

Text PDF Submission Guidelines

Guidelines For **BLACK & WHITE** Books

We strongly advise you read the following guidelines carefully before submitting your book's "print-ready" PDF. Unfortunately WE DO NOT offer technical support or assistance with creating a "print-ready" PDF and reserve the right to reject a file which does not meet guideline standards.

TEXT GUIDELINES:

- ALL FONTS **must be embedded** in all PDF files.
- MARGINS: Provide a **minimum of 0.5"** (13 mm) margin on all sides of your text block.
- CROP MARKS: Please DO NOT include crop / printer / registration marks in a file. Marks included in a file could show up in printed copies.
- SPREADS/FORMAT: We CANNOT accept files in spread format (2-up per page). Files should be sent as one, single-page PDF file.
- PAGE COUNT: The total page count should be **divisible by 2** with a minimum of 2 blank pages at the end of the book. The final blank page is reserved for a check printer barcode.
- SPOT COLORS/ICC PROFILES: Please do not include Spot colors or ICC profiles in your file as these can produce unexpected results during processing. ICC profiles applied to 100% black text often convert to a shade or percentage of gray (less than 100% black). This will result in text in your proof that is not solid black.

Resolution:

600 dpi for 1-bit black & white line art / 300 dpi for 8-bit grayscale continuous tone images.

Color Space:

Grayscale

PDF producer:

Acrobat Distiller, Export from InDesign PDF/X-1A:2001 OR PDF/X-3:2002

Margins:

Must have AT LEAST: 0.5" (13mm) on all sides

Page Count:

Divisible by 2 including a minimum of 2 blank pages at the end.

Text PDF Submission Guidelines

TEXT SETUP:

LAYOUT AND MARGINS

When laying out a black and white, non-bleed interior, the pages should be built to reflect the final trim size of the book (i.e. 6x9). Within the document a margin of 0.5" (13 mm) is recommended and headers, footers, page numbers, body text and all images should remain within those margins.

SINGLE PAGES

When creating your final PDF for submission, please ensure the file is created in a single-page format. (When exporting the file deselect/turn off "spreads").

RESOLUTION

For best results, images should be of a good quality and have high resolution for printing. Continuous tone images are recommended for submission as 8-bit, grayscale. Black-and-white images are recommended for submission as 1-bit, black-and-white.

GRAYSCALE

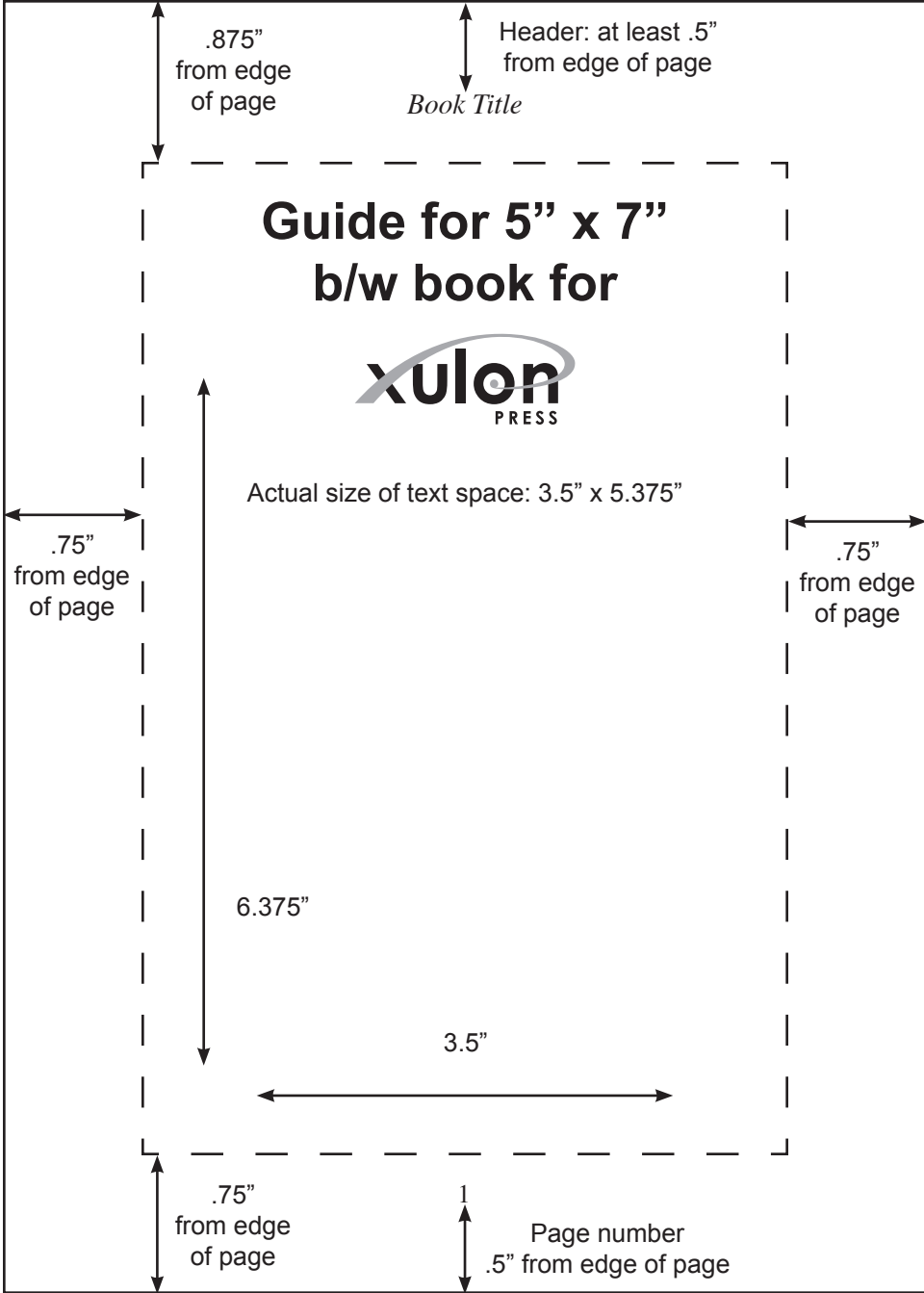
For best results, all images should be converted to grayscale before submitting. Images submitted in a file as RGB or CMYK will be converted to grayscale when printing - this can sometimes cause a color shift.

