Acutrack
Book Fulfillment

PREPARING YOUR BOOK FOR PRINT

A Step-by-Step Guide



Preparing Your Book for Print

A Step-by-Step Guide

This book was created on 6x9 in trim size with .125" bleed on all sides

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-- Thank you.

What's Inside !

This book provides comprehensive guidance on formatting your book for printing, covering intricate details and essential steps to ensure professional print readiness

Interior File Formatting:

This guide is an indispensable tool for authors and publishers seeking to perfect their book's interior file formatting. It meticulously outlines the steps required to ensure your manuscript is **print-ready**. Beginning with the layout, it provides detailed instructions on setting up proper margins, selecting appropriate fonts, and adjusting styles for headings, paragraphs, and other textual elements.

Moreover, it dives into the finer details, including pagination, headers, footers, and the incorporation of images or illustrations within the text. Readers will find step-by-step guidance on how to create a cohesive and visually appealing layout that aligns with printing standards, optimizing the reading experience for your audience.

Cover File Formation:

In addition to interior formatting, this guide dedicates a comprehensive section to cover file formation, recognizing the crucial role a captivating cover plays in attracting readers. It covers essential elements such as **resolution, dimensions, color modes, and bleed settings** required for a professional-quality cover.

Readers will learn about image resolution specifications, design considerations, and the incorporation of textual elements. Furthermore, the guide highlights the significance of aligning the cover design with the book's genre, target audience, and market trends, empowering creators to craft visually compelling covers that entice potential readers and accurately represent the book's content.

File Submission:

Upon completing the interior and cover formatting, the guide progresses into the final phase: file submission. This section offers a detailed walkthrough of the necessary steps to prepare files for submission to printing services or publishing platforms.

It covers file types, recommended formats, and quality checks to ensure that your formatted interior and cover files meet the specifications required by various printing and publishing platforms. Readers will find guidance on packaging files, verifying document settings, and generating the appropriate file types for submission, empowering them to confidently send their print-ready files for publication, whether through traditional printing houses or digital platforms.

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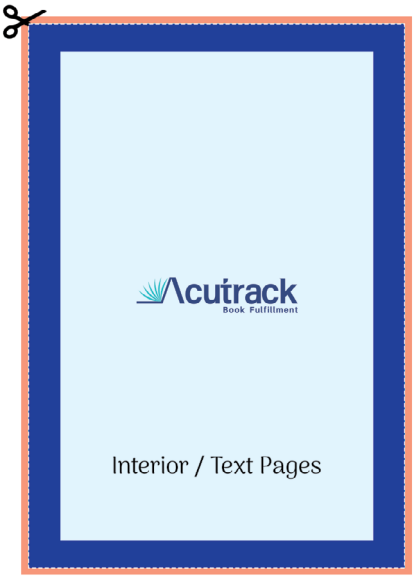
01

Structure of a Book

Structure of a Book



Book Cover



Book Interior/ Text Pages

Formatting Terms

Total Document Size

Total Document Size indicates the overall dimensions of the entire file, encompassing both the **content area & any bleed or margin** allowances.

Bleed Area

To ensure a clean and smooth finish for books, pages are printed larger than the final size and then **trimmed down**. The excess paper that is trimmed away is referred to as 'bleed.' **Acutrack** mandates a **0.125 in**/3.175 mm bleed margin for all files, For further details, please refer to the 'File Dimension and Full Bleed' section on page 15

Safety Margin

The space between the trimmed edge and vital content (such as text, images, and page numbers) is crucial to avoid unintentional cropping or cutting.

Barcode Area (Optional)

Reserved area for your ISBN barcode. Books that are not intended for global distribution do not necessitate a barcode or ISBN.

Spine Area

The spine width depends on the number of pages included in your book. Refer to the provided formula or table to ascertain the appropriate spine width for Paperback and Hardcover editions. **Coil Bound, Wire-O & Saddle Stitch books do not require spine calculations**

Gutter Area (Refer Page 14)

The gutter refers to the area where pages meet. To enhance readability, the page margins within the gutter should be larger compared to the margins on the other three sides of the page. Please refer to the '**Gutter section**' on the next page for further details.

