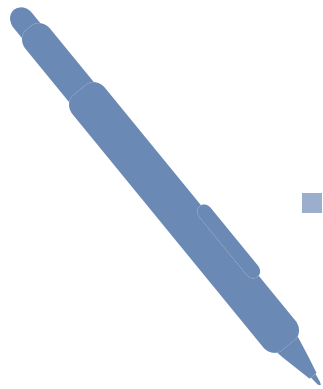


INGRAM®



FILE

**CREATION
VERSION 8
GUIDE**



**Lightning
Source®**

FILE CREATION GUIDE

TABLE OF CONTENTS

RESOURCES	3
Submission Notes	4
Non-supported programs	4
Fonts	4
Cover Template Generator	5
 TEXT FILES	 7
BLACK & WHITE TEXT : QUICK REFERENCE	8
REQUIREMENTS	9
COLOR TEXT : QUICK REFERENCE	10
REQUIREMENTS	11
 TEXT SETUP	
• BLACK & WHITE	12
• COLOR	13
 COVER FILES	 15
COVER : QUICK REFERENCE	16
REQUIREMENTS	17
 COVER SETUP : USING THE TEMPLATE	
• Perfect Bound	18
• Casebound	20
• Dust Jacket	22
• Saddle Stitch	24
 CREATING A PDF FOR SUBMISSION	 27
• EXPORTING FROM INDESIGN AND QUARK	28
• OPEN/SAVE A TEMPLATE IN PHOTOSHOP PDF & EPS	29
 TRIM SIZES	 31
BLACK & WHITE	33
STANDARD COLOR & STANDARD SELECT COLOR	34
PREMIUM COLOR	35

Lightning Source has created this guide to assist in the creation & submission of digital files. The information contained in this guide lists our requirements for file submissions and expands on the specific application settings, etc. Please take a few moments to familiarize yourself with this document prior to the creation and submission of your digital files to LSI.

We sincerely thank you for your business!

v.8.0 (07/29/14)



FILE CREATION GUIDE

RESOURCES

ALL book types

**SUBMISSION NOTES &
NON-SUPPORTED PROGRAMS**

COVER TEMPLATE GENERATOR

SUBMISSION NOTES

Lightning Source expects to receive print-ready manuscript and cover files, and will not perform work of an editorial nature such as proofreading, editing for content, typesetting, or making font alterations throughout a book. A digital file must be **'print ready'**, and sent in accordance with the digital file submission instructions provided—to ensure that no problems will be encountered during the manufacturing process. Files are processed as received and are not pre-flighted prior to processing.

Publisher-requested special file editing or manipulation and image touch-up/manipulations will be charged to the publisher at the hourly custom services rate as described in Attachment A - LSI Rate Schedule.

Due to the complexity of processing and printing **COLOR** Books, no manipulation/edits can be made by LSI to any color book file submissions. This includes (but is not limited to) color correction or manipulation of color settings on files that have been submitted.

LSI allows for a **1/16"** (0.0625 in / 2 mm) variance for **ALL** books printed. Please keep this in consideration when designing any text and cover files for **BLACK & WHITE** / **COLOR** book titles.

NON-SUPPORTED PROGRAMS

Microsoft Word* / Microsoft Publisher
Adobe PageMaker
QuarkXPress 6.5 & older versions
InDesign CS2 & older versions

We cannot offer technical support with file creation or provide cover templates for any of these programs

***Microsoft Word: do not use the 'shortcut' button/icon in the toolbar to create a PDF of your text file. Please use the 'print' menu: for instructions on how to do this, download our walk-through PDF below by clicking on the link. You can also visit our website, mouse over the 'File Creation' menu, and select the option 'Digital Bookblock Creation (Standard Books)'**

Microsoft Word: PDF Walk-through

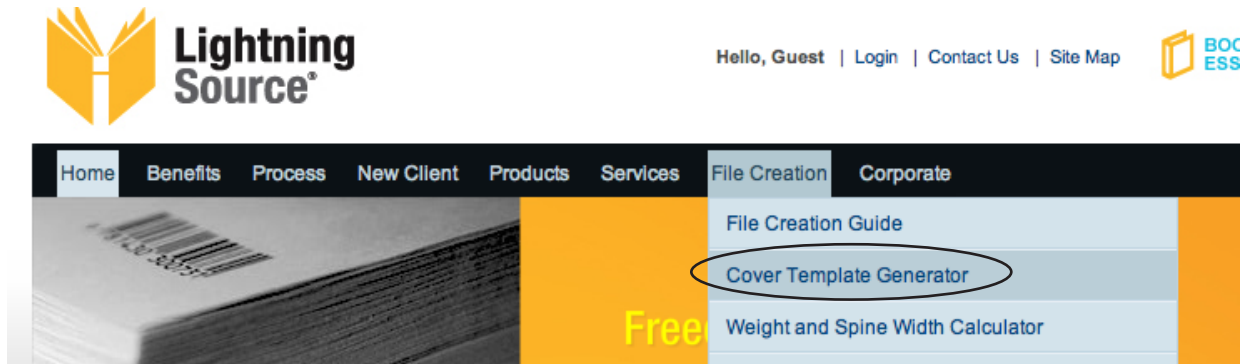
FONTS

ALL FONTS must be embedded in all PDF files: **COLOR** / **BLACK & WHITE**, **INTERIOR** / **COVER**. To confirm fonts are embedded, open the PDF in Acrobat, select the **File** menu, then **Properties**. The fonts tab lists the names of **all fonts** in the file: **(Embedded)** or **(Embedded Subset)** should appear next to **all** fonts listed. If one of these tags is not listed, the font is **not embedded**. Files with unembedded fonts will be rejected, and LSI will request a corrected file. **Please note** the default Acrobat **'Standard'** setting does not embed base 14 fonts, and will cause a file to be rejected.

COVER TEMPLATE GENERATOR ...

LSI highly recommends the use of our custom cover template generator. This tool can be found on LSI's website by visiting our home page **www.lightningsource.com**, mouse over the **'File Creation'** tab at the top. In the drop-down menu that appears, click on/select **'Cover Template Generator'**.

The direct link: **http://www.lightningsource.com/covergenerator.aspx**



The Cover Template Generator will appear on the new page:

Lightning Source Cover Generator

Once you complete and submit the form below, LSI will email you back a template and support files to be used to build your cover. Included in the email will be instructions for using the template, creating an appropriate PostScript file and distilling a PDF to LSI specifications.

✓ Required Fields

✓ ? 13-digit ISBN (with dashes): [Click here to convert your 10-digit ISBN to a 13-digit ISBN](#)

✓ ? Publisher Reference Number:

Trim Size:

Interior Color and Paper: ☐ Black & White ☐ Color

Binding Type: ☐ Paperback ☐ Hardback

Laminate Type: ☐ Cloth(None) ☐ Gloss ☐ Matte

✓ Page Count:

✓ File Type to Return:

✓ Email Address:

✓ Retype Email Address:

Optional Information:

Price (including decimal): Currency:

Price in Bar Code:

[Contact Us](#)

... COVER TEMPLATE GENERATOR

On the new page, fill in the information about your cover. ****Fields with red check marks are required.**

- Enter your 13 digit ISBN (including any dashes/hyphens) as you wish it to appear above your barcode. 10 digit ISBN entries will be converted to the correct 13 digit number in the template file.

***Note:** If the title is set up in our system, once the ISBN is entered and you click to select your trim size information, the page should automatically update and fill in the title information already on file, including: content type, paper type, laminate type, book type and page count.

If your title is not already set up, please choose the correct content type, paper type, laminate type, and book type for your title.

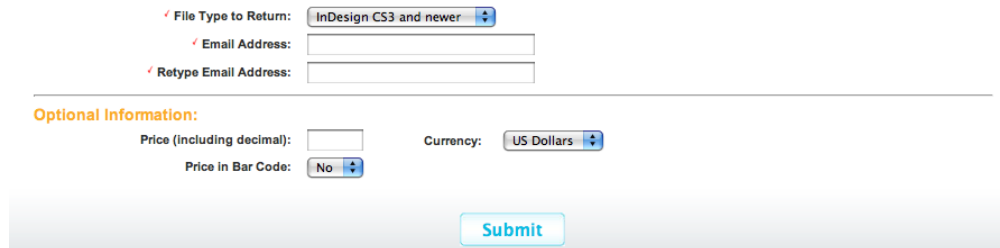
- **Optional:** If you wish to add your own reference number to your template, please add this information to the 'Publisher Reference Number field'. This will appear as the subject line of the email you receive.
- Enter page count (must be divisible by **2**)
- Choose the file type you would like to receive:

InDesign CS3 and newer / PDF / EPS

- Enter email address
- Confirm email address

If you wish to fill in the optional information:

- Enter price including decimal
- Enter desired currency
- Select 'yes' or 'no' for the price to appear in the bar code



✓ File Type to Return: InDesign CS3 and newer

✓ Email Address:

✓ Retype Email Address:

Optional Information:

Price (including decimal): Currency: US Dollars

Price in Bar Code: No

• Your template should arrive to you via e-mail shortly after your request is submitted. Please allow up to 2 hours before requesting another template, or contacting for help. Heavy traffic in requests may cause occasional delays.

Important notes about the template

• **Please do not move** items on the template. **The barcode centered on the back cover is the only item that can be repositioned/moved to fit with your cover design.** Please do not resize the barcode. The guides, guideline elements and placement of the cover should remain in the original locations on the template: these are already set up for LSI's specific printing requirements and workflow.

• **Note:** if you opt to receive a PDF or EPS file from the template generator, the pink & blue areas should be removed or covered up before submitting a final file. If the pink & blue areas are visible in your cover design, they will show up in printed copies. *InDesign templates have the pink & blue areas on a non-printing layer, so it's not necessary to remove these.



FILE CREATION GUIDE

TEXT FILES

BLACK & WHITE TEXT

- QUICK REFERENCE
- REQUIREMENTS

COLOR TEXT :

- QUICK REFERENCE
- REQUIREMENTS

TEXT SETUP

- BLACK & WHITE
- COLOR

BLACK & WHITE TEXT : QUICK REFERENCE

The following are recommendations and specifications that you should know when laying out **text** for a **BLACK & WHITE BOOKS**.