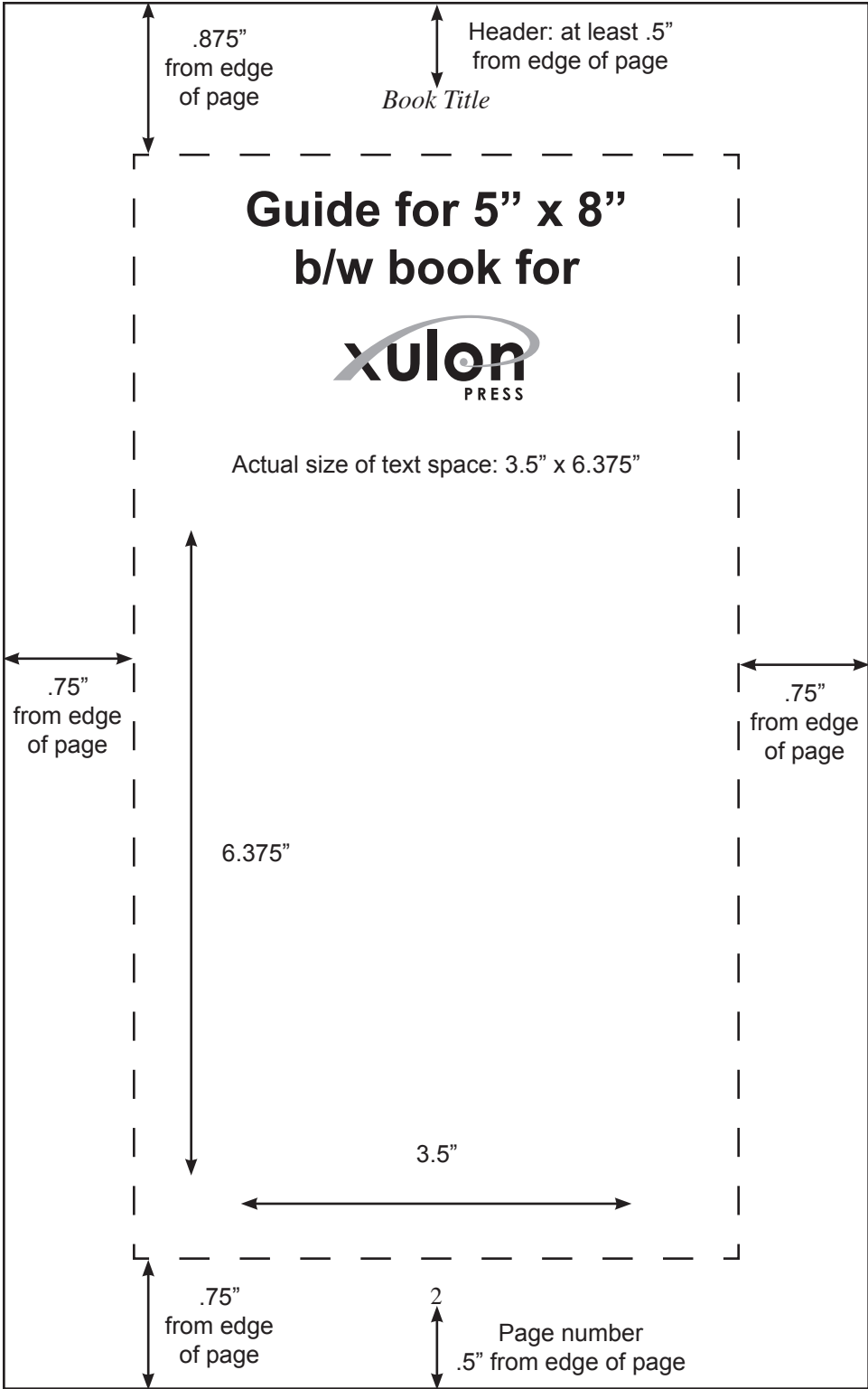
- Page count must be between 18-1050.
- If page count is less than 80 total pages, book will not have text on the spine.

