How Do I Layout My Book (when using Desktop Publishing Software)?

We have three options for creating your printed book (note that eBook Specifications are different and are addressed elsewhere):

1. Use any Desktop Publishing Program [Photoshop, In Design, Illustrator, MS Word, Publisher, etc.] that can create PDF files when complete. The user is responsible for ensuring that the PDF files are setup to our specifications, as summarized below:

2. Use our Free Photobook Software, which can be used to create our standard size books without having to worry about our specifications. The software is already setup to our specs so the only thing you need is JPG files in RGB format (the default color space used by digital cameras, etc) for images. Text can be manually entered or copied and pasted from a Text file.

3. Use our licensed Yearbook Fusion software for advanced creation of school yearbooks.

1. For Desktop Publishing Programs

I. Multiple PDF files must be submitted, with dimensions which follow our sizing specifications --(see our spine and layout calculator). Note that it is not unusual to use our Free Photobook Software for creating a book cover and using your own program for the inside content. Here are the number of files to be submitted along with suggested file naming:

BOOK TYPE	Required Files	Optional Files – extra cost
Soft Cover Perfect Bound (our standard soft cover)	2 PDF Files - Cover File - Inside Content File	- Inside Cover Printing (PDF, using the same dimensions as the outside cover) - Name Personalization on Cover (Excel)
Soft Cover Saddle Stitch Booklet	1 PDF which contains both cover and inside content and includes printing on the inside front and back covers. Note that total page count must be a multiple of 4 and has a max page count of 52.	- Name Personalization on Cover (Excel)
Soft Cover Book with Spiral Binding	2 PDF Files - Cover File containing 2 pages (front and back cover-no spine) - Inside Content File	- Name Personalization on Cover (Excel)
Hard Cover Case Bound (our standard hard cover)	2 PDF Files - Cover File - Inside Content File	- Printed End Sheets (PDF) - Dust Jacket (PDF) - Name Personalization on Cover (Excel)
Hard Cover Book with Fabric Cover and Foil Stamping	1 PDF File for inside content 1 PDF File for each Die Stamp (cover and/or spine)	- Printed End Sheets (PDF) - Dust Jacket (PDF) - No Personalization Allowed
Hard Cover Book with Spiral Binding	2 PDF Files - Cover File containing 2 pages (front and back cover-no spine) - Inside Content File	- Name Personalization on Cover (Excel) - No Dust Jacket or Cover File
Hard Cover Smyth Sewn, Side Sewn, Layflat Paper, Others	Contact us for specs	

II. Cover Specifications Checklist

- ❑ 1. Correct dimensions should be used, including bleed and safe zone - ([see our spine and layout calculator](#))
- ❑ 2. No crop marks or printer marks should be used. We add our own.
- ❑ 3. Symmetrical borders or outlines are not recommended for the cover, however if they are used then they should not be within 1" of visible printed outer edges
- ❑ 4. Optional name and/or image personalization should follows specs on the Design & Layout section of our [FAQ](#) (Download our [Personalization Template](#)).
- ❑ 5. All images should be at least 200 DPI for good results, 300 DPI for best results.
- ❑ 6. Spine text should be facing correct direction (it should be readable when book is laying flat on table)
- ❑ 7. No spine text allowed for soft cover books with less than 5/16" spine, since spine is not big enough. This equates to approximately 90 pages/45 sheets of our standard 80# Gloss Text Paper
- ❑ 8. Spine text should be properly aligned vertically and horizontally
- ❑ 9. All fonts must be embedded in the final PDF. Note that some purchased fonts may have copyright restrictions that prevent them from being embedded.

III. Inside Pages Checklist

- ❑ 1. Correct dimensions should be used, including bleed and safe zone - ([see our spine and layout calculator](#))
- ❑ 2. The first page of the PDF should start on the right. Even pages on the left; odd number pages on the right.
- ❑ 3. ALL pages should have the exact same dimensions
- ❑ 4. ALL pages should be either full bleed (0.25" bleed) or no bleed - no intermixing
- ❑ 5. ALL pages should be submitted as single pages, no spreads
- ❑ 6. Adjoining pages intended as "final two-page spreads" should follow our specs to increase likelihood that pages will line up
- ❑ 7. No crop marks or printer marks should be used. We add our own.
- ❑ 8. Symmetrical borders or outlines are not recommended for the inside pages, however if they are used then they should not be within 1" of the visible printed outer edges
- ❑ 9. All images should be at least 200 DPI for good results, 300 DPI for best results.
- ❑ 10. If using "single page" layout tools (e.g. Photoshop, Illustrator, etc), each final page should be flattened and all pages combined into a single PDF ([see instructions on how to combine files](#)).
- ❑ 11. All fonts must be embedded in the final PDF. Note that some purchased fonts may have copyright restrictions that prevent them from being embedded.
- ❑ 12. Layers and transparencies should be flattened in the PDF file.
- ❑ 13. PDF file should not contain bookmarks, comments, invisible objects or metadata.
- ❑ 14. PDF file should not be locked or encrypted.