HOW TO SET UP YOUR PORTFOLIO TO PRINT
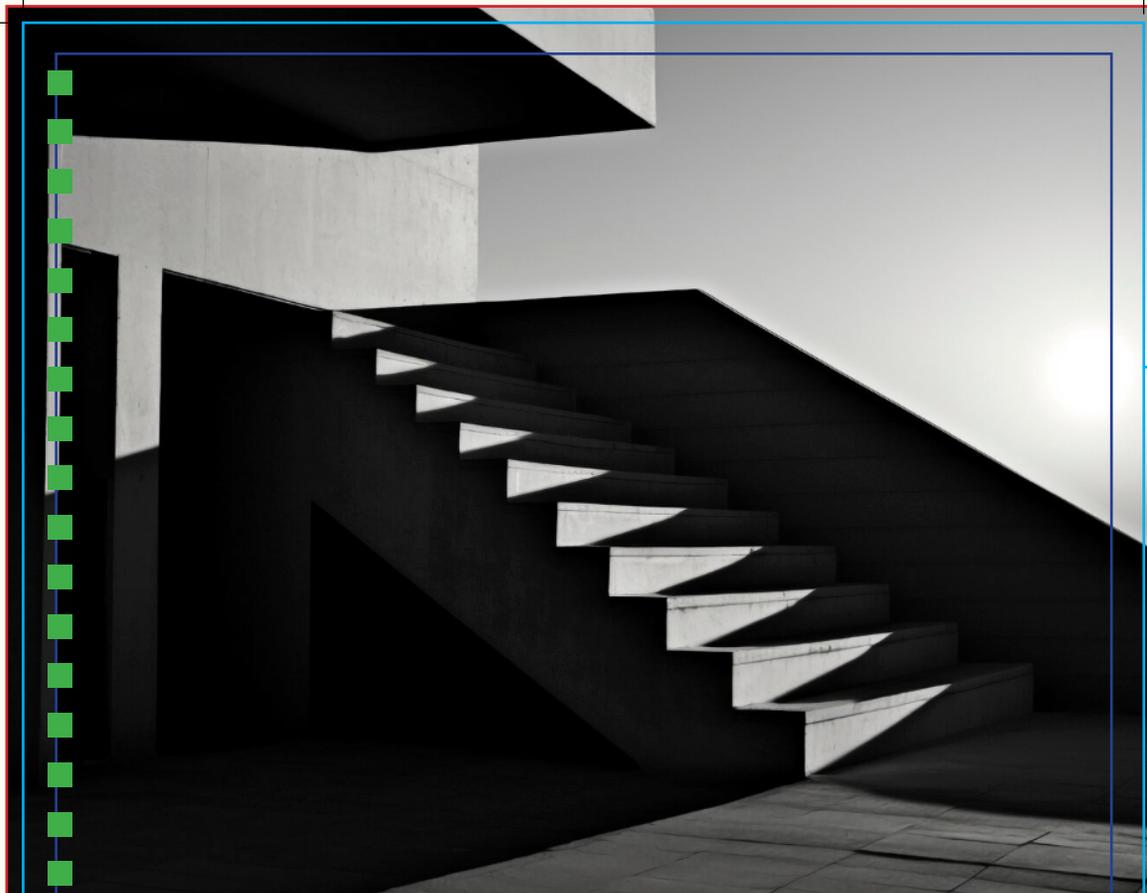
SYRACUSE BLUE PRINT COMPANY

KEY TAKE-AWAYS:
DOCUMENT TO THE SIZE NEEDED, PLUS MINIMUM 0.125" BLEED, PDF, PAGES FORMAT, CMYK, FLATTENED.

CMYK is used instead of RGB in digital printing because printers use physical, subtractive inks to absorb light, whereas RGB uses additive light to display colors on screens. Designing in CMYK ensures color accuracy, consistency, and prevents muted or unexpected color shifts when converting from screen-based formats.