- Resolution:** 600 ppi for 1-bit black & white line art
300 ppi for 8-bit grayscale continuous tone images
- Color Space:** Grayscale
- LPI (lines per inch):** 106
- Preferred file format:** PDF (.pdf) file—dimensions vary by trim size
- PDF producer:** Acrobat Distiller, Export from InDesign
PDF/X-1a:2001 or PDF/X-3:2002
- Accepted Application Files:** QuarkXPress 7 or InDesign CS3 and newer
(all supporting files must be included: fonts, images, art, etc.)
- Bleed:** **0.125"** (3 mm) except on bind side
- Margins:** Recommended minimum **0.5"** (13 mm) on all sides.
- Accepted Submission Methods:** web upload for files up to 1 GB, CD, DVD, portable hard drives (zip/stuff compression accepted)
- File naming:** Single file naming: **isbn_txt.pdf** or **isbntxt.pdf**
Multiple file naming needs to number in ascending order;
for example: **isbn_001.pdf**; **isbn_002.pdf** (for multiple files)

PAGE SIZE/LAYOUT:

To determine the correct bleed size of your document with **0.125"** (3 mm) bleed (added on the **three trim edges**), please refer to the below chart for assistance for your trim size.

BLEED CHART : US

TRIM SIZE	BLEED SIZE
4.37 x 7	= 4.5 x 7.25
4.72 x 7.48	= 4.845 x 7.73
5 x 7	= 5.125 x 7.25
5 x 8	= 5.125 x 8.25
5.06 x 7.81	= 5.185 x 8.06
5.25 x 8	= 5.375 x 8.25
5.5 x 8.5	= 5.625 x 8.75
5.83 x 8.27	= 5.955 x 8.52
6 x 9	= 6.125 x 9.25
6.14 x 9.21	= 6.265 x 9.46
6.69 x 9.61	= 6.815 x 9.86
7 x 10	= 7.125 x 10.25
7.44 x 9.69	= 7.565 x 9.94
7.5 x 9.25	= 7.625 x 9.5
8 x 8	= 8.125 x 8.25
8 x 10	= 8.125 x 10.25
8 x 10.88	= 8.125 x 11.125
8.25 x 11	= 8.375 x 11.25
8.268 x 11.693	= 8.393 x 11.943
8.5 x 8.5	= 8.625 x 8.75
8.5 x 9	= 8.625 x 9.25
8.5 x 11	= 8.625 x 11.25

BLEED CHART : UK, AUS

TRIM SIZE	BLEED SIZE
178 x 111	= 184 x 114
190 x 120	= 196 x 123
178 x 127	= 184 x 130
203 x 127	= 210 x 130
198 x 129	= 205 x 132
203 x 133	= 210 x 137
216 x 140	= 222 x 143
210 x 148	= 216 x 151
229 x 152	= 235 x 156
234 x 156	= 240 x 159
244 x 170	= 250 x 173
254 x 178	= 260 x 181
246 x 189	= 252 x 192
235 x 191	= 241 x 194
203 x 203	= 210 x 206
254 x 203	= 260 x 206
276 x 203	= 283 x 206
280 x 210	= 286 x 213
297 x 210	= 303 x 213
216 x 216	= 222 x 219
229 x 216	= 235 x 219
280 x 216	= 286 x 219

BLACK & WHITE TEXT : REQUIREMENTS

- **ALL FONTS** must be embedded in all PDF files. Please refer to the FONTS section on page 4 for information to confirm if your file has embedded fonts.

- **MARGINS:** It is recommended that you provide a minimum of **0.5" (13 mm)** margin on all sides of your text block. LSI allows for **1/16" (0.0625 in / 2 mm)** variance in printing. If text/images are too close to trim edges, they could be cut in the printing and binding process.

- **BLEED:** B&W interiors can be submitted **with** or **without** bleed.

A file without bleed may be submitted at the **actual trim size**. Page items should have adequate white margins.

A file with bleed should be submitted with the **required 0.125"** (3 mm) added to the **three trim edges (top, bottom, outside)**. **Please do not add bleed to the bind (gutter) edge as this will cause incorrect positioning.**

- **CROP MARKS:** Please do not include crop / printer / registration marks in a file. These are not necessary for LSI's workflow. Marks included in a file could show up in printed copies.

- **SPREADS/FORMAT:** We cannot accept files in spread format (2-up per page). Files should be sent as one, single-page PDF file. If submissions must be sent as multiple files instead, please refer to the correct file naming conventions on page 10. Incorrectly-named files could process in the wrong sequential order and cause delays in receiving a correct proof. (Color book submissions **must** be sent as one PDF.)

- **PAGE COUNT:** All text files will be processed and stored with a mod 2 page count: page counts divisible by 2. Books that are 6.14" x 9.21" (234 x 156) and smaller will be printed in six-page (three front/three back) single sheet signatures. Books that are 6.69" x 9.61" (244 x 170) and larger will be printed in four-page (two front/two back) single sheet signatures.

Storing files at mod 2 page counts will help to ensure the least amount of blank pages possible are added to the back of the book. The publisher should end text files of a book without padding pages, and Lightning Source will add the additional pages necessary to achieve page counts divisible by two during the setup process, and a multiple of four or six (depending on size) during the print process.

** The final page of all submissions must be completely blank and is reserved for a check barcode and information for LSI.*

- **SPOT COLORS/ICC PROFILES:** Please do not include Spot colors or ICC profiles in your file as these can produce unexpected results during processing. ICC profiles applied to 100% black text often convert to a shade or percentage of gray (less than 100% black). This will result in text in your proof that is not solid black. If text is intended to appear as solid black, including Spot colors or ICC profiles can cause delays in receiving a correct proof.

- **REVISIONS:** When sending a revision file, please make sure to send your **entire** file. Partial revisions (i.e. single-page changes) will cause your interior to process incorrectly.

COLOR TEXT : QUICK REFERENCE

The following are specifications that you should know when laying out **text** for the following :

STANDARD COLOR / STANDARD SELECT COLOR / STANDARD 70/105 or PREMIUM COLOR

Resolution: 300 ppi

Color Space: CMYK

LPI (lines per inch) : **175 visual – STANDARD COLOR /
STANDARD SELECT COLOR
STANDARD 70/105
180 – PREMIUM COLOR**

Required file format: PDF (.pdf) file—dimensions vary by trim size

PDF producer: Acrobat Distiller, Export from InDesign
PDF/X-1a:2001 or PDF/X-3:2002

Bleed: 0.125" (3 mm) except on bind side

Margins: Recommended minimum **0.5"** (13 mm) on all sides

Accepted Submission Methods: web uploads for files up to 1 GB, CD, DVD, portable hard drives (zip/stuff compression accepted)

File naming: **isbn_txt.pdf** or **isbntxt.pdf**

PAGE SIZE/LAYOUT:

To determine the correct bleed size of your document with **0.125"** (3 mm) bleed (added on the **three trim edges**), please refer to the below chart for assistance for your trim size. ***Trim sizes highlighted in**

LIGHT BLUE = PREMIUM COLOR, STANDARD COLOR / STANDARD SELECT COLOR / STANDARD 70/105

DARK BLUE = STANDARD COLOR / STANDARD SELECT COLOR / STANDARD 70/105

BLEED CHART : US

TRIM SIZE	BLEED SIZE
4.37 x 7	= 4.5 x 7.25
4.72 x 7.48	= 4.845 x 7.73
5 x 7	= 5.125 x 7.25
5 x 8	= 5.125 x 8.25
5.06 x 7.81	= 5.185 x 8.06
5.25 x 8	= 5.375 x 8.25
5.5 x 8.5	= 5.625 x 8.75
5.83 x 8.27	= 5.955 x 8.52
6 x 9	= 6.125 x 9.25
6.14 x 9.21	= 6.265 x 9.46
6.69 x 9.61	= 6.815 x 9.86
7 x 10	= 7.125 x 10.25
7.44 x 9.69	= 7.565 x 9.94
7.5 x 9.25	= 7.625 x 9.5
8 x 8	= 8.125 x 8.25
8 x 10	= 8.125 x 10.25
8 x 10.88	= 8.125 x 11.125
8.25 x 11	= 8.375 x 11.25
8.268 x 11.693	= 8.393 x 11.943
8.5 x 8.5	= 8.625 x 8.75
8.5 x 9	= 8.625 x 9.25
8.5 x 11	= 8.625 x 11.25

BLEED CHART : UK, AUS

TRIM SIZE	BLEED SIZE
178 x 111	= 184 x 114
190 x 120	= 196 x 123
178 x 127	= 184 x 130
203 x 127	= 210 x 130
198 x 129	= 205 x 132
203 x 133	= 210 x 137
216 x 140	= 222 x 143
210 x 148	= 216 x 151
229 x 152	= 235 x 156
234 x 156	= 240 x 159
244 x 170	= 250 x 173
254 x 178	= 260 x 181
246 x 189	= 252 x 192
235 x 191	= 241 x 194
203 x 203	= 210 x 206
254 x 203	= 260 x 206
276 x 203	= 283 x 206
280 x 210	= 286 x 213
297 x 210	= 303 x 213
216 x 216	= 222 x 219
229 x 216	= 235 x 219
280 x 216	= 286 x 219

COLOR TEXT : REQUIREMENTS

STANDARD COLOR / STANDARD SELECT COLOR / STANDARD 70/105 or PREMIUM COLOR

SUBMISSION :

- **PDF COMPLIANCE:** Files must be **PDF/X-1a:2001** or **PDF/X-3:2002** compliant. The **PDF/X-1a:2001** setting is found in the Professional versions of Adobe Acrobat 6 or above (listed as **PDF/X-1a** in Acrobat 6 Professional). The **PDF/X-3:2002** setting is found in the Professional versions of Adobe Acrobat 7 or above.

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

- **SPREADS/FORMAT:** 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.

- **CROP MARKS:** Please do not include crop / printer / registration marks in a file.

- **MARGINS:** All text is recommended to be a minimum of **0.5"** (13 mm) from final trim size (non-bleeding text & art)

- **BLEED:** **COLOR** interiors can be submitted *with* or *without* bleed.

