**How to Prepare Print-Ready Book Files**

**Perfect Bound Book**

* If you are printing a perfect bound book, you will need to provide a separate file for the cover. This cover file needs a front cover, back cover, and spine.
* The size of the spine depends on the stock and on the number of pages. At Conlin’s, we can adjust the spine size for you during production, so it’s ok if you don’t get it exactly right.

**Saddle Stitch Booklet**

* If you are printing a saddle stitch book, your page count must be divisible by four.
* Remember that the inside of your cover counts as two additional pages, even if you aren’t printing anything there.
* Your printer spreads will need to be arranged in out of order. The following tutorial contains instructions for arranging your spreads: <http://www.conlinspress.com/conlins-guide-to-arranging-printer-spreads-for-saddle-stitch-booklets-infographic/>

**General Tips**

* All files and images should be high resolution (300 PPI) and converted to CMYK color.
* All fonts must be embedded, packaged with the file, or converted to outlines.
* Save black and white images in greyscale mode.
* Remove template guidelines before saving and uploading the final PDF design.
* The left and right text margins for manuscript pages should not be less than 7/8ths (0.875).
* Page Bleed is 1/8".
* Left side pages should be even numbered and right side pages should be odd numbered.
* Remember to align your page numbers properly – numbers of the left side pages should be left aligned, and numbers on the right side pages should be right aligned. Or, you can center all page numbers.