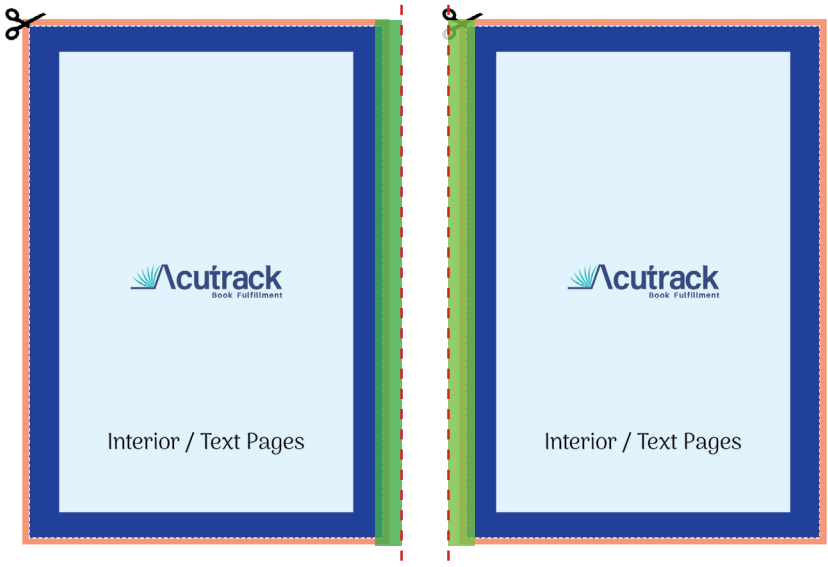
Gutter (page margin of side facing spine)

The gutter represents an expanded page margin on the binding side of facing pages, allowing space for the portion of the page that is inserted and adhered into the bookbinding. For books exceeding 60 pages, it's advisable to incorporate a gutter into your pages. please refer the gutter table for below.

Page Count	Recommended Gutter Margin*
Less than 60	0.5 in or 13 mm
61 to 150	0.75 in or 20 mm
151 to 400	1 in or 25 mm
400 to 600	1.125 in or 29 mm
Over 600	1.25 in or 32 mm

*add gutter to the page margin of side facing spine

Gutter Area



Bleed Margin:

During the production of your book, we print the interior pages larger than the final size. Subsequently, all pages are trimmed to achieve a consistent size. The excess paper trimmed away is termed '**bleed**.'

We maintain a bleed margin of **0.125 in/3.175** mm on all sides in our book file printing to ensure uniform page trimming.

When Full Bleed is Necessary



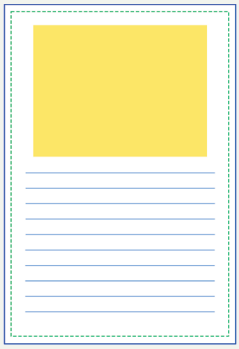
Required

"If your file contains accents & graphics intended to extend to the edge of the page."



Required

"When graphics or content extend beyond the page's edge."



Not Required

"If your file exhibits clear white margins around its content."

02

Artwork Creation

Interior Formatting Guidelines

Interior Formatting Guidelines:

To successfully publish and print your book, it is essential to provide an interior file in PDF format. This file should encompass ALL content for your book, **excluding the cover**. Prior to uploading, ensure the formatting, styling, and design have been meticulously arranged by you.

For simpler designs such as novels, memoirs, or poetry, we recommend utilizing **Microsoft Word / Google doc**. However, for more intricate projects like photo books, workbooks, or textbooks, **Adobe InDesign / Illustrator** is recommended. Please consult your chosen page layout software for detailed instructions on its usage.

Text and Styling



Use the **Styles** options in Word or InDesign (or your chosen tool) to define how your text will look. Using Styles ensures consistent text throughout your file

Likewise, use **formatting options** (like Page Breaks in Word) to control where your content is on the page. **Avoid using inline formatting** (like hard returns or paragraph breaks) as these may cause a shift in content when exporting your PDF.

Color & Paper Options

At Acutrack, we provide a diverse range of ink and paper options tailored to suit your project needs.

Paper Options:

- 50# Uncoated
- 60# Uncoated
- 70# Uncoated
- 80# Gloss
- 80# Coated Silk
- 80# Uncoated
- 100# Matte
- 100# Uncoated

Ink Options:

- Black & White
- Color (4 Color CMYK)

" **Note:** that our paper inventory may vary over time. We recommend consulting your sales representative before placing an order. If you have any specific requirements or need further assistance, please don't hesitate to contact your dedicated sales representative.

Coated vs Uncoated papers

Coated paper provides a smooth surface for printing, allowing the ink to sit on top of the coating, resulting in bright and crisp text and graphics; it's the best choice for books heavy on photographs or detailed imagery.