A file without bleed may be submitted at the **actual trim size**. Page items should have adequate white margins.

A file with bleed should be submitted with the **required 0.125" (3mm)** added to the **three trim edges (top, bottom, outside)**. Please do not add bleed to the bind (gutter) edge as this will cause incorrect positioning.

- **GUTTER MARGIN:**

SADDLE STITCH BOOKS: no gutter margin required; items can be taken completely to the bind edge.

PERFECT / CASE LAMINATE / DUST JACKET BOOKS : **0.125"** (3 mm) gutter margin (no-ink area) required on the bind side of the interior. These are bound with glue, and the area is designated so it can adhere to all pages (see reference templates for example). Crossover spreads (images/color intended to straddle a spread) may be used as long as the gutter margin is placed in between where the images/color would normally meet.

COLOR:

All images in a text file must be CMYK. Images that are less than 72 ppi will be rejected for higher-resolution submissions. (Resolutions this low are considered too low in quality for printing)

- **BODY TEXT:** For best results for text that is 24 pt. or below, please use 100% black only.
- **BLACK/RICH BLACK/DENSITY:** We recommend a rich black with CMYK values = **60% Cyan / 40% Magenta / 40% Yellow / and 100% Black**. CMYK total value should **not** exceed **240%**. Elements should **not** be built in 'Registration' (100% of all colors). **Files sent with densities higher than 240% may be rejected for correction.*
- **SPOT COLORS:** Please convert all spot colors (PMS / PANTONE) with/without transparencies to CMYK, (even in supporting .eps files). These may produce unexpected color results when printing. Any dissatisfaction with color shift will be the publisher's responsibility to correct.

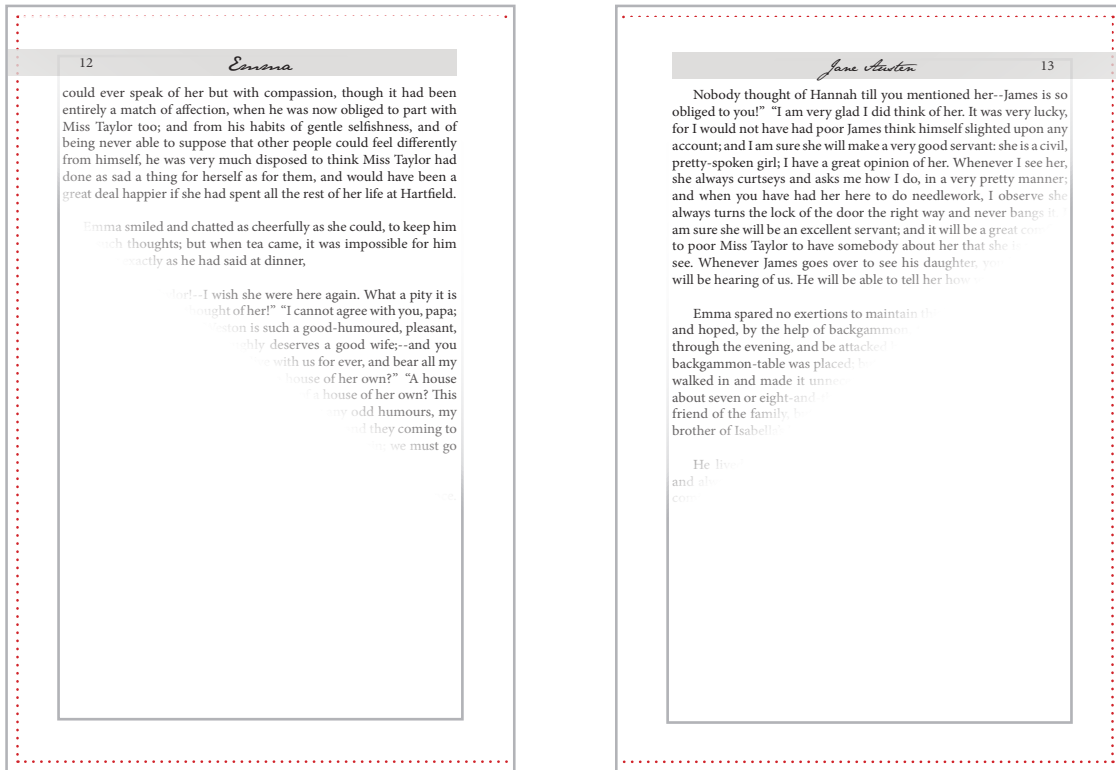
PREMIUM COLOR : BIND TYPE INFORMATION

Saddle-stitch titles: **1-47** pages of content / **4-48** total page count
processed/printed with page counts divisible by 4

Perfect bound titles: **22-899** pages of content / **24-900** total page count

Hardcover titles: **22-839** pages of content / **24-840** total page count
processed with page counts divisible by 2
printed with page counts divisible by 4

TEXT SETUP : BLACK AND WHITE



Above spreads are setup as an example of black and white interiors with bleed. The inside gray box represents the .5" (13 mm) margins and the trim lines are represented by dotted red lines. **If submitting an interior without bleed, please build pages to exact trim size.**

Layout and Margins

When laying out a black and white, non-bleed interior, the pages should be built to reflect the final trim size of the book (i.e. 6x9"). Within the document a margin of 0.5" (13 mm) is recommended and headers, footers, page numbers, body text and all images should remain within those margins.

When creating a black and white interior **with bleed**, create your document to the correct trim size and add an additional 0.125" (3 mm) to the **three trim edges** of the page. **Please do not add bleed to the bind (gutter) edge of the page.**

Single Pages

When creating your **final** PDF file for submission, please ensure the file is created in a single-page format, and spreads are turned off/deselected.

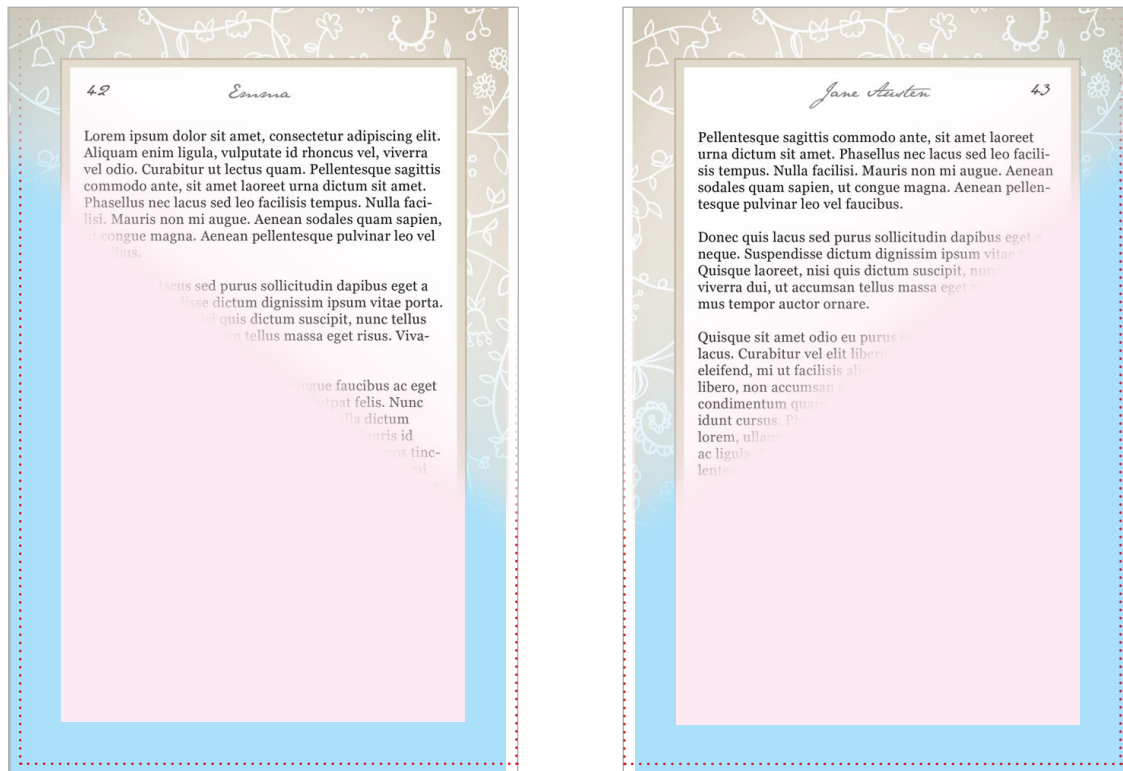
Resolution

For best results, images should be of a good quality and have high resolution for printing. Continuous tone images are recommended for submission as 8-bit, grayscale. Black-and-white images are recommended for submission as 1-bit, black-and-white.

Grayscale

For best results, all images should be converted to grayscale before submitting. Images submitted in a file as RGB or CMYK will be converted to grayscale when printing—this can sometimes cause a color shift. Any dissatisfaction with color shift will be the publisher's responsibility to correct.

TEXT SETUP : COLOR



Above spreads are setup as an example of perfect bound & hardcover interiors.

Saddle stitch interiors do not require a white gutter margin.*

The above example of a color interior spread is built with colored sections representing the different areas and how each are to be treated.

Blue (Bleed) Area / Overall Document Size

To determine the final bleed size of your page use the following equation:

Final Width = Width of book + 0.125" (3 mm) bleed on trim side. *No additional bleed is added to the bind edge.*

Final Height = Height of book + 0.125" (3 mm) bleed on top + 0.125" (3 mm) bleed on bottom.

For example a 6x9" (229x152mm) book will have a final interior size of 6.125" (156 mm) wide x 9.25" (235 mm) tall.

If using a background color or image please take those elements to the edge of the bleed area.

Pink (Safety) Area

A 0.5" (13 mm) margin is recommended inside the trim for color book interiors. For perfect bound and hardcover titles this is in addition to the required 0.125" (3 mm) gutter margin. All headers, footers, page numbers, body text and all non-bleed images need to remain in those margins. Any elements outside of the safety areas are at risk of being trimmed.

Red (Trim) Dotted Line

The dotted red line shown above gives an idea of how the book will be trimmed. The book will be trimmed .125" (3 mm) on three sides. The bind side will not be trimmed.

