

Book Layout Guidelines

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Every effort has been made to make your book-building experience as smooth as possible. If for any reason you need additional assistance in setting up your pages or cover please don't hesitate to contact our graphic design team who can help walk you through the process.

Text Page Layout

SAFE ZONE

All text should be kept inside this 1/4" margin.

Anything left outside this box may be lost in the bind.

*(1/4" is the minimum safe zone. It is recommended to use 1/2" to 3/4" to get the "standard" margin of a novel)

TRIM

The final page size

| Trim Size (final page size) | Minimum Safe Zone Size |
|--------------------------------|---------------------------|
| 5.5x8.5, 8.5x5.5 | 5x8, 8x5 |
| 6x9, 9x6 | 5.5x8.5, 8.5x5.5 |
| 8.5x8.5 | 8x8 |
| 8.5x11, 11x8.5 | 8x10.5, 10.5x8 |

* For custom page sizes follow these same guidelines.
Feel free to call us with any questions.

Full Bleed Page Layout

Any printed object (background, pictures etc.) go to the very edge of the page

SAFE ZONE

All text and important pieces of images (faces, titles on buildings, etc.) should be kept inside this 1/4" margin.

Anything left outside this zone may be cut off or lost in the bind.

TRIM

The final page size.

BLEED

Extend the background images or colors 1/4" to the red dotted box to add bleed. YOU MUST increase your page size to the bleed size before saving as a .pdf. See below for bleed sizes of our most common book sizes.

| Trim Size | Bleed Size | Safe Zone |
|------------------|------------------|------------------|
| 5.5x8.5, 8.5x5.5 | 6x9, 9x6 | 5x8, 8x5 |
| 6x9, 9x6 | 6.5x9.5, 9.5x6.5 | 5.5x8.5, 8.5x5.5 |
| 8.5x8.5 | 9x9 | 8x8 |
| 8.5x11, 11x8.5 | 9x11.5, 11.5x9 | 8x10.5, 10.5x8 |

* For custom page sizes follow these same guidelines.
Feel free to call us with any questions.

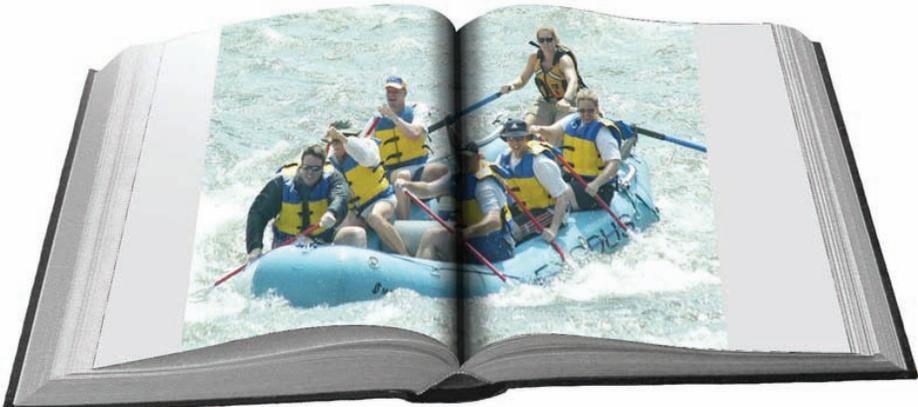
Creating a Seamless Two-page spread



Crop your picture by overlapping the center 1/2".



The 1/2" overlap will allow for the 1/4" bleed and 1/4" safe zone that will be "lost" in the bind.



Your spread will appear seamless and professional

BUILDING A COVER

A good cover is INVALUABLE! The cover is the most important aspect of your book because it will spark the reader's interest and convince them to pick up your book. It is important to put a lot of time and thought into the look of your cover for a book you can truly be proud of. We also offer professional, custom cover designs starting at \$50 from one of our talented graphic designers.

With that in mind, we have put together some templates and instructions to help you create a better cover. It may seem a little complicated at first, but our helpful illustrations and explanations will let you see past the difficulties and create a wonderful cover for your book!

