

## Fact Sheet

# Print-Ready Files

### HELP FOR SUCCESSFUL FILE PREPARATION

Launching your book for printing can be very challenging, especially if you are new to publishing. The terms and language that printers use can be confusing. In order to help get your printing experience off to a good start, here is a rundown of the basics of file preparation. Edwards Brothers Malloy prefers to receive **print-ready files**. What does that mean?

- A print-ready file is a PDF file for text or cover, saved or exported from a native file, preferably Quark Xpress or InDesign.
- All fonts and graphics used in a native file must be embedded in the print-ready PDF file.
- Graphics (photos, art, etc.) should be at least 200 dpi resolution for print production.
- If your text or cover file includes bleed elements (images, color, or type that extend right to the edge of the page or cover), choose “include the bleed and add the printer’s marks” when exporting to PDF. We require that the image extend 1/8” beyond the document size.

For text:

- The page size must be set at the proper trim size, same as the trim size for the finished book.
- Consider the right hand/left hand page sequence (the first page will be a right hand page).
- If you intend to have blank pages in your book, make sure to include blank pages in your native file where you want them. For example, if page 106 is to be blank in the final book, page 106 should be blank in your file.
- If your text is two color, the second color should be consistently called out in the file. Example: if “PMS 285U” is the second color, then “PMS 285” or “Blue” are not recognized as the same color.
- When saving your text file to PDF, save it in the single page format, not spreads, with the pages running in page-order sequence (consecutive pages).

For cover (or any color components):

- If the cover is full color, the PDF must be set up as CMYK, not RGB.
- Edwards Brothers Malloy will always supply a cover design template to be followed when building your cover file. The template is to be used as a guideline in the exact size for your cover. The exact size is determined by the trim size of the book, the number of pages, and the ppi (pages per inch) of the paper that the book is being printed on. Check out this [blog post](#) for more information on spine bulk and PPI as they relate to cover design.
- Spine bulk is the thickness of the book
- Bleed allowance – if an image goes to the edge of the book, the image must be extended 1/8” beyond the trim so that when we trim the book, there is a clean edge with the image, not white space.
- Crop marks – they show the trim edges on the top, bottom, and front of the book.

In addition to supplying us with your print-ready PDF files, you can also supply us with your native application files, including all of the fonts and images used in them in case we need to make any adjustments or changes. The desktop publishing software (native applications) that we recommend and support are: InDesign or Quark Xpress. Edwards Brothers Malloy has a Mac-based workflow, therefore, MS Word or MS Publisher application files are not supported. If you are using either of these two platforms, the PDF files you submit must be print-ready.

The most challenging step is getting your files through Preflight, where we check to make sure the files are built correctly and contain all the necessary elements. Following these guidelines should be your key to success. Once your print-ready files have successfully passed through Preflight, the rest of the process is, as they say, a piece of cake!

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