White (Blank) Area / Gutter Margin

On the bind side of each page a blank 0.125" (3 mm) strip is required (**for perfect bound and hardcover books only**). If any color is present in this area the book will not bind properly.

***Saddle Stitch Exception:** When creating saddle stitch interiors the white gutter margin is not necessary.



FILE CREATION GUIDE

COVER FILES

COVER : QUICK REFERENCE REQUIREMENTS

COVER SETUP : USING A TEMPLATE

- **PERFECT BOUND**
- **CASEBOUND**
- **JACKET**
- **SADDLE STITCH**

COVER : QUICK REFERENCE

The following are recommendations and specifications that you should know when laying out **cover** for **all book types**.

Resolution: 300 ppi

Color Space: CMYK

LPI (lines per inch): 180

Required file format: PDF (.pdf) file on LSI cover template
(template dimensions vary by trim size)

PDF producer: Acrobat Distiller–**PDF/X-1a:2001, PDF/X-3:2002**
Export from InDesign–**PDF/X-1a:2001, PDF/X-3:2002**

Other accepted files: TIF (.tiff) tagged image file format
PS (.ps) postscript

Accepted Application Files: QuarkXPress 7 or InDesign CS3 and newer
(all supporting files must be included: fonts, images, art, etc.)

Bleed: **0.125"** (3 mm) all sides

Type Safety: **0.25"** (6 mm) recommended minimum on all sides
(LSI templates will allow down to 0.125" (3 mm) safety)

Spine Type Safety: **0.0625"** (2 mm) left/right sides for spines 0.35" and larger
0.03125" (1 mm) left/right sides for spines smaller than 0.35"
NO spine text for page counts below **48**

Accepted Submission Methods: web upload for files up to 250 MB, CD, DVD, portable hard drives (zip/stuff compression accepted)

File naming: **isbn_cov.pdf** or **isbncov.pdf**
isbn_cvr.pdf or **isbncvr.pdf**

COVER : REQUIREMENTS

SUBMISSION:

- **PDF COMPLIANCE:** Files must be **PDF/X-1a:2001** or **PDF/X-3:2002** compliant. The **PDF/X-1a:2001** setting is found in the Professional versions of Adobe Acrobat 6 or above (listed as **PDF/X-1a** in Acrobat 6 Professional). The **PDF/X-3:2002** setting is found in the Professional versions of Adobe Acrobat 7 or above.
- **TEMPLATE:** Cover artwork should be placed within the crop marks on the correct template produced by the template generator. **All** templates should be ordered and files built with a **mod2 spine calculation** (page count divisible by 2). *For instructions on ordering a template, refer to pages 5 & 6.

Please do not reposition any items on the template (except the barcode) – all items (trim size / crop marks / spine calculation) are required and placed for LSI's specific printing workflow. ***Note:** The only exceptions are the pink and blue areas **have** to be **removed** or **covered** up from EPS/PDF templates before submission.

Final PDF should be created at the size it's received. Artwork should not extend past the crop marks. For the correct template size for your cover template, please refer to document size located at the bottom left corner of the template.

- **BARCODES:** mandatory on all covers. Barcodes on LSI cover templates **CAN** be **moved or repositioned** on the back cover, but **please do not resize the barcode**.
 - Barcodes created by the publisher should be **100% black only**, and placed on a white box/background.
 - LSI will add/replace barcodes that are unscannable or incorrect. We will add a generic barcode if the book does not have an ISBN assigned to it. The publisher may not be notified if this manipulation is made.
 - If you're unable to supply a barcode, please leave an area of at least 1.75" wide x 1" high for LSI to place a barcode on the back cover.
- **BLEED: 0.125"** (3 mm) bleed is required on all four sides. Graphics, illustrations, and color intended to print past the edge of a cover should bleed a full 0.125" past the final trim size.
- **SPINE: NO** spine text is allowed for books with page counts below **48**.
- **MARGINS: 0.25"** (6 mm) recommended margin on all sides from final trim size. LSI templates allow down to 0.125" (3 mm) safety. This applies to non-bleeding text & art.

COLOR:

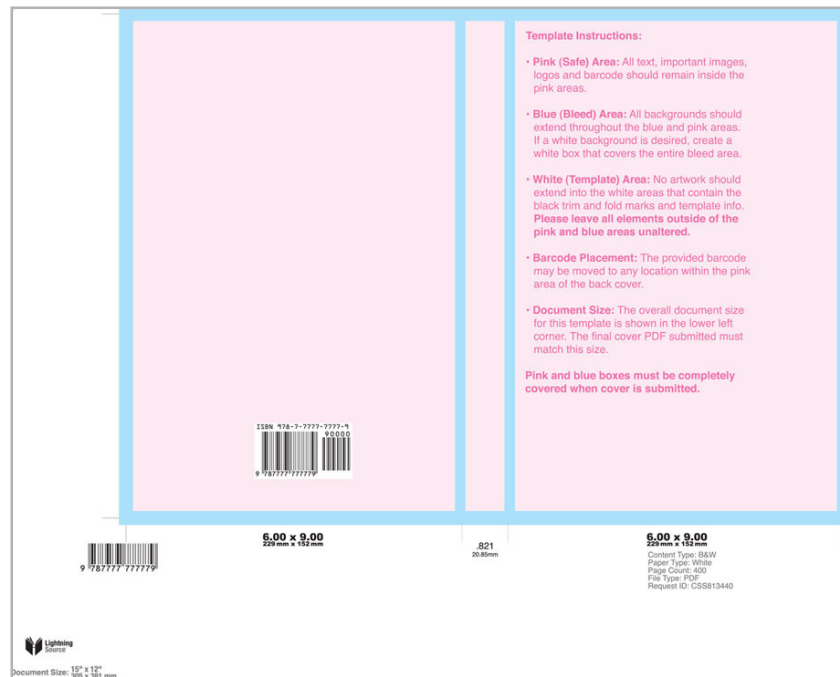
All images in a cover file must be CMYK. Images that are less than 200 ppi may be rejected for higher-resolution submissions. (resolutions this low are considered too low in quality for printing)

- **BODY TEXT:** For best results for text that is 24 pt. or below, please use 100% black only.
- **BLACK/RICH BLACK/DENSITY:** We recommend a rich black with CMYK values = **60% Cyan / 40% Magenta / 40% Yellow / and 100% Black**. CMYK total value should **not** exceed **240%**. Elements should not be built in 'Registration' (100% of all colors). ***Files sent with densities higher than 240% may be rejected for correction.**

Files with densities greater than 240% may process and print without rejection. If these files with densities over 240% encounter print issues in future orders, LSI will require a corrected file from the customer.

- **SPOT COLORS/RGB:** Please convert all spot colors (PMS / PANTONE) with/without transparencies to CMYK, (even in supporting .eps files). ***Note:** RGB files received will be converted to CMYK before printing. RGB / spot color with/without transparency may produce unexpected color results when printing. Any dissatisfaction with color shift will be the publisher's responsibility to correct.

COVER SETUP : PERFECT BOUND



Pink (Safe) Area

All text, important images, logos and the barcode should all remain inside the pink area. This area lies 0.125" (3 mm) inside of the trim area and spine fold area and is safe from being trimmed / wrapped when the book is produced. ***For the best results on the front and back covers, LSI recommends keeping text an additional 0.125" (3 mm) inside of the pink safety boxes (for a full 0.25" / 6 mm safety).**

Blue (Bleed) Area

The bleed area is the area which extends 0.125" (3 mm) beyond the trim lines and on each side of the spine. All background color / images should extend throughout this area. Please note that any important images and text within the blue areas are at risk of being trimmed or caught within the fold.

White (Template) Area

The template area also contains trim marks, fold marks, book size and spine width information and a barcode for internal use. Please leave all elements outside of the pink and blue areas unaltered.

Barcode Placement

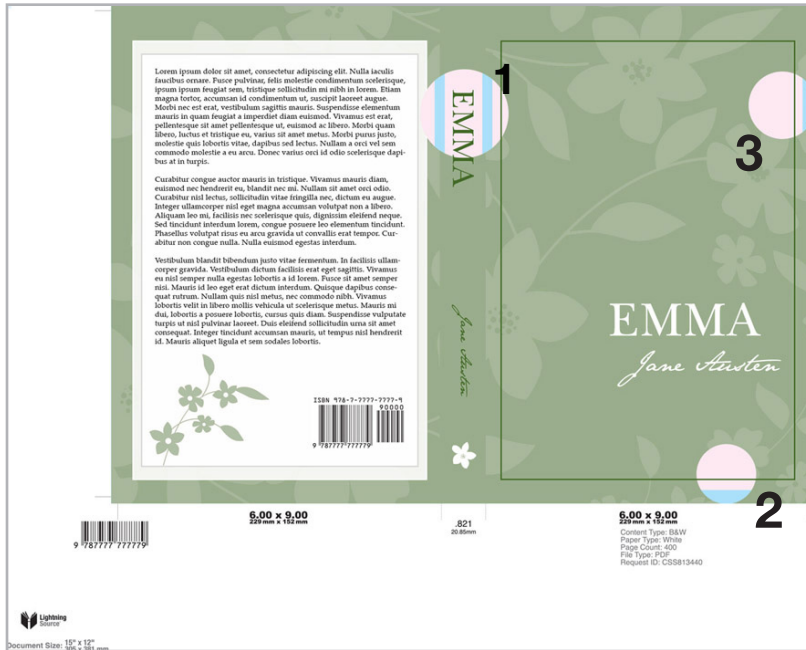
The barcode may be moved to any location within the pink area of the back cover. The barcode is a live element within InDesign templates but part of the overall image if using a PDF or EPS. Depending on the software used, when using the PDF or EPS template the barcode can be copied and pasted onto a new layer with the appropriate tools.

Template Size

Templates are created and distributed at a specific size. This size is listed at the bottom left of the template and should remain at that size when opening, designing upon and creating a PDF from. Additional crop marks and/or additional canvas size should not be added.

Pink and blue boxes must be completely covered when cover is submitted.