If you have any questions please don't hesitate to contact one of our designers and they will be more than happy to assist you.



www.UBuildABook.com
call us toll free at 866.909.3003
or email at artwork@ubuildabook.com

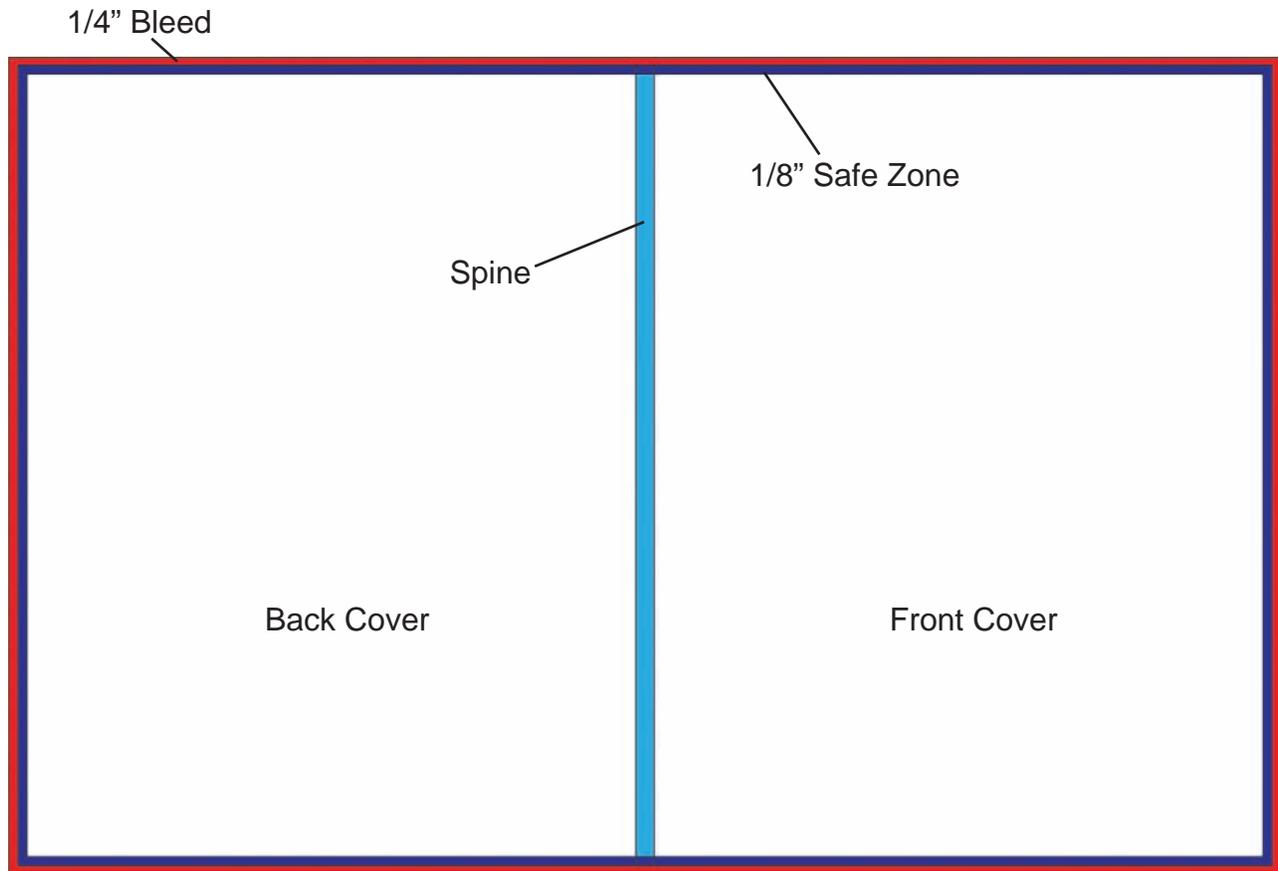
Let's start with a

SOFT (Paperback) COVER

A few things to keep in mind when building your soft cover:

