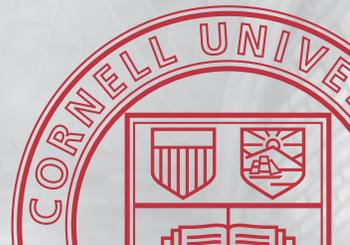


# HOW TO PRINT YOUR **PORTFOLIO**

with Cornell Print Services



# CONTACT INFORMATION

## CORNELL PRINT SERVICES

**Hours:**

Monday-Friday, 7:30am-4:00pm

**Location:**

695 Dryden Road  
Ithaca, NY 14850

**Phone:**

607.255.2524

**Email:**

[digital@cornell.edu](mailto:digital@cornell.edu)

## OLIN LIBRARY COPY CENTER

**Hours:**

Monday-Thursday, 7:30am-4:00pm

Friday, 8:00am-3:30pm

**Location:**

Olin Library  
B41 Olin Library (basement level)  
Ithaca, NY 14853

**Phone:**

607.255.4700

**Email:**

[libcopycenter@cornell.edu](mailto:libcopycenter@cornell.edu)

**SEE BACK OF THIS BOOKLET FOR FILE SUBMISSION INSTRUCTIONS**

Please visit our website for more information and map of locations:

**[PRINTSERVICES.CORNELL.EDU](http://PRINTSERVICES.CORNELL.EDU)**

# FILE SETUP

We've been working with students in the Art, Architecture and Design programs for decades, producing high-quality portfolios for class submissions and interviews. Here are a few quick things to know before you get started:

## CHOOSING A PROGRAM:

The most effective program for the layout and design of your portfolio is Adobe InDesign. Other programs can be used but it will be more difficult to produce professional results.

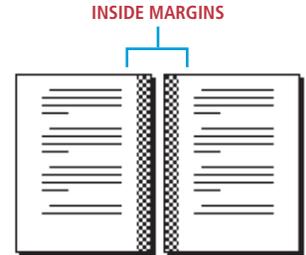
## PAGE SIZES:

The maximum page width that we can bind is 9.0". Common sizes are 8.5" x 5.5" landscape or 5.5" x 8.5" portrait. The largest page size we can bind is 9" wide by 12.0" tall.

## GUTTER

### Where pages meet in the middle

The gutter space is that extra space allowance used to accommodate the binding in books and magazines. It refers to the inside margins or blank space between two facing pages. The amount of gutter needed varies depending on the binding method. For best results, use at least a 0.5" inside margin (graphics can extend across the gutter).



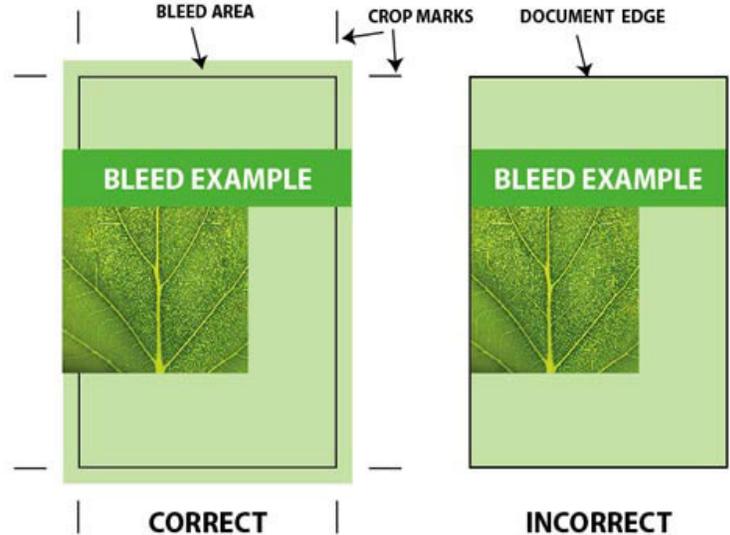
# FILE SETUP

## BLEED

### Intentionally running off the edges

When any image or element on a page touches the edge of the page, extending beyond the trim edge, leaving no margin it is said to “bleed”. It may bleed or extend off one or more sides. Photos, rules, art, and decorative text elements can bleed off the page.

To print, we need the image or color to extend beyond the normal edge of your page. For example; this book is 8.5”x5.5”, and was set up with a .125” bleed. So the print ready PDF is actually 5.75”x8.75”. Looking at the graphic, you can see an example of artwork with bleed accounted for on the left. More info on following page.



