

Paperback Press-Ready Cover Guide

For Perfect Binding, Plastic Coil, Plastic Comb, and Saddle Stitched Binding

Acceptable Cover Material

We will only accept a digital file formatted properly to our specification and saved as a PDF file. The cover PDF must be ready to print with no additional typesetting or alterations needed. Printing quality depends on the quality and resolution of the PDF provided. See p. 2 for guidelines to help you. Be sure to use the correct template for your chosen binding style and size as shown on p. 6-11.

Paper & Ink

Your cover design is printed on heavy durable white cover stock and includes **FREE** UV coating to improve color brilliance. For even more durability, choose plastic or matte lamination for an extra charge. UV coating and lamination are not available on saddle-stitched books.

- If your text is to be black, please use only 100% black and set text to overprint. Do not use registration black or any other CMYK black formula.
- Your pages and cover will be printed in CMYK mode (cyan, magenta, yellow, and black), which is standard for full-color printing. If you furnish files in RGB (red, green, and blue), standard for computer displays, your files will be converted to CMYK. This may affect your final printed colors, especially for brighter colors.

Charges

Extra charges may apply if we need to scan hard copies or make adjustments to your files. We do not offer any design services for inside pages, but we can help you with cover design for additional charges. See our website or contact us for details.

FREE Proof

You will receive a **FREE** digital proof to review and approve. You can request hard copy proofs for an extra charge. We recommend a hard copy proof for color accuracy and photo quality representation as home office monitors and color printers are not reliable.

Production will continue when we receive proof approval and the second payment. If you request hard copy proofs, they must be returned to us to continue production.

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ALSO REFERENCE PAPERBACK PRESS- READY PAGES GUIDE

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Place your order and upload your PDF files on our website: morrispublishing.com/ordering-terms

If you need assistance or have any questions, please contact us by phone 800-650-7888, 8 a.m. - 5 p.m. CST Monday - Friday or email publish@morrispublishing.com, 24 hours a day.

TAKE NOTE >

Also reference "Paperback Press-Ready Pages Guide" from our website's Download center.

Artwork and Photo Guidelines

How to determine if photos, scans, or other digital files are acceptable for quality printing.

Smartphones & Digital Images

Most of today's smartphones capture 12 or more megapixels (pixels in millions) while digital cameras range in 10-20 mp and provide digital images with sufficient amount of megapixels required for reproduction in books. However, use caution when you crop and enlarge a portion of a larger image. In such situations use a higher resolution (higher megapixel) setting to ensure a high enough resolution to maintain the sharpness and clarity of the enlarged portion.

How to Determine Pixel Size

There are a few ways to determine the actual print size of a digital image.

Using an iPhone:

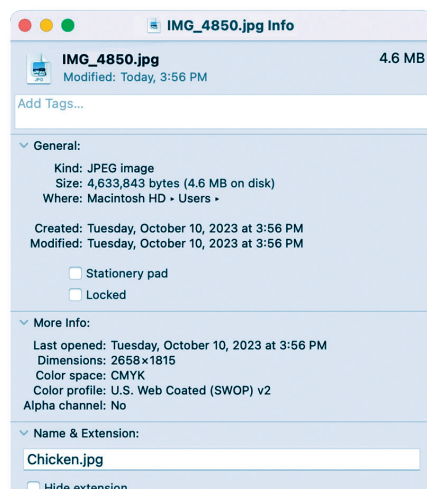
- Select/open the "Photos" app and select the photo. With the photo displayed, select the "circle i" icon in the bottom bar to display photo attributes including megapixels, dimensions and file size.

Using an Android Smartphone:

- Select/open the "Photos" app and select the photo. With the photo displayed, select the "3 stacked dots" icon in the upper left to display photo attributes including megapixels, dimensions and file size.

On a Mac:

- Select the unopened image file and "right-click" or use keys "Command-I" to open a dialogue box > pull down to "Get Info" to display a pop-up window displaying the image file attributes and dimensions.



Using Windows:

- Select the unopened image file and "right-click" or use keys "Command-I" to open a pop-up box > select properties. A new window opens displaying the image file attributes including size. Click the "Details" tab to display the dimensions.

Using photo-editing software:

- Open the photo using a photo-editing software (Photoshop®, Luminar, Corel DRAW®) to show how many pixels are in an image in length and height.

All these methods display the image dimensions in pixels as shown in the example to the right 2658 ppi x 1815 ppi.

If you enlarge a photo, make sure you maintain at least 150 ppi. Images saved from a website are usually 72 ppi. You cannot increase and resave lower resolution files to 300 ppi as they become blurry.

Image Resolution & Reproduction

An image that looks good on your screen or monitor may not necessarily print well. Resolution of a digital image, expressed in pixels per inch (ppi), determines the printing quality. A low-resolution image may look good on your computer, but enlarging it will likely cause lack of detail and even look pixelated.

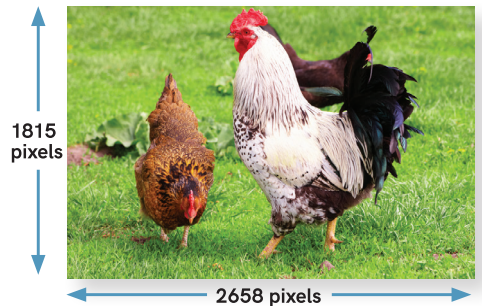
Print resolution is measured in dots per inch (DPI) referring to the amount of dots printed in an inch, and determines the print quality. Recommended resolution for printing is 300 DPI. Images at 150 DPI are of decent quality, but won't print as sharp as 300 DPI.

Other Quality Considerations

Other factors are just as important in determining overall picture quality. Effective image processing with software can diminish noise, increase sharpness, and improve color among other benefits. We recommend modifying the brightness, contrast and color for best results. Morris Publishing® does not make alterations or color corrections to images. We cannot be held responsible for the quality of the images you provide.

Image Size conversion formula:

width pixels ÷ 300 = width in inches
height pixels ÷ 300 = height in inches



300 DPI high quality

2658 w x 1815 h (÷ each by 300)
= 8.86" x 6.05" max print size

150 DPI medium quality

2658 w x 1815 h (÷ each by 150)
= 17.72" x 12.1" max print size

Image Size	300 dpi high quality	150 dpi medium quality
1 x 1	300 x 300 px	150 x 150 px
2 x 2	600 x 600 px	300 x 300 px
3 x 3	900 x 900 px	450 x 450 px
4 x 4	1200 x 1200 px	600 x 600 px
5 x 5	1500 x 1500 px	750 x 750 px
6 x 6	1800 x 1800 px	900 x 900 px
7 x 7	2100 x 2100 px	1050 x 1050 px
6.05 x 8.86	1815 x 2658 px	908 x 1329 px
8 x 8	2400 x 2400 px	1200 x 1200 px
8½ x 11	2550 x 3300 px	1275 x 1650 px

Great conversion tool scantips.com/calc.html



TAKE NOTE

File Format

Save color images in CMYK mode (not RGB). If images are to be printed in black only, save in grayscale mode.