- The bleed is 1/4", just like the interior pages of your book
- The safe zone is only 1/8"
- The front and back covers will be the exact size of your book.
(if your book is 8.5x11 your cover will also be 8.5x11)
- It is not recommended to have text on your spine if it is thinner than 1/4"

Basic Layout for Soft Covers



Spine Calculator for Soft Covers

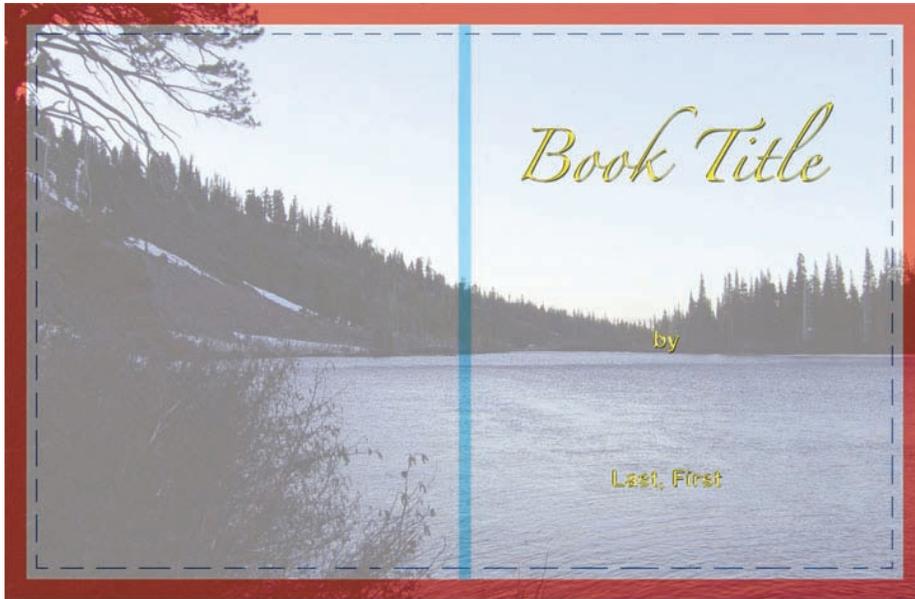
| Glossy Paper | | | | Matte Paper | | | |
|--------------|-------------|------------|-------------|-------------|-------------|------------|-------------|
| Spine Size | # of sheets | Spine Size | # of sheets | Spine Size | # of sheets | Spine Size | # of sheets |
| 1/8" | 1-30 | 1 1/8" | 245-260 | 1/4" | 10-26 | 1 1/8" | 164-174 |
| 1/4" | 31-41 | 1 2/16" | 261-275 | 5/16" | 27-36 | 1 2/16" | 175-185 |
| 5/16" | 42-57 | 1 1/4" | 276-291 | 3/8" | 37-47 | 1 1/4" | 186-195 |
| 3/8" | 58-72 | 1 5/16" | 292-307 | 7/16" | 48-58 | 1 5/16" | 196-206 |
| 7/16" | 73-88 | 1 3/8" | 308-322 | 1/2" | 59-68 | 1 3/8" | 207-216 |
| 1/2" | 89-103 | 1 7/16" | 323-338 | 9/16" | 69-79 | 1 7/16" | 217-227 |
| 9/16" | 104-119 | 1 1/2" | 339-353 | 5/8" | 80-89 | 1 1/2" | 228-238 |
| 5/8" | 120-135 | 1 9/16" | 354-369 | 11/16" | 90-100 | 1 9/16" | 239-248 |
| 11/16" | 136-150 | 1 5/8" | 370-385 | 3/4" | 101-111 | 1 5/8" | 249-259 |
| 3/4" | 151-166 | 1 11/16" | 386-400 | 13/16" | 112-121 | 1 11/16" | 260-269 |
| 13/16" | 167-182 | 1 3/4" | 401-416 | 7/8" | 122-132 | 1 3/4" | 270-280 |
| 7/8" | 183-197 | 1 13/16" | 417-432 | 15/16" | 133-142 | 1 13/16" | 281-291 |
| 15/16" | 198-213 | 1 7/8" | 433-447 | 1" | 143-153 | 1 7/8" | 292-301 |
| 1" | 214-228 | 1 15/16" | 448-463 | 1 1/16" | 154-163 | 1 15/16" | 302-312 |
| 1 1/16" | 229-244 | 2" | 464-478 | | | 2" | 313-322 |

