

PACK Home

Printing Specifications and Tips

This document is for the printing of
PACK Home volumes

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Printing from a home/office printer or copy shop

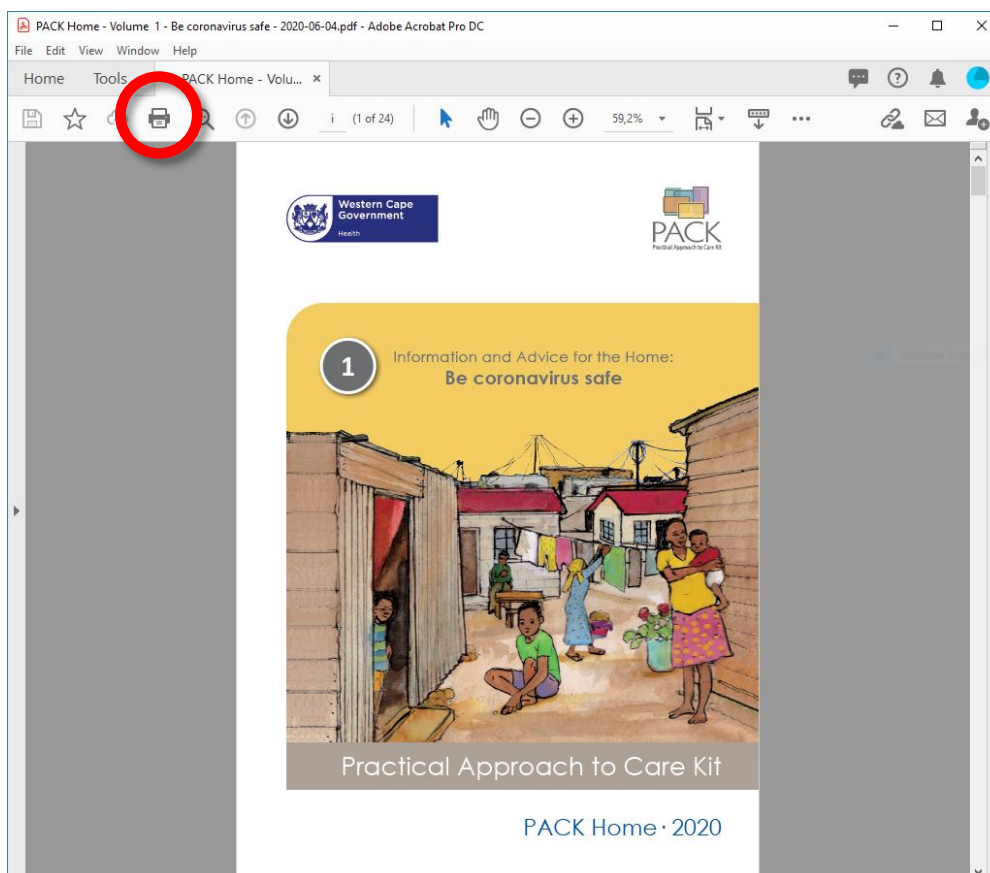
PACK Home is designed to be printed as an A5 booklet (half A4). But it has been optimized for A4 printing if you wish to print it at A4 size.

To print PACK Home at A4 size, follow your usual process of printing, and if possible, print on both sides of the paper.

If you wish to print an A5 booklet, please use the below steps as guidance:

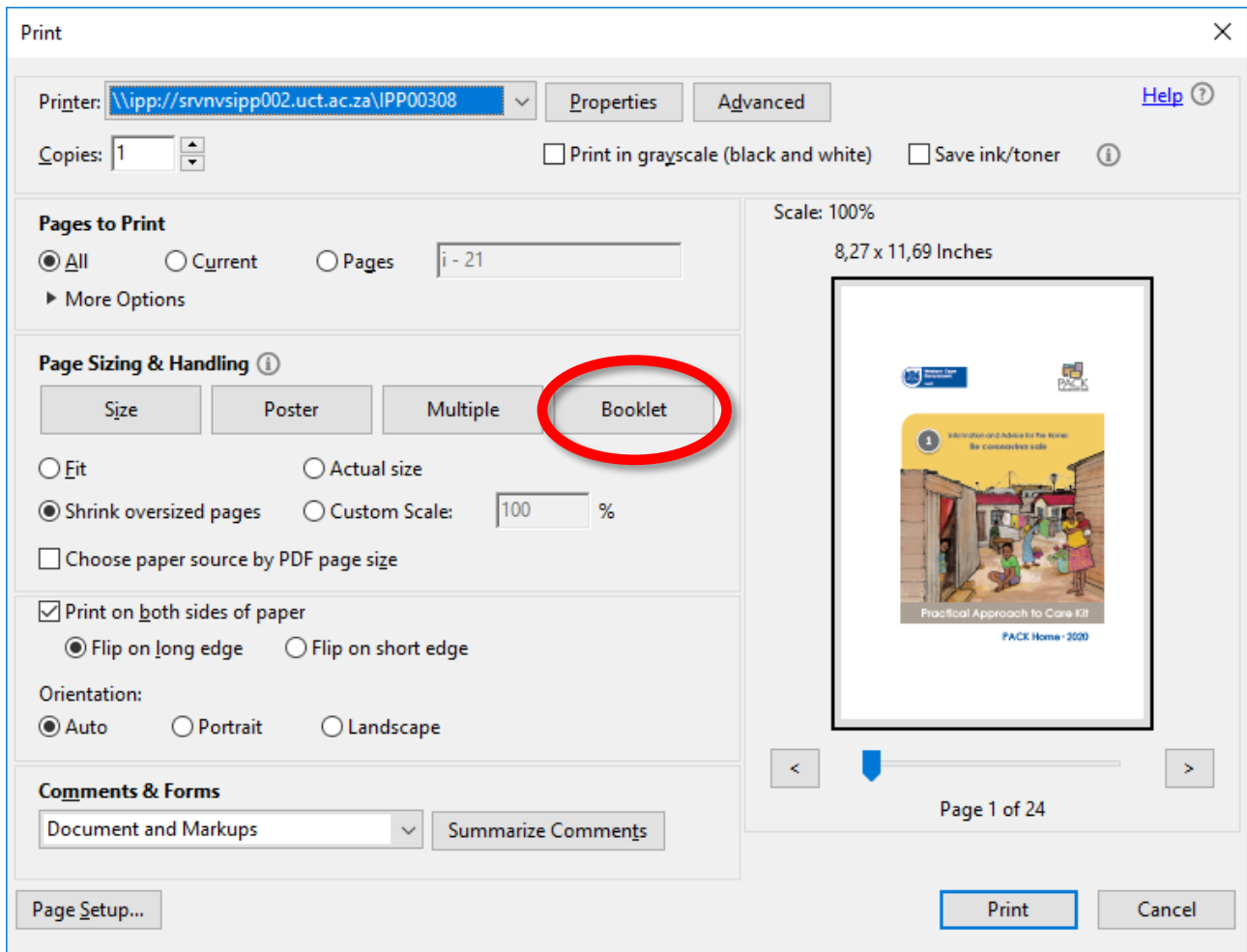
Step 1: Selecting the correct PDF options