Coated Paper is your best bet if your book contains color images or illustrations that need to stand out. The popular choice here is 80 lb. coated stock. However, you can opt for 100 lb. coated paper to add extra thickness and durability to your book.

Coated paper ensures that colors pop and details shine.

Uncoated paper, which you're familiar with from the inside of many books, has a rougher texture and higher porosity. When you print on uncoated paper, the ink is absorbed into the paper fibers, creating a softer and less crisp appearance.

Uncoated paper is an excellent choice for text-heavy books, workbooks, or black-and-white printing. It's ideal for publications where users may jot down notes or prefer a classic, tactile feel.

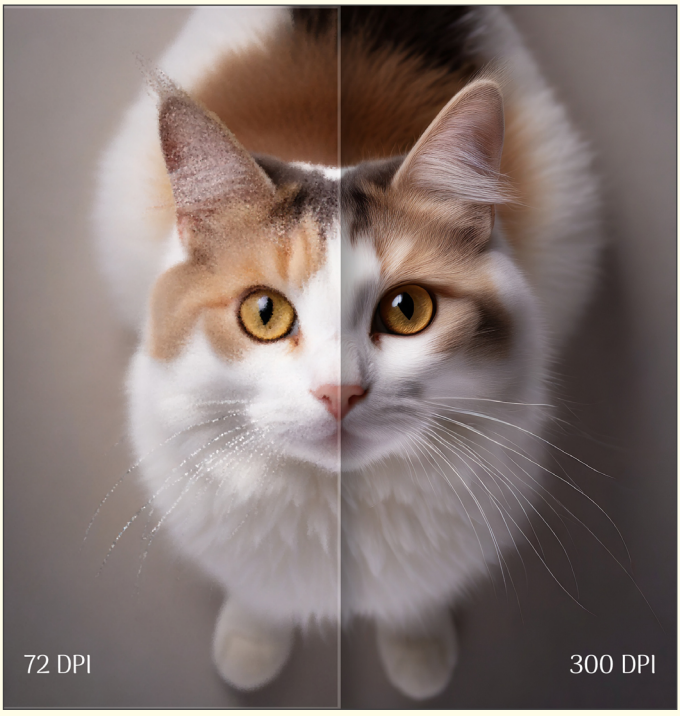
The most popular weight for uncoated paper is 60 lb. due to its sufficient strength and opacity. If you want thicker paper for specific reasons, opt for 70 lb. or even 100 lb. uncoated paper. Remember that heavier paper increases the book's thickness and weight, impacting shipping costs and ease of use if people carry it frequently.



Difference between coated and uncoated paper

Photo and Graphic Resolution

Pixels per inch (PPI) indicate the pixel density on screens such as computer monitors or smartphones. On the other hand, dots per inch (DPI) pertains to the print resolution of an image, counting the number of dots within each printed inch. Higher dot density enhances print quality, offering sharper details. Many print-ready file formats automatically manage the conversion between PPI and DPI for seamless printing.



72 PPI: The standard resolution for most digital graphics **(Screen Resolution)**.

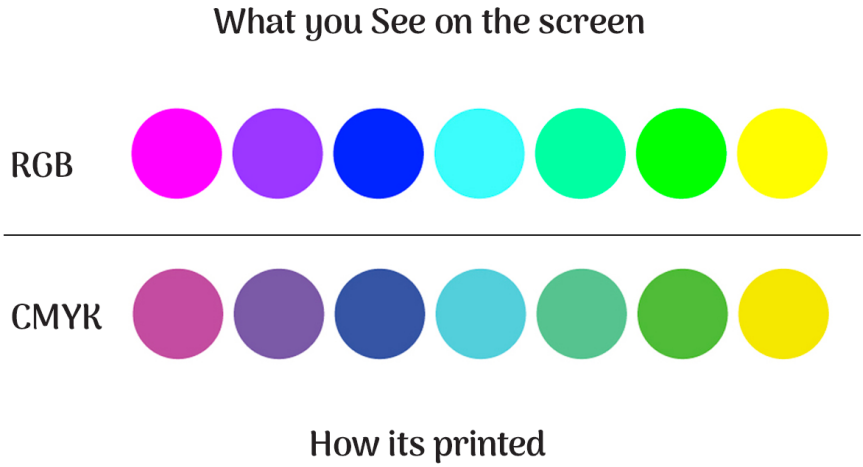
150 PPI: Minimum resolution recommended for simple graphics intended for print.

