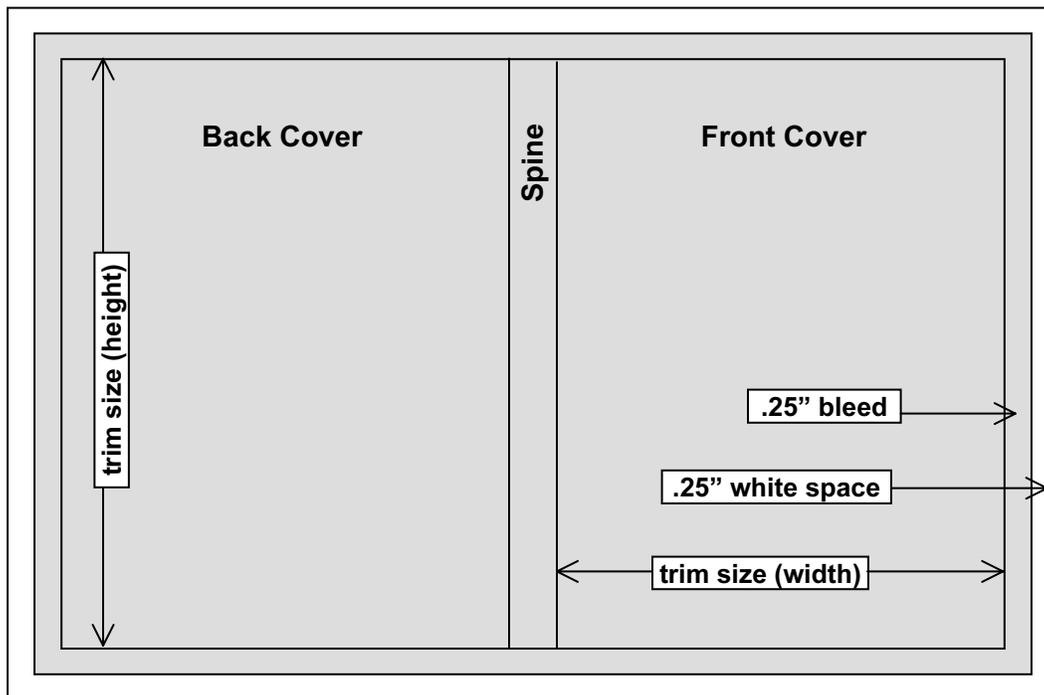


## COVER LAYOUT INSTRUCTIONS

When you lay out the cover of a book in a desktop application, make sure that the front and back covers, as well as the spine are designed as one contiguous page. To determine the size of your cover layout page, follow the guidelines show below.



■ **White Space:** This .25 inch area allows us to place the necessary trim, registration and color identification marks, which will be used by our pressmen during printing.

■ **Bleed:** Any background color or photograph that extends to the edge of the page after trimming is called a bleed. To ensure ink coverage to the bleed edge, we need the image or background color to extend .25 inch beyond the trim. This area will be trimmed away after printing. Note that neither trim nor registration marks should be placed inside the bleed area.

■ **Trim Size:** Size of finished book.

■ **Spine Width:** The spine of a book varies in size, depending upon the number of pages and paper type. To determine a book's spine size, divide the number of pages by the paper's thickness, measured in "pages per inch" (ppi). Our 50# paper is 500 ppi and our 60# paper is 416 ppi. For a spine size chart, refer to our Spine Width Information form.

■ **Layout Size:** To determine the size of your cover layout page, use the following chart:

**Width of Cover Layout**

white space (.25 inch x 2)	=	.5	inch
bleed (.25 inch x 2)	=	.5	inch
trim size (width) (___ inches x 2)	=	_____	inches
spine width	=	_____	inches
<b>Total Cover Layout Width</b>	<b>=</b>	<b>_____</b>	<b>inches</b>

**Height of Cover Layout**

white space (.25 inch x 2)	=	.5	inch
bleed (.25 inch x 2)	=	.5	inch
trim size (height)	=	_____	inches
<b>Total Cover Layout Height</b>	<b>=</b>	<b>_____</b>	<b>inches</b>

■ **Other Tips:** To ensure the best appearance after trimming, all type and objects (such as frames, rules, and pictures) that do not bleed should be at least .125 inch from the trim, preferably .25 inch. Digital graphics should be saved as either TIFF or EPS files at 300 dpi. All files should be set up as CMYK or Pantone spot color. Files that are set up as RGB will have to be converted to CMYK and may have a color shift.

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