1. Open the pdf
2. Press the little printer icon, or go to **File >> Print**



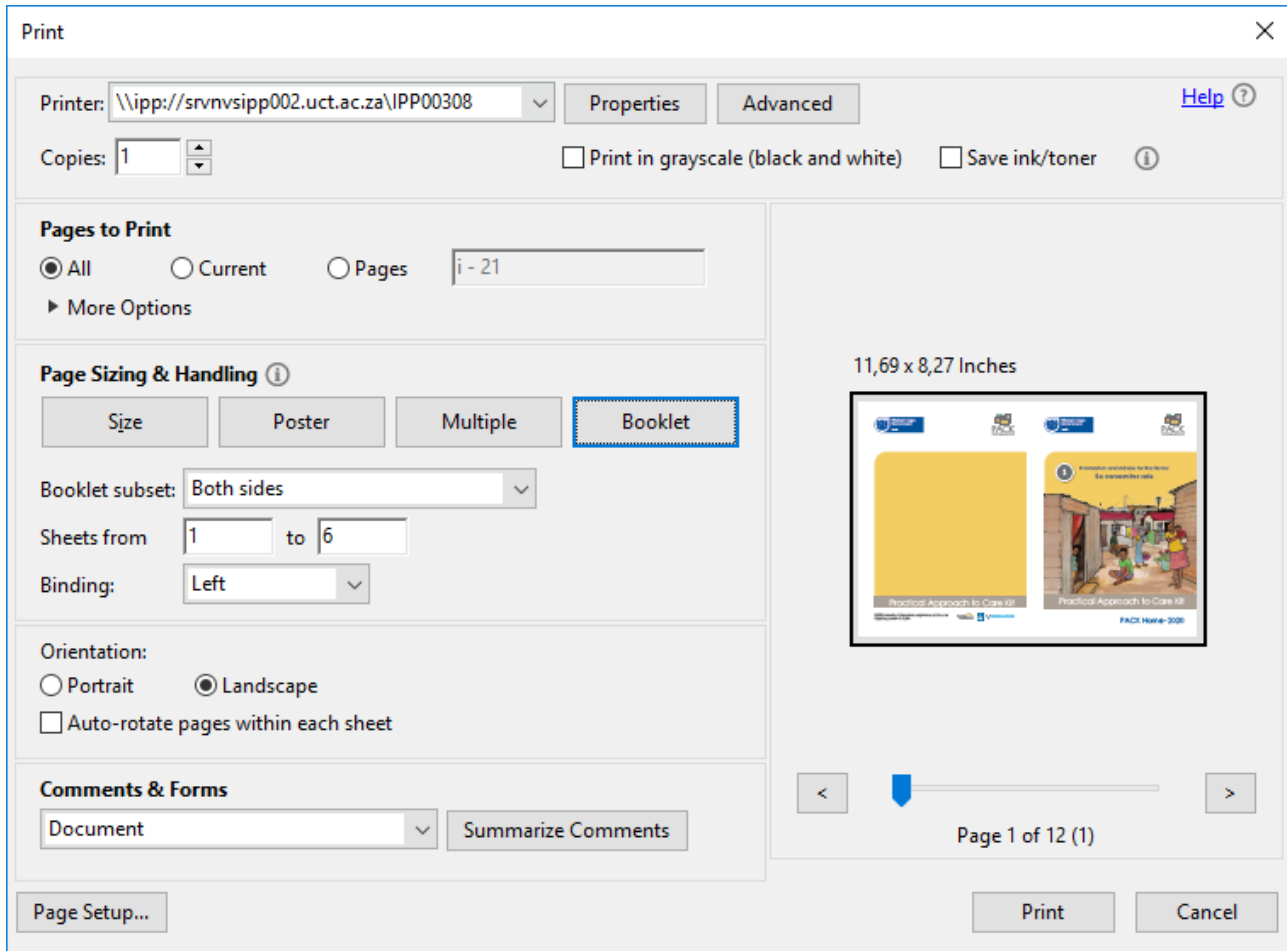
3. A popup window will appear.

4. Under the section *Page Sizing & Handling* click on the **Booklet** button.



5. The default setting should be what you require.

- *Booklet subset: Both sides*
- *Binding: Left*



6. Press **Print**

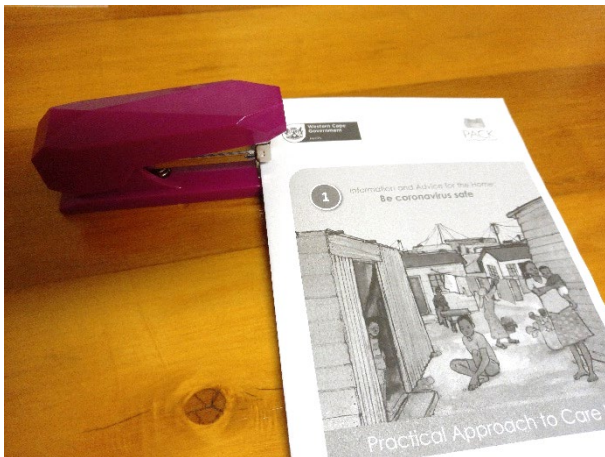
Step 2: Stapling your A5 book

1. **Fold all your pages in half.** It is better to do the fold on each page separately rather than folding all pages at once. This way you will not have pages slipping out of place and the fold being off-centre.

