

## Hardcover Layout Guidelines

### Inside Pages:

**File Format:** .pdf  
**Fonts:** Embedded  
**Image Resolution:** 300 dpi (minimum)  
**Color Images:** CMYK (not RGB). Any RGB will be converted to CMYK  
**Black & White Images:** Greyscale (not CMYK or RGB)  
**Page Size:** Same as trim size (5.5"x8.5", 6"x9", 8.5"x11", etc...)  
**Bleeding Pages:** Extend 0.125" all around, if applicable  
**Crop Marks:** Not necessary if page size is same as trim size  
**Page Setup:** Individual pages (no spreads), in one .pdf file  
**Margins:** Recommend at least 0.75". More can be added to the gutter area if desired  
**Page Count:** An even number of pages (add blanks if applicable)

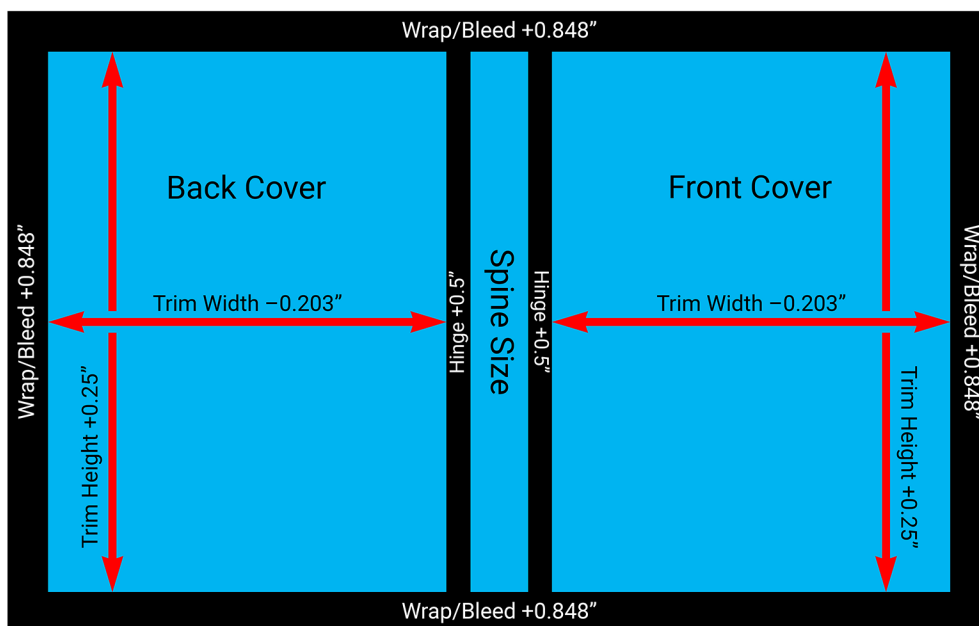
### Full Color Cover:

**File Format:** .pdf  
**Fonts:** Embedded  
**Image Resolution:** 300 dpi (minimum)  
**Color Images:** CMYK (not RGB). Any RGB will be converted to CMYK  
**Layout:** Includes front cover, spine and back cover as one .pdf file. See example below  
**Bleed:** Extend 0.848" all around outside perimeters  
**Design:** A design recommendation is to flow the same image or color from left to right (avoid placing type in hinge area)  
**Spine Size Formula:** Number of pgs divided by ppi (pages per inch), which is determined by the type of paper chosen, then add 0.196". (minimum spine size is 0.25")

### Foil Stamping:

**File Format:** .pdf  
**Layout:** Same as above. Can be spine and/or front cover and/or back cover  
**Design:** Avoid using thin fine fonts and thin design elements  
**Color:** Black

## Casemaking Hardcover Example



Cover Width= (Trim Width -0.203") x 2 + (Wrap/Bleed x 2) + (Hinge x 2) + (Spine Size)

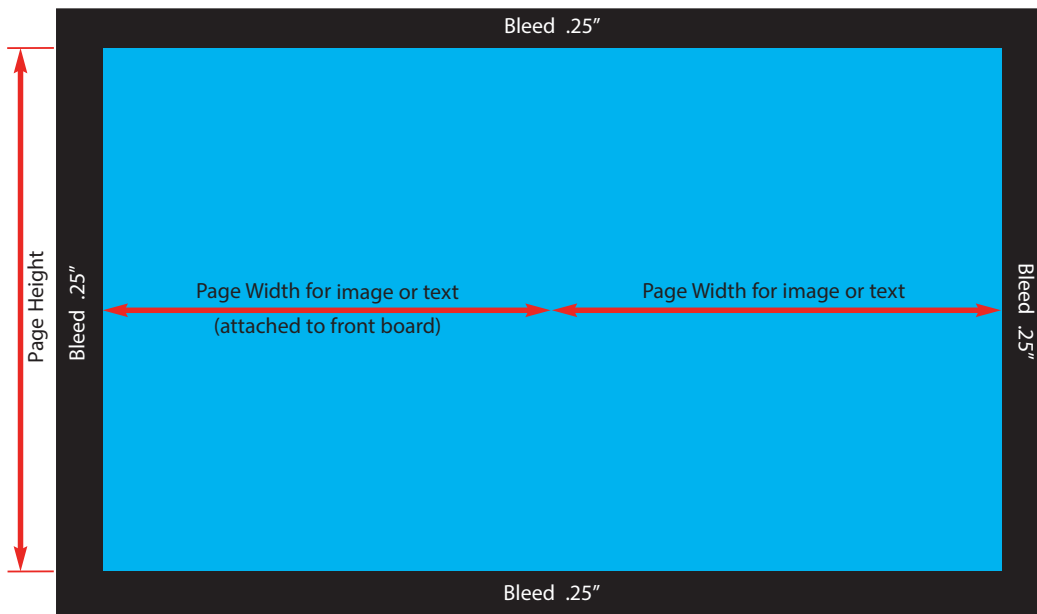
Cover Height= (Trim Height +0.25") + (Wrap/Bleed x 2)

NOTE: Spine widths vary by page count and paper chosen.