COVER SETUP : PERFECT BOUND



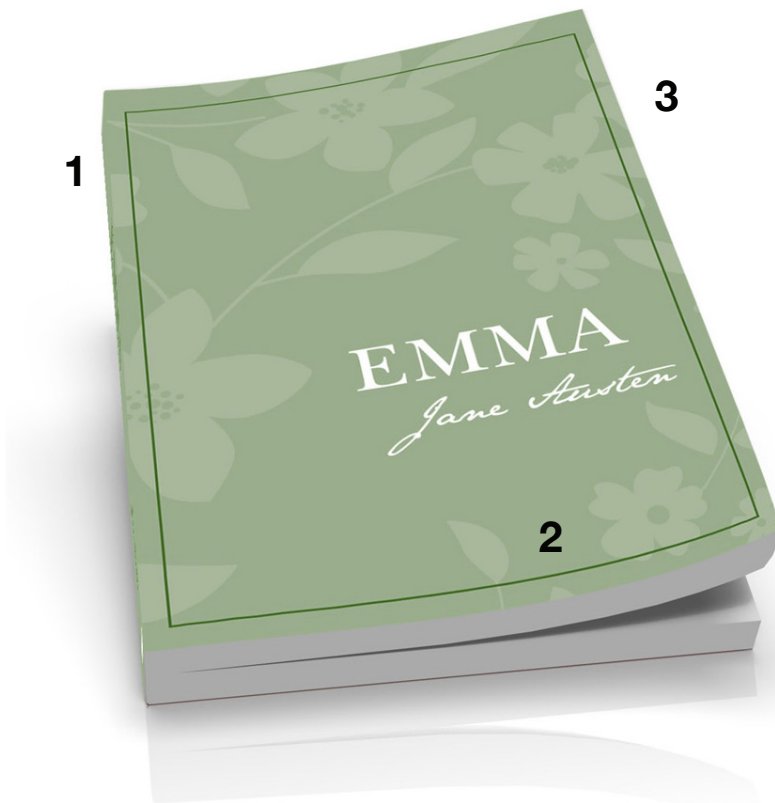
Additional information about using a template

1) Spine safety area

If the cover has a spine width greater than 0.35" (9 mm), the spine safety is 0.0625" (2 mm). If the spine width is less than 0.35" (9 mm) the spine safety is 0.03125" (1mm). The pink box presented on the template will reflect the correct safety size. Books with a page count below 48 pages contain spine text.

2) Bleed elements

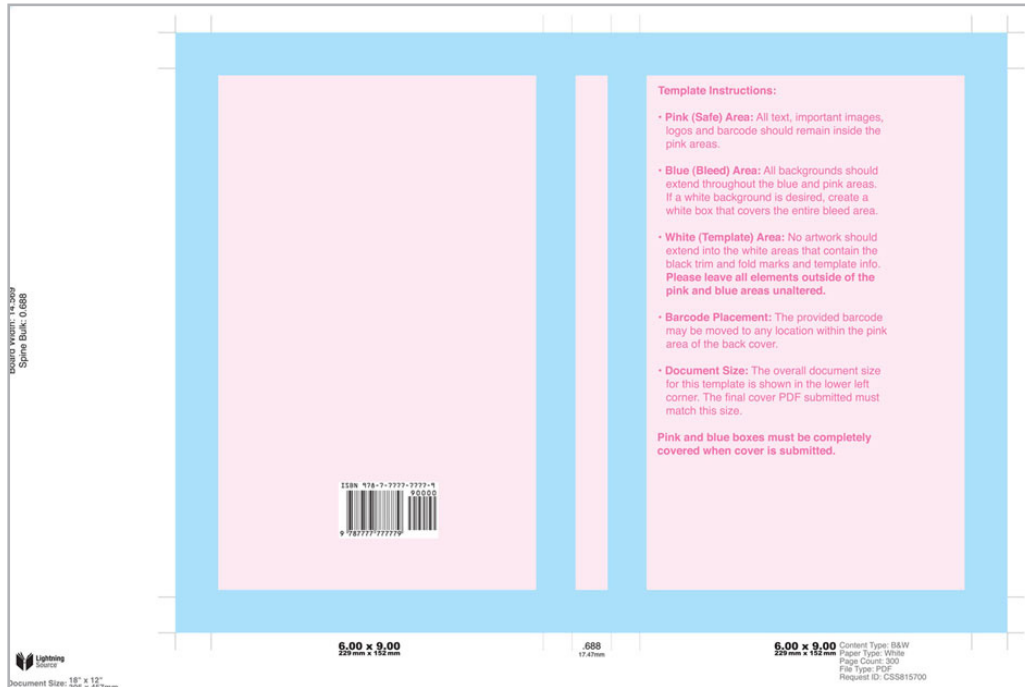
Elements needing to go to the edge of the cover should be taken beyond the pink safety area and to the far edge of the blue bleed area. All nonbleed elements need to remain in the pink safety area.



3) Borders and straight lines

Lightning Source does not recommend using borders close to the trim / fold areas of the books. This is because of the slight variances that may occur during the printing and binding process. If you choose to use a border please keep all straight edges an additional 0.125" (3 mm) inside of the pink safety areas.

COVER SETUP : CASEBOUND



Pink (Safe) Area

All text, important images, logos and the barcode should all remain inside the pink area. This area lies 0.125" (3 mm) inside of the fold lines (around the parameter of the cover) and outside of the lines indicating the gutter area. This area is completely safe from being wrapped when the book is produced and will not be affected by the gutter indentation. ***For the best results on the front and back covers, LSI recommends keeping text an additional 0.125" (3 mm) inside of the pink safety boxes (for a full 0.25" / 6 mm safety).**

Blue (Bleed) Area

The bleed area is the area which extends 0.625" (16 mm) beyond the fold lines, the area inside the gutter and includes a small safety area on the spine. All background color / images should extend throughout this area. Please note that any important images and text within the blue areas are at risk of being folded or affected by the gutter.

White (Template) Area

The template area also contains trim marks, fold marks and book size and spine width information. **Please leave all elements outside of the pink and blue areas unaltered.**

Barcode Placement

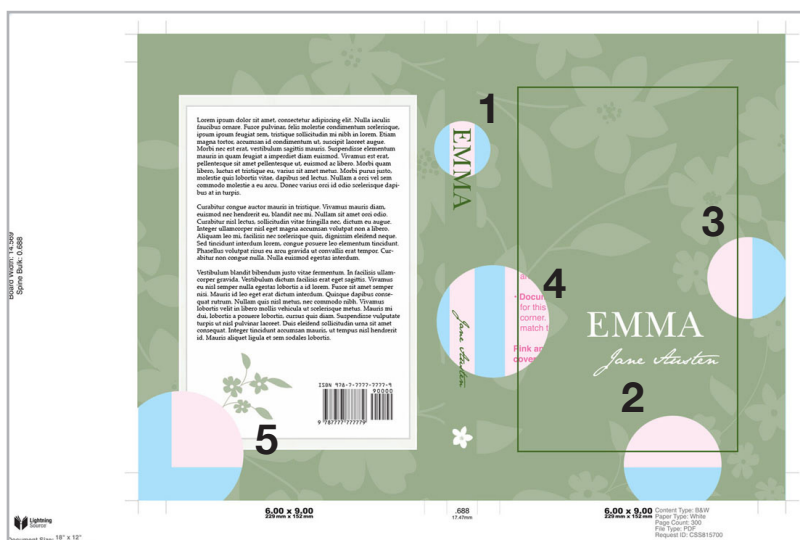
The barcode may be moved to any location within the pink area of the back cover. The barcode is a live element within InDesign templates but part of the overall image if using a PDF or EPS. Depending on the software used, when using the PDF or EPS template the barcode can be copied and pasted onto a new layer with the appropriate tools.

Template Size

Templates are created and distributed at a specific size. This size is listed at the bottom left of the template and should remain at that size when opening, designing upon and creating a PDF from. Additional crop marks and/or additional canvas size should not be added.

Pink and blue boxes must be completely covered when cover is submitted.

COVER SETUP : CASEBOUND



Additional information about using a template

1) Spine safety area

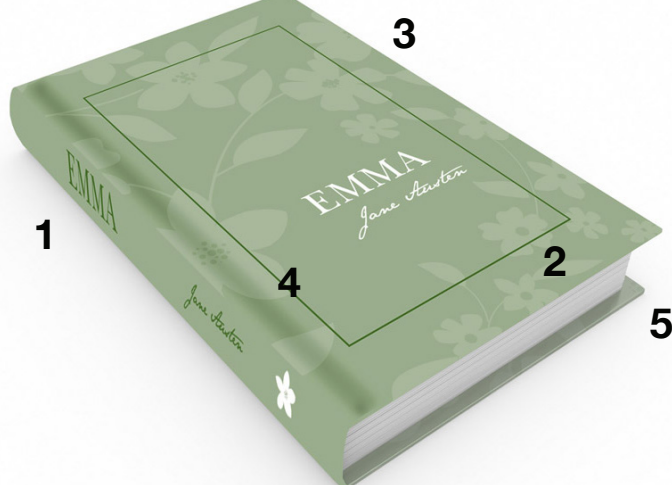
If the cover has a spine width greater than 0.35" (9 mm), the spine safety is 0.0625" (2.00mm). If the spine width is less than 0.35" (9 mm) the spine safety is 0.03125" (1mm). The pink box presented on the template will reflect the correct safety size. Casebound books with a page count below 48 pages cannot contain spine text.

2) Bleed elements

Elements needing to go to the edge of the cover should be taken beyond the pink safety area and onto the far edge of the blue bleed area. Any elements that are not to be trimmed need to remain in the pink safety area.

3) Borders and straight lines

Lightning Source does not recommend using borders close to the trim / fold area of the books. This is because of the slight variances that may occur during the printing and binding process. If you choose to use a border please keep all straight edges an additional 0.125" (3 mm) inside of the pink safety areas.