Save digital images in one of these formats: TIFF, EPS, or JPG. Your file should be several megabytes in size if it's the correct resolution, although JPG files are generally smaller.

Artwork and Photo Guidelines

Scanning Images and Saving Files

Scanning as an Option

If you have a collection of color artwork or historic photographs that need an accurate and consistent print representation, using a smartphone or digital camera may not be the best option. To do this properly you should use a tripod, at least two sets of lights to light the prints, and a piece of glass to lay on top of the prints to keep them flat. Positioning camera and lights at the correct angles without creating glare or a "hot spot" in your image can be tricky and using a professional photographer can be expensive.

That's when a flatbed scanner may be a better option. You will be able to control the process and scan the photos the way you want. A decent scanner will allow you to capture more detail, scan the desired size and save in the desired DPI and file format.

As a general rule, the minimum DPI for scanning images for printing is 300 x the magnification you want to size the image to. For example, if you are scanning a 1" sq. postage stamp, and plan to have it print as 2" sq., then;

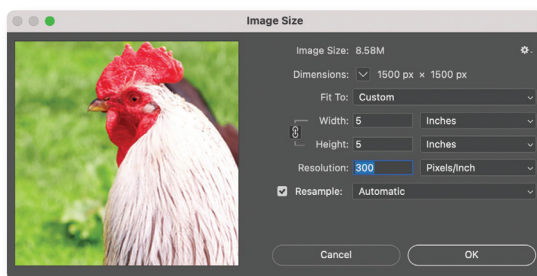
$$300 \times 2 = 600 \text{ DPI.}$$

Or to have it print as 5" sq., then;

$$300 \times 5 = 1500 \text{ DPI.}$$

See the previous page for more information about image resolution and reproduction.

Most photo-editing software (Photoshop®, Luminar, Corel DRAW®) and/or specific scanner operating software provide an option to prescan an image to determine the digital ppi (pixels per inch), as well as the ability to select the DPI (dots per inch) and calculate your finished size. Additionally you can crop the image to better match the target print shape and size.



Scanning Tips for Best Results

- All images must be scanned and saved at the size they will be used or larger.
- If an image bleeds off the cover, allow an additional 1/8" of image on the side(s) for bleed. See templates on p. 5-8.

Scanning Color

- Full-color scans and/or digitized Photoshop® files should be scanned at 300 ppi and saved as EPS files.
- Full-color artwork and photos should be saved as CYMK files (not RGB).

Scanning Line Art

- Line art images should be scanned at 600 ppi and saved as TIFF files.
- Lines (including those within art) should have a minimum rule line weight of .5 points.

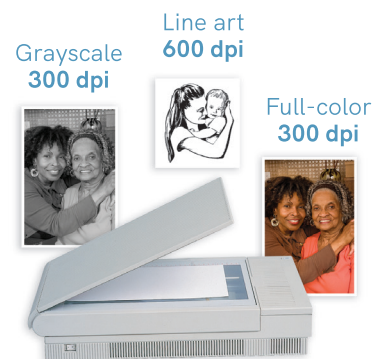
Scanning Photos (Grayscale Only)

- Scan color or black/white photos, to be printed in black/white, at the size they will be used. Use the following settings when scanning:
 1. black/white photo (grayscale).
 2. resolution 300 ppi.
 3. de-screen when necessary.
- Adjust scans in Photoshop® using these steps:
 1. Crop and retouch photos as needed.
 2. Open Image > Adjust > Curves. Move the end point for darks to 95% output. Move the end point for lights to 3% output. Adjust the midtones to 20%-30%. Photos should look slightly lighter than expected.
 3. Open Filter > Sharpen > Unsharp Mask. Adjust settings: amount = 100% (adjust as needed), radius = 1.5 pixels, and threshold = 5 levels.

Retailer / Scanning Services

If you do not have access to a flatbed scanner, there are some businesses that offer scanning services. Your least expensive options are some retail

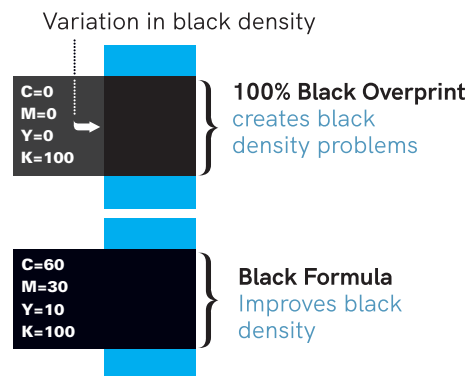
pharmacies or big-box department stores that provide photo services. Some print & office supply stores, and camera and photography retailers also offer such services and will ensure the final scans meet your needs with your digitized images usually provided on flash drives. Prices are per scan and can be expensive.



Using Black with Color

When a large area of solid black ink overprints across different colors, there will be a noticeable change in the density of black. Eliminate this by creating a process black formula of Cyan 60%, Magenta 30%, Yellow 10%, and Black 100%. Below are examples of 100% black and then the black formula. Use this formula for large black areas on full-color covers.

- Smaller black areas such as lines, type, or artwork with black strokes should be made of 100% black and set to overprint.
- Large area of solid color will print better if you add texture instead of using flat color.



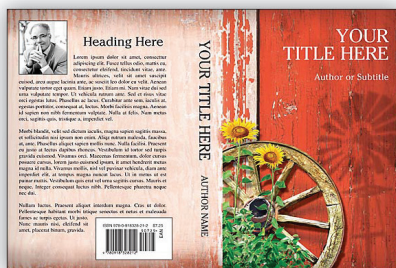
Cover Content and Bar Codes



Front Cover

Your cover is very important to your book's success. Book covers should provide readers an idea of what's to come. Author an effective title combined with an appealing image, or exciting design that engages, inspires, and provides a hint as to the genre. Choose a font and color palette that help convey the tone of your book. Your cover should persuade readers to buy your book even before they turn the first page.

We provide this Press-Ready Guide to help you submit your own press-ready cover. Cover Design Assistance is available with access to millions of images and photographs. Visit our website or call us for more information.