of sheets is your page count divided by 2

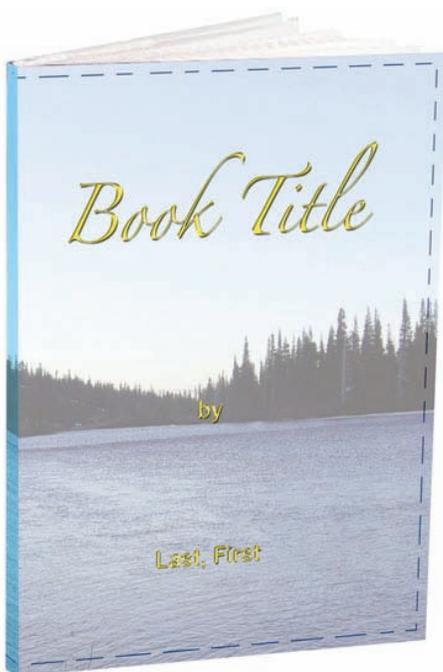
(40 pages would be 20 sheets)

The Finished Soft Cover

It's very easy to get "lost" in all this design jargon about bleeds and safe zones so let's take a minute to visualize what your file will look like when it's a finished cover



Cover file with bleeds, safe zones and your spine



The finished book. Notice all the bleed has been cut off

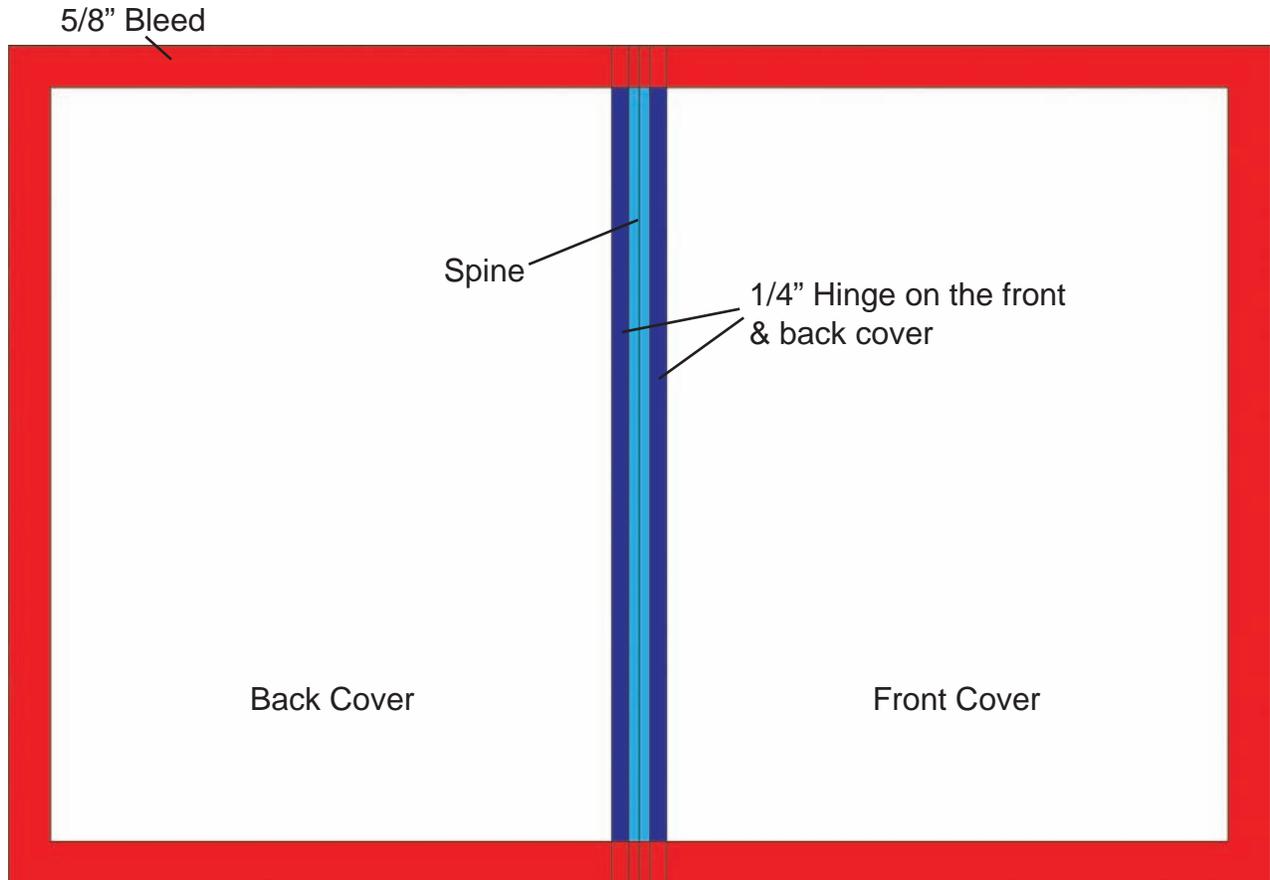
Now for a

HARD COVER

A few things to keep in mind when building your hard cover:

- The bleed is 5/8", much bigger than a soft cover or the interior pages
- The safe zone does not exist. Everything on the cover will be there
- The front and back covers will be slightly bigger than your page size
(if your book is 8.5x11 your cover will actually be 8 5/8"x11 1/4")
- Feel free to place anything on the spine you wish, it will print just fine
- There is a hinge. It allows the hard cover to open and close without ripping the casewrap (printed cover) and it is part of the front & back covers

