



# bookvault

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Your Guide to Supplying  
Print-Ready PDF Files

The aim of this guide is to teach you a few technical requirements and aid you in preparing print-ready PDF files that will mean your book is produced just how you want it.

## Service Expectations

Files supplied to us are processed through our automated file validation system. We check that the file is accessible and not corrupt, the page dimensions are suitable for us to print against the specification and the page extent matches the specification too.

Our system does not check for embedded fonts, layers or transparency issues so that is the responsibility of our customer to check over and always advise a single copy is ordered prior to any larger orders or making it live on direct selling platforms or the **bookvault** retail network.

## What is a PDF and Why Use it?

PDF “locks” the words and images in place on the page and when set up correctly ensure that everything needed for printing is contained within the file, so regardless of computer platform or printing press, the end printed result is the same.

This is unlike supplying a Word file, for example – Word files do not transfer well between systems, as they rely on the individual computer’s fonts and printer settings, which vary between devices.

# File Requirements

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## Cover Files

- Supply the back cover, spine and front cover as a combined spread
- Embedded images are 300dpi
- All fonts are embedded
- Transparent layers flattened
- Allow a safety margin of 15mm on content from the trim area
- Do not include trim/bleed marks
- Do not use any security/password protected files
- Cover size matches that of the specification including bleed - see page 12 for different set up for paperback/hardback etc.

## Interior Files

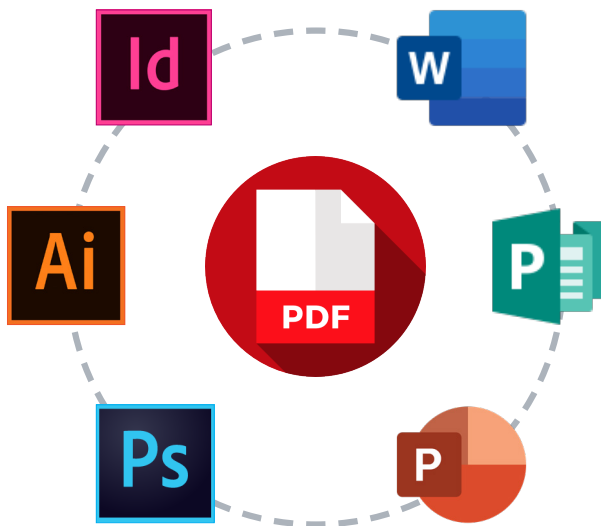
- Single page, portrait orientation layout
- Embedded images are 300dpi
- All fonts are embedded
- Transparent layers flattened
- Allow a safety margin of 20mm on the gutter
- Do not include trim/bleed marks
- Do not use any security/password protected files
- Page size matches the specification of print run - including bleed if necessary. **Example:** A US royal book ( 152mm x 229mm), with bleed would need to be exported at 158mm x 235mm.

# Programs For Creating PDF's

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Any program that can print to a printer can be used to create a PDF. If you can't save as or export to PDF, you can always print to PDF by using a PDF printer.

There are many page layout and desktop publishing programs that can create a PDF. The industry standard is Adobe InDesign but so long as the specifications outlined in this booklet are met, the program used is less important.



# Text File Setup

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No matter what binding method you select, all text files should be uploaded in one of two ways, depending on if bleed is required.

We will use an example of A5 (210mm x 148mm).

If there is no artwork on the book that needs to bleed, then the final size dimensions that should be uploaded are 210mm height x 148mm width.

If there is to be artwork on the book that is required to run right to the very edge of the page, then bleed will need to be supplied. The bleed that we require for text is 3mm on each edge. So this would result in a book size of 216mm in height, and 154mm in width.

Please note other factors to look out for when creating your text file:

- The first page of your PDF file will be printed on the first available right-hand page in the book
- All fonts must be embedded to ensure our printer can use them - if a font is not embedded our printer will use a substitute which can impact the desired look of the book
- With our **bookvault** system, a barcode will be added to the last page of the document to aid it through our production facility to ensure that the cover/text are matching. To minimise the number of blank pages at the rear of your book, supply a page count that is one less than a divisible of 12. **Example:** 11, 23, 35, etc.
- When exporting your file, please select for it to be: PDF/A Compliant or if possible export with 'PDF/X-1a:200' settings.