Back Cover

The back cover is also an important part of your book. It serves as a mini-billboard offering details to further encourage sales. Consider highlighting a portion of the book as a teaser, a brief synopsis of the content, or include a formal book description, reviews, testimonials, even endorsements to give the book credibility. Many writers include a headshot and provide some details about themselves. If your book is fiction, share a little about yourself and some accomplishments to connect with readers. If your book is non-fiction, describe yourself with a brief bio, your credentials and your recent work especially if the work is academic or professional.

Perfect Binding Spine Width

The spine of a perfect bound book is equally important. Always consider your background color or image which usually complement the book cover. The following templates will help you build your cover, including spine width.

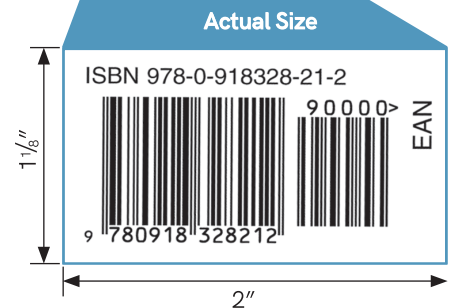
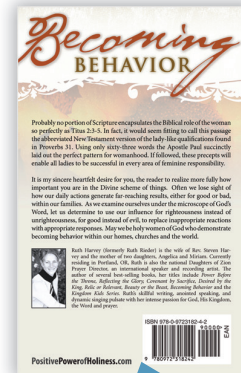
ISBN and Bar Codes

If you plan on selling your book in book stores or through online marketplaces, you will need an ISBN (International Standard Book Number) and bar code. **The ISBN is a 13 digit number used to identify the self-publisher (you) and the book title.** Morris Publishing does not supply ISBNs, so be sure to purchase your ISBN before sending your book in for print. The ISBN should be listed on your copyright page as well as the back cover. Bowker® is the official ISBN agency for the United States. You can purchase your ISBN on their website: myidentifiers.com.

You can purchase your bar code from Bowker® and place it on your press-ready cover, or we can create a bar code for an additional charge using your ISBN.

Bar codes must be centered in a white box measuring 2" x 1 1/8" (2 x 1.125). It can be placed anywhere on the bottom of the back cover, usually on the bottom right corner of the back cover, near the spine. Do not place any text below the bar code. See our cover templates for recommendations where to position the bar code.

If you decide you need an ISBN and/or bar code after your books are printed, we can print bar codes on labels to stick on your back cover for an extra charge.



TAKE NOTE >

Bar codes submitted from a laser printer are **NOT** accepted. Morris Publishing will not be held responsible for readability of bar codes that we do not create.

Binding and Spine Width

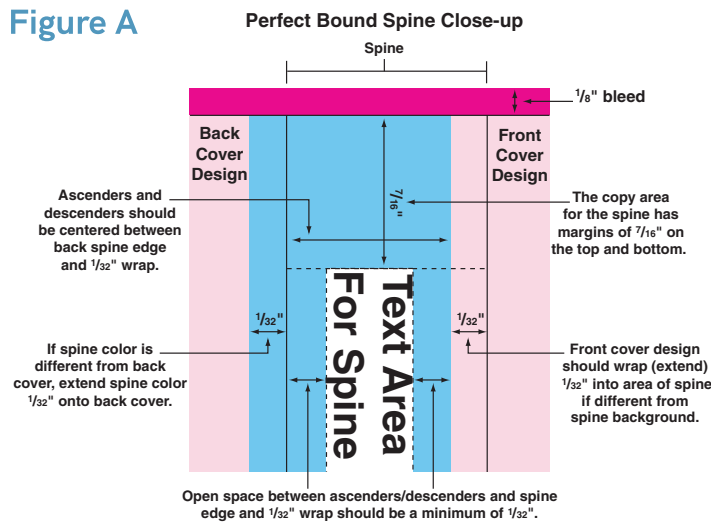
Book size and binding style play a key role in the appearance and performance of your book. Selecting what is the best type of binding requires the consideration of several factors, such as the function of the book, the number of pages, the desired quality of presentation, and your printing budget.

The following pages (p.6 -11) detail available book binding templates with pertinent information to consider and guidelines to help you, starting with the spine width.

Perfect Binding Spine Width

An important consideration for perfect binding is the width of the spine. It must be figured accurately when using a perfect binding template; see **Figures A** and **B** on this page. Use the Spine Measurement Chart on the right to determine the width of the spine. The chart provides spine width in both inch fractions and decimals, based on the number of pages in your book. **Printing text on a spine requires a minimum of 90 pages**; otherwise, it is too small to include text.

Figure A



- If any color changes from the front cover to the spine, the front cover design, especially photographs and colors that bleed, should wrap (extend) 1/32" (.03125) into the spine area. The extra 1/32" is similar to a bleed and ensures that the spine color does not show on the front cover.
- If the color changes from the spine to the back cover, the spine color needs to extend 1/32" (.03125) onto the back cover.
- The copy area for the spine must have margins of 7/16" (.4375) on the top and bottom
- Spine text looks best in ALL CAPS (avoid script fonts). Spines printed in upper/lowercase letters appear off-center due to ascenders and descenders.
- Follow these guidelines to center text on spine:
 1. The open space between ascenders and front cover 1/32" wrap should be a minimum of 1/32" (.03125).
 2. The open space between descenders and back cover spine edge should be a minimum of 1/32" (.03125).
 3. Ascenders and descenders in the text should be centered between the back spine edge and the front cover 1/32" wrap.