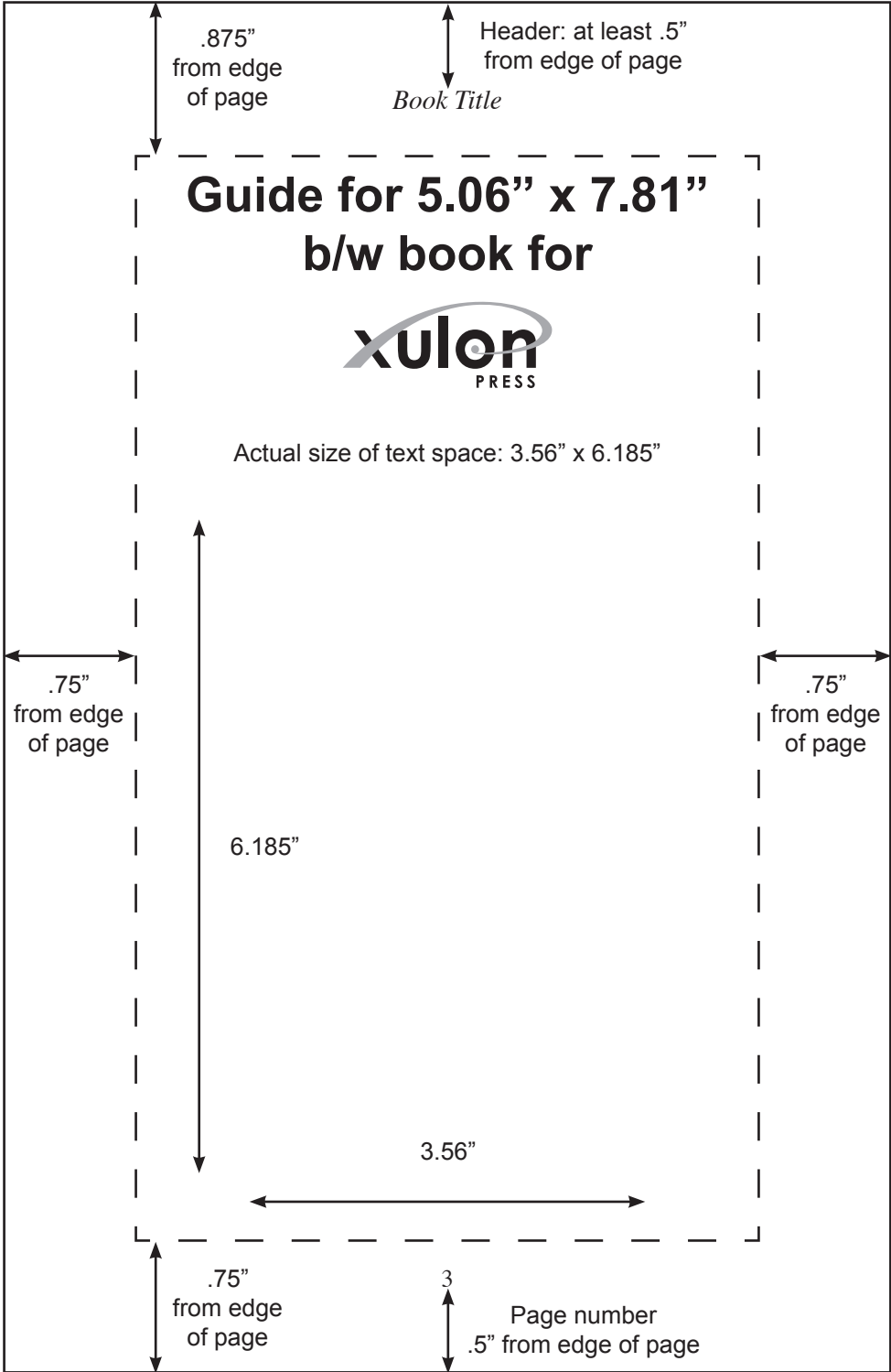
Text PDF Submission Guidelines

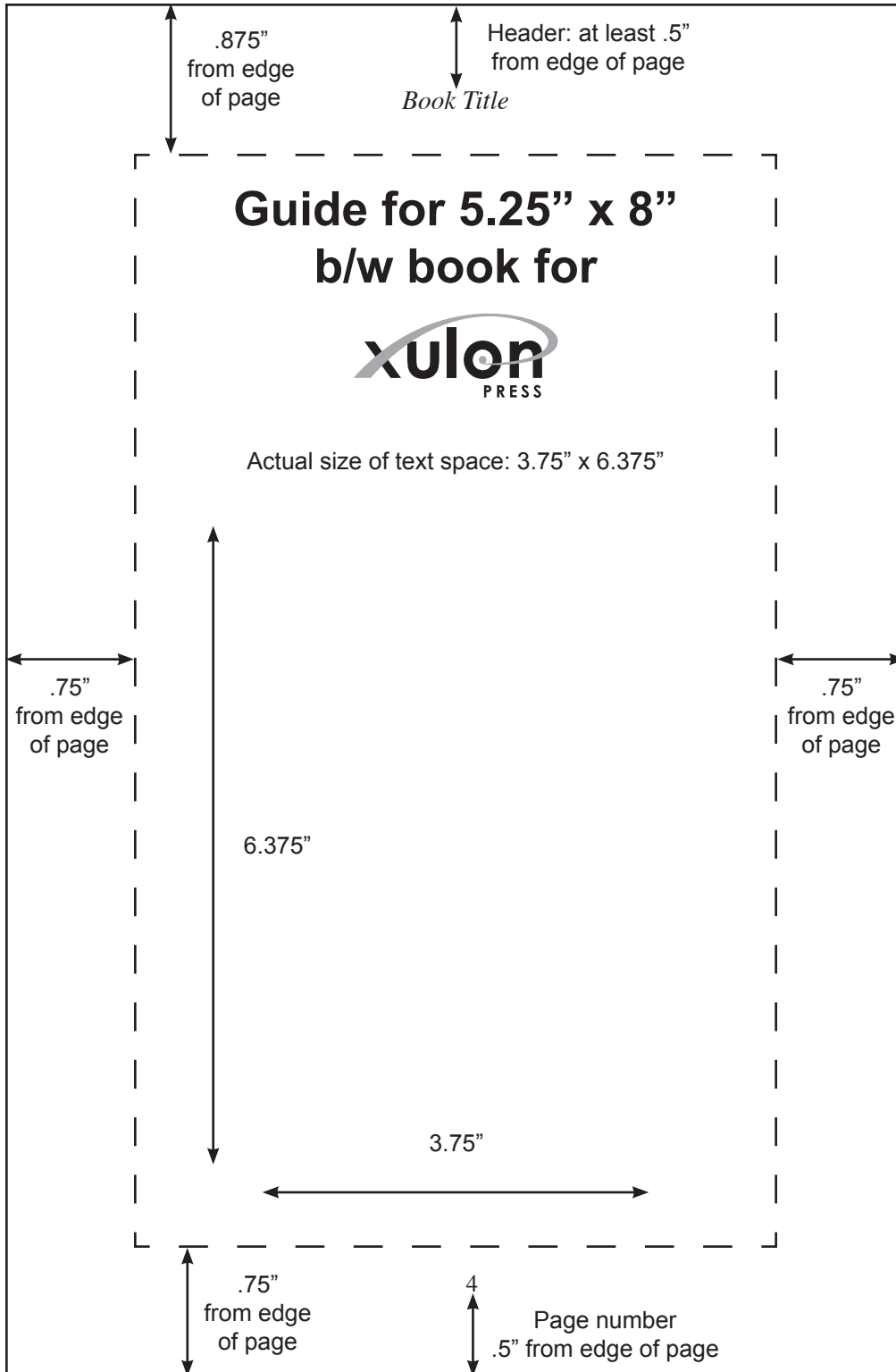
GRAPHIC GUIDELINES:

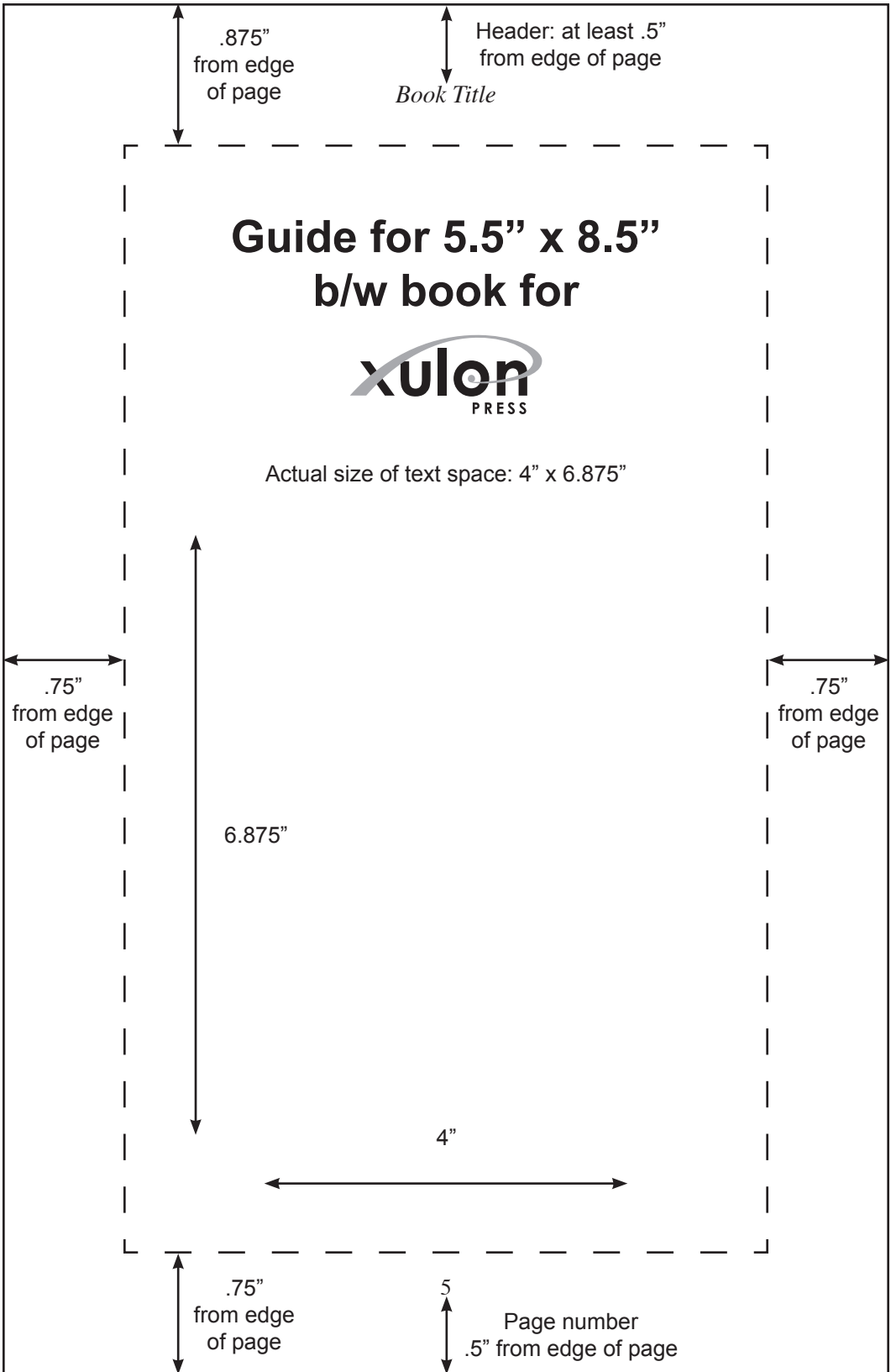
1. Graphics must be sized at 100% in your graphic program prior to being imported into your desktop publishing program.
2. Graphics must be grayscale. The print-ready PDF Will Not be accepted with color graphics. A graphic is any picture, icon, design element, graph, chart, table, text box, pullout quote, border, etc. Anything other than straight text is considered a graphic.
3. Continuous tone photographs and artwork should be 8-bit grayscale, at 300 dpi. Line art should be 1-bit black and white at 600 dpi.
4. We cannot guarantee your images will appear as you might expect—particularly photographic images. If your book contains graphics that are old, blurry, fuzzy, too dark or too light, please note that when they are printed in your book, they may not always reproduce well. There may also be some color variance between print runs.

