BOOKSHOP SANTA CRUZ

PDF FILE CHECKLIST

The following list contains basic guidelines to help you avoid what we've found to be the most common causes of file rejection and delays. This isn't everything needed to create the perfect print-on-demand file that is compatible with our system but it's a good start.

INTERIOR FILES:

- Must be uploaded as a separate file from the cover
  Please note that PDFs created using the "save as" function from MS Word are not supported
- Use single-page format (1-up per page)
- Do not include crop, registration, or printer marks
- All fonts must be embedded
- Make sure the final page is blank
- Margins must be a minimum of 0.5" (13mm) from final trim size on all sides. This includes page numbers and non-bleeding text and art. We allow for a 1/16" (0.0625 in / 2 mm) variance in printing. If text/images are too close to the trim edges, they could be cut in the printing and binding process.
- Gutter Margin (no ink area):
  0.125" (3mm) is required on the bind side of interior
  Saddle stitch books (anything less than 48 pgs) do not require gutter margins
- Bleed:
  B&W interior – We do not guarantee bleed off of any edge of the text page
  Color interior – Full 0.125" (3mm) past final trim size, except on bind/spine side
- Spot Colors:
  B&W interior – Do not include spot colors or ICC profiles and all images should be converted to grayscale
- Color interior – Must include CMYK images at/72dpi or higher. CMYK value should not exceed 240%. Elements should not be built in "Registration". All spot colors with/without transparencies must be converted to CMYK.
- For revisions, the entire file must be re-uploaded. Partial pages cannot be accepted.

COVER FILES:

- Must be uploaded as a separate PDF from the interior. PDFs created using the "save as" function from MS Word are not supported.
- Res: 300 dpi   LPI: 180   Color Space: CMYK
- Bleed: 0.125" (3mm) on all four sides
- Type safety: 0.25" (6mm) minimum on all sides
- Spine Type Safety:
  For page counts below 48, spine text is not available
  Spines 0.35" and larger – 0.0625" (2mm) left/right sides
  Spines smaller than 0.35" – 0.03125" (1mm) left/right sides
- Text that is 24 pt. or below, please use 100% black only
- All spot colors with/without transparencies must be converted to CMYK
- To calculate this, you'll need your page count and the PPI (Pages per Inch) of the paper you're using.

  The PPI value for our standard 40# white or paper is 626
  The PPI value for our standard 60# white or cream paper is 434
  The PPI value for our standard 80# white paper is 382

  The formula for calculating spine width: page count ÷ PPI = spine width in inches.