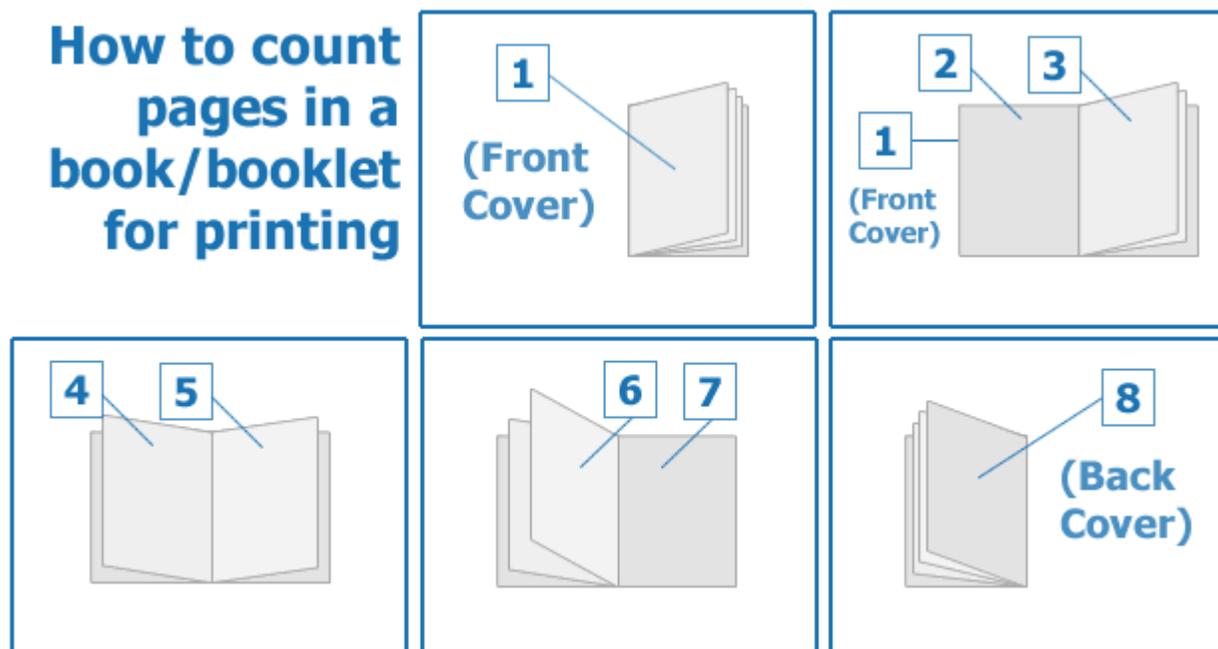


# How do you count pages in a book or booklet for printing?

When you submit your book for printing, count every page, back and front; starting with the front cover. That's the simple answer on how to count pages in a book for printing.

- The front cover is counted as “page 1”
- Next, flip open the first page of your book—the left side is counted as “page 2” and “page 3”
- Continue the last step for every page of your book
- When you've finished flipping through all the pages, you've closed the book, and you're looking at the back cover—count the back cover as a page



## Count both sides of a sheet—1 sheet = 2 pages

A *sheet* refers to the physical sheet of a paper; it has a front side and a back side. You can print multiple *pages* on a *sheet* of paper. For example, if you fold a sheet of paper in half, you can print 4 *pages* on that sheet of paper.

**Customer service representatives at printing companies talk in terms of “pages in a book”, not “sheets of paper”.**

When you talk with a service representative at INSTANT PRINT. We are almost always talking in terms of “pages of a book”. This is how we quote the pricing for your booklet printing project.

When the customer service representative calls you to discuss a part of your design, they’ll tell you something like, “please check out page 16”. They want you to scroll to page 16 of your PDF file, or flip to page 16 of your booklet.

## **Count the cover pages in your booklet, even if it’s blank**

When you get books and booklets printed online, make sure to count the cover pages in your book. In our bulletpointed example: notice that we counted your front cover as 2 pages (front & back), and we counted the back as 2 pages (front & back).

Forgetting to count your cover pages in your booklet will cause you to get the wrong quote for the printing. This will slow down production of your order, because your customer service representatives will need to call you back to collect the additional cost of printing covers.

## **It’s important to correctly count pages in a book before printing**

Correctly counting the pages in your book/booklet will help your order go through more smoothly.

It will help you communicate with the customer service representatives about pages in your file. *Incorrectly* counting pages (i.e. counting by sheets or forgetting the covers) will cause your order to be misquoted when you check out. Your order will be put on hold until we resolve the page count and collect additional payments.

If you’re still confused, don’t worry! It’s not the end of the world if you miscount the pages. A customer service representative will help you sort it out after you’ve placed your order.