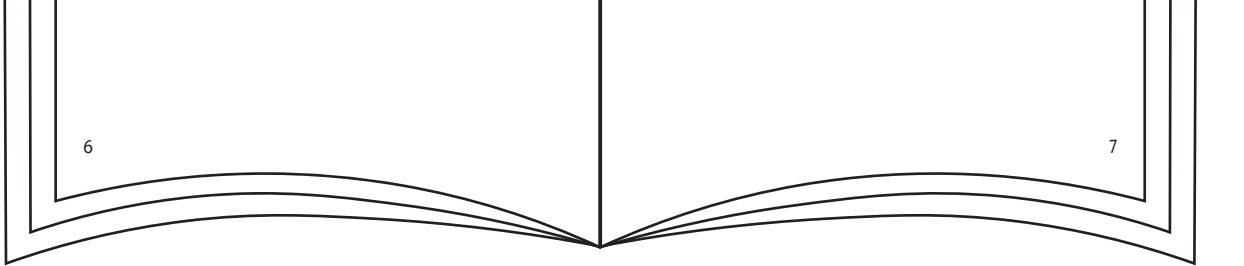
If your booklet includes page numbers, we recommend centering them so they always appear in the middle of the page when flipping through the finished booklet.



If the page numbers are aligned to one side, as shown in the example below, the number will always appear on the same side of the sheet when flipping through the booklet. This can make navigation difficult for the reader and results in a less visually appealing layout.

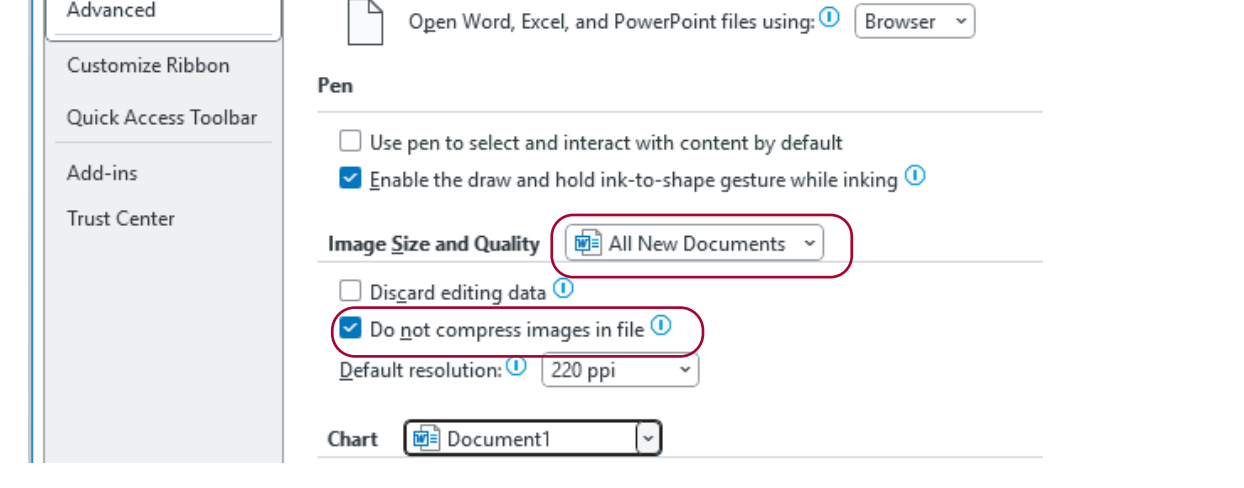


You can, of course, also place the page numbers toward the outer edges of the pages, as shown in the example below. In that case, make sure that all page numbers on even-numbered pages are placed in the bottom left corner, and all page numbers on odd-numbered pages are placed in the bottom right corner.



From Word File to PDF

If you've created your booklet in Microsoft Word, you'll need to convert it to a PDF before sending it to us. Before doing so, we recommend ensuring that the image quality of your illustrations or photos is not compressed..To do this, go to File -> Options -> Advanced. Scroll down to the section called "Image Size and Quality". Check the box for "Do not compress images in file" and set the drop-down menu to "All new documents".



After that, go to File and choose "Save as Adobe PDF". We recommend thoroughly reviewing your PDF file, paying special attention to whether all illustrations and images appear correctly.

Checklist

- ☐ Does the size of your PDF match the desired final format? And is your PDF file set up with consecutive pages?
- ☐ Is the total number of pages in your PDF divisible by four?
- ☐ Is your PDF file no more than 56 pages? If not, we recommend perfect binding instead.
- ☐ Have you ensured that the margins are at least 12 mm for A4 or square A4 booklets, or 8 mm for A5 format?
- ☐ Have you added a minimum of 3 mm bleed if your design includes color to the edge?
- ☐ Are your page numbers centered or correctly aligned to match left/right pages?
- ☐ Have you thoroughly checked your PDF file for both quality and content?