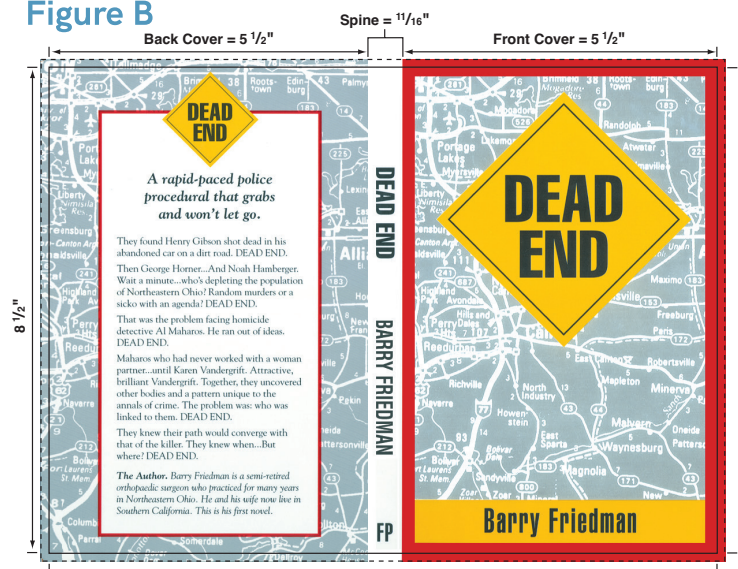
Spine Measurement Chart

Measurements are in inches

90 pages required for printing text on spine

# Pages	Spine Width	# Pages	Spine Width
40	3/32" .094	280	21/32" .656
50	1/8 .125	290	11/16 .688
60	5/32 .156	300	11/16 .688
70	3/16 .188	310	23/32 .719
80	3/16 .188	320	3/4 .750
90	7/32 .219	330	3/4 .750
100	1/4 .250	340	25/32 .781
110	1/4 .250	350	13/16 .813
120	9/32 .281	360	13/16 .813
130	5/16 .313	370	27/32 .844
140	5/16 .313	380	7/8 .875
150	11/32 .344	390	29/32 .906
160	3/8 .375	400	15/16 .938
170	13/32 .406	410	15/16 .938
180	7/16 .438	420	31/32 .969
190	7/16 .438	430	1 1
200	15/32 .469	440	1 1/32 1.031
210	1/2 .500	450	1 1/16 1.063
220	1/2 .500	460	1 1/16 1.063
230	17/32 .531	470	13/32 1.094
240	9/16 .563	480	1 1/8 1.125
250	9/16 .563	490	15/32 1.156
260	19/32 .594	500	13/16 1.188
270	5/8 .625		

Figure B

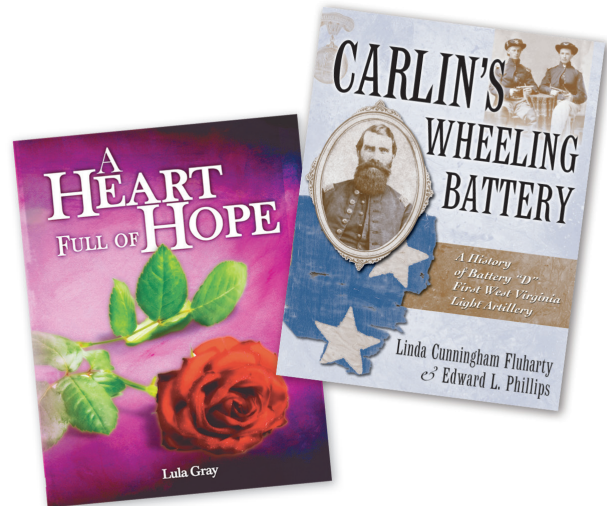


This perfect bound book has 300 pages, so the cover is designed with an 11/16" spine. Since artwork bleeds, color and art are extended 1/8" beyond document edge (to dotted line).

Perfect Binding - 8½ x 11

Perfect Binding Template

Perfect bound books are available in two sizes: 8½" x 11" (this page) and 5½" x 8½" (p.7). After the book is bound, the three outside edges are trimmed to ensure the pages are all the same size and the edges are smooth. This trim removes ⅛" bleed from the side and ⅙" from both the top and bottom. The final book size will be 8⅜" x 10⅞" or 5⅜" x 8⅜".

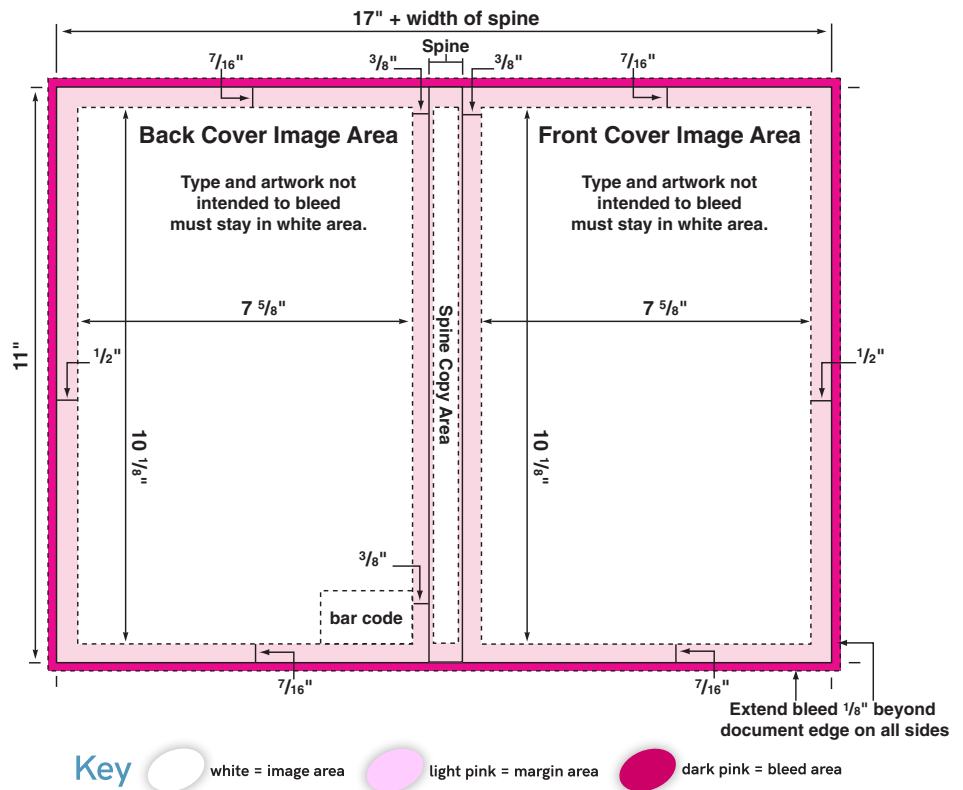


Perfect Binding 8½" x 11" Size Books

Template 3

- Document width = 17" + width of spine.
See *Spine Measurement* Chart on p. 5 to determine the appropriate spine width.
- Document height = 11"
- Set image areas with margins ½" (.5) from the left and right edges, ⅞" (.4375) from the top and bottom edges, and ⅜" (.375) from both edges of the spine. Reference the shaded pink areas on **Template 3**.
- The white areas on **Template 3** are the image areas. Do not extend type or artwork beyond these areas unless it is intended to bleed. Center text and artwork within the image areas, not the document edges.
- If color or artwork bleeds, extend it into the margin areas and ⅛" (.125) beyond the edge of the document on all four sides (shown as dark pink). The ⅛" bleed area will be trimmed off.
- If the book requires a bar code, it must be centered in a white box measuring 2" x 1⅛" (2 x 1.125). It can be placed anywhere on the *bottom* of the back cover, inside the image area. Do not place any text below the bar code.
- The final book size will be 8⅜" x 10⅞" after all sides are trimmed.