2. Staple your book.

There are 2 possible ways you to do this depending on your needs.

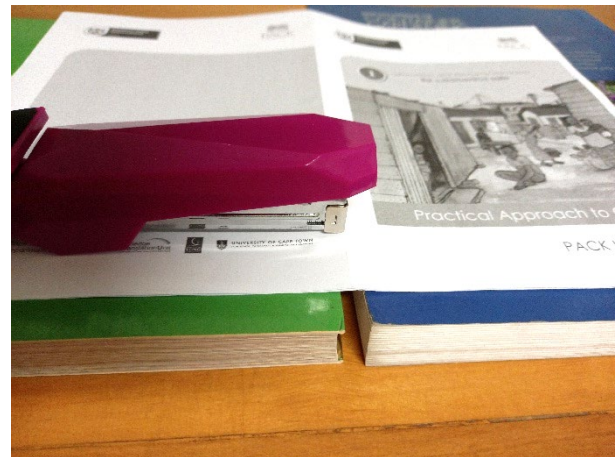
Quick stapling



Staple on top of the folded edge.

IMPORTANT NOTE: The downside to this method is that the book won't open as well as the ideal stapling method (see right)

Ideal stapling



- Place 2 books next to each other, with a small space between them.
- Place your folded paper on top of the books, with the cover facing upwards and the folded strip in-line with the gap.
- Crack open your stapler and staple along the folded spine.
- Flip your booklet open and use a blunt knife to press the staple teeth down