EXAMPLE SETUP

we do not need registration or printer marks

Crop Marks
on all four corners of the page, to cut down to 8.5x11.

Notice how crop marks cut into the bleed.

Trim Size is 8.5x11.
*DO NOT OUTLINE
Blue Line is only demonstration.*

0.125" Bleed Outside
Image extends beyond the trim size.

*DO NOT OUTLINE
Red Line is only demonstration.*

0.25" Inside Margin
Keep all important information a minimum of 0.25" away from edge of final trim size.

Binding is 0.375" from Edge
Keep all important information a minimum of 0.375 away from the edge where the punch for binding will be.

Name
Architectural Portfolio
2022-2026

PAGES VS. SPREADS

PDF in Pages Format
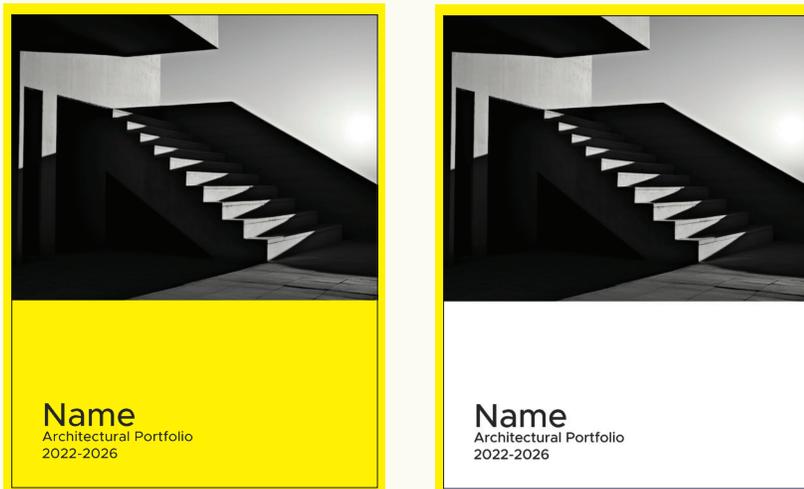*Above, you see the 4 single pages.*
The document starts with Page 1 (the cover) and is then in numerical sequence.

PDF in Spreads Format
Above is spread format. **We will not be able to accept/print from these files.**

FLATTENED VS. UNFLATTENED

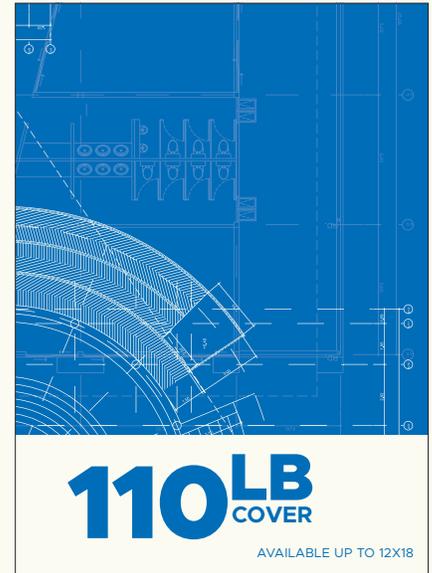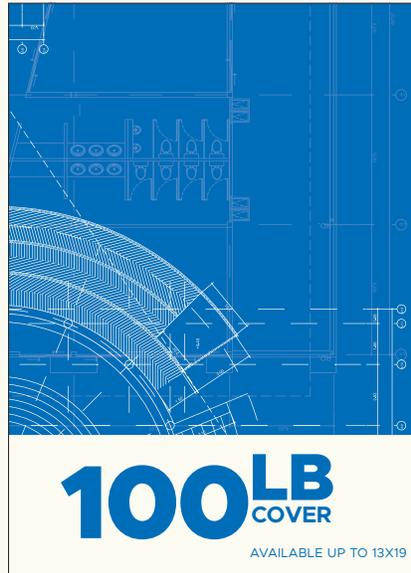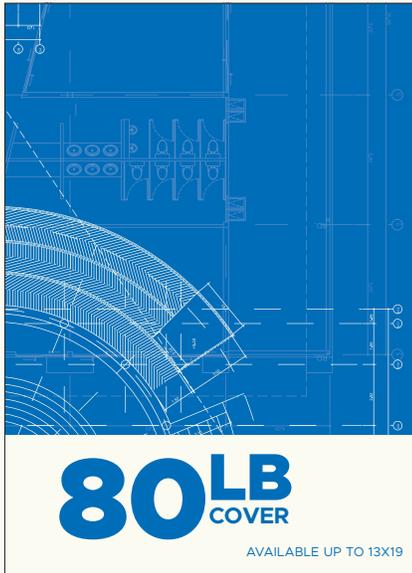*Flattening a PDF merges layers into a single, static image layer, locking the content.*

