HIS PUBLISHING GROUP

FILE CREATION GUIDE

COLOR BOOK
color cover / color text

TEXT QUICK REFERENCE
TEXT REQUIREMENTS
COVER QUICK REFERENCE
COVER REQUIREMENTS

COLOR BOOK: TEXT QUICK REFERENCE

The following are recommendations and specifications that you should know when laying out text for a color book title.

Resolution:	300 dpi
Color Space:	CMYK
LPI (lines per inch):	180
Required file format:	PDF (.pdf) file dimensions vary by trim size
PDF producer:	Acrobat Distiller PDF/X-1a:2001 required
Bleed:	**1/4"** (6 mm) except on bind side
Margins:	Recommended minimum **1/2"** (13 mm) on all sides
Accepted Submission Methods:	CD, DVD, portable hard drives
File naming:	isbn_txt.pdf or isbntxt.pdf

BIND TYPE INFORMATION

- Saddle-stitch titles**:** files containing 1-47 pages of content will have additional pages added by our printer to achieve page counts divisible by four. **Note:** We manufacture saddle-stitch books with a total page count from 4-48 pages. Files will be processed and printed with page counts divisible by 4.

- Perfect bound titles: files containing 22-479 pages of content will have additional pages added by our printer to achieve page counts divisible by two. Note: We manufacture perfect bound books that have a total page count from 24-480 pages. Files will be processed with page counts divisible by 2, and printed with page counts divisible by 4.

Note: We manufacture both types of books (saddle stitch & perfect bound) that have a total page count from 24-48 pages (customer should designate correct bind type). The final page of all submissions must be completely blank and is reserved for a check barcode and information for the printer.

COLOR BOOK: TEXT REQUIREMENTS

- Text files must be submitted as one single PDF file: submissions with multiple files will be rejected. Zipped/stuffed submissions of single files are accepted.

- Files must be PDF/X-1a:2001 compliant. This setting is found in the Professional versions of Adobe Acrobat 6 or above (listed as PDF/X-1a in Acrobat 6 Professional).

- All images in a text file must be CMYK. Images that are less than 72 dpi will be rejected for higher-resolution submissions. Images with these resolutions are considered too low in quality for printing.

- Reference templates: web location for interiors will be provided.

  The trim sizes and their required PDF document sizes should assist with layout:

5.5 x 8.5t	**rim size**	**=**	**5.75 x 9**	**document size**
6 x 9	**trim size**	**=**	**6.25 x 9.5**	**document size**
6.14 x 9.21	**trim size**	**=**	**6.39 x 9.71**	**document size**
7 x 10	**trim size**	**=**	**7.25 x 10.5**	**document size**
8 x 10	**trim size**	**=**	**8.25 x 10.5**	**document size**
8.5 x 8.5	**trim size**	**=**	**8.75 x 9**	**document size**
8.5 x 11	**trim size**	**=**	**8.75 x 11.5**	**document size**

  All interior PDF files (regardless of bind type) should be submitted at the above sizes. If a file does not bleed, has adequate and distinct white margins around page items, the file may be submitted at trim size.

COLOR BOOK: TEXT REQUIREMENTS (continued)

- For best results regarding **'body text'** (text that is 24 pt. or below), please use 100% black only.

- Please do not include crop marks or printer's marks in a file. Crop marks are not necessary for our specific printing requirements and workflow and, if included in a file, will be rejected.

- **Please do not** send files in **'spread'** format. Files should be sent as a single-page PDF file to process correctly in our workflow. Files sent as spreads will be rejected for a corrected submission.

- All text is recommended to be a minimum of 1/2" (13 mm) from final trim size (non-bleeding text & art)

- Spot colors and spot color (PMS / PANTONE) with transparencies should be converted to CMYK, including those in supporting .eps files. These may produce unexpected color results when printing. Any dissatisfaction with color shift will be the customer's responsibility to correct.

- Graphics, illustrations, and color intended to print to the edge of a text page should bleed a full 1/4" (6 mm) past the final trim size (except on the bind side). If an image used does not provide for enough bleed (full 1/4", 6 mm), please extend a complimenting color the full amount of bleed required.

- PERFECT BOUND, CASE LAMINATE, & DUST JACKET BOOKS: A 1/8" (3 mm) gutter margin (no-ink area) is required on the bind side of these bind types. This is required because these are bound with glue. The area is designated so glue can adhere to all pages; the finished book will hold together correctly. (Please see reference templates for visual example) Images/color intended to straddle a spread, or "crossover," may still be included in the file with the gutter/no-ink area placed in between where the images/color would normally meet.

- SADDLE STITCH BOOKS ONLY: gutter margin is not required; items can be taken completely to the bind edge.

COLOR BOOK: COVER QUICK REFERENCE

The following are recommendations and specifications that you should know when laying out color cover for a color book title.