300 PPI: Optimal resolution for complex or highly detailed graphics intended for print.

Document Color Setup

RGB operates through an additive process, combining red, green, and blue in different proportions to create various colors. On the other hand, CMYK functions through a subtractive process, utilizing cyan, magenta, yellow, and black to absorb reflected colors from paper and generate different hues.

Printers use CMYK, while screens utilize RGB to display colors. Fortunately, advancements in printing workflows have eliminated the need for manual conversion from RGB to CMYK. In most cases, both color spaces can be printed seamlessly without issues.



Why are Adobe InDesign templates set up in RGB?

Modern printing workflows, like ours at Acutrack, leverage color profiles that automatically align CMYK ink with RGB values to achieve similar results. Adhering to a few simple guidelines ensures optimal color in your book

1. If starting from scratch, set up your document as an RGB file.

2. Utilize the sRGB color space in your RGB document profile, applying the same sRGB color space to any RGB images or links before creating your print-ready PDF.

3. If your file has already been created or converted to CMYK and images changed to CMYK, maintain it in CMYK without reverting to RGB.

4. For solid blacks, print at 100% without adding any other colors. If enhancing black richness with additional color, ensure the Total Area Coverage (TAC) never exceeds 270%.

5. Controlling tint variation in light-colored designs (20% or less) can be challenging.

6. Ensure that black & white images have their color space set to grayscale.

7. The gamma value of a grayscale image should fall between 2.2 & 2.4.

8. Use only high-resolution photos (300 DPI or higher) and verify their consistency with the document's color space, be it RGB or CMYK.





03

Artwork Creation

Cover Formatting Guidelines

Selecting Your Book's Binding

The binding choice for your book significantly influences its presentation, so consider your options thoughtfully before making a decision. This aspect is also one of the reasons to carefully evaluate print-on-demand services that might restrict your choices in binding, printing methods, trim sizes, and overall quality.

As a self-publisher partnering with Acutrack for printing, you have access to a comprehensive array of options.

You can opt for **perfect bound (softcover), casebound (hardcover), spiral, or wire-o bindings** — providing you the same versatility as a traditional publisher in producing your book.

Note: Hardcase covers will be .25" larger on all sides than text pages

Spine Width Guidelines:

The width of your book's spine is directly influenced by the number of pages within. Paperback books necessitate a minimum of 6 interior pages, while hardcover books require at least 24 interior pages. For your convenience, we've curated a collection of cover design templates that detail the precise dimensions required. Please follow the link below or scan the provided QR code to access them:

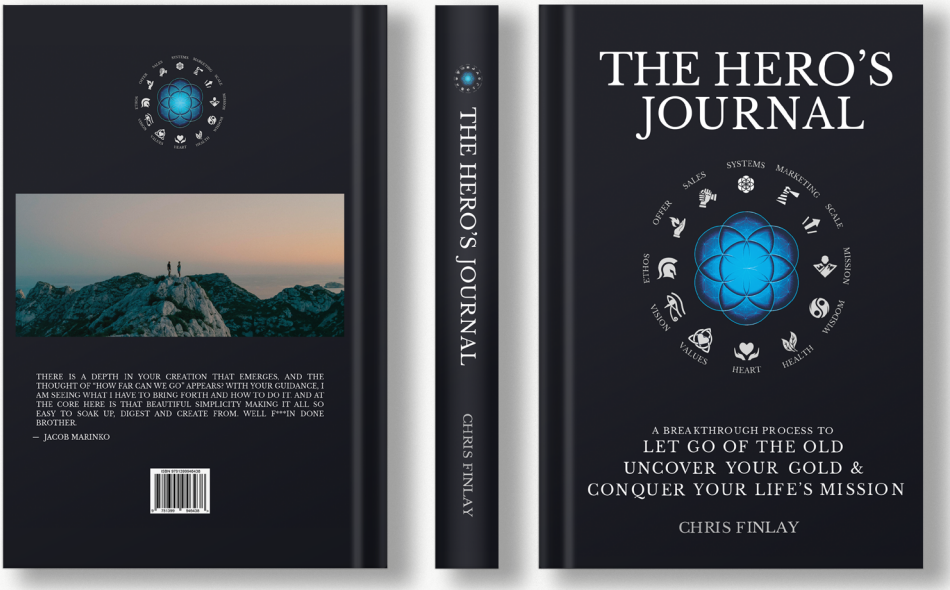
Link: Book Print File Guideline Requirements

