

# Are you ready to print?

## Is our service right for you?

- Paperback, [Perfect Bind](#), softcover books
- Machine-assisted, hands-on book making
- 5 copies or less during a Binding Class
- Cream colored pages for my internal pages
- You have the rights to print the book (no textbooks, ebooks, or books in copyright)

## Reminders

- Staff will not bind your books for you
- Staff cannot proof-read or edit your work
- There are bookbinding classes where staff will teach you how to format your book block and create a cover, we also have times in our Fab Lab Workshop for file help

## Book Block

Book Blocks are printed on 60lbs cream paper, two pages per side on 8.5" x 11" paper

- **Paper size:** 5.5" x 8.5" (aka Statement: 140 mm x 216 mm)
- **Page Count:** Book is *at least 50 pages* but *no more than 700 pages* (50 pages in the PDF is 25 physical pieces of paper in your book)
- **Margins:** Recommended 0.5" (1.27cm) (or are between 0.25" to 1.0" (0.64 cm to 2.54 cm))
- **Mirror Margins with Gutter:** Gutter is between 0.13" to 0.625" (0.32 cm to 1.59 cm)
- **Color:** Book has only black & white text or images inside
- **Font size:** As desired. Rule of thumb is 10-12 pt
- **Line height:** As desired. Recommended is 1.0 or 1.15
- **Blank pages:** Do you want any blank pages at the beginning or end of your book?
- **Formatting:** Do not include any double page spreads
- **Page Numbers:** Do they start on the correct page?
- **Table of Contents:** Has it been updated and the page numbers match the chapters?
- **Spelling:** Has a final spelling & grammar check been done?
- **Copyright Page:**
  - Is it after the Title page?
  - Is the text aligned to the bottom-left of the page?
  - Does it have a smaller font?

**Spread the words.**

- Does it include the minimum of: “Copyright © [Year of First Publication] by
- [Author or Pen Name]. All rights reserved.
- **Save as:** PDF/A compliant. Fonts & images embedded (in options ‘Embed All Fonts’)

### Book Cover

Covers are printed on 11” x 17” cardstock paper in the landscape orientation.

- **Layout:** Cover is single-sided. Includes the full Cover Spread: back cover, spine, front cover
- **Color settings:** Full color or black & white; CMYK
- **Bleed:** Cover has bleed of at least 0.25” (0.635 cm)  
Bleed is image/background that extends past the edges of a printed piece that will be trimmed off.
- **Orientation:** Landscape, centered on page, with crop marks
- **Resolution:** Image resolution is at least 300 DPI
- **Safe Zone:** Is all of your text, at least 0.5” inside, safely away from the edges?
- **Font:** You have the license for commercial-use for your Fonts (*optional for when selling*)
- **Images:** You have the proper permission/crediting/ license for Photos or Artwork (*optional for when selling*)
- **ISBN:** You have an ISBN (*optional for when selling*)
- **Save as:** File is saved with fonts & images embedded, as PDF/A compliant
- **Spine:** Make sure you have used the [spine calculator](#)
- **Size:** Does your cover fit your book? Calculate the width of your book spine and then calculate the total width of your cover

|                                      |  |
|--------------------------------------|--|
| Book spine width (inches)            | = Number of pages ÷ pages per inch* + 0.0787402 in                   |
| Cover Spread width x height (inches) | = Back cover width + spine width + front cover width                 |
| Total cover width (inches)           | = Bleed + Back cover width + spine width + front cover width + Bleed |
| Total cover height (inches)          | = Bleed + Book height + Bleed  |

\*Pages per inch values: Standard cream paper is 434

### Examples

|                             |   |
|-----------------------------|---|
| Book spine width            | $\frac{150 \text{ pages}}{434} + 0.0787402 \text{ in (2 mm)} = 0.4243623 \text{ in (10.78 mm)}$                               |
| Cover Spread width x height | $5.5 \text{ in} + 0.4243623 \text{ in} + 5.5 \text{ in} = 11.4243623 \text{ in} \times 8.5 \text{ in}$<br>[11.42 in x 8.5 in] |
| Total cover width           | $0.25 \text{ in} + 5.5 \text{ in} + 0.4243623 \text{ in} + 5.5 \text{ in} + 0.25 \text{ in} = 11.92 \text{ in}$               |
| Total cover height          | $0.25 \text{ in} + 8.5 \text{ in} + 0.25 \text{ in} = 9.0 \text{ in}$   |

|                             |  |
|-----------------------------|--|
| Book spine width            | $380 \text{ pages} \div 434 + 0.0787402 \text{ in (2 mm)} =$<br><u><math>0.9543162 \text{ in (24.24 mm)}</math></u>  |
| Cover Spread width x height | $5.5 \text{ in} + 0.9543162 \text{ in} + 5.5 \text{ in} = 11.9543162 \text{ in} \times 8.5$<br>in [ <u><math>11.95 \text{ in} \times 8.5 \text{ in}</math></u> ] |
| Total cover width           | $0.50 \text{ in} + 5.5 \text{ in} + 0.9543162 \text{ in} + 5.5 \text{ in} + 0.50 \text{ in} =$<br><u><math>12.95 \text{ in}</math></u>                           |
| Total cover height          | $0.50 \text{ in} + 8.5 \text{ in} + 0.50 \text{ in} =$ <u><math>9.5 \text{ in}</math></u>  |

### **Registering for the Binding Class**

- Come into the Makerspace with your Book Block & Book Cover PDF/A files on a USB
- Submit your files with staff
- Pre-pay for your book copies (\$1.00 + \$0.05/page)
- Register for available class
- Final day to have everything submitted is 7 days (1 week) before the binding class, in order to register for class  
ex: Register, Submit & Pre-Pay by November 16, for class on November 23