

## ► General File and Page Layout

No matter what writing or layout software you use, these basic instructions can be used to layout your manuscript.

- Set page size to match your book size
- Set margins/gutter
- Use style based formatting
- Use page and section breaks to control content
- Insert all content (front matter, header & footer, page numbers)
- Export to print-quality PDF

## ► Interior File Specifications & Layout

The interior file should be a single PDF and include all interior content for your book. This includes a copyright page and any blank pages.

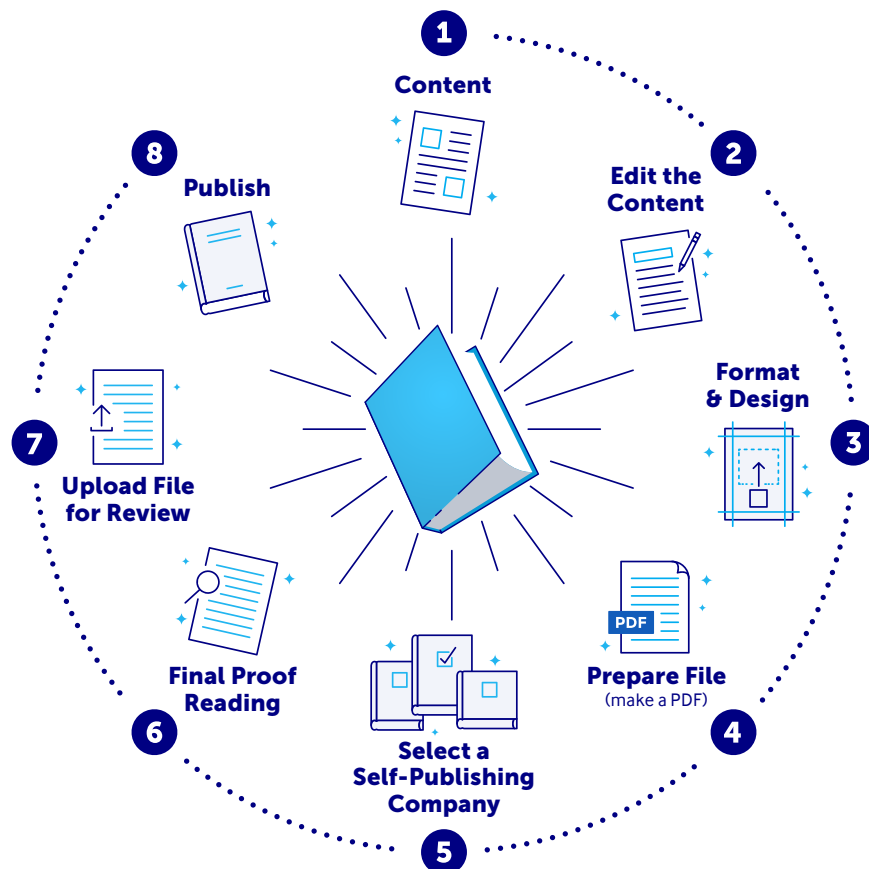
- Images should be 300 ppi resolution
- All fonts should be properly embedded
- Flatten any transparent layers and vector objects
- Your PDF should be single-page layout
- Size your PDF pages to match the book you're creating
- Include the bleed dimensions of 0.125" for your document
- Allow a 0.50" Safety Margin for all content
- Allow a minimum 0.20" Gutter margin for inner edge of all pages
- Do NOT include trim or bleed marks in your PDF

## ► Cover File Specifications & Layout

Your cover file should be a single-page PDF that includes the back cover, spine, and front cover content.

- Images must be 300 ppi resolution
- Vector images should be rasterized
- All fonts should be properly embedded
- All layers should be flattened
- Size your PDF to match the specification provided for your book
- Include bleed dimensions of 0.125"
- Include 0.25" Safety Margin for all content (0.75" for Case Wrap)
- Do NOT include trim or bleed marks in your PDF

|                          | Step     | Task  | Timeline<br>(Days prior to publishing) |
|--------------------------|----------|---|--|
| <input type="checkbox"/> | <b>1</b> | Finish the draft and send content to editors                        | 90 Days                                |
| <input type="checkbox"/> | <b>2</b> | Finalize manuscript and write metadata and front/back matter        | 90 Days                                |
| <input type="checkbox"/> | <b>3</b> | 3 Design cover and interior layout (consider hiring a professional) | 90 Days                                |
| <input type="checkbox"/> | <b>4</b> | Create files for interior and cover (PDF for print, EPUB for ebook) | 60 Days                                |
| <input type="checkbox"/> | <b>5</b> | Review options and select the right Self-Publisher for your book    | 60 Days                                |
| <input type="checkbox"/> | <b>6</b> | Engage advance readers to provide a final review of the manuscript  | 60 Days                                |
| <input type="checkbox"/> | <b>7</b> | Upload files to your Self-Publisher for print-ready reviewing       | 30 Days                                |
| <input type="checkbox"/> | <b>8</b> | Complete publishing and order a proof copy to review!               | 15 Days                                |



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