Basic Layout for Hard Covers



Spine Calculator for Hard Covers

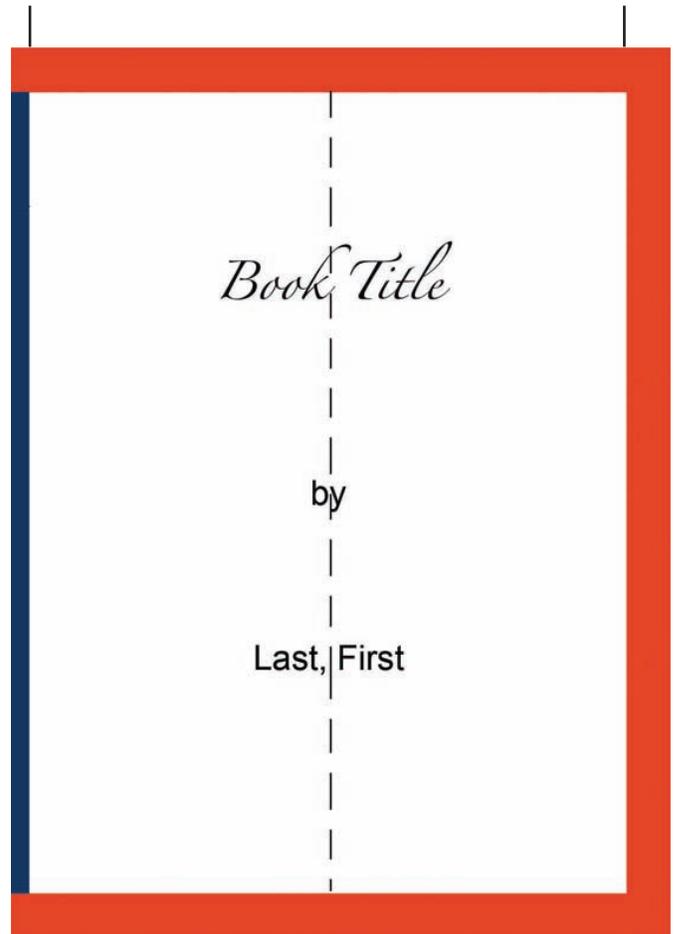
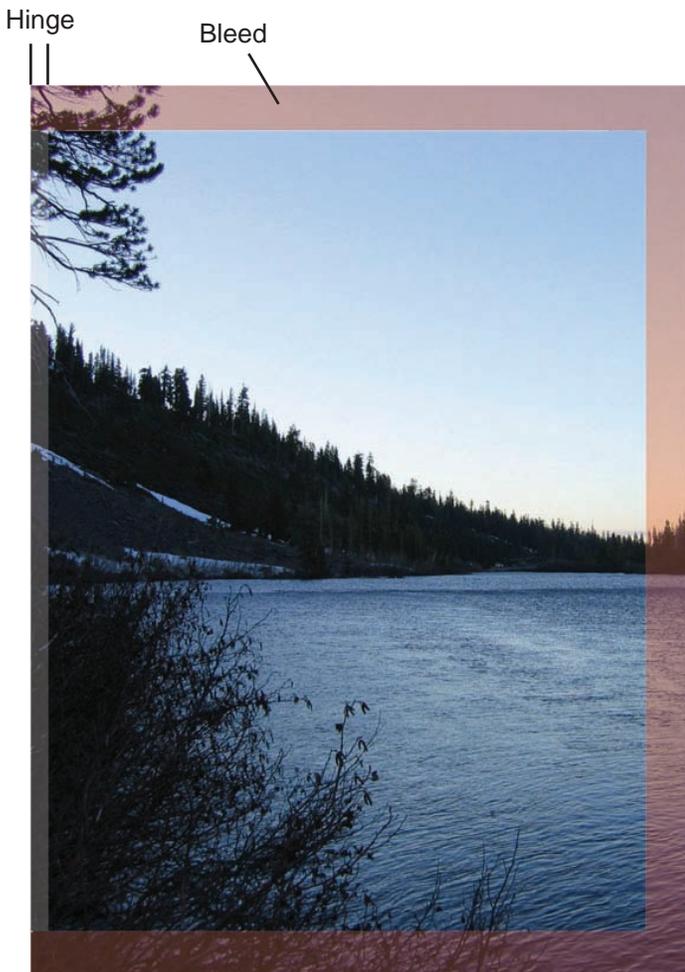
| Glossy Paper | | | | Matte Paper | | | |
|--------------|-------------|------------|-------------|-------------|-------------|------------|-------------|
| Spine Size | # of sheets | Spine Size | # of sheets | Spine Size | # of sheets | Spine Size | # of sheets |
| 1/4" | 10-14 | 1 3/16" | 233-248 | 1/4" | 10 | 1 1/8" | 168-179 |
| 5/16" | 15-29 | 1 1/4" | 249-264 | 5/16" | 11-22 | 1 2/16" | 180-191 |
| 3/8" | 30-45 | 1 5/16" | 265-279 | 3/8" | 23-34 | 1 1/4" | 192-203 |
| 7/16" | 46-60 | 1 3/8" | 280-295 | 7/16" | 35-46 | 1 5/16" | 204-215 |
| 1/2" | 61-76 | 1 7/16" | 296-310 | 1/2" | 47-58 | 1 3/8" | 216-227 |