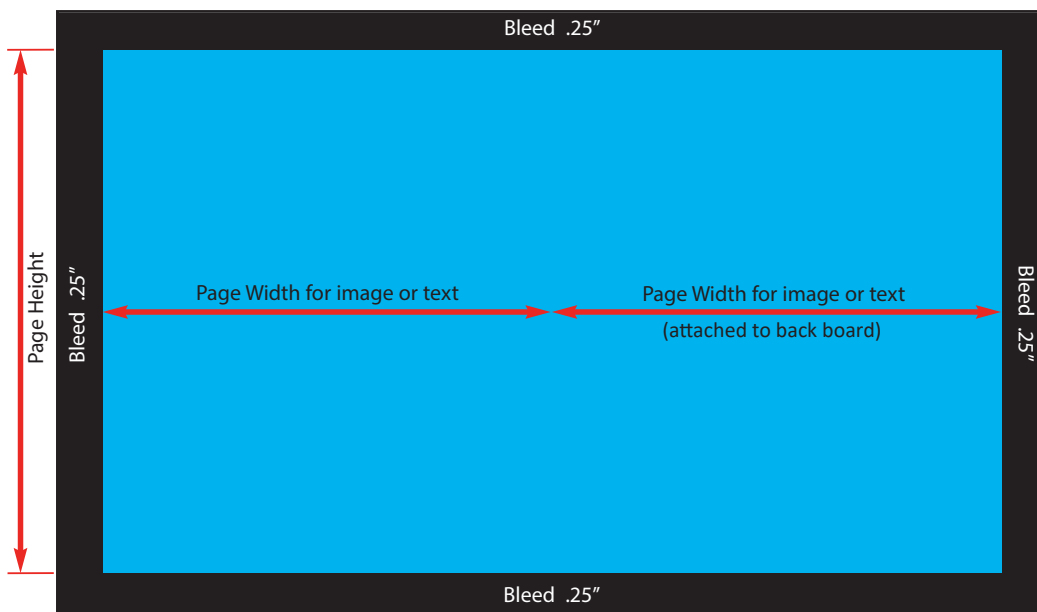
## Printed 1-Sided End Sheet Guidelines

**End Sheets:** *File Format:* .pdf  
*Fonts:* Embedded  
*Image Resolution:* 300 dpi (minimum)  
*Color Images:* CMYK (not RGB). Any RGB will be converted to CMYK  
*Bleeding Pages:* Extend .25" all around, if applicable

### 1-Sided Front End Sheet Example



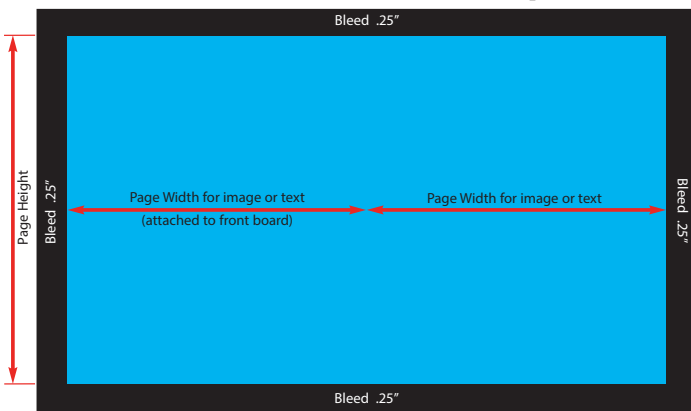
### 1-Sided Back End Sheet Example



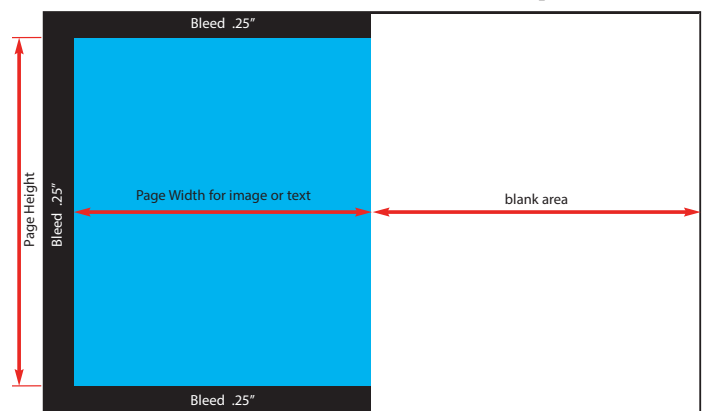
## Printed 2-Sided End Sheets Guidelines

**End Sheets:** *File Format:* .pdf  
*Fonts:* Embedded  
*Image Resolution:* 300 dpi (minimum)  
*Color Images:* CMYK (not RGB). Any RGB will be converted to CMYK  
*Bleeding Pages:* Extend **.25"** all around, if applicable

### 2-Sided Front End Sheet Example - Side 1



### 2-Sided Front End Sheet Example - Side 2



### 2-Sided Back End Sheet Example - Side 1



### 2-Sided Back End Sheet Example - Side 2