Design Considerations for the Spine

- When your book cover undergoes trimming, there might be slight variations in the spine's position. To accommodate this, adhere to these guidelines:
- Avoid incorporating text that spans the entire width of the spine. Any deviation in position could lead to text running over onto the front or back cover. Maintain a minimum distance of 0.125 in/3.175 mm between the spine text and the edge of the spine on both sides.
- For books containing 80 pages or fewer, it's advisable not to include spine text. With fewer pages, even a minor shift in spine placement might cause the spine text to overflow onto the front or back cover.
- Ensure consistency by keeping the spine the same color or graphic as the rest of the cover.
- If the spine will have a distinct color from the rest of the cover, design the cover to encompass the spine color or graphic, extending it around the front and back covers.

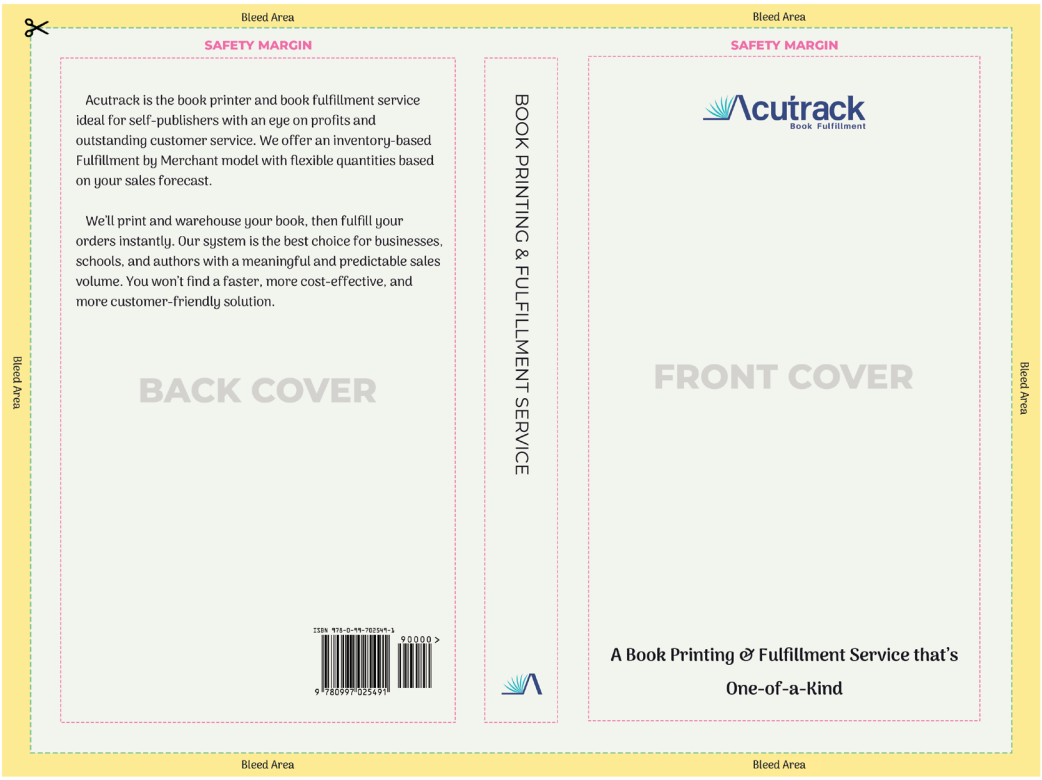
Trimming & Variance

- Consider specific tolerances while designing both your interior and cover to guarantee proper printing:
- Our trimming tolerance is set at 0.125 in/3.175 mm towards the front and back covers.
- The templates we provide for your interior and cover include a 0.5 in/12.7 mm safety margin. This margin helps prevent issues with spine text alignment on the cover and minimizes the risk of cut-off text or images in the interior file.


THERE IS A DEPTH IN YOUR CREATION THAT EMERGES, AND THE THOUGHT OF "HOW FAR CAN WE GO" APPEARS? WITH YOUR GUIDANCE, I AM SEEING WHAT I HAVE TO BRING FORTH AND HOW TO DO IT. AND AT THE CORE HERE IS THAT BEAUTIFUL SIMPLICITY MAKING IT ALL SO EASY TO SOAK UP, DIGEST AND CREATE FROM. WELL F***IN DONE BROTHER.
— JACOB MARINKO
THE HERO'S JOURNAL
CHRIS FINLAY
THE HERO'S JOURNAL
A BREAKTHROUGH PROCESS TO
LET GO OF THE OLD
UNCOVER YOUR GOLD &
CONQUER YOUR LIFE'S MISSION
CHRIS FINLAY


THE HERO'S JOURNAL
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THE HERO'S JOURNAL
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CHRIS FINLAY

Cover Guide



Bleed Area

IImages should be pushed out to the Bleed Edge, 0.125 in/3.175 mm past the Trim Edge on every side.