Template 3



DEFINITION

Bleed

An extra amount of printed image that extends beyond the trim size of a sheet or page. Bleed is necessary if artwork or color extends to the trimmed or finished edge of a cover or page. A bleed of ⅛" is the industry standard.

Perfect Binding - 5½" x 8½"

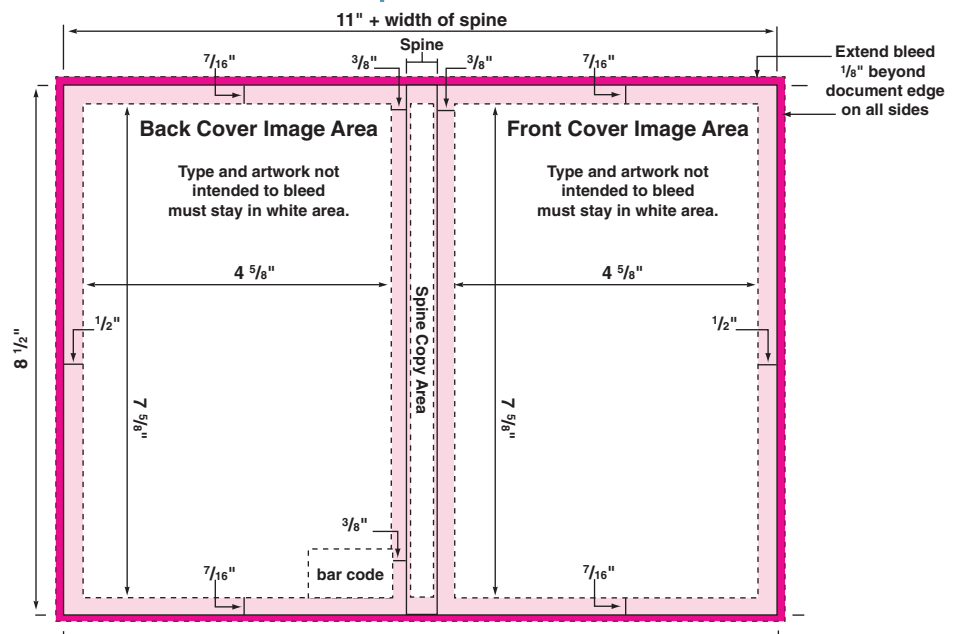
Perfect Binding 5½" x 8½" Size Books

Template 4

- Document width = 11" + width of spine.
See *Spine Measurement Chart* on p. 5 to determine the appropriate spine width.
- Document height = 8½" (8.5)
- Set image areas with margins ½" (.5) from the left and right edges, 7/16" (.4375) from the top and bottom edges, and 3/8" (.375) from both edges of the spine. Reference the shaded pink areas on **Template 4**.
- The white areas on **Template 4** are the image areas. Do not extend type or artwork beyond these areas unless it is intended to bleed. Center text and artwork within the image areas, not the document edges.
- If color or artwork bleeds, extend it into the margin areas and 1/8" (.125) beyond the edge of the document on all four sides (shown as dark pink). The 1/8" bleed area will be trimmed off.
- If the book requires a bar code, it must be centered in a white box measuring 2" x 1 1/8" (2 x 1.125). It can be placed anywhere on the *bottom* of the back cover, inside the image area. Do not place any text below the bar code.
- The final book size will be 5 3/8" x 8 3/8" after all sides are trimmed.



Template 4



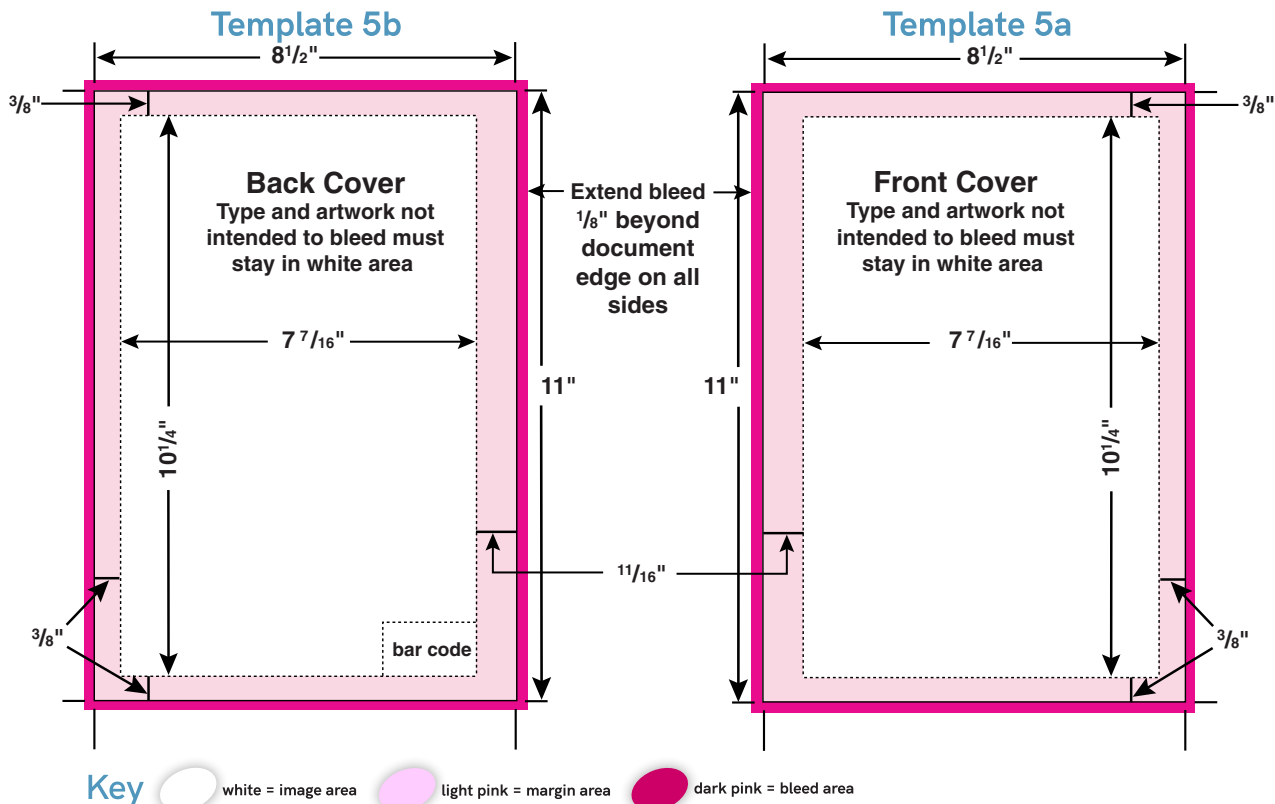
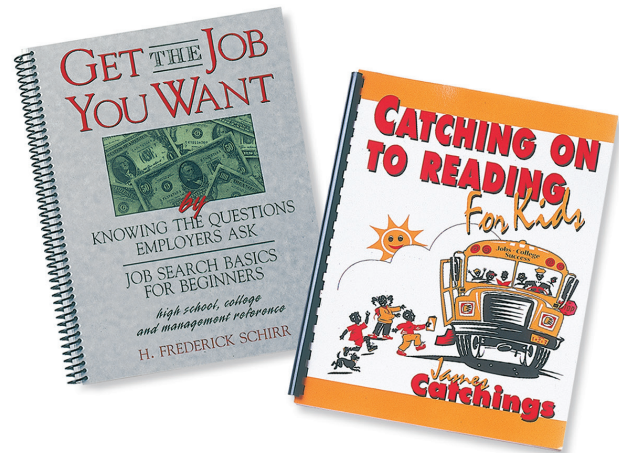
Key white = image area light pink = margin area dark pink = bleed area