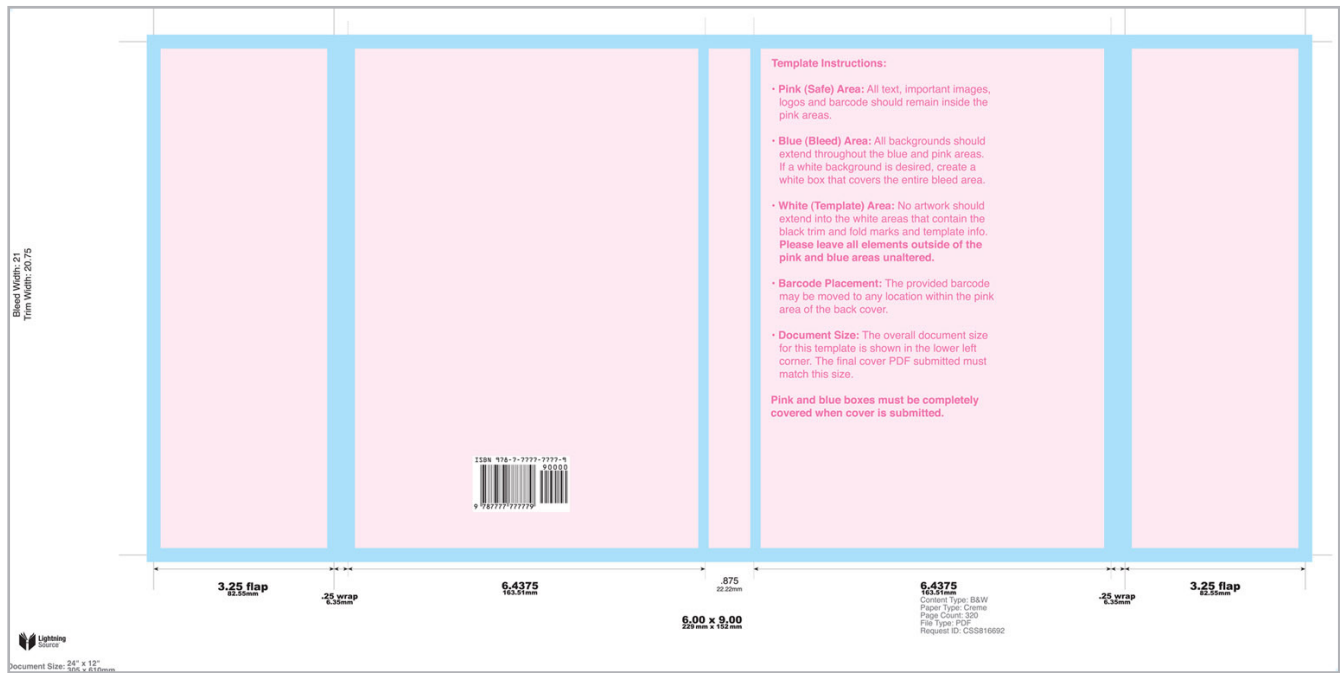
4) Gutter Area

Casebound books contain an area where the spine board is connected to the front and back cover boards. This area will be pliable and have a slight indentation. To ensure cover elements are not obscured by the indentation, please keep all important elements outside of the gutter bleed area.

5) Fold Area

Casebound books contain additional area which wraps around the boards making up the front, back and spine of the book. This area extends 0.625" (16 mm) beyond the fold lines. All bleed elements need to extend no less than 0.25" (6 mm) beyond the fold lines.

COVER SETUP : DUST JACKET



Pink (Safe) Area

All text, important images, logos and the barcode should all remain inside the pink area. This area lies 0.125" (3mm) inside of the fold lines (to each side of the spine and flaps) and outside of the trim lines. This area is completely safe from being wrapped or trimmed when the book is produced. ***For the best results on the front and back covers, LSI recommends keeping text an additional 0.125" (3 mm) inside of the pink safety boxes (for a full 0.25" / 6 mm safety).**

Blue (Bleed) Area

The bleed area is the area which extends 0.125" (3mm) beyond the trim lines, an area inside of and to the sides of the spine and a 0.25" (6mm) strip that connects the front and back covers to the dust jacket flaps. All background color / images should extend throughout these areas. Please note that any important images and text within the blue areas are at risk of being folded or trimmed.

White (Template) Area

The template area also contains trim marks, fold marks and book size and spine width information. **Please leave all elements outside of the pink and blue areas unaltered.**

Barcode Placement

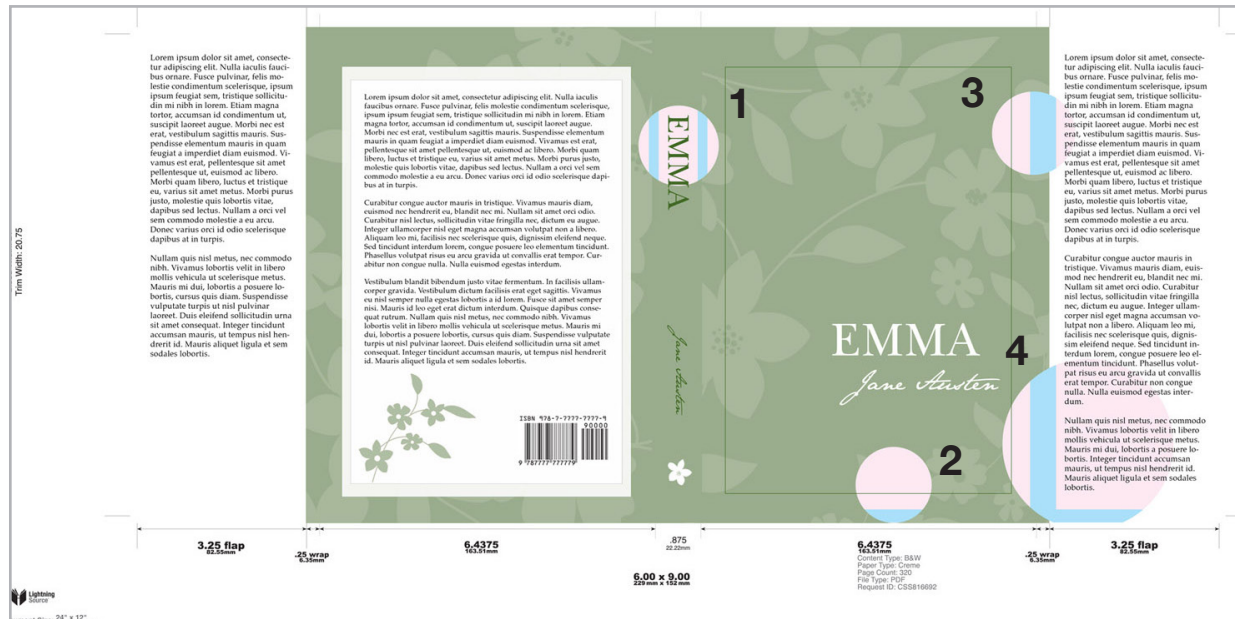
The barcode may be moved to any location within the pink area of the back cover. The barcode is a live element within InDesign templates but part of the overall image if using a PDF or EPS. Depending on the software used, when using the PDF or EPS template the barcode can be copied and pasted onto a new layer with the appropriate tools.

Template Size

Templates are created and distributed at a specific size. This size is listed at the bottom left of the template and should remain at that size when opening, designing upon and creating a PDF from. Additional crop marks and/or additional canvas size should not be added.

Pink and blue boxes must be completely covered when cover is submitted.

COVER SETUP : DUST JACKET



Additional information about using a template

1) Spine safety area

If the cover has a spine width greater than 0.35" (9 mm), the spine safety is 0.0625" (2.00mm). If the spine width is less than 0.35" (9 mm) the spine safety is 0.03125" (1 mm). The pink box presented on the template will reflect the correct safety size. Jacketed books with a page count below 48 pages cannot contain spine text.

2) Bleed elements

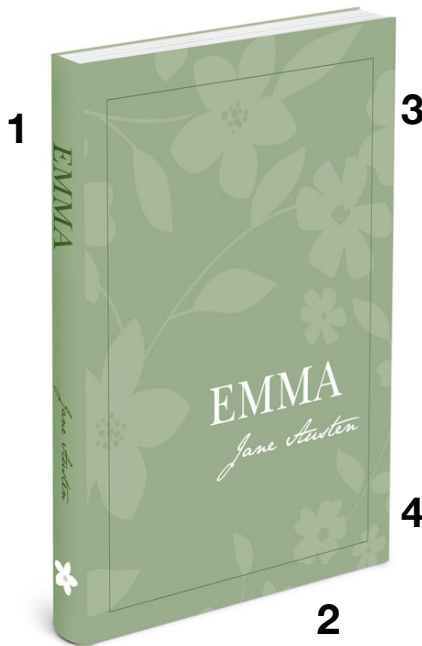
Elements needing to go to the edge of the cover should be taken beyond the pink safety area and onto the far edge of the blue bleed area. To bleed covers on the side of the front and back covers take the bleed elements through the wrap area to the line that designates the end of the wrap. Any elements that are not to be trimmed need to remain in the pink safety area.

3) Borders and straight lines

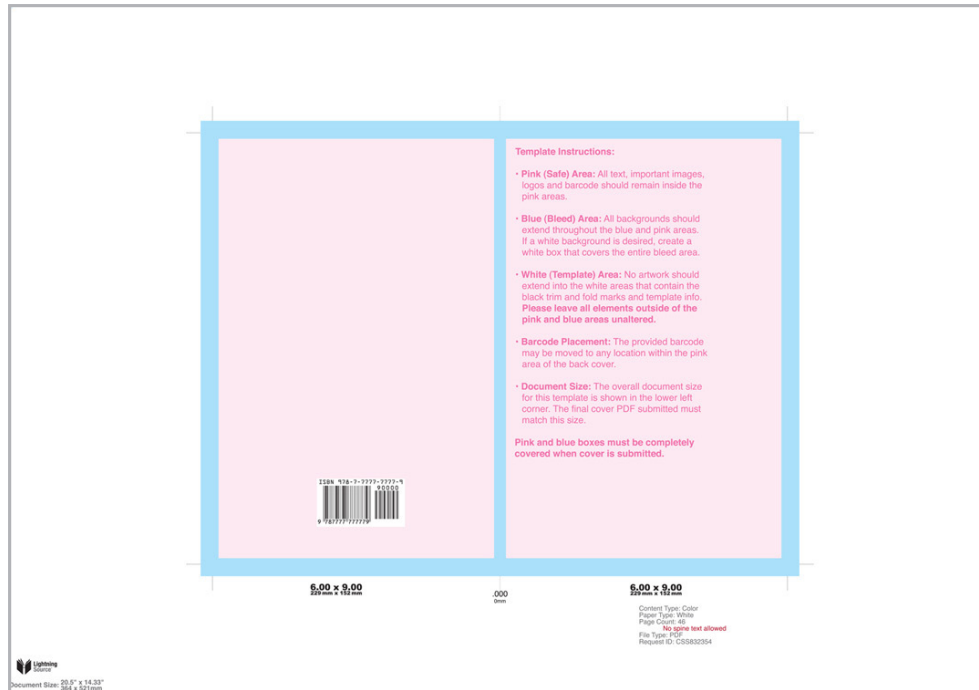
Lightning Source does not recommend using borders close to the trim / fold area of the books. This is because of the slight variances that may occur during the printing and binding process. If you choose to use a border please keep all straight edges an additional 0.125" (3 mm) inside of the pink safety areas.