# Design Program Setup

Depending on which program you are using to create your text/cover, you may need to alter the setup. Most professional design suite programs will allow you to export with bleed such as InDesign. If you are using other programs such as Microsoft Word you would need to include the bleed in the overall size.

## Professional Design Programs

For this example, we will show you the setup in InDesign and other professional design programs should be similar to this setup.

See the example provided to the right, this is a setup for an A5 book text file that requires bleed.

As you can see, in the width and height, the final dimensions of the book are indicated. At the bottom it allows you to set up the bleed on each side which should be 3mm.

The image shows a dark-themed 'PRESET DETAILS' panel from Adobe InDesign. The settings are as follows:

- Width:** 148 mm
- Height:** 210 mm
- Units:** Millimeters
- Orientation:** Portrait (indicated by a blue person icon)
- Pages:** 100
- Start #:** 1
- Facing Pages:**
- Primary Text Frame:**
- Columns:** 1
- Column Gutter:** 0 mm
- > Margins:** (collapsed)
- ▼ Bleed and Slug:** (expanded)
  - Bleed:**
    - Top:** 3 mm
    - Bottom:** 3 mm
    - Left:** 3 mm
    - Right:** 3 mm

# Design Program Setup - Continued

## Other Programs

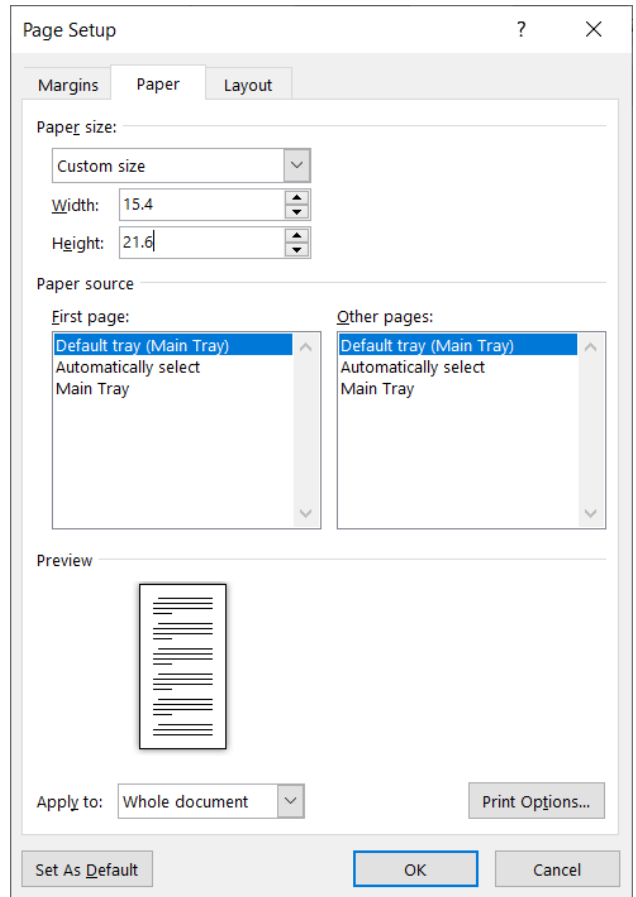
For this example, we are producing a text file with bleed in Microsoft Word. Firstly, you would need to navigate to this area :  
Layout Tab > Size > More Paper Sizes

This will then give you a drop-down of standard paper sizes. What you would need to do is select a custom size and/or start inputting the relevant dimensions. Note that this is set up in cm rather than mm, so would need to ensure anything calculated is in the right unit. If your text file has any images that bleed off the page, make sure 3mm is added on each edge.

This program can also be used for cover artwork, in which you would do the same and indicate the dimensions including bleed.

On the margins page, change these all to 0 which will allow you to add content to the full artwork canvas.

Note: when changing the margins to 0 it will come up with a popup about the print area, click "Ignore" on this.



# What Is Bleed?

Bleed is artwork that is printed beyond the final trim size, to ensure the artwork is right up to the edge of the book after trimming. As there is a degree of movement during the print process, the industry standard for bleed is 3mm. Supplying your job without bleed may result in white lines still being visible after being trimmed.

For example, a book that was A5 (210mm x 148mm) would need artwork supplied as 216mm x 154mm. Below are some examples of where bleed would be required. If any pages in your file are going to require bleed, the whole document should be set up in the same format.