Plastic Coil and Comb Binding - 8½ x 11

Plastic Coil or Plastic Comb Binding 8½" x 11" Size Books

Template 5a & 5b

- Document width = 8½" (8.5)
- Document height = 11"
- Front cover margins are ⅜" (.375) for the top, bottom and right side, and 1¼" (.6875) for the left side (**Template 5a**).
- Back cover margins are ⅜" (.375) for the top, bottom and left side, and 1¼" (.6875) for the right side (**Template 5b**).
- The wider margin of 1¼" is needed for the plastic comb or coil binding punch.
- The white areas on **Template 5a** and **5b** are the image areas. Do not extend type or artwork beyond these areas unless it is intended to bleed. Center text and artwork within the image areas, not the document edges. Avoid the shaded pink margin areas.
- If color or artwork bleeds, extend it into the margin areas and ⅛" (.125) beyond the edge of the document on all four sides (shown as dark pink). The ⅛" bleed area will be trimmed off.
- If the book requires a bar code, it must be centered in a white box measuring 2" x 1⅛" (2 x 1.125). It can be placed anywhere on the *bottom* of the back cover, inside the image area. Do not place any text below the bar code.
- The finished book size is 8½" x 11".

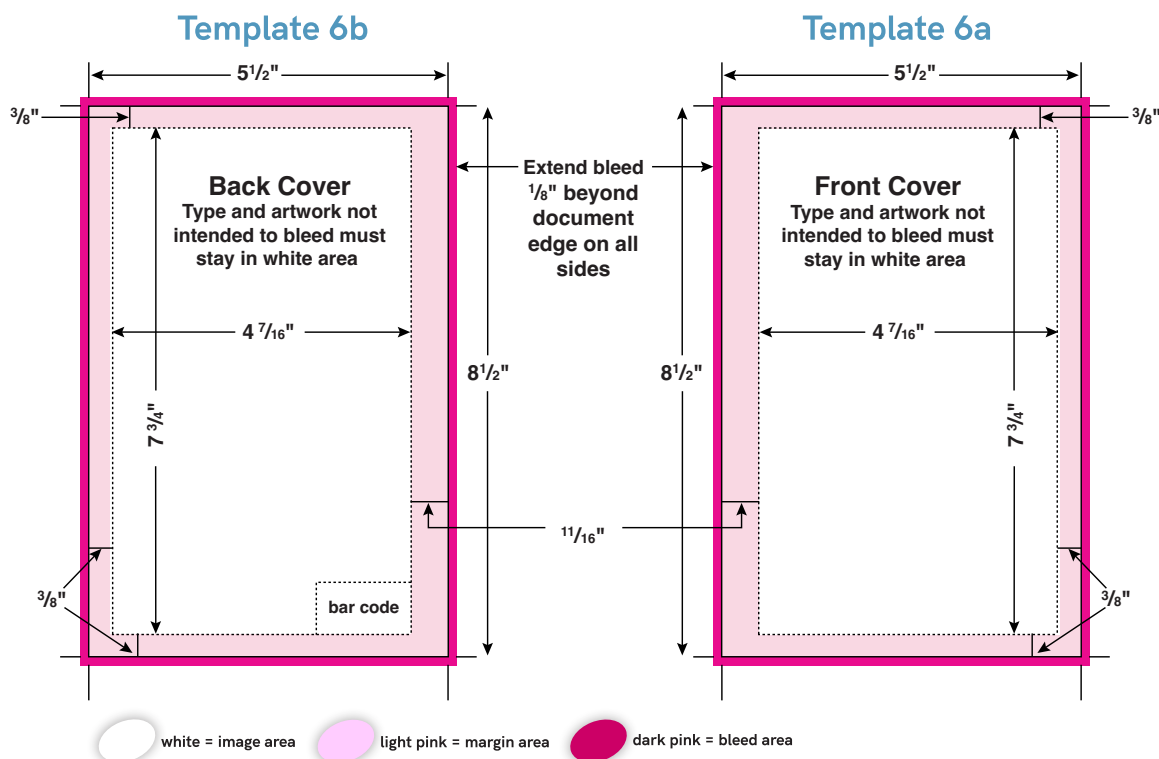
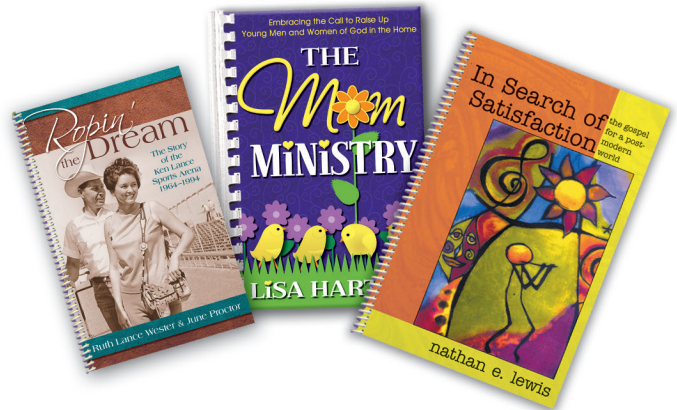


