



## CASE BIND TEXT SAMPLE *Template & Guidelines*

Print ready PDF must meet the following criteria to ensure your book prints without problems:

- Multiple-page PDF files must consist of **even number** of single pages (not spreads) running from the first page to the last page, including blank pages if needed.
- Fonts must be embedded or converted to outlines.
- Black text should be 100% of black only and not a CMYK “rich black” mix.
- White text should be set to knockout, not as an overprint.
- Images on Black Pages should be supplied as Grayscale not CMYK or RGB. \*
- Images on Color Pages should be supplied as four-color process CMYK, not a RGB color model. \*  
*\* If you are unfamiliar with this terminology, don't worry. We can convert it for you, though some variation in the color may occur.*
- Solid black areas we recommend a Rich Black build of 30c, 30m, 30y, 100k.
- Avoid using color builds or images with total ink values of 320 to 400.
- Recommended minimum image resolution of color or grayscale photographs is 300 dpi and 600 dpi for line work at 100% of the final image.
- Recommend critical copy and artwork/logos be kept at least 0.625" from the binding edge. At least 0.5" from the face trim and 0.25" at the head and foot trim.  
*This is regarded as a “safe” or “quiet” area.*
- Page Numbering Placement:
  - Odd Pages (front): Page number should be in the center or on the right side of the sheet.
  - Even Pages (back): Page number should be in the center or on the left side of the sheet.
- If artwork is on or close to the trim, extend the art an extra 0.125" beyond the trim edge. This is considered bleed. Supply files with an extra 0.125" (1/8 inch) added to all sides to include the bleed area. (*Exp. 6 x 9 with bleeds is 6.25 x 9.25*)
- If trim marks are indicated please keep them outside the live (trim & bleed) print area.
- Recommended Compression settings are: “Do Not Downsample” and set to “NONE” or “ZIP”

*Not all design concepts will translate from a web view to the printed product. Few examples are tight borders, small copy or very light tints.*

*If you have questions or concerns please call **301.362.0700**.*

0.125" BLEED  
SAFE AREA 0.25"

*Placement Options*  
(Even Page Number)

SAFE AREA 0.5"

0.125" BLEED

RECOMMENDED BINDING & SAFE AREA IS 0.625"

0.125" BLEED

(Even Page Number)  
*Placement Options*

(Even Page Number)  
*Placement Options*  
SAFE AREA 0.25"  
0.125" BLEED