## No Bleed Required

IMAGE

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## Bleed Required

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## Bleed Required

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IMAGE

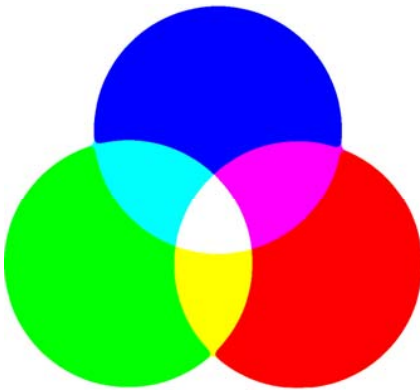


# Colour Conversion / Profiles

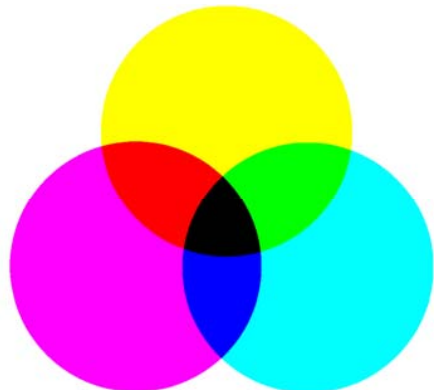
Because printing processes use CMYK (cyan, magenta, yellow, black) inks, and the artwork you see on screen is RGB (red, green, blue), there will always be a slight difference between what you see on screen and what is printed.

If your software is capable of CMYK workflow, use CMYK-based colours, and convert source images to CMYK (e.g. using Photoshop) before placing them into your page layout program. For best colour conversion use a FOGRA colour profile if available.

Where this is not possible, we can accept RGB images, but please note that RGB will be converted to CMYK on the press, and the colour conversion may not be as good as the method described above. Most digital devices (such as digital cameras) tag the RGB image with a source colour profile, which makes the RGB conversion more accurate.



RGB



CMYK

# Image Resolution / DPI

DPI stands for dots per inch, which is used to measure the quality of an image by counting the amount of dots per inch, the more dots the higher the quality and sharpness of the image.

Below are 3 images with different DPI properties, which show the variance of quality.

**72 DPI** - this is a standard DPI that is suitable for web graphics, this will not produce a great result when it comes to print production

**150 DPI** - this is the minimum DPI that we would recommend for print production, simple diagrams/drawings would be okay with this but for more detailed or high-end photographs, this would not be suitable

**300 DPI** - For anything that is requiring a good quality print production, we would require it to be set to this DPI



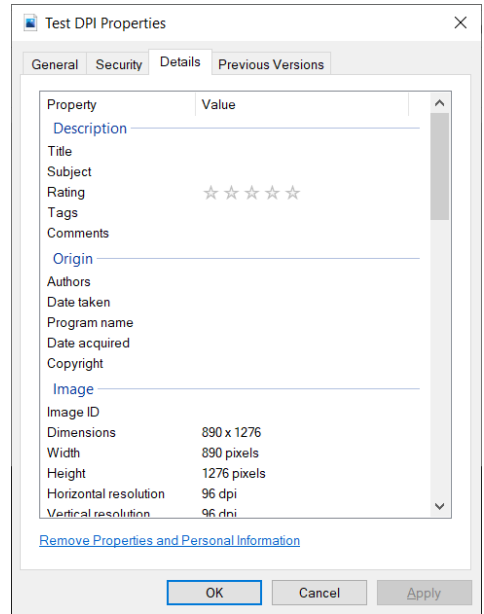
# Image Resolution / DPI - Continued

## How Do I Check The DPI Of An Image?

An easy way to find the DPI of an image is using file explorer.

Locate the image in the directory, right-click and select properties, click the details tab and at the bottom under the 'Image' section, it will indicate the dpi of both the horizontal/vertical resolution.

Remember that by enlarging or reducing the image, its dpi is also affected. For example, a 200dpi image doubled in size will be reduced to 100dpi.



200dpi

x2 →



100dpi

## Daisy Wheel Blocking

This is the most cost-effective and is the only offering we currently offer on our Print On Demand service for single books. This font is 'Record Gothic' and the size that we have is 18pt. We have upper case, lower case, numbers, and a standard set of symbols on offer.