| 9/16" | 77-92 | 1 1/2" | 311-326 | 9/16" | 59-70 | 1 7/16" | 228-239 |
| 5/8" | 93-107 | 1 9/16" | 327-342 | 5/8" | 71-83 | 1 1/2" | 240-251 |
| 11/16" | 108-123 | 1 5/8" | 343-357 | 11/16" | 84-95 | 1 9/16" | 252-263 |
| 3/4" | 124-139 | 1 11/16" | 358-373 | 3/4" | 96-107 | 1 5/8" | 264-275 |
| 13/16" | 140-154 | 1 3/4" | 374-389 | 13/16" | 108-119 | 1 11/16" | 276-287 |
| 7/8" | 155-170 | 1 13/16" | 390-404 | 7/8" | 120-131 | 1 3/4" | 288-299 |
| 15/16" | 171-185 | 1 7/8" | 405-420 | 15/16" | 132-143 | 1 13/16" | 300-311 |
| 1" | 186-201 | 1 15/16" | 421-435 | 1" | 144-155 | 1 7/8" | 312-323 |
| 1 1/16" | 202-217 | 2" | 436-451 | 1 1/16" | 156-167 | 1 15/16" | 324-335 |
| 1 1/8" | 218-232 | | | | | 2" | 336-347 |

of sheets is your page count divided by 2

(40 pages would be 20 sheets)

