



Asquith Press Checklist: Are you ready to print?

Book Block [black and white]

<input type="checkbox"/>		What software (and version) did you use to make your book block?	eg Word, WordPerfect, InDesign, Pages, Open Office, etc.,*
<input type="checkbox"/>		What is your page count?	Min 40 pages/Max 600 pages
<input type="checkbox"/>		Page Size? *your book size in inches	Min 4.5" x 5" /Max 8.25" x 10.5" (see page 11 in the <i>Book Printing Guide for Authors</i>)
<input type="checkbox"/>		Margins?	Recommended: Min 0.5" on all sides
<input type="checkbox"/>		Did you include a Gutter?	Recommended for longer books: 0.35"
<input type="checkbox"/>		Did you set up Mirror Margins?	
<input type="checkbox"/>		Page numbers	In what position? Are they accurate?
<input type="checkbox"/>		Blank pages	Do you want to add to front or back of book?
<input type="checkbox"/>		Font style and size	Consistent throughout, min 10-12 pt
<input type="checkbox"/>		Line spacing	Recommended: 1.15 - 1.25"
<input type="checkbox"/>		Photos or illustrations included?	<ul style="list-style-type: none"> • Convert to grayscale • Min 300 dpi • When scanning, save as tiff file • Large file-size jpgs may work • Must be inserted (do not copy/paste or drag/drop, no text boxes)
<input type="checkbox"/>		Converted to PDF file	<ul style="list-style-type: none"> • Standard: PDF/X-1a:2001 • PDF/A also acceptable • Page size matches (see File -> Properties)

Book Cover [full colour]

<input type="checkbox"/>		What software (and version) did you use to make your book cover?	eg Photoshop, InDesign, Illustrator, Word, etc.,*
<input type="checkbox"/>		Your cover must be centered on a 17 x 11 document	
<input type="checkbox"/>		Resolution?	Min 300 dpi
<input type="checkbox"/>		Colour settings?	RGB recommended
<input type="checkbox"/>		Spine width?	See Calculator on pg. 13 of the Book Printing Guide for Authors
<input type="checkbox"/>		Spine text?	No text for books under 100 pages; not recommended for books under 130 pages
<input type="checkbox"/>		Cover size?	Back cover + spine + front cover
<input type="checkbox"/>		Did you add a bleed?	0.25" recommended
<input type="checkbox"/>		Embedded fonts?	
<input type="checkbox"/>		Transparencies/layers flattened?	
<input type="checkbox"/>		Converted to PDF file	Standard: PDF/X-1a:2001 PDF/A also acceptable

***Note:** the Digital Innovation Hub/Asquith Press offers select software.

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