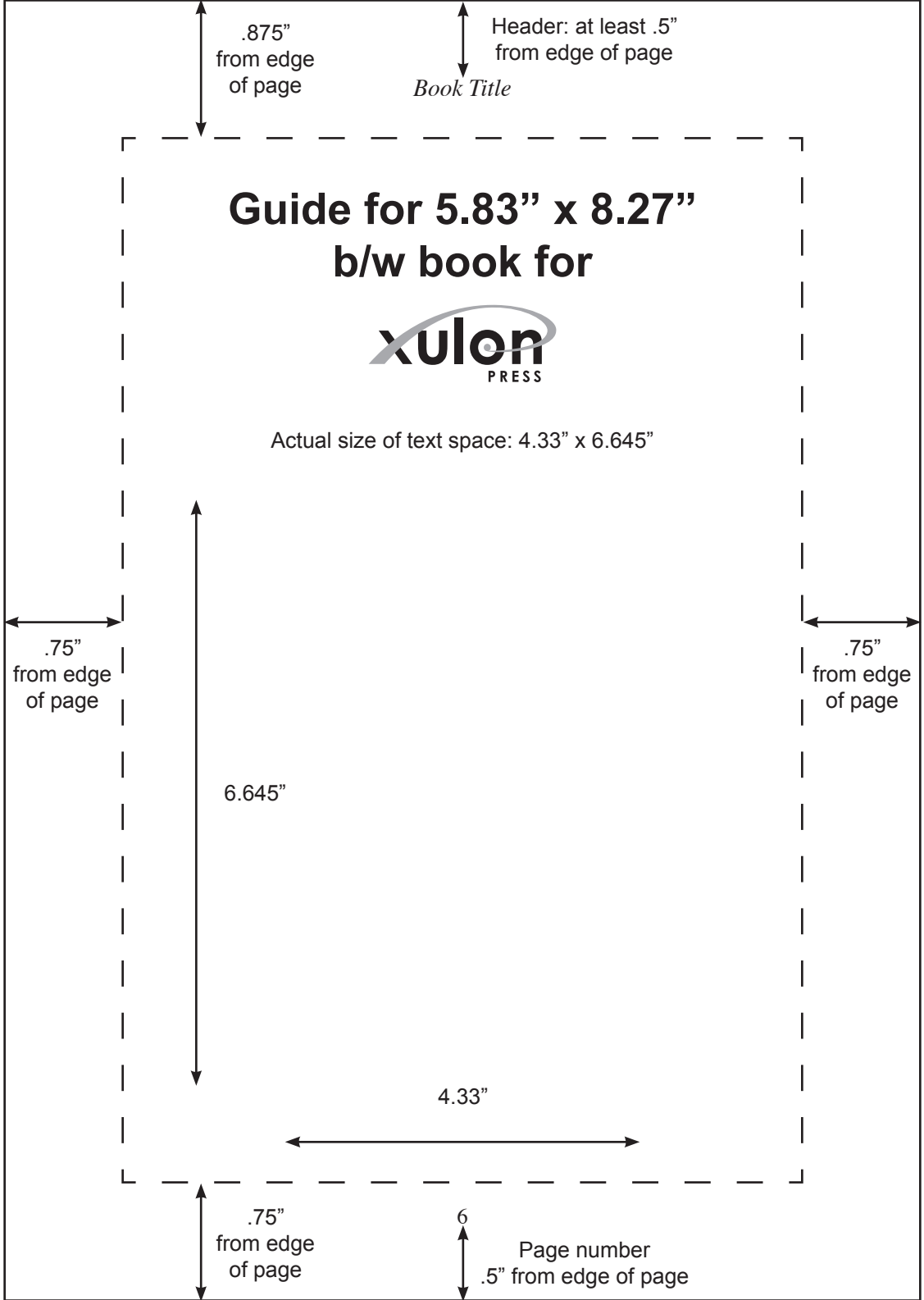


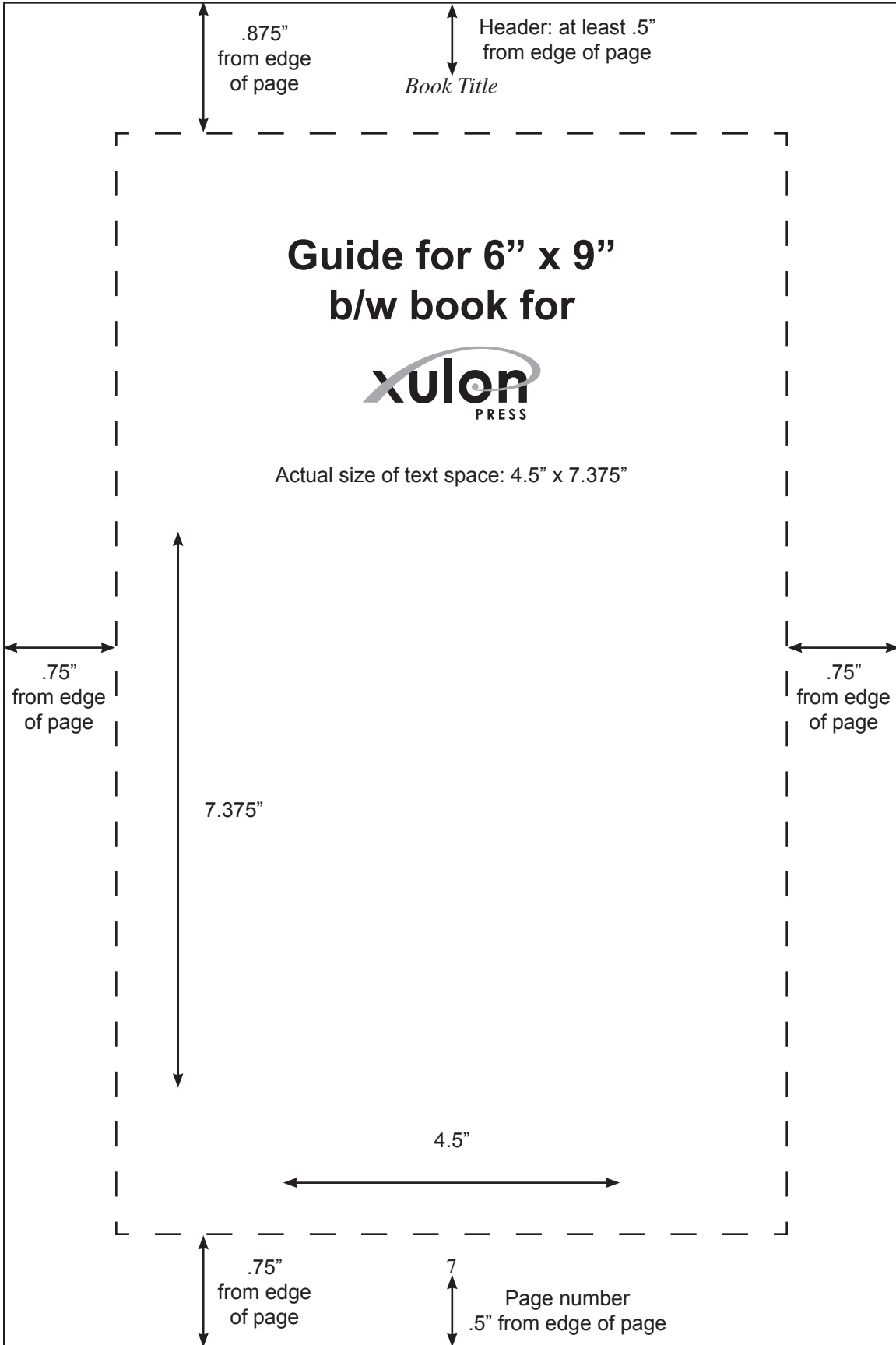


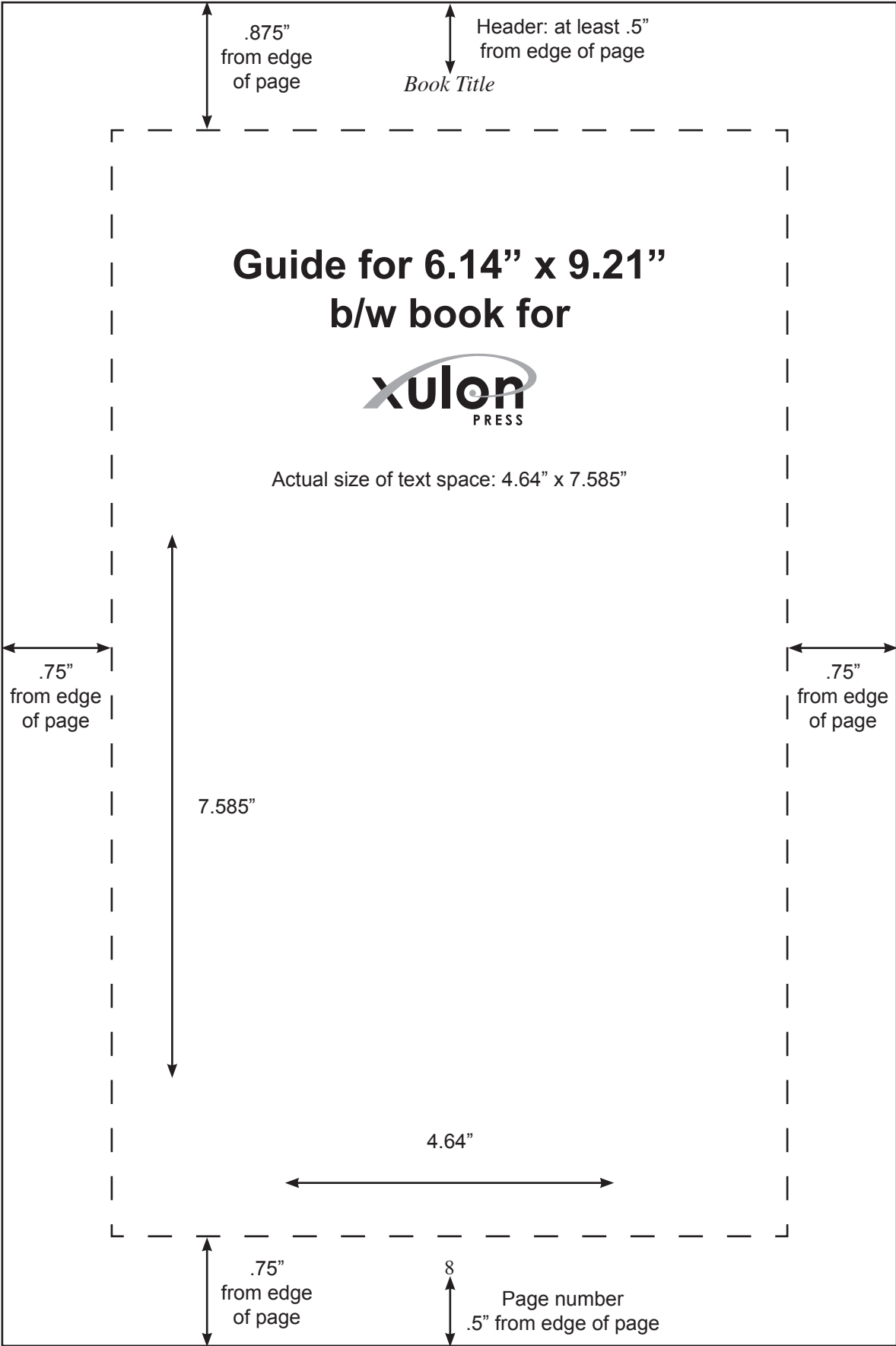


