

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 templates on our website that will teach you how to format your book block and create a cover, and you can book a time during Fab Lab hours 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?
 - 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	$\frac{150 \text{ pages}}{434} + 0.0787402 \text{ in (2 mm)} = \underline{0.4243623 \text{ in (10.78 mm)}}$
	Cover Spread width x height	$5.5 \text{ in} + 0.4243623 \text{ in} + 5.5 \text{ in} = 11.4243623 \text{ in} \times 8.5 \text{ in} [\underline{11.42 \text{ in} \times 8.5 \text{ in}}]$
	Total cover width	$0.25 \text{ in} + 5.5 \text{ in} + 0.4243623 \text{ in} + 5.5 \text{ in} + 0.25 \text{ in} = \underline{11.92 \text{ in}}$
	Total cover height	$0.25 \text{ in} + 8.5 \text{ in} + 0.25 \text{ in} = \underline{9.0 \text{ in}}$
	Book spine width	$\frac{380 \text{ pages}}{434} + 0.0787402 \text{ in (2 mm)} = \underline{0.9543162 \text{ in (24.24 mm)}}$
	Cover Spread width x height	$5.5 \text{ in} + 0.9543162 \text{ in} + 5.5 \text{ in} = 11.9543162 \text{ in} \times 8.5 \text{ in} [\underline{11.95 \text{ in} \times 8.5 \text{ in}}]$
	Total cover width	$0.50 \text{ in} + 5.5 \text{ in} + 0.9543162 \text{ in} + 5.5 \text{ in} + 0.50 \text{ in} = \underline{12.95 \text{ in}}$
	Total cover height	$0.50 \text{ in} + 8.5 \text{ in} + 0.50 \text{ in} = \underline{9.5 \text{ in}}$

REGISTERING FOR THE BINDING CLASS

- Book an appointment during Fab Lab hours to submit your digital files to staff.
- Submit your files in person with staff (Book Block & Book Cover PDF/A files on a USB).
- Pre-pay for your book copies (\$1.00 + \$0.05/page).
- Staff will register you for a class to bind your book(s).

Files must be submitted at least 7 days (1 week) before the binding class, in order to register for class.