

▶ CHECK LIST – PRINT-READY PDFS

Book – PDF

- ▶ PDF of book insides, exactly as you want them to appear in print, proofread and double-checked for errors.
- ▶ PDF size matches chosen book size, eg 6"x9" or 5.5"x8.5", and all pages are the same size and orientation.
- ▶ Includes title page, copyright page, any other front or end matter. Copyright page lists name of author/copyright holder, plus any additional permissions or credits.
- ▶ Minimum margins met: .5" outside edges, .75" inside margin next to spine.
- ▶ Pages are set up with mirror margins, alternating left/right.
- ▶ Page numbers are either centered or on outside corners, alternating left/right. Page 1 and all odd page numbers are on the right.
- ▶ Page numbers are not closer than .5" to the page edge.
- ▶ Bleed allowance of .125" if any items run off edge of page. Items to bleed extend fully into bleed allowance. (.25" bleed allowance for saddle-stitch books.)
- ▶ Photos and illustrations are high resolution for print (300ppi).
- ▶ Colour images are in CMYK (SWOP), or RGB images.
- ▶ 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.
- ▶ Cover size will fit book size.
- ▶ Bleed allowance of .125", cover artwork extends completely into the bleed area (saddle-stitch .25", hardcover 1" bleed).
- ▶ Images are 300 ppi, CMYK, RGB to print in colour, or grayscale for black-only printing.
- ▶ Space available for the barcode, 1.75" x 1", lower corner of the back cover.
- ▶ Book title, author's name are present, match exact name and title inside the book and on spine.

Revisions

- ▶ Any revisions require sending a new, complete PDF. New files set-up charge \$50, includes a printed proof (applicable taxes and shipping extra).
- ▶ A printed proof of the final version of the book must be approved with no revisions before the press run, or a proof waiver signed.

How to Send Files

1-3 files, less than 5 MB: **email** attachments to graphics@firstchoicebooks.ca

3+ files, over 5 MB: **file transfer** (wetransfer.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