# SETTING UP A BLEED USING INDESIGN

## SET UP BLEED WHEN YOU CREATE YOUR DOCUMENT

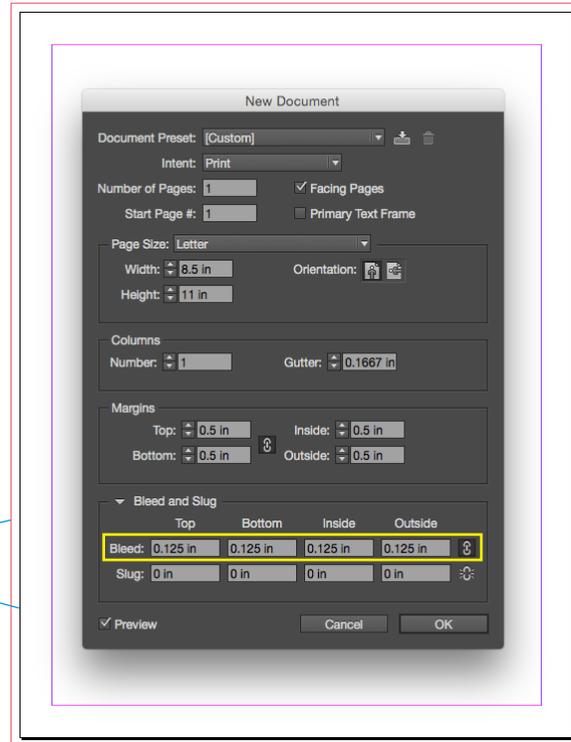
If you know in advance that your artwork will print to the edge of the page, you can set up bleed when you create your document. Please use a .125 inch bleed.

Choose **File > New Document**.

Click **Bleed and Slug** to expand it. Enter the bleed in one of the fields, and click the **Make all settings the same icon** to extend the bleed evenly on all sides.

BLEED AREA

DOCUMENT EDGE



# EXPORTING A PRINT READY PDF

## CREATE A PDF THAT INCLUDES BLEED

Choose **File > EXPORT**.

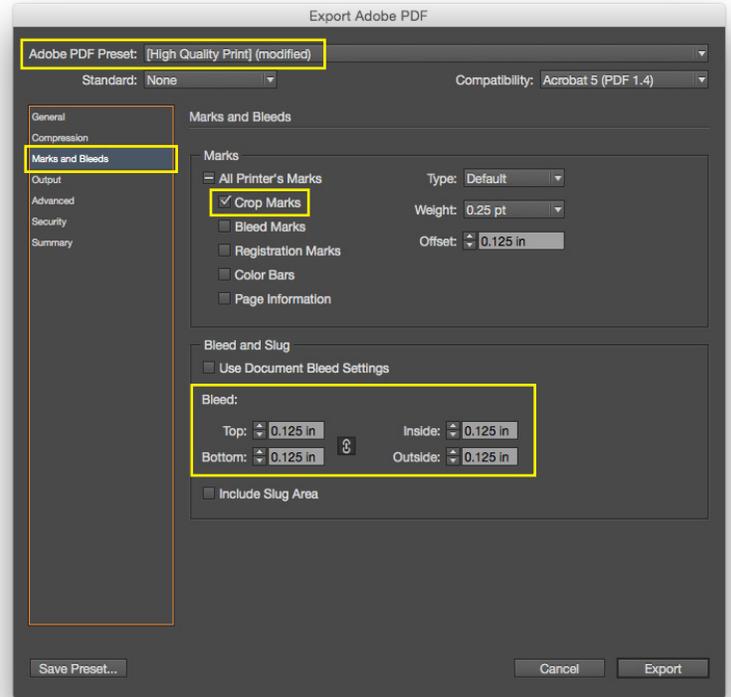
Select Format: **Adobe PDF (Print)**

Select the Adobe PDF Preset:

**High Quality Print**

In the Marks and Bleeds section, select **Crop Marks** in the Marks area, and enter 0.125 in the Bleed and Slug area.

Click **Export** to save a PDF file with correct bleed values that is ready for handoff.



# PAPER AND BINDING CHOICES

## CHOOSING A PAPER

There are four papers you can choose from for portfolio printing:

### 80# Text

coated (glossy) or uncoated (matte)  
*similar to a brochure paper*

### 100# Text

coated (glossy) or uncoated (matte)  
*similar to a poster paper*

### 80# Cover

coated (glossy) or uncoated (matte)  
*similar to a greeting card paper*

### 100# Cover

coated (glossy) or uncoated (matte)  
*similar to a postcard paper*

*This booklet was printed using  
100# coated cover and 100# coated text*

## CHOOSING A BINDING

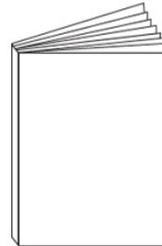
There are two types of binding you can choose from for portfolio printing:

### Perfect Bind

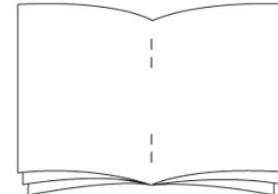
glued soft-cover binding with wrap  
around cover  
*similar to a paper back book*

### Saddle Stitch

folded sheets are gathered together one  
inside then other and then stapled through the  
fold line with two staples  
*similar to a booklet or newsletter*



PERFECT BIND



SADDLE STITCH

# HOW TO PLACE AN ORDER

Fill out the

## PRINT REQUEST FORM

[*visit [printservices.cornell.edu](https://printservices.cornell.edu) for instructions*]

Send completed print request form and the pdf file of your print job to **[digital@cornell.edu](mailto:digital@cornell.edu)**

Large files over 20mb can be sent via

**[dropbox.cornell.edu](https://dropbox.cornell.edu)** to

[ead245@cornell.edu](mailto:ead245@cornell.edu) and [ceo8@cornell.edu](mailto:ceo8@cornell.edu)

Cornell Print Services