

# Stapled Documents

supplying guide for your stapled documents



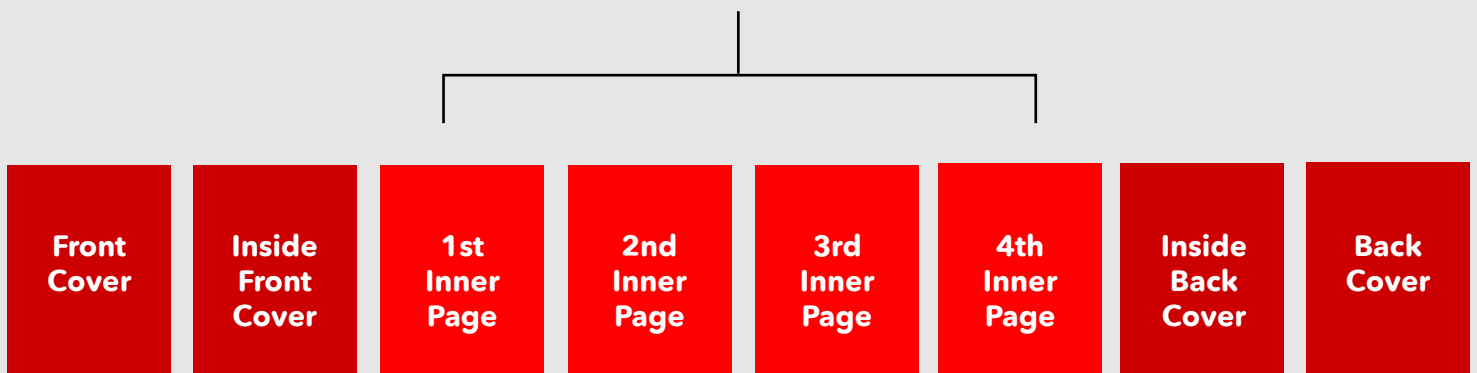
## Pages

All saddle-stitched books must be created in multiples of 4 pages, counting each page as you would in a normal page numbered book. Thus, a single page folded in half becomes a 4-page "book" and so on.

## Supplying your booklet

Please supply saddle stitched booklets as one multi-page PDF which consists of single pages running from the front cover through to the back cover, including any blank pages if needed.

These 4 'Inner' pages will be printed on the stock you choose for the inside pages.



These 4 'Cover' pages will be printed on the stock you choose for the cover.