Trim Edge

This is the edge of the final printed book cover

Safety Margin

The Safety Margin of 0.5 in/12.7 mm is set within the Trim Edge. Please ensure that all text and crucial elements are positioned within this Safety Margin

04

File Submission

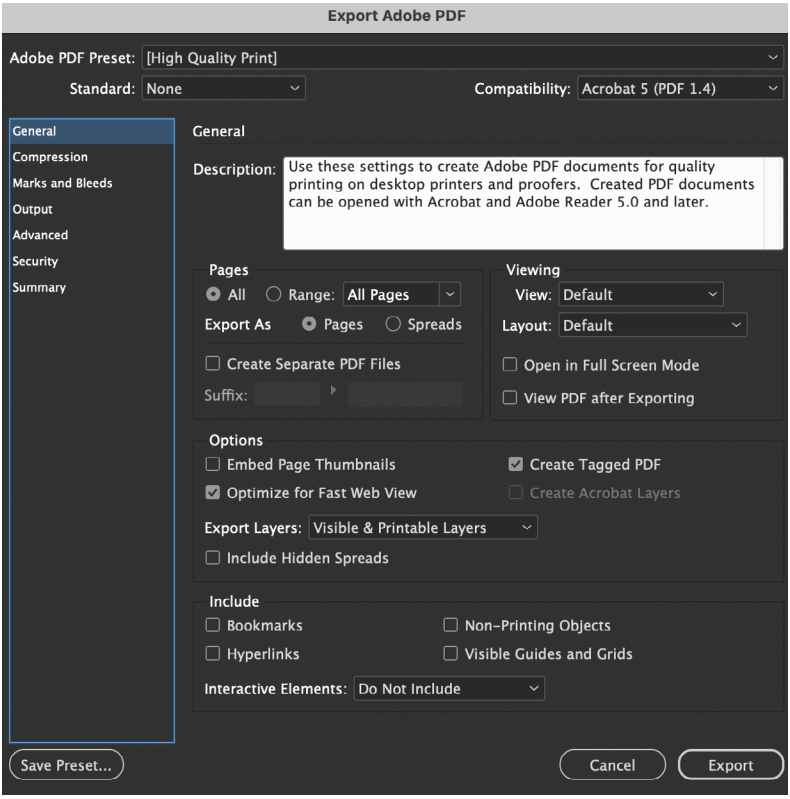
Exporting your file and submitting for Print

Preparing your file to export

Adobe Indesign

PDF is a file format that makes your document easy to view and exchange outside of InDesign. The PDF looks just like your InDesign document, and anyone with a free PDF reader can view it:

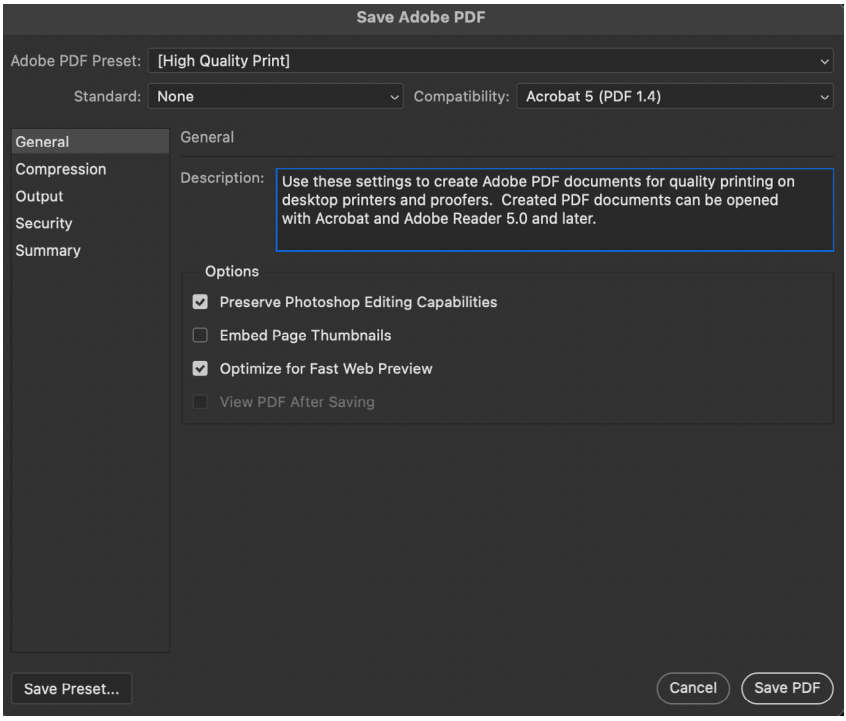
- Choose File > **Export**.
- In the Export dialog box, change the name of the file, choose Adobe PDF (Print) for the format.
- Click **Save**.
- In the Export Adobe PDF dialog box,
- Select **High Quality Print** in PDF Preset
- Click **Export** to output the PDF.