Plastic Coil and Comb Binding - 5½" x 8½"

Plastic Coil or Plastic Comb Binding 5½" x 8½" Size Books

Template 6a & 6b

- Document width = 5½" (5.5)
- Document Height = 8½" (8.5)
- Front cover margins are ⅜" (.375) for the top, bottom and right side, and 1/16" (.6875) for the left side (**Template 6a**).
- Back cover margins are ⅜" (.375) for the top, bottom and left side, and 1/16" (.6875) for the right side (**Template 6b**).
- The wider margin of 1/16" is needed for the plastic comb or coil binding punch.
- The white areas on **Template 6a** and **6b** are the image areas. Do not extend type or artwork beyond these areas unless it is intended to bleed. Center text and artwork within the image areas, not the document edges. Avoid the shaded pink margin areas.
- If color or artwork bleeds, extend it into the margin areas and 1/8" (.125) beyond the edge of the document on all four sides (shown as dark pink). The 1/8" bleed area will be trimmed off.
- If the book requires a bar code, it must be centered in a white box measuring 2" x 1 1/8" (2 x 1.125). It can be placed anywhere on the *bottom* of the back cover, inside the image area. Do not place any text below the bar code.
- The finished book size is 5½" x 8½".

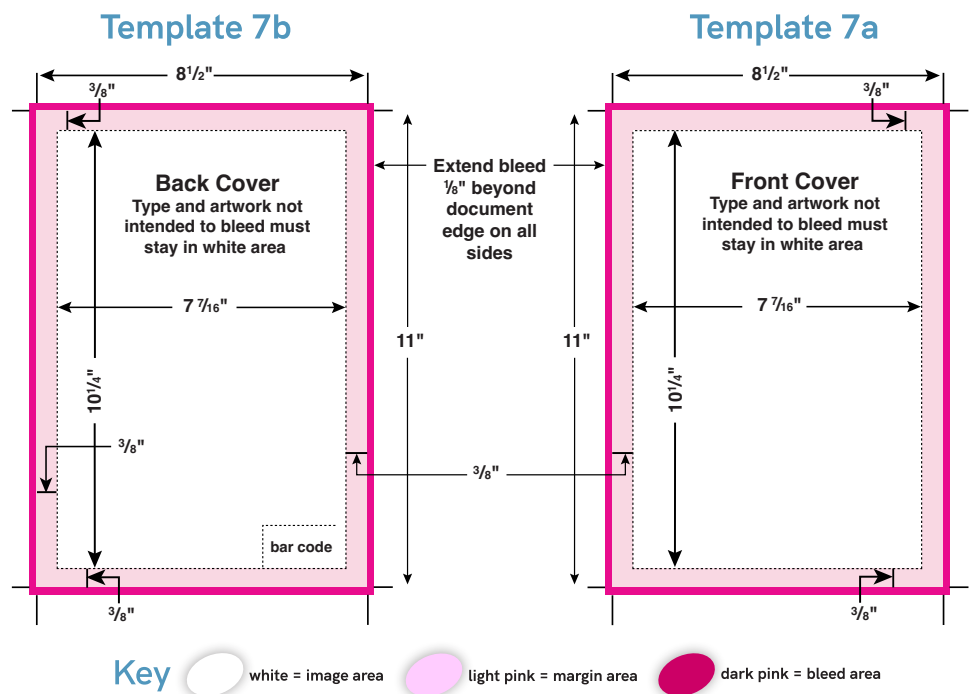
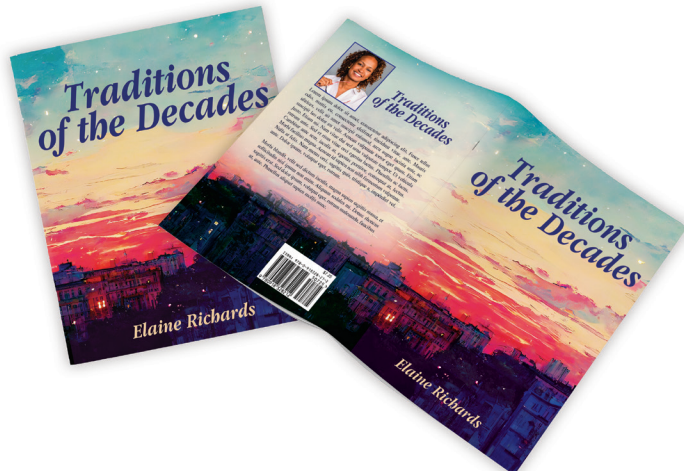


Saddle-Stitched Binding - 8½" x 11"

Saddle-Stitched Book Binding 8½" x 11" Size Books

Template 7a & 7b

- Document width = 8½" (8.5)
- Document height = 11"
- Front cover margins are ⅜" (.375) for the top, bottom and right side, and left side (**Template 7a**).
- Back cover margins are ⅜" (.375) for the top, bottom and right side, and left side (**Template 7b**).
- Set image areas with margins ⅜" (.375) on all 4 sides. Reference the shaded pink areas on **Template 7a** and **7b**.
- The white areas on **Template 7a** and **7b** are the image areas. Do not extend type or artwork beyond these areas unless it is intended to bleed. Center text and artwork within the image areas, not the document edges. Avoid the shaded pink margin areas.
- If color or artwork bleeds, extend it into the margin areas and ⅛" (.125) beyond the edge of the document on all four sides. The ⅛" bleed area will be trimmed off.
- It is possible to continue color or artwork wrap from the front cover to the back cover by eliminating center margins along the fold side. Understand the saddle stitch binding method uses wire staples to join the cover to the pages. The staples may pass through any image along the fold.
- If the book requires a bar code, it must be centered in a white box measuring 2" x 1⅛" (2 x 1.125). It can be placed anywhere on the *bottom* of the back cover, inside the image area. Do not place any text below the bar code.
- The final book size will be 8½" x 11".