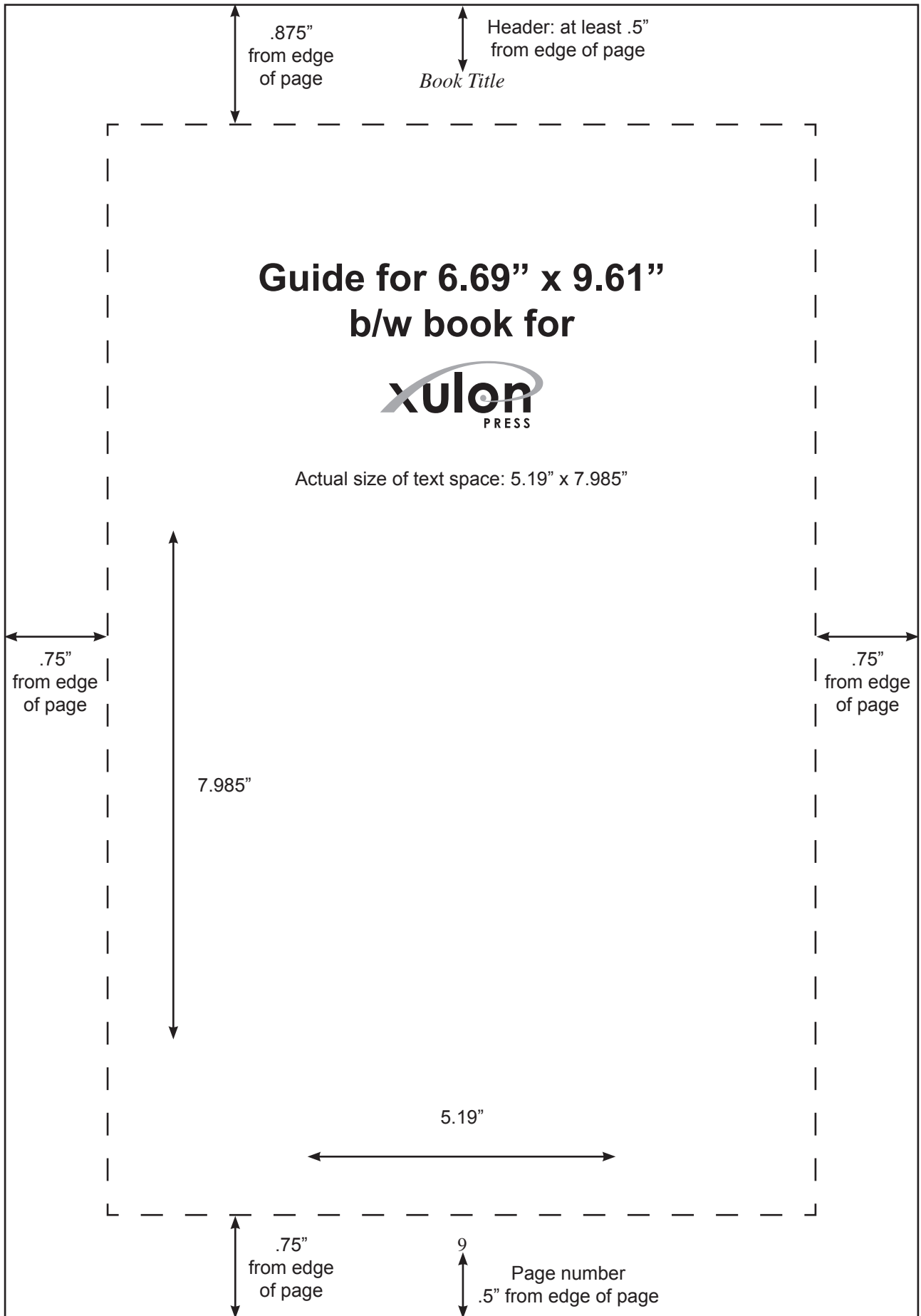


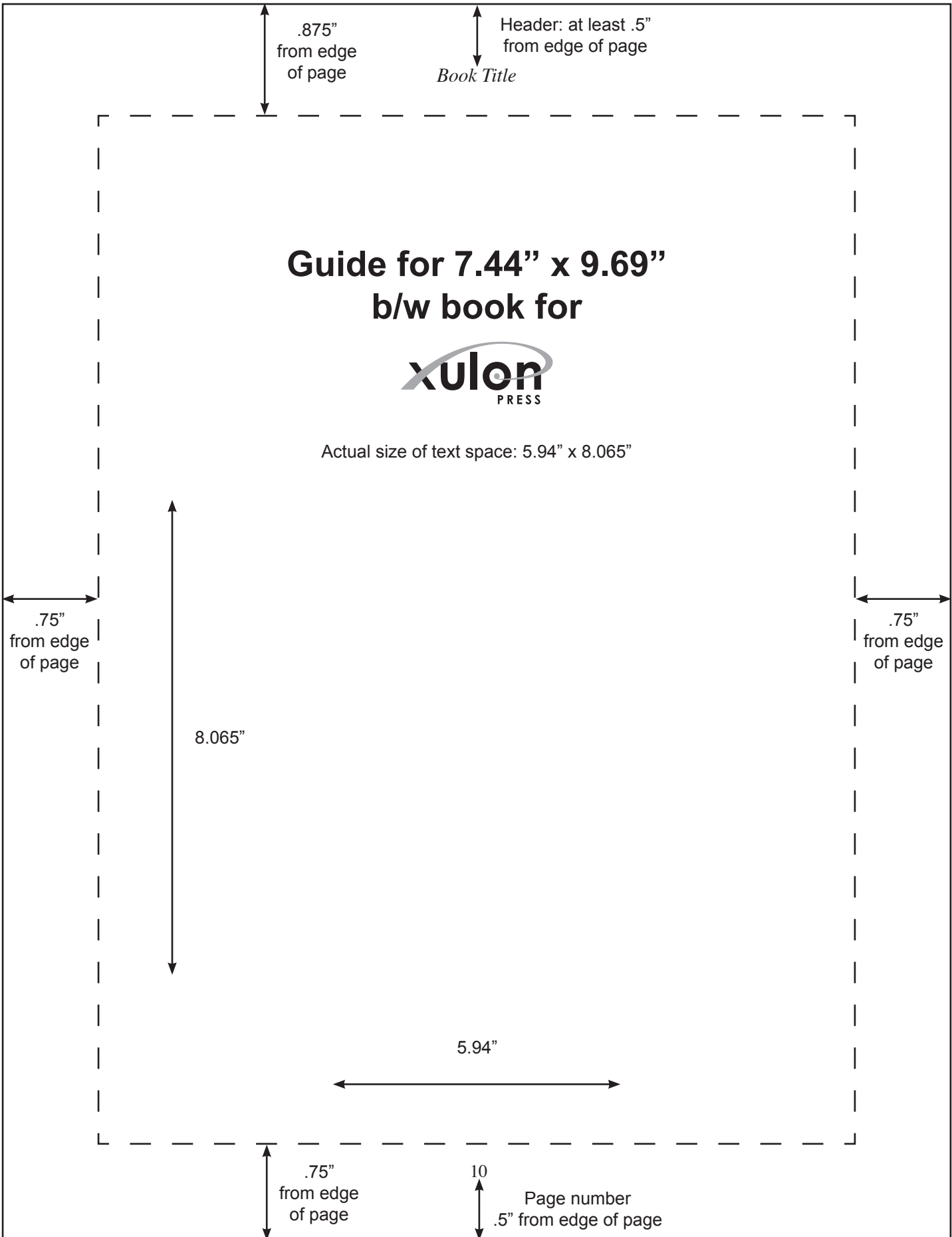


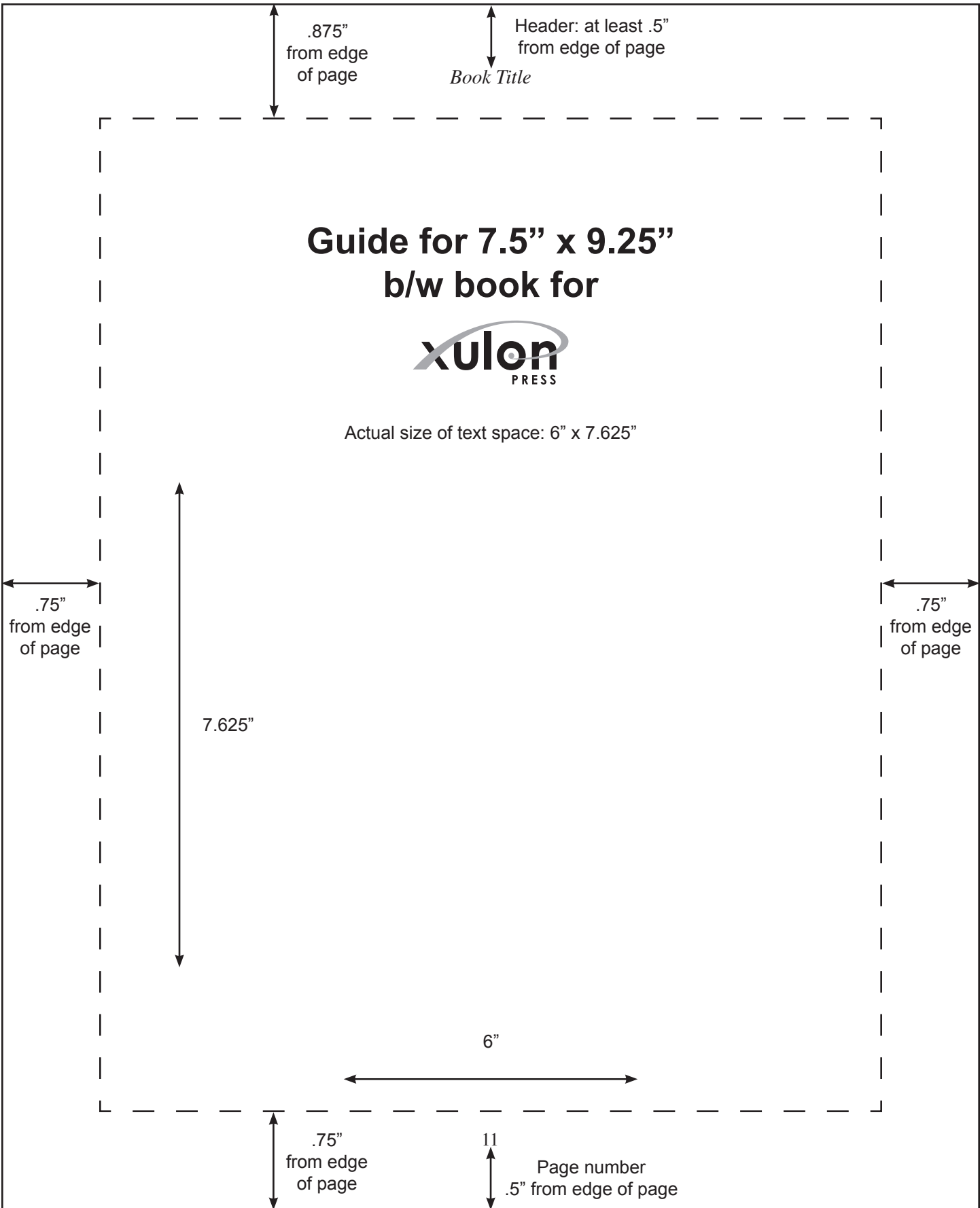












.875"
from edge
of page

Header: at least .5"
from edge of page
Book Title

Guide for 7" x 10" b/w book for



Actual size of text space: 5.5" x 8.375"