Adobe Photoshop

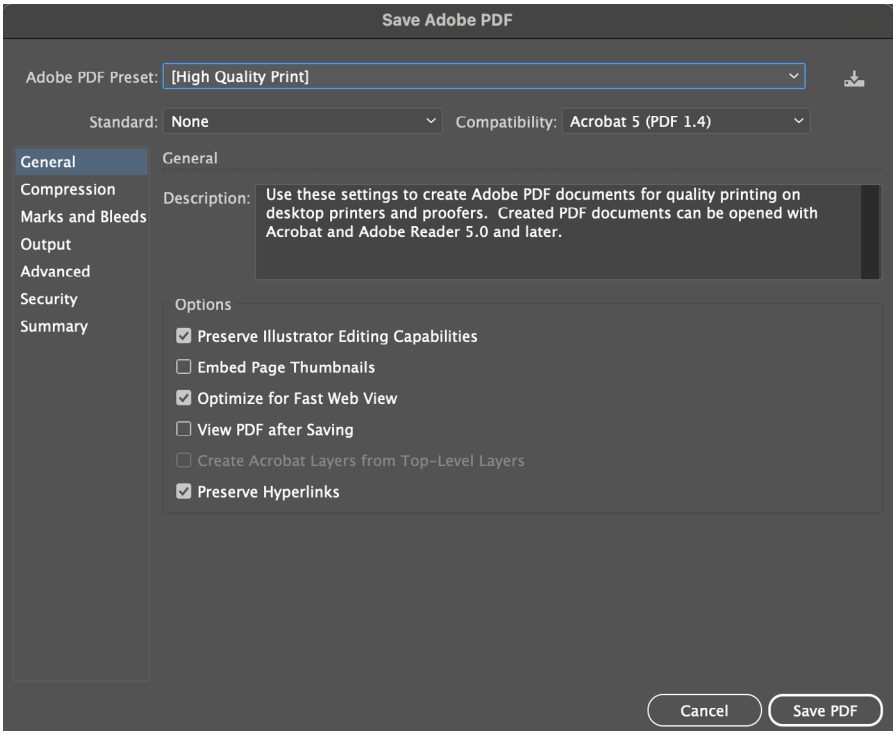
Save in Photoshop PDF format

- Choose File > **Save As**,
- and then choose **High Quality Print** from the Format menu.
- You can select a Color option if you want to embed a color profile or use the profile specified with the Proof Setup command. You can also include layers, notes, spot color, or alpha channels.
- Click **Save**.



Adobe Illustrator

- From the File menu, select Save a Copy.
- Select Adobe PDF from the Format dropdown menu.
- Click Save. This should automatically open the PDF Presets window.
- Select **High Quality Print** in PDF Preset.
- Click Save PDF.



Interior File Specifications:

For your book, please provide a single-page PDF that encompasses all interior elements, including the title, copyright pages, and any desired blank pages.

Below are the specifications:

- **Page Size:**
- Trim Size: 8.5 x 11 in
- Page Size: 8.75 x 11.25 in
- **Margins:**
- Minimum 0.5 in Safety Margin
- Minimum 0.5 in Gutter Margin
- **Exclusions**: Do NOT include trim, bleed, or margin Marks
- **Security**: Do NOT use any security or password file protection.

Please adhere to these specifications when creating the interior file. Feel free to reach out if you have any queries."

Cover File Specifications:

Your cover should be a single-page integrated spread PDF comprising the back cover, spine, and front cover, encompassing all cover content. Please refer to page 26 for spine width guidelines and utilize our book template.