ABCDEFGHIJKLMN  
OPQRSTUVWXYZ  
abcdefghijklmn  
opqrstuvwxyz  
1234567890!?!&

On **bookvault** you must specify the colour of the foil and locations you wish to have the text added - we have options of it being centred at the top, middle, and bottom of both the cover and spine.

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## bookvault Bespoke - Coming Soon

During 2023 we hope to enhance our foil blocking offering allowing for flexible design options and fonts - so keep up to date on our news and socials for the latest updates on this!

# What Book Are You Printing?

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**Saddle Stitch Booklet**

*See Pg. 13*



**Wire-O/Spiral Bound**

*See Pg. 15*



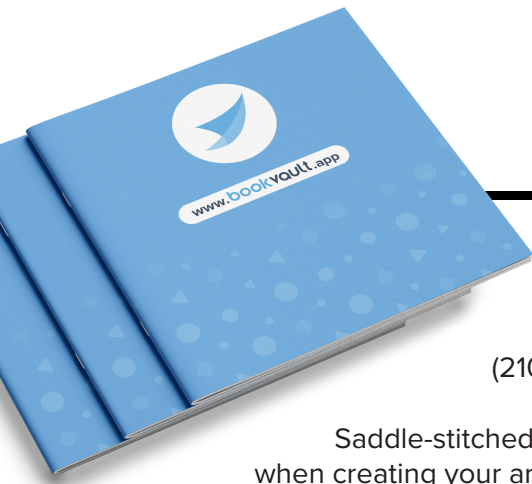
**Paperback Books**

*See Pg. 17*



**Hardback Books & Dustjackets**

*See Pg. 19 & 21*



# Saddle Stitch Booklet - Cover Setup

Below is a flat plan to explain the set-up of the cover for a saddle stitch booklet. For this example, we will use an A5 size (210x148)mm.

Saddle-stitched books have no spine so be wary of that when creating your artwork. You can download templates from our quote tool.

## Height :

210mm + 3mm bleed top +3mm bleed bottom = total 216mm.

## Width:

this is the width of the final size x2, plus the bleed.

148 x 2 = 296mm. 296 +3mm bleed left + 3mm bleed right = total 302mm.

Be aware of content too close to the trim size, allow a safety margin of 5mm from the edge of this.



# BACK COVER

Bleed Area - Trimmed off after print  
3mm

Safety Margin – Content close to the edge could be trimmed off  
3mm



# FRONT COVER

Saddle Stitched Cover Template  
Document Size: 216mm x 306mm  
Finished Size: 210mm x 148mm





# Wiro / Spiral Bound - Cover Setup



Below is a flat plan to explain the setup of the cover for a wiro/spiral bound book. For this example we will use an A5 size (210x148).

This is the only format that does not require a spread for the cover, this needs the covers as individual pages. If you are printing on the front and back there would be 2 pages, if you require printing on the inside front cover and inside back cover, it would require 4.

To calculate the full dimensions of this are:

## Height :

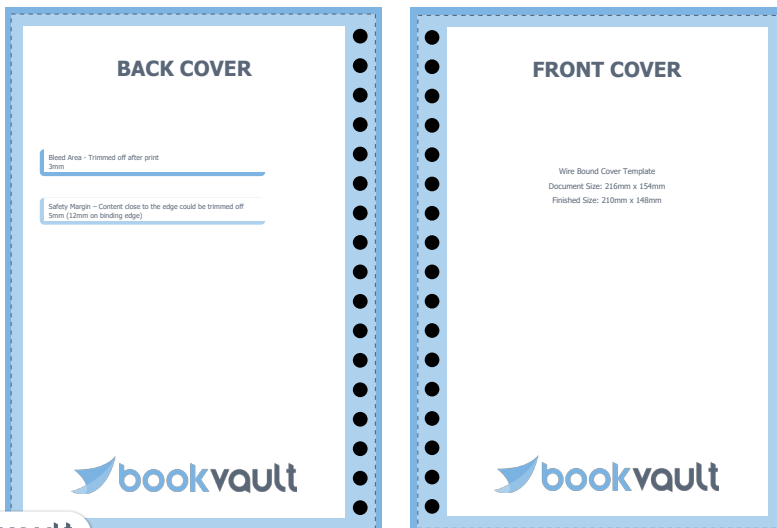
210mm + 3mm bleed top +3mm bleed bottom = total 216mm.