.75"
from edge
of page

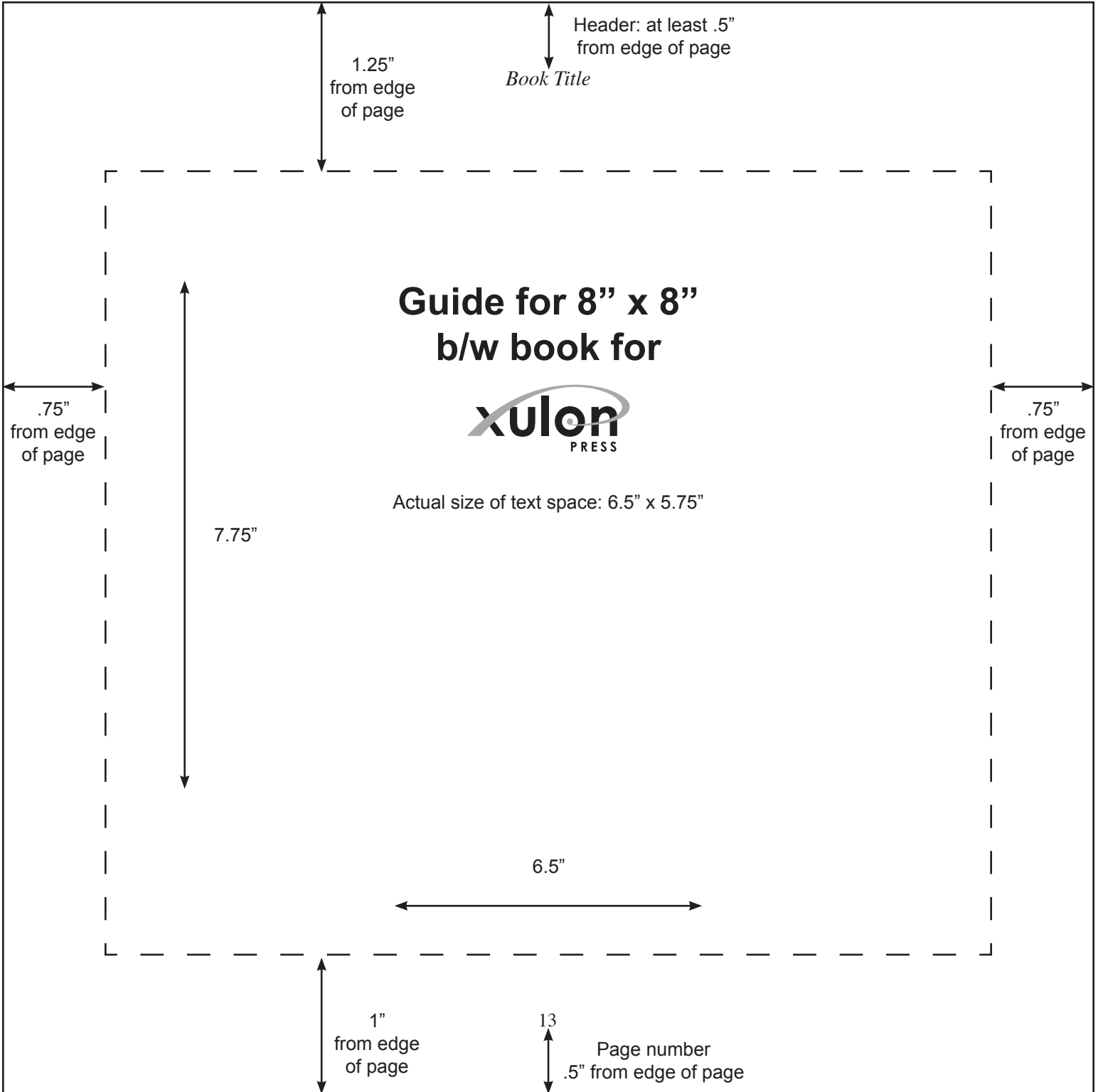
.75"
from edge
of page

8.375"

5.5"

.75"
from edge
of page

12
Page number
.5" from edge of page



1.25"
from edge
of page

Header: at least .5"
from edge of page

Book Title

Guide for 8" x 10" b/w book for



Actual size of text space: 6.5" x 7.75"

.75"
from edge
of page

.75"
from edge
of page

7.75"

6.5"

1"
from edge
of page

14
Page number
.5" from edge of page

Header: at least .5" from edge of page

Book Title

1.25"
from edge
of page

**Guide for 8.25" x 11"
b/w book for**



Actual size of text space: 6.25" x 8.75"

1"
from edge
of page

8.75"

1"
from edge
of page

6.25"

1"
from edge
of page

15

Page number: .5" from edge of page

1.25"
from edge
of page

↓
Book Title

Guide for 8.268" x 11.693"
b/w book for



Actual size of text space: 6.268" x 9.443"

1"
from edge
of page

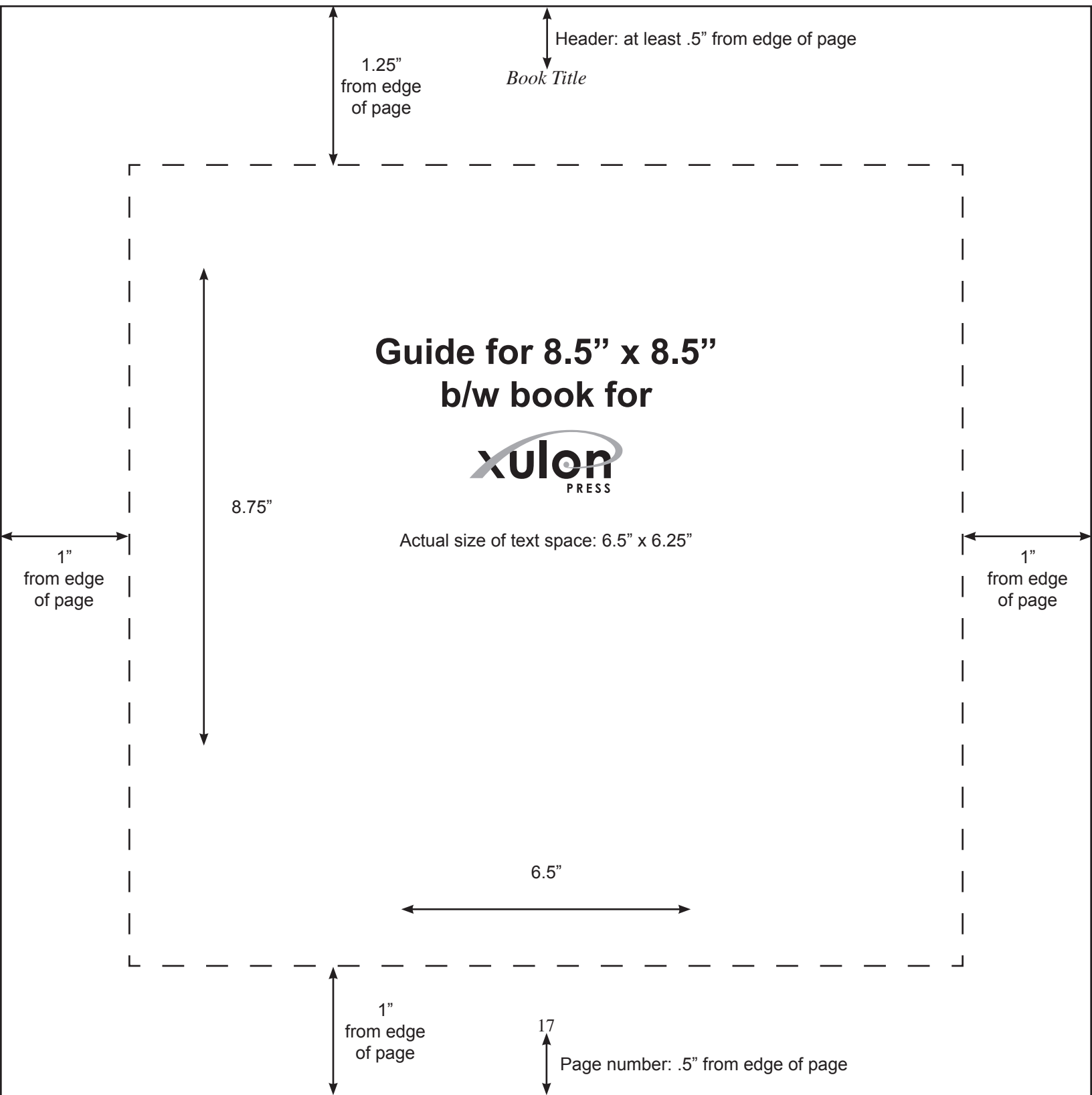
1"
from edge
of page

9.443"

6.268"

1"
from edge
of page

16
↑



1.25"
from edge
of page

Header: at least .5" from edge of page

Book Title

Guide for 8.5" x 8.5" b/w book for



8.75"

Actual size of text space: 6.5" x 6.25"

1"
from edge
of page

1"
from edge
of page

6.5"

1"
from edge
of page

Page number: .5" from edge of page

17

Header: at least .5" from edge of page

Book Title

1.25"
from edge
of page

Guide for 8.5" x 11" b/w book for



Actual size of text space: 6.5" x 8.75"

1"
from edge
of page

8.75"

1"
from edge
of page

6.5"

1"
from edge
of page

18

Page number: .5" from edge of page