

Print & Bind Checklist

Paper, printer settings and four ways to bind at home

– Printer settings

- ☐ **Scale set to 100%**
Never 'fit to page' — it shrinks the margins you need for binding.
- ☐ **Single-sided**
Markers bleed, and a coloured page displays better with a blank back.
- ☐ **Quality: normal or high**
Draft mode gives broken, grey outlines.
- ☐ **Correct paper size selected**
A4 or US Letter must match what is actually in the tray.
- ☐ **Greyscale / black ink only**
Saves colour ink and prevents a faint colour cast on the outlines.

– Paper by medium

Medium	Paper weight	Sided	Notes
Coloured pencils	100–120 gsm	Single or double	Substantial feel, no show-through
Gel pens	120–160 gsm	Single	Watch for indentation on the next sheet
Felt tips / markers	160–200 gsm cardstock	Single only	Anything lighter will bleed
Watercolour pencils	200 gsm+ / mixed media	Single only	Light water only; expect cockling

– Binding options

- ☐ **Long-arm stapler (saddle stitch)**
Fold the stack, staple twice down the spine. Best for 12–20 sheets.
- ☐ **Comb or spiral binder**
Pages lie flat while colouring — the nicest option for kids and older hands.
- ☐ **Ribbon through two punched holes**
Fastest gift-quality finish; punch 4 cm in from the spine edge.
- ☐ **Loose in a presentation folder**
Lets the recipient pull out and frame a finished page.

Print one test page before the full run. Check the outline weight and the margin at the spine edge — that is where binding eats 8–10 mm.