## Width:

this is the width of the final size x2, plus the bleed.

148 x 2 = 296mm. 296 +3mm bleed left + 3mm bleed right = total 302mm.

Be aware that on the left-hand side, there will be holes punched for spiral/wiro-binding, we suggest giving a margin of roughly 15mm.





# BACK COVER

Bleed Area - Trimmed off after print  
3mm

Safety Margin - Content close to the edge could be trimmed off  
5mm (12mm on binding edge)



# FRONT COVER

Wire Bound Cover Template  
Document Size: 216mm x 154mm  
Finished Size: 210mm x 148mm





# Paperback Book - Cover Setup

Below is a flat plan to explain the setup of the cover for a paperback book. For this example, we will use an A5 size (210x148).

First of all, you need to calculate the width of the spine, this can be done on our website, for this example, 100 pages on an 80gsm bond.

Go to our home page > help > sizing calculator. This indicates that the spine should be 5.6mm, we would round this up to 6mm.

## Height :

210mm + 3mm bleed top +3mm bleed bottom = total 216mm.

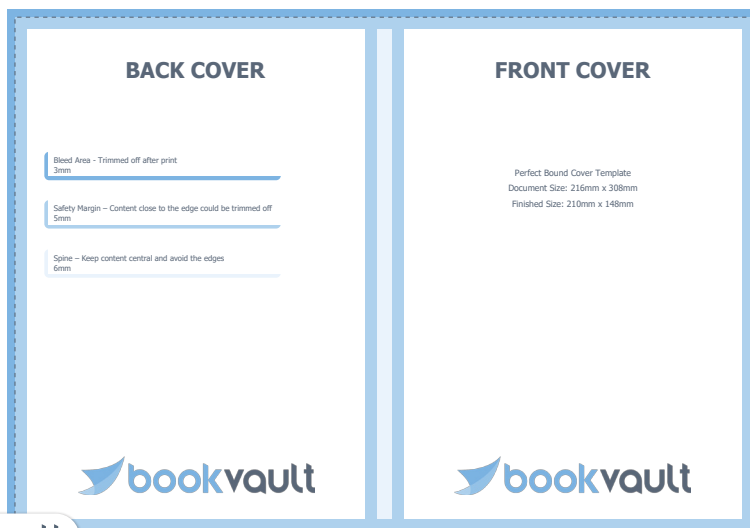
## Width:

this is the width of the final size x2, plus spine, plus the bleed.

148 x 2 = 296mm. 296 +6mm spine = 301.6mm

302mm + 3mm bleed left, 3mm bleed right = total 308mm

Be aware of content too close to the trim size, allow a safety margin of 5mm from the edge of this. Also, if you are printing on the inside of the cover, you would need to allow for a blank area for the spine - 5mm on each side of the spine. This is so that the glue will be able to stick better.



## BACK COVER

Bleed Area - Trimmed off after print  
3mm

Safety Margin - Content close to the edge could be trimmed off  
5mm

Spine - Keep content central and avoid the edges  
6mm



## FRONT COVER

Perfect Bound Cover Template  
Document Size: 216mm x 308mm  
Finished Size: 210mm x 148mm





# Hardback Book - Cover Setup

Below is a flat plan to explain the setup of the cover for a hardback book.

For this example, we will use an A5 size (210x148).

First of all, you need to calculate the width of the spine, this can be done on our website, for this example, 100 pages on an 80gsm bond.

Go to our home page > help > sizing calculator. This indicates that the spine should be 8.6mm, we would round this up to 9mm.

## Height :

Case Size = 210mm + 3mm top + 3mm bottom to account for the case

Full Size = 216mm + 20mm top + 20mm bottom to wrap around the case

## Width :

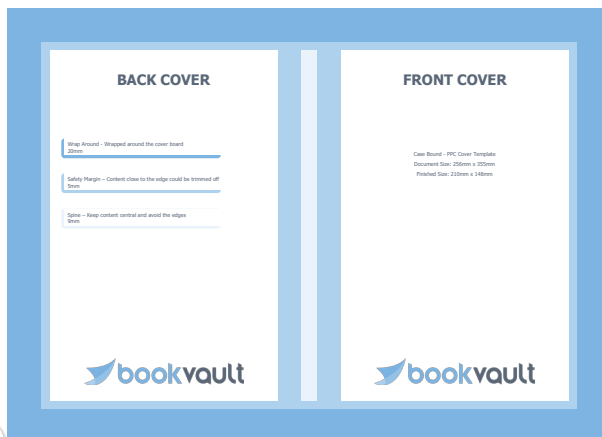
148mm x 2 for the front and back cover +9mm spine