4) Flap Area

Dust jackets have an additional 3.25" (82.55mm) area that wraps around the hardcover book. This area contains the same safety requirements as the rest of the cover with the addition of a 0.25" (6mm) wrap area between the front/back covers and flaps.



COVER SETUP : SADDLE STITCH



Pink (Safe) Area

All text, important images, logos and the barcode should all remain inside the pink area. This area lies 0.125" (3mm) inside of the trim area and spine fold area and is completely safe from being trimmed / wrapped when the book is produced. ***For the best results on the front and back covers, LSI recommends keeping text an additional 0.125" (3 mm) inside of the pink safety boxes (for a full 0.25" / 6 mm safety).**

Blue (Bleed) Area

The bleed area is the area which extends 0.25" (6mm) beyond the trim lines and through the stapled spine. All background color / images should extend throughout this area. Please note that any important images and text within the blue areas are at risk of being trimmed or caught within the fold.

White (Template) Area

The template area also contains trim marks, fold marks, book size and spine width information. Please leave all elements outside of the pink and blue areas unaltered.

Barcode Placement

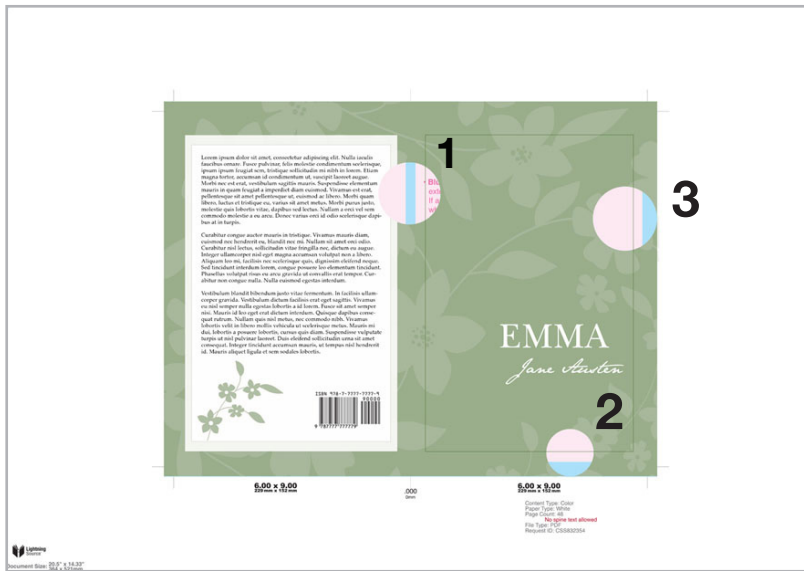
The barcode may be moved to any location within the pink area of the back cover. The barcode is a live element within InDesign templates but part of the overall image if using a PDF or EPS. Depending on the software used, when using the PDF or EPS template the barcode can be copied and pasted onto a new layer with the appropriate tools.

Template Size

Templates are created and distributed at a specific size. This size is listed at the bottom left of the template and should remain at that size when opening, designing upon and creating a PDF from. Additional crop marks and/or additional canvas size should not be added.

Pink and blue boxes must be completely covered when cover is submitted.

COVER SETUP : SADDLE STITCH



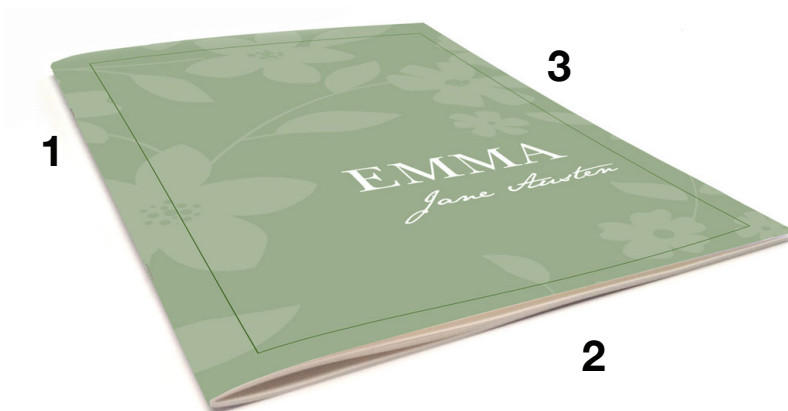
Additional information about using a template

1) Stapled Spine

For Saddle Stitch the book is bound by staples through the spine. Because of this no text or cover elements are allowed on the spine. We recommend that the background color / images are carried through the spine or that the color used on the front cover is carried through the spine and slightly onto the back cover. This will allow for any variances in the binding process.

2) Bleed elements

Elements needing to go to the edge of the cover should be taken beyond the pink safety area and to the far edge of the blue bleed area. Any elements that are not to be trimmed need to remain in the pink safety area.



3) Borders and straight lines

Lightning Source does not recommend using borders close to the trim / fold areas of the books. This is because of the slight variances that may occur during the printing and binding process. If you choose to use a border please keep all straight edges an additional 0.125" (3 mm) inside of the pink safety areas.



FILE CREATION GUIDE

CREATING A PDF FOR SUBMISSION

**EXPORTING FROM INDESIGN
AND QUARK**

**OPEN/SAVE A TEMPLATE IN
PHOTOSHOP : PDF & EPS**

CREATING A PDF FOR SUBMISSION : EXPORTING FROM INDESIGN AND QUARK

When using InDesign or Quark to layout a cover or interior, exporting has become a viable and recommended way of creating a compliant PDF. Below are instruction for exporting from the latest Macintosh versions of InDesign and Quark but the Windows versions may vary slightly.

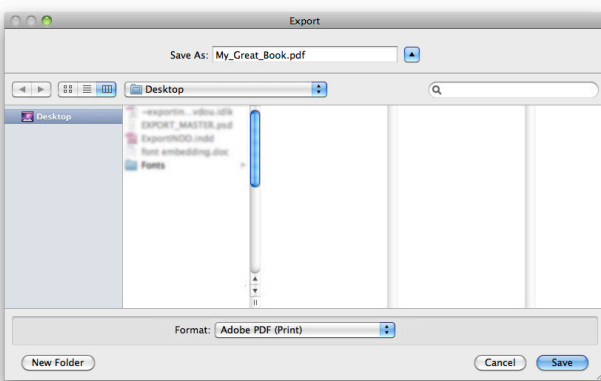
INDESIGN

To begin, select **FILE > Export**

Select a location to save your PDF

Beside “**Format**” select **Adobe PDF (Print)**

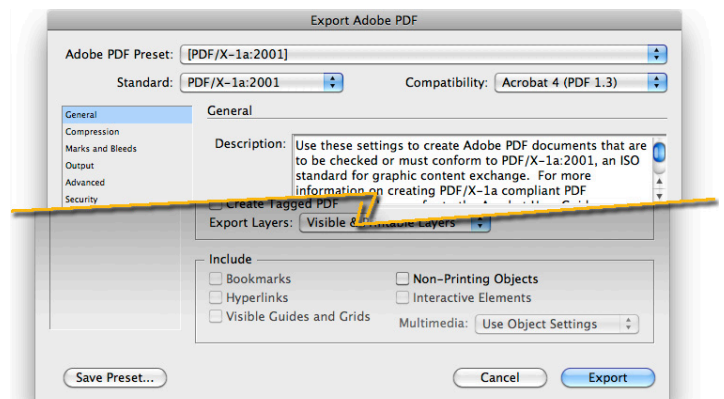
Click “**Save**”



For “**Adobe PDF Preset**” choose **PDF/X1a:2001** or **PDF/X3:2002**

(Please do not modify any of the default settings)

Select **Export** and a PDF will be created in the designated folder

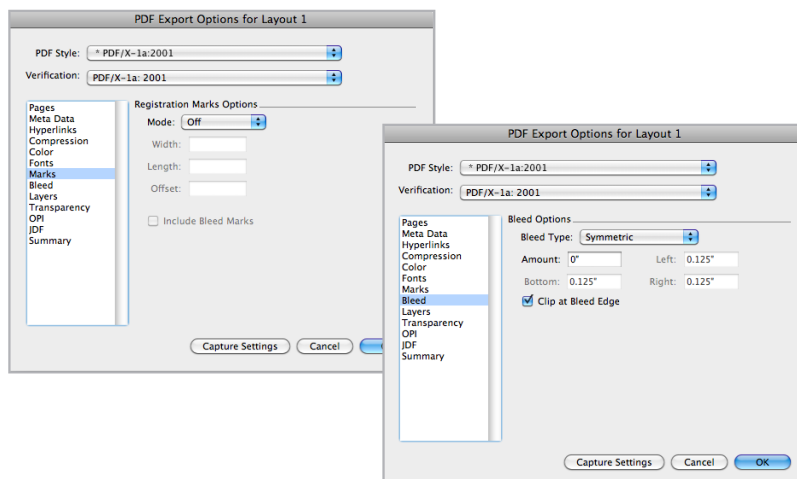


QUARK

To begin, select **FILE > Export > Layout as PDF**

Select where you would like to export the file and under PDF Style select **PDF/X-1a:2001** or **PDF/X-3:2002**

Select **Options...**



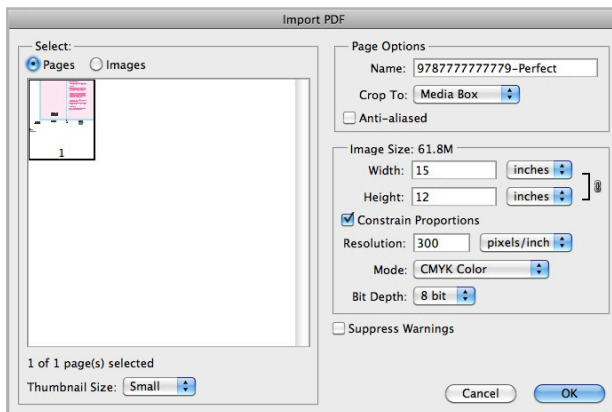
Please do not modify any of the default settings except to turn **Registration Marks OFF** and, if using an LSI template, **Set Bleed to Zero**.