TAKE NOTE >

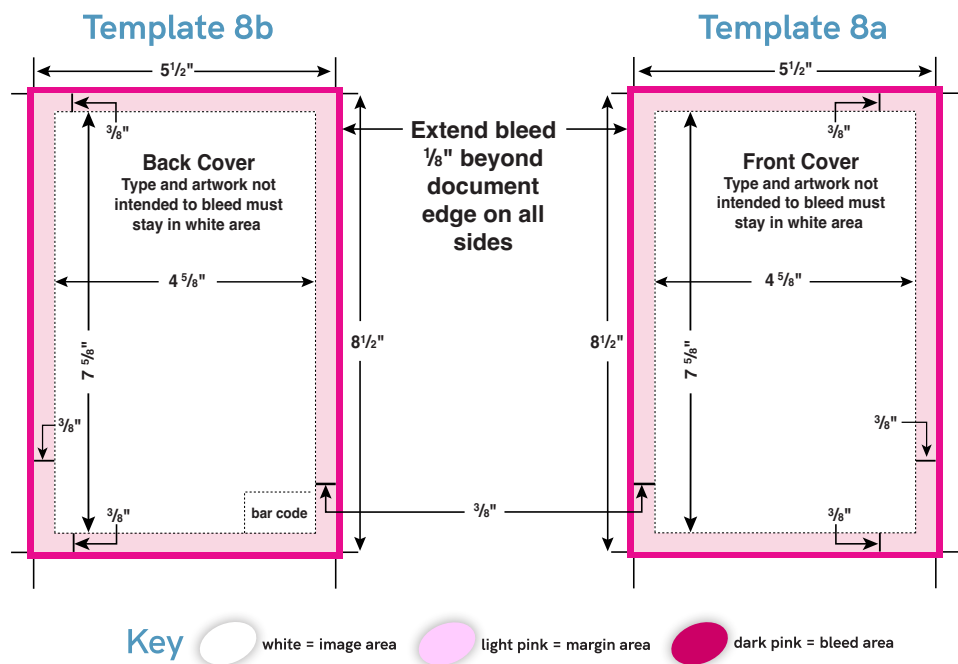
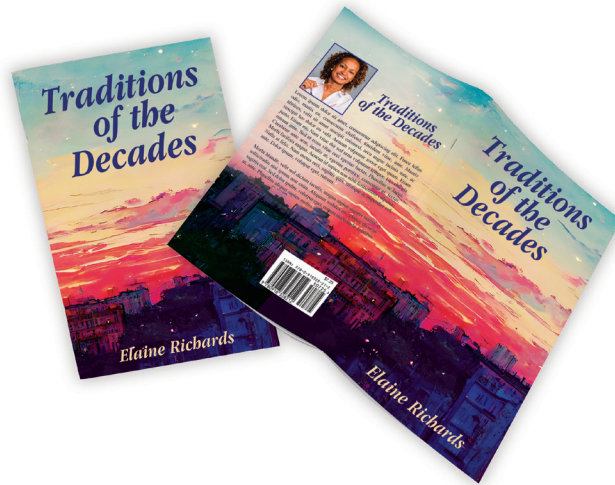
Variations in humidity and paper fibers and grain can result in cracking along the cover fold. If possible, try to avoid dark colors with heavy ink saturation. They are susceptible to scratches and cracking. We will do everything possible to mitigate cracking.

Saddle-Stitched Binding - 5½" x 8½"

Saddle-Stitched Book Binding 5½" x 8½" Size Books

Template 8a & 8b

- Document width = 5½" (5.5)
- Document height = 8½" (8.5)
- Front cover margins are ⅜" (.375) for the top, bottom and right side, and left side (**Template 8a**).
- Back cover margins are ⅜" (.375) for the top, bottom and right side, and left side (**Template 8b**).
- Set image areas with margins ⅜" (.375) on all 4 sides. Reference the shaded pink areas on **Template 8a** and **8b**.
- The white areas on **Template 8a** and **8b** are the image areas. Do not extend type or artwork beyond these areas unless it is intended to bleed. Center text and artwork within the image areas, not the document edges. Avoid the shaded pink margin areas.
- If color or artwork bleeds, extend it into the margin areas and ⅛" (.125) beyond the edge of the document on all four sides. The ⅛" bleed area will be trimmed off.
- It is possible to continue color or artwork wrap from the front cover to the back cover by eliminating center margins along the fold side. Understand the saddle stitch binding method uses wire staples to join the cover to the pages. The staples may pass through any image along the fold.
- If the book requires a bar code, it must be centered in a white box measuring 2" x 1⅛" (2 x 1.125). It can be placed anywhere on the *bottom* of the back cover, inside the image area. Do not place any text below the bar code.
- The final book size will be 5½" x 8½" .



TAKE NOTE >

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Submitting a Press-Ready Book

Making a PDF

A PDF (Portable Document Format) file captures document text, fonts, and images, providing the most reliable exchange of documents regardless the computer system or type of software used. PDFs will reproduce the same way they look on your screen, which helps guarantee your book prints as you intended. Content is “locked”; therefore, some changes cannot be made to a PDF.

Document Guidelines

Your paperback book should be created as two separate PDFs (covers & pages) each saved so the file name includes your book title. Pages require a different template and are assembled and printed separately. All the pages of the book must be in ONE file.

DO NOT place chapters or pages in separate files. If pages or chapters are separate, combine them into one document before creating the PDF.

Note: Keep pages 1-up and not as printer spreads.

- It is very important that your cover is built with the correct margins and spine specifications.
- Fonts do not need to be sent to us because they will be embedded into your PDF, as long as you have fonts on (open) when you make your PDF.
- Fonts in art files may need to be converted to outlines in the application in which they were created. Otherwise, fonts will default with undesired results.
- Carefully proof your two documents. Any changes at proof time may cause delays and extra charges.

Checking Reflow & Images in a PDF

Once you create a PDF, carefully proof it to ensure images look sharp and fonts look accurate.

- Make sure text has not reflowed, which is commonly caused by fonts defaulting to another font.
- Check all photos and other images in your PDF to ensure they are clear and sharp. Unlinked images will be blurry and print poorly. Refer to p. 2-3 for guidelines to achieve best print quality.

Sending Your PDF

Send your PDF one of three ways:

1. Place your order on our website.
2. Email it to publish@morrispublishing.com.
3. Save to a flash or USB thumb drive; send with your order.

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You can place your order on our website and upload your PDF files at that time. You can also email your files or send them on a flash drive, but you must also fill out and submit an order form. We will not process the order until we receive all necessary items.

PDF Files Needing Adjustments

- Once your file is uploaded, you will be able to preview it and check for possible font substitutions and errors. If your file is accurate, you will be able to approve it.
- If we encounter problems with your cover PDF, e.g., spine made incorrectly, no bleeds, etc., we will make adjustments if it's easy to fix. Native files or layered artwork may be required. If so, we will contact you and request files or a corrected cover.
- A press-ready digital cover that requires manipulating or repositioning may incur extra charges.

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