+ 3mm left + 3mm right to account for the case overhang

+2mm left + 2mm right to account for the inner edge spine card thickness

+ 20mm left + 20mm right to wrap around the case

Please leave a 5mm margin for content to ensure they are not at the edge of the case. Please also note that 12mm on either side of the spine will fall into the gutter/hinge.



## BACK COVER

Wrap Around - Wrapped around the cover board  
20mm

Safety Margin - Content close to the edge could be trimmed off  
5mm

Spine - Keep content central and avoid the edges  
9mm



## FRONT COVER

Case Bound - PPC Cover Template  
Document Size: 256mm x 355mm  
Finished Size: 210mm x 148mm



# Dust Jacket - Artwork Setup

Below is a flat plan to explain the setup of artwork for a dust jacket. For this example, we will use an A5 book (210x148).

First of all, you need to calculate the width of the spine, this can be done on our website, for this example, 100 pages on an 80gsm bond.

This indicates that the spine should be 9mm.

Use this to calculate the full dimensions of the cover:

## Height :

The case height is 6mm taller than the text block, 3mm overhang on top and bottom. Case height = 216mm, we would require a further 3mm of bleed top and bottom - so a total of 222mm.

## Width :

The jacket would be calculated similarly to the PPC cover.

148mm x 2 for the front and back cover + 9mm spine.

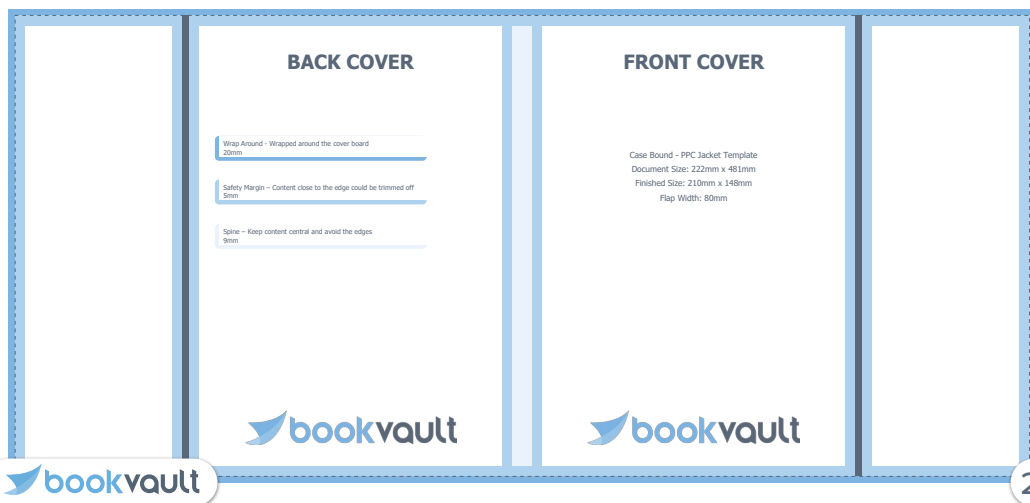
+ 3mm left + 3mm right to account for the case overhang

+ 2mm left and 2mm right to account for the inner edge spine card thickness

+ 3mm left + 3mm right for bleed to wrap around onto the inside flaps

+ 80mm left + 80mm right for the inside flaps that are printed on.

Please leave a 5mm margin for content as a safety margin to ensure this isn't cut off. Please also note that 12mm on either side of the spine will fall into the gutter/hinge.



## BACK COVER

Wrap Around - Wrapped around the cover board  
210mm

Safety Margin - Content close to the edge could be trimmed off  
5mm

Spline - Keep content central and avoid the edges  
9mm



## FRONT COVER

Case Bound - PFC Jacket Template  
Document Size: 222mm x 481mm  
Finished Size: 210mm x 148mm  
Flap Width: 80mm

