

How to Count Pages and Sheets



Knowing the difference between sheets and pages can simplify setting up your file and ordering your online printing project.

ONE SHEET OF PAPER



PAGE 1

PAGE 2

FOR EXAMPLE:

8 PAGE STAPLED BOOKLET

So you could say this booklet is made up of 8 pages, 4 sheets, or 2 pieces of paper.

Note: Page count must be divisible by four. Must have minimum of 8 pages.

FRONT COVER

Page 1

INSIDE FRONT COVER

Page 2

Page 3

INSIDE BACK COVER

Page 7

BACK COVER

Page 8

Page 4

Page 5

Page 6

All printed booklets come folded and stapled.



COVER OPTIONS

100lb gloss text

(also known as self cover or the same stock as the inside pages)

OR

12pt Card Stock