

# PDF File Checklist

The following list contains basic guidelines to help you avoid what we've found to be the most common causes of file rejection and delays. This isn't everything needed to create the perfect print-on-demand file that is compatible with our system but it's a good start.

Need more? For a complete explanation, please download our file creation guide.

## Interior Files:

- Must be uploaded as a separate file from the cover
- Use single-page format (1-up per page)
- Do not include crop, registration, or printer marks
- All fonts must be embedded
- The final page should be blank. If there is no blank page, we'll add one for you.
- Margins must be a minimum of 0.5" (13mm) from final trim size on all sides. This includes page numbers and non-bleeding text and art. We allow for a 1/16" (0.0625 in / 2 mm) variance in printing. If text/images are too close to the trim edges, they could be cut in the printing and binding process.
- Gutter Margin** (no ink area):
  - 0.125" (3mm) is recommended on the bind side of interior
  - Saddle stitch books (anything less than 48 pgs) do not require gutter margins
- Bleed:**  
B&W and Color interior – Full 0.125" (3mm) past final trim size, except on bind/spine side
- Spot Colors:**  
B&W interior – Do not include spot colors or ICC profiles and all images should be converted to grayscale
- Color interior – Must include CMYK images at 72ppi or higher. 300ppi is recommended. CMYK value should not exceed 240%. Elements should not be built in "Registration". All spot colors with/without transparencies must be converted to CMYK.
- For revisions, the entire file must be re-uploaded. Partial pages cannot be accepted.

## Cover Files:

- To ensure accuracy, use our custom template generator tool—located under the "Tools" section of the web site. Simply fill in the required fields and a custom template will be emailed to you.
- Must be uploaded as a separate PDF from the interior.
- Barcodes are mandatory on all covers. 100% black only and placed on a white box/background.
- Resolution:** 300ppi  
**Printed Line Screen:** 175 visual equivalent  
**Color Space:** CMYK
- Bleed:** 0.125" (3mm) on all four sides except hardcover files, which require a 0.625" (16mm) wrap
- Type safety:** 0.25" (6mm) minimum on all sides
- Spine Type Safety:**
  - For page counts below 48, spine text is not available
  - Spines 0.35" and larger – 0.0625" (2mm) left/right sides
  - Spines smaller than 0.35" – 0.03125" (1mm) left/right sides
- Text that is 24 pt. or below, please use 100% black only
- All spot colors with/without transparencies must be converted to CMYK

*Please be sure you are satisfied with your files before uploading. There will be a \$25 charge for all revised file uploads after submission is complete.*