

SOFTCOVER – Layout & File Naming Guide

When submitting files for softcover books, please submit a separate PDF for the cover with the front + back + spine included as part of the PDF layout. (Of if you must submit them as separate elements, please name each element accordingly.) You can get a softcover template at www.spinewidth.com.

(IMPORTANT: You should not include the cover as part of the main PDF file of the text / body pages.)

If you are printing on the inside cover, you will need a separate PDF file. The inside cover file has the same outside dimensions/bleeds as the outside cover, but is different in the spine area. .25” each side of the inside spine is “dead area” for printing, as this is where the hinge area of the cover is glued down to the first and last page of the book.

(Note also that the first and the last page of the book cannot have printing in the hinge area either.)

If the inside covers of your book are blank, your print specification should be 4/0 using C1S (coated one side) artboard. If you plan on printing images on the inside covers, you should specify the cover printing as 4/4 and use C2S artboard (coated two sides) for the cover stock.

Outside cover layout:

OFC: Outside Front Cover – right side

OBC: Outside Back Cover – left side

SPINE: Include a spine for perfect bound books; eliminate the spine for saddle stitch or spiral bound books.

Inside cover layout:

IBC: Inside Back Cover – right side

IFC: Inside Front Cover – left side

SPINE: Spine + .25” either side is not available for printing. Note also that .25” on first page and last of the text is not available either.

