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# Print-Ready File Creation Guide

*Updated May 2021*



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# Overview

Outskirts Press expects to receive a print-ready manuscript and/or cover file, and will not perform work of an editorial nature such as proofreading, editing for content, typesetting, or making font alterations. A digital file must be “print ready,” and sent in accordance with the digital file submission instructions provided in this document to ensure that problems will not be encountered during the printing process. Additionally, Outskirts Press cannot be responsible for how files will print, text or images, as we are not creating the native files. Our reviews are to check the technical requirements only and offer design layout/style suggestions.

Acrobat Distiller is the **ONLY** acceptable PDF software (Adobe Library and other PDF programs are not acceptable). Most times we are able to rePDF a file for you to show Distiller produced but cannot verify until the file is submitted for review. For files created in programs such as InDesign, PhotoShop, Quark, etc., the PDF/x-1a:2001 setting should be used. All color book interiors require the PDF/x-1a:2001 setting regardless of the native program used to create the file and we recommend Adobe InDesign. **WE DO NOT ACCEPT MS PUBLISHER OR MS WORD as print ready file submissions.**

Outskirts Press allows for a 1/16” variance for ALL books printed. Please keep this in mind when designing any interior or cover files. **PRINT VARIANCE ALLOWANCE STATEMENT** – The print floor is allowed a print variance of 1/16”. Books are printed and manufactured in a one-off model using both automated and manual processes. Each book is manufactured in its entirety, every time an order is placed. Due to slight changes in production from day to day, variations in printing and manufacturing are a common occurrence. Because of this, your book may print ever so slightly different with each order.

If you are unable to produce a print ready file after two attempts, additional fees will apply for our Print-Ready Submission Specialist to work with you to provide a print ready file. These fees include galley review fee of \$49 for each subsequent review and any hourly fees if we provide any work to assist with producing a print ready file.

Please be sure to check your PDF file(s) to be sure the fonts are embedded and everything is correct before sending it to your Publishing Consultant or Author Representative. A common mistake is to only proofread/preflight the application files (i.e. InDesign, Photoshop, Quark, etc), please avoid this mistake by reviewing the PDF after it is created as well. The PDF file is what is sent to printing.

If you have used stock photos or clip art in your print ready file (cover or interior) you will need to submit a receipt for the purchase of the image, a copy of the usage contract (or a link to the contract on the company’s website), and the necessary attribution of ownership either under the image or on the copyright page.

**PLEASE NOTE: WE DO NOT offer technical support or assistance with formatting if you choose to submit your own print-ready files. If files are not print ready, or close to it, on a first review, our first recommendation is send us the native file and we can determine if we can make it print ready for you, and/or provide a quote for doing so.** Experience has shown us that it speeds up the process and is less frustrating for our authors. On-demand printing requirements are not set by us but our third party printing company (who is the printer for 99% of all publishers), and is unlike other types of printing. Our designers are familiar with creating on-demand print ready files.

**SPELLING TIP:** The correct spelling of headings.. named Foreword (not Forward), or Afterword (not Afterward).

# Review Process and Fees

Once you have submitted your print-ready files, the process for print-ready files review is outlined below:

1. Our Print-Ready Review Specialist will review your file and notify me if there are any problems and/or if she has any suggestions for you regarding your submitted layout.
2. You will have one opportunity to fix any specification issues and/or make the required technical corrections.
3. Then the Print-Ready Review Specialist will review your re-submitted file and notify me if any problems remain.
  - a. If no problems remain, you have successfully submitted your files and we will proceed with the process.
    - i. Keep in mind, if you decide to make changes after the Print-Ready Review Specialist has approved the file production, a revision fee of \$99 for each submission will apply. Therefore, please be sure to take care of any changes in your second submission to avoid these fees.
  - b. If there are still issues which must be fixed, the Print-Ready Review Specialist will notify me and you will have an opportunity to correct the file again.
    - i. A Galley Revision fee of \$49 plus \$50/hour for the Print-Ready Review Specialist's subsequent review(s) will apply to each review round going forward so please be sure to take care of any changes in your second submission
  - c. If you would rather have the Print-Ready Review Specialist make the corrections for you (and if it is possible to make the corrections – sometimes it's not possible to make some corrections to a PDF file) they can do so for an hourly fee of \$50/hour

# Copyright Permissions

Your manuscript or cover may contain images and/or passages of text that are copyrighted. Here are our guidelines:

If your manuscript or cover contains any images and/or text that you did not personally create as original material, you may not have the legal right to include such material in your manuscript. Such material includes lyrics to songs; excerpts from published stories, books, or poems; published and commercially produced images; images containing the likeness of someone you do not know personally (living or dead); and photographs taken by someone other than you or an immediate family member.

Outskirts Press will only publish images and/or text created or produced by someone other than the author if the material was first published before 1923 or if you have obtained written authorization from the legal owner of such material to publish it as part of your manuscript. Please be aware that Outskirts Press will not accept "Fair Use" claims nor will we accept bibliographic information acknowledging the source of the copyrighted material in lieu of written authorization.

If your manuscript or cover contains images and/or text created or produced by someone else and you have not already obtained this written authorization, you must do so before we can publish your manuscript. Written authorization from the copyright holder is sufficient. Contact your Author Rep to obtain an Authorization to Publish form if needed. Please fax all signed documentation to Outskirts Press at 1.888.208.8601 or scan the signed form and email attachment to your Author Rep.

If you need assistance securing permissions or verifying your rights to use, we can provide you with the name and contact information of a specialist who works and charges independently of Outskirts Press.

If you are unable to secure appropriate authorization or decide it is not worth the bother or expense, please remove the material from your manuscript so we can proceed with publication.

Outskirts Press has adopted this policy for the protection of all writers and