Specifications:

- **Image Resolution**: Embedded images should have a minimum resolution of 300 PPI, not exceeding 600 PPI
- **Vector Images**: Rasterize vector images
- **Font Embedding**: All fonts must be embedded
- **Flatten Transparent Layers**: Ensure transparency layers and vector objects are flattened
- **Spine Size**: Sized to match the intended book size (refer to page 26 for spine width calculation)
- **Bleed Margin**: Include a minimum of 0.125 in Bleed Margin
- **Safety Margin**: Maintain a minimum of 0.5 in Safety Margin
- **Exclusions**: Do NOT include trim, bleed, or margin lines
- **Security**: Do NOT use any security or password file protection

Please adhere to these specifications while preparing the cover file. Should you have any questions, feel free to reach out for clarification.

Book Sample Process

- Artwork review process starts ONLY after receiving the payment.
- Book Production time starts ONLY after the book sample is approved. Click here to see the production time
- Avoiding physical sample does NOT eliminate the book sample fee. The fee still applies as this involves artwork review.

Physical Book Sample:

Acutrack recommends to print physical sample to verify the cover and content. However, if you like to avoid printing a physical sample, please sign the attached waiver form and email to your project manager or customer success manager at Acutrack.

Artwork submission

You have three options to submit your artwork and content to us. Once you submit your files, our support team will communicate to you via our support ticket system and make sure the files are received and verified according to our specifications.

Upload files to our server:

Go to https://acutrack.sharefile.com/share/getinfo/r06c53c1d5887453ba387d4691dc7b84b and upload your files.

or Scan Here



Send us the download link

Upload your files to any cloud such as Dropbox, Amazon S3 and send an email with the download link of your files to filesupport@acutrack.com

In the subject of the email, mention your Company Name - Project Title

Mail the files:

Mail the content and artwork files to the address below. Please send an email to filesupport@acutrack.com with the tracking number. In the subject of the email, mention your Company Name - Project Title

Mailing address:

Project Management

Acutrack, Inc.

350 Sonic Ave

Livermore, CA 94551

USA

Book Print

Our book printing file guideline will give you all the information that you need to successfully format and submit files. Please refer to the file guideline requirements below based on the bindery type. It is important that you submit files based on our specifications to avoid delays and additional costs to fix your files.

Book artwork not meeting our specifications:

- Only print-ready PDF artwork files will be accepted to go to print. All artwork will be reviewed by our graphics team to verify if it is print-ready.
- Any artwork that falls in line with the book specification guidelines will be submitted to the production team for print.
- If your artwork does not meet the book specification guidelines, it must be fixed and re-submitted for review.

The graphics team can fix the artwork for a fee. The cost of fixing the artwork is $75 per hour with a 1 hour minimum per project. There are some cases however that the graphics team cannot fix the artwork. In this scenario, you will have to find someone outside of Acutrack who can assist you with your project.

Digital Proof:

Once you submit the files, our design department will review them and send you a digital proof for approval. The production will start upon your approval.

Human Error:

During the editing and design phase, formatting inconsistencies and typographical errors may inadvertently occur. Your proof copy presents an opportunity to identify and rectify such issues. The most effective solution is to edit the interior file, re-upload it, and order a new proof copy."

File Error

Issues such as low image resolution, unembedded fonts, and transparencies might not be readily apparent when reviewing your manuscript on a screen. While our system is designed to detect and address many of these issues, some might go unnoticed. If you encounter an error in your printed book that isn't evident in your electronic file, please reach out to us for assistance.

Explanation of Printing Overruns and Underruns:

In the book printing process, there are often slight fluctuations in the final quantity produced compared to the initially ordered quantity.

Under certain circumstances, you might receive a slightly larger quantity than ordered, known as an overrun. Conversely, if you receive fewer units than ordered, it is referred to as an underrun. It's essential to note that overruns and underruns are common occurrences in the printing industry. At Acutrack, our policy allows for a discrepancy of + or - 3% for perfect bind books and + or - 10% for Case bind, Coil bind, and Wire-o bind books from the ordered quantity. We invoice based on the actual quantity produced.

We strive to produce the exact quantity you require. However, during the manufacturing process, items might be damaged, resulting in spoilage. To compensate for this, we may print extra copies to offset potential damage and ensure that the final count meets your requested quantity. This is one example of how overruns or underruns can occur."



Thank You