

CHECK LIST – DIY Print-Ready Books

Book – PDF

- PDF of book insides, exactly as you want them to appear in print. You have edited, proofread, and double-checked the book for errors.
- PDF size matches your chosen book size, eg 6"x9" or 5.5"x8.5", and all pages are the same size and orientation. If not a standard size, rounded to nearest .25".
- Includes title page, copyright page, any other front or end matter such as dedication, acknowledgments, table of contents, introduction, bibliography, etc.
- Copyright page: Lists name of author/copyright holder, plus any additional permissions or credits (illustrator, stock photography, editing, etc.)
- Pages are set up with mirror margins, alternating left/right. Page 1 is always a right-hand page.
- Page numbers are either centered or on outside corners, alternating left/right.
- Page numbers are not closer than .25" from page edge.
- Minimum margins met: .5" outside edges, .75" inside margin next to spine.
- Bleed allowance of .125" if any items run off edge of page. Items to bleed extend fully into bleed allowance.
- Photos and illustrations are high resolution for print (300ppi).
- Colour images are in CMYK (SWOP), or grayscale. RGB images can be printed, but may change colour from what is seen onscreen.
- Black and white images are in grayscale or bitmap.

Cover – PDF

- Set up as one PDF, including back, spine, and front.
- Spine width is correct for page count and paper choice. Text on spine is not closer than 1/16" to edge of spine.
- Cover size matches book size.
- Bleed allowance of .125", cover artwork extends completely into the bleed area.
- Photos or illustrations are 300 ppi, CMYK or greyscale.
- Space left for barcode, 1" x 1.75" horizontal, lower corner back cover
- Book title, author's name are present, match exact name and title inside the book and on spine.

Revisions

- I understand that any revisions will require sending a new, complete PDF. New files set-up charge \$35, new proof \$35, plus shipping and tax. A printed proof of the final version of the book must be approved with no revisions before the press run.

How to Send Files:

Less than 5 MB: **email** attachments to graphics@firstchoicebooks.ca

Over 5 MB: by **file transfer** (wettransfer.com) to graphics@firstchoicebooks.ca

Many large files: we can create a **Dropbox folder** for you.

Please request a folder by emailing: graphics@firstchoicebooks.ca