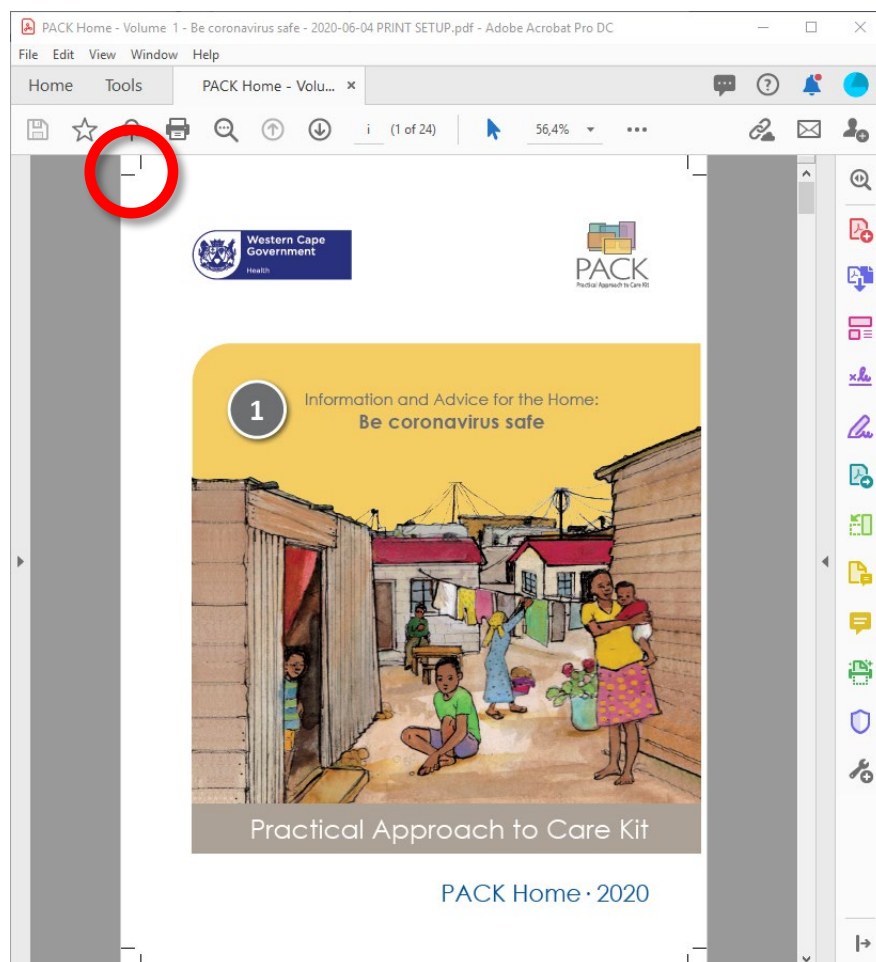
Printing with professional printers

If you are doing a large print run with professional printers, make sure you have the correct file.

Printers need additional printing marks in the file to make sure they can provide a high-quality product.

How do you know you have the correct file?

- If you see little lines in the corners of the pdf you have the correct file.
- These lines are called cropmarks that the printer uses to cut the page to the correct size.

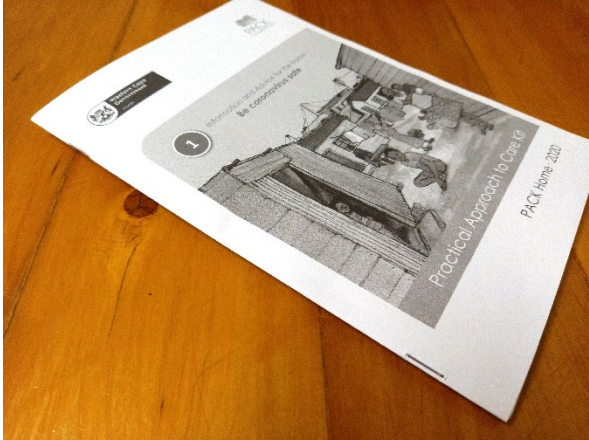


What do I do if I don't have the correct file?

Please contact the KTU at ktu@uct.ac.za and request the print setup file of the Volume you need.

Printing options for you to choose from depending on your needs

Understanding printing terms

A5	Half A4 paper size	
gsm	G rams per S quare M eter = paper thickness	
Gloss laminated	A thin layer of plastic that increases durability.	
Varnish	A liquid applied to seal the ink on the printed surface. This adds a thin extra layer of protection.	
Saddle stitched	Stapled along the folded edge.	

Option 1: ideal specifications

Description: A5 Saddle-stitched booklet

- **Size:** A5 (148 x 210 mm)
- **Cover:** 4 pages
 - Full colour, 250gsm
- **Inside:** *Volume dependant*
 - Full colour, 150gsm
- **Finish:**
 - Gloss laminated outside cover
 - Saddle stitched and trimmed flush
- **Quantity:** *For you to specify*

Option 2: second best specifications

Description: A5 Saddle-stitched booklet

- **Size:** A5 (148 x 210 mm)
- **Cover:** 4 pages
 - Full colour, 300gsm
- **Inside:** *Volume dependant*
 - Full colour, 150gsm
- **Finish:**
 - Varnish outside cover
 - Saddle stitched and trimmed flush
- **Quantity:** *For you to specify*

Option 3: Cost Saving – colour cover specifications

Description: A5 Saddle-stitched booklet

- **Size:** A5 (148 x 210 mm)
- **Cover:** 4 pages
 - Full colour, 300gsm
- **Inside:** *Volume dependant*
 - Full colour, 130gsm
- **Finish:**
 - Saddle stitched and trimmed flush
- **Quantity:** *For you to specify*

Option 4: Most cost saving – full black/white specifications

Description: A5 Saddle-stitched booklet

- **Size:** A5 (148 x 210 mm)
- **Cover:** 4 pages
 - Black and white, 100gsm
- **Inside:** *Volume dependant*
 - Black and white, 100gsm
- **Finish:**
 - Saddle stitched and trimmed flush
- **Quantity:** *For you to specify*