Resolution:	300 dpi
Color Space:	CMYK
LPI (lines per inch):	80
Required file format:	PDF (.pdf) file on our cover template
PDF producer:	Acrobat Distiller PDF/X-1a:2001 required
Bleed:	**1/4"** (6 mm) all sides
Type Safety:	**1/4"** (6 mm) recommended minimum on all sides
	(OUR templates will allow down to 1/8" (3 mm) safety)
Spine Type Safety:	**1/16"** (2 mm) left/right sides for page counts of 108-828
	1/32" (1 mm) left/right sides for page count of 80-104
	NO spine text for page counts below 80
Accepted Submission Methods:	CD, DVD, portable hard drives
File naming:	isbn_cov.pdf or isbncov.pdf

COLOR BOOK: COVER REQUIREMENTS

- Cover files must be placed on the correct template produced by the template generator. (*Please do not send covers on the reference templates or in three separate files/pieces.)
- Files must be PDF/X-1a:2001 compliant. This setting is found in the Professional versions of Adobe Acrobat 6 or above (listed as PDF/X-1a in Acrobat 6 Professional).
- All images in a cover file must be CMYK. Images that are less than 200 dpi (for color books) will be rejected for higher-resolution submissions. Images with these resolutions are considered too low in quality for printing.

COLOR BOOK: COVER REQUIREMENTS (continued)

- Please do not reposition any items on the template – all elements (trim size markings / crop marks / spine calculation) are needed and correctly placed for OUR's specific printing requirements and workflow. Cropping the template or removing guidelines/markings will result in the rejection of a submission. Barcodes received on our cover templates on the back cover *can* be moved or repositioned. *Note: The only exceptions are the red and blue dotted lines **have** to be removed before submission.
- For best results regarding black on your cover, we recommend using a rich black where the CMYK values are 60% Cyan, 40% Magenta, 40% Yellow, and 100% Black. CMYK total value should **not** exceed 240%. Black elements should not be built in 'Registration' Black (or 100% of all colors). For best results regarding 'body text' (text that is 24 pt. or below), please use 100% black only. Barcodes should be 100% black only.
  ***Files sent with densities higher than 240% may be rejected for correction.**
- Spot colors and spot color (PMS / PANTONE) with transparencies should be converted to CMYK, including those in supporting .eps files. These may produce unexpected color results when printing. Any dissatisfaction with color shift will be the customer's responsibility to correct.
- All perfect bound & saddle stitch trim sizes must be on our template. Template dimensions = 20.5" x 14.33" (521 x 364 mm)
- 1/4" (6 mm) bleed is required on all four sides. Graphics, illustrations, and color intended to print to the edge of a cover should bleed a full 1/4" past the final trim size.
- NO spine text is allowed for books with page counts below 80.
- 1/4" (6 mm) recommended margin on all sides from final trim size. Our templates allow down to 1/8" (3 mm safety) this applies to non-bleeding text & art.

FILE CREATION GUIDE

PDF NOTES: PDF/X-1a:2001

- PDF/X-1a:2001 compliancy is a requirement for color book file submissions, and always recommended for black & white file submissions (both cover and text files). Some of the reasons this setting is the most efficient to use when creating PDF files for print:

- Requires **all** fonts to be embedded. With PDF/X-1a:2001: if a font cannot be embedded, the PDF file will fail to create (unless default preferences have been altered). This should immediately tell the creator that the first issue to check is fonts (and the log should list the reason). A common reason a font will not embed using PDF/X-1a:2001 is due to licensing restrictions with the font.

- Converts **RGB** images/page items to **CMYK**. This is a critical check. **RGB** is how monitors handle color, but it is not intended for printing. If a file is sent as **RGB**, and prints as is, the shift that it goes through during the rip process may be significant enough to cause the customer to be dissatisfied with the final output—creating extra time and costs for the book to print satisfactorily. A **CMYK** file will result in a truer representation of the color **BEFORE** a file is submitted.

- **'Trapping'** key is defined. This is an issue with how colors interact with each other that generally preview correctly on screen, but can cause a problem when the ink is printed on the paper.

- **Transparency'** will be flattened (no live transparency). Layering/special effects such as drop shadows should be rendered correctly so that there are no unexpected results when a file goes through the rip process–to help insure your file is correct, please convert any spot colors and spot colors (PMS / PANTONE) with transparency to CMYK.

PDF NOTES: ADOBE ACROBAT & ACROBAT DISTILLER

We recommend and support submission of PDF files that are created using the Adobe Acrobat Distiller program. Other PDF creators are not guaranteed and any additional charges or revision submissions resulting from the use of other PDF-creator programs will be the responsibility of the customer.

The PDF file type was created by Adobe Systems. As such we have found their software to be the most consistent and reliable in creating not only PDF files in general, but PDF files that are stable for printing. It would be impossible for us to support all or even a small portion of the PDF producers that are available on the market. These 3rd party companies use different code and software to create PDF files, and these are not always reliable for print-ready files. Adobe Acrobat Distiller is the only PDF producer that has proven to provide consistent and stable PDF files for printing with our processes.

We cannot make it a practice to alter/edit files as this can produce unexpected results. Since we are not the creators of the original document, it is impossible for us to discern if a PDF has retained its layout/specifics as it was originally created. Because these errors can often be overlooked, we cannot be held responsible at a later time for the PDF not having been interpreted and printed correctly.

All PDF submissions (cover & text)

Please preview ALL PDF files before submission to HIS. It is a common error to only proofread and preflight the application files for errors (i.e. InDesign or QuarkXPress, etc). Please view the PDF in detail after it's created: proofreading/preflighting for errors. More errors can often be caught before submission to us (on the front end) and will save time in producing a correct proof.