CENTERING THE FRONT AND BACK COVERS

Centering your front and back covers are a little different on a hard cover because the cover is slightly bigger than your pages, and there is the 1/4" hinge that should not be included when centering your covers. Here's an illustration to help you when centering text or other objects.

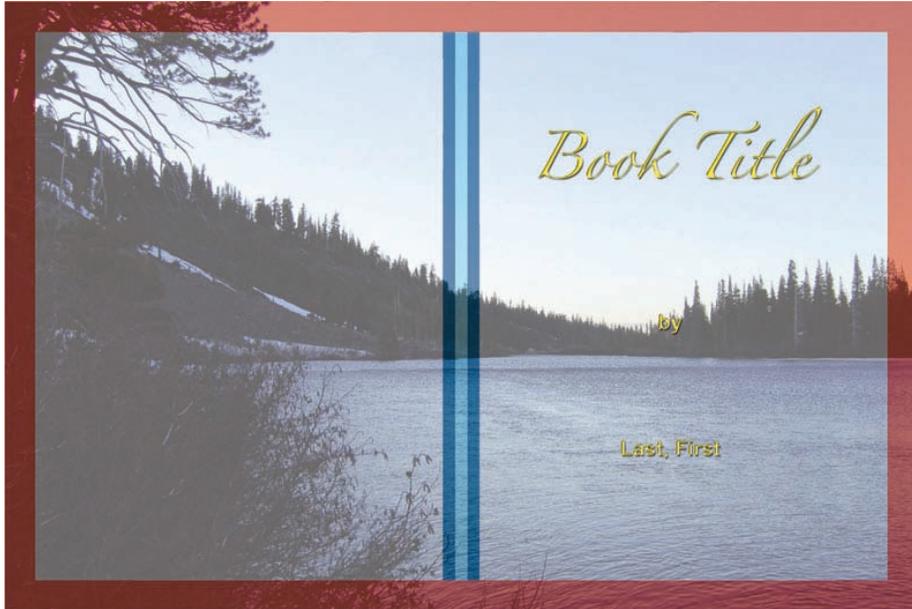


Bleed the background across the entire cover including the 5/8" bleed and hinge

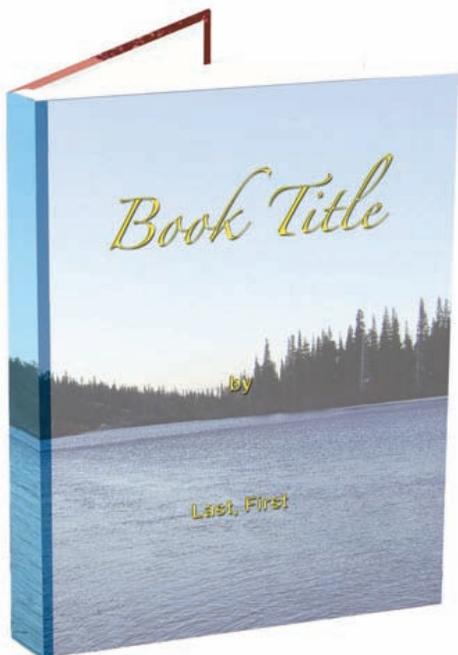
Center all text and other objects from the inside of the bleed and the inside of the hinge

The Finished Hard Cover

It's very easy to get "lost" in all this design jargon about bleeds and safe zones so let's take a minute to visualize what your file will look like when it's a finished cover



Cover file with bleeds, hinges, and the spine



The finished book. Notice the bleed is wrapped around to the inside of the cover and the hinge is part of the cover