CREATING A PDF FOR SUBMISSION : OPEN/SAVE A TEMPLATE IN PHOTOSHOP PDF & EPS

To maintain the CMYK values and ensure correct resolution and dimensions, we recommend the following procedure when opening a **PDF or EPS** Cover Template using Adobe Photoshop CS2 and higher.

Within Photoshop, select **File > Open** and select your template file.

If opening a PDF...



Crop To: **Media Box**
 Anti-aiased: **not selected**
 Image size: **Info located at bottom left of template**
 Constrain Proportions: **selected**
 Resolution: **300ppi**
 Mode: **CMYK Color**
 Bit Depth: **8 bit**

If opening an EPS...

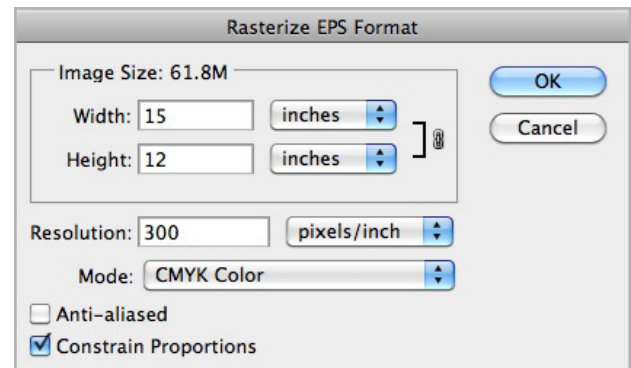
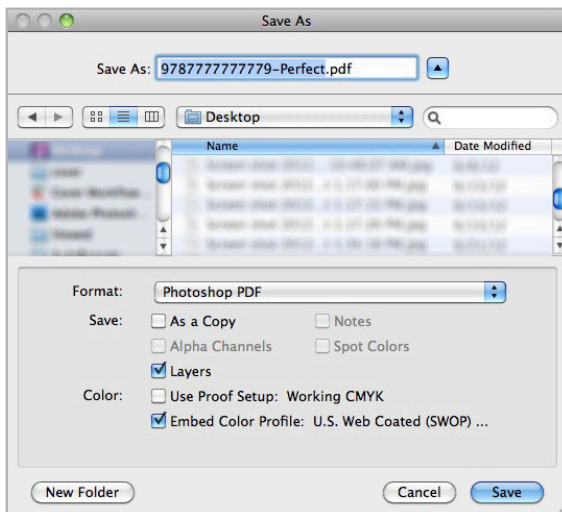
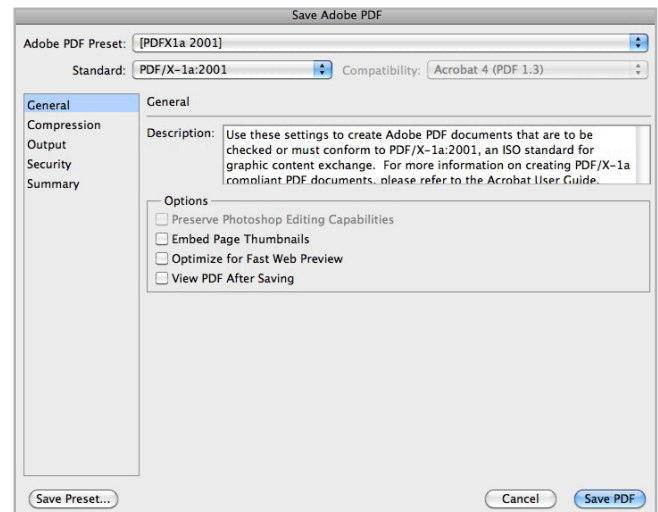


Image size: **Info located at bottom left of template**
 Resolution: **300ppi**
 Mode: **CMYK Color**
 Anti-aiased: **not selected**
 Constrain Proportions: **selected**

To save a compliant PDF from within Photoshop, select **File > Save As...**



Format: **Photoshop PDF**
 Save: As a Copy: **optional**
 Layers: **optional**
 Color: Use Proof Setup: **not selected**
 Embed Color Profile: **optional**



Adobe PDF Preset: **PDFX1a 2001 or PDFX3 2002.**

*Leave all additional options unchanged.



FILE CREATION GUIDE

TRIM SIZES

TRIM SIZE MATRIX ...

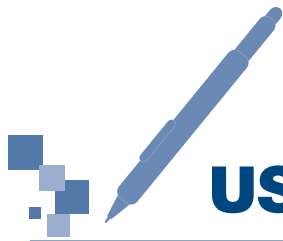
Trim Size		Bindtypes	B&W (B)		Standard/Select Color (S)			Premium Color (P)	LSI Availability				Global Connect Partners		
inches	mm	Description	50lb/80gsm Creme	50lb/75gsm White	50lb/75gsm White	45lb/66gsm White	70lb/105gsm White	70lb/105gsm White	US	UK	AU	FR	DE	BR	RU
		Page Range	18-1050	18-1200	18-1200	24-1200	18-900 (PF) 18-840 (HC)	24-900 (PF) 24-840 (HC) 4-48 (SS)	B = B&W only P = Premium only Solid Color = Available/All Types						
4.37 x 7	178 x 111	Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
4.72 x 7.48	190 x 120	Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
5 x 7	178 x 127	Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
5 x 8	203 x 127	Perfectbound										B	B	B	B
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
5.06 x 7.81	198 x 129	Perfectbound										B	B	B	B
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
5.25 x 8	203 x 133	Perfectbound										B	B	B	B
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
5.5 X 8.5 (Demy 8vo)	216 X 140	Perfectbound										B	B	B,P	B,P
		Case Laminate											B		B
		Cloth (Blue)											B		
		Cloth (Gray)											B		
		Jacketed (Blue Cloth)											B		
		Jacketed (Gray Cloth)											B		
		Saddle Stitch												P	
5.83 x 8.27 (A5)	210 X 148	Perfectbound										B	B	B,P	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													

... continued : **TRIM SIZE MATRIX** ...

Trim Size		Bindtypes	B&W (B)		Standard/Select Color (S)			Premium Color (P)	LSI Availability				Global Connect Partners		
inches	mm	Description	50lb/80gsm Creme	50lb/75gsm White	50lb/75gsm White	45lb/66gsm White	70lb/105gsm White	70lb/105gsm White	US	UK	AU	FR	DE	BR	RU
		Page Range	18-1050	18-1200	18-1200	24-1200	18-900 (PF) 18-840 (HC)	24-900 (PF) 24-840 (HC) 4-48 (SS)	B = B&W only P = Premium only Solid Color = Available/All Types						
6 x 9	229 x 152	Perfectbound										B	B	B,P	B,P
		Case Laminate											B	B	B
		Cloth (Blue)											B		
		Cloth (Gray)											B		
		Jacketed (Blue Cloth)											B		
		Jacketed (Gray Cloth)											B		
		Saddle Stitch												P	P
6.14 x 9.21 (Royal 8vo)	234 x 156	Perfectbound										B	B	B,P	B,P
		Case Laminate											B		B
		Cloth (Blue)											B		
		Cloth (Gray)											B		
		Jacketed (Blue Cloth)											B		
		Jacketed (Gray Cloth)											B		
		Saddle Stitch												P	P
6.69 x 9.61 (pinched crown)	244 x 170	Perfectbound										B	B	B	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
		Saddle Stitch													
7 x 10	254 x 178	Perfectbound										B	B	B,P	B,P
		Case Laminate											B		B
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
		Saddle Stitch												P	P
7.44 x 9.69 (crown 4vo)	246 x 189	Perfectbound										B	B	B	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
		Saddle Stitch													
7.50 x 9.25	235 x 191	Perfectbound										B	B	B,P	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
		Saddle Stitch												P	P
8 x 8	203 x 203	Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
		Saddle Stitch													

... continued : TRIM SIZE MATRIX

Trim Size		Bindtypes	B&W (B)		Standard/Select Color (S)			Premium Color (P)	LSI Availability				Global Connect Partners		
inches	mm	Description	50lb/80gsm Creme	50lb/75gsm White	50lb/75gsm White	45lb/66gsm White	70lb/105gsm White	70lb/105gsm White	US	UK	AU	FR	DE	BR	RU
		Page Range	18-1050	18-1200	18-1200	24-1200	18-900 (PF) 18-840 (HC)	24-900 (PF) 24-840 (HC) 4-48 (SS)	B = B&W only P = Premium only Solid Color = Available/All Types						
8 x 10	254 x 203	Perfectbound										B	B	B,P	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
8 x 10.88	276 x 203	Saddle Stitch												P	P
		Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
8.25 x 11	280 x 210	Jacketed (Gray Cloth)													
		Perfectbound										B	B	B,P	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
8.268 x 11.693 (A4)	297 x 210	Jacketed (Gray Cloth)													
		Perfectbound										B	B	B,P	B,P
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
8.5 x 8.5	216 x 216	Jacketed (Gray Cloth)													
		Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
8.5 x 9	229 x 216	Jacketed (Gray Cloth)													
		Perfectbound										B			
		Case Laminate													
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
8.5 x 11	280 x 216	Jacketed (Gray Cloth)													
		Perfectbound										B	B	B,P	B,P
		Case Laminate											B		B
		Cloth (Blue)													
		Cloth (Gray)													
		Jacketed (Blue Cloth)													
		Jacketed (Gray Cloth)													
		Saddle Stitch												P	P



US / UK / AUS