Flattening is best for final submission, printing, and security, ensuring the document looks identical on all devices and cannot be easily edited.

To see if your document is flattened, you can see the first image does not have a white background, meaning this is not a static image.
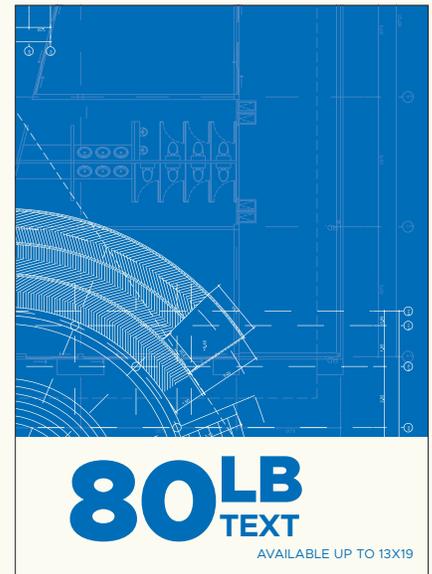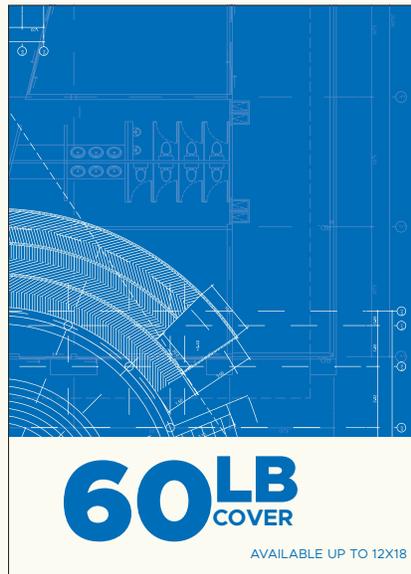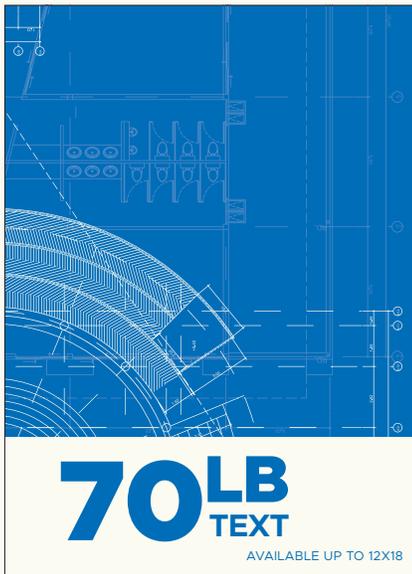
RECOMMENDED MATERIAL

SAMPLES OF EACH PAPER TYPE ARE AVAILABLE IN STORE.

FOR COVERS:

80LB COVER
AVAILABLE UP TO 13X19

100LB COVER
AVAILABLE UP TO 13X19

110LB COVER
AVAILABLE UP TO 12X18

FOR GUTS:

70LB TEXT
AVAILABLE UP TO 12X18

60LB COVER
AVAILABLE UP TO 12X18

80LB TEXT
AVAILABLE UP TO 13X19

STOCK SUGGESTIONS:

100lb Cover, matches best with 60lb cover or 70lb text
80lb Cover & 110lb Cover match best with 80lb Text.

Documents with 20 pages or less, look best on 80lb Cover or 100lb Cover, throughout the whole book.
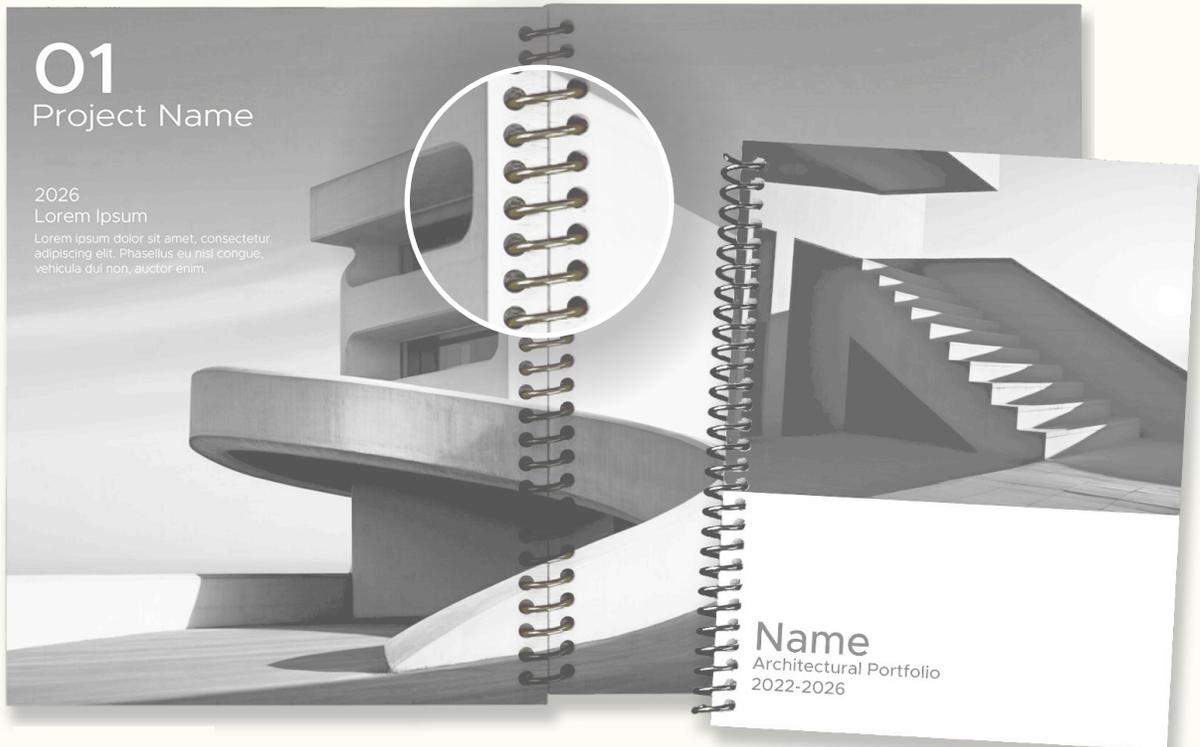
We do offer coated stock. Gloss Text & Gloss Cover can be requested.
Gloss is not usually recommended for architectural drawings.

BINDINGS

Wire-O: Black metal binding cannot exceed 11" high.

Coil/Spiral: Black plastic binding cannot exceed 11" high.

We also offer, *clear covers (can be used on the front, back or both. Also we can offer a plain white or *black backing. *The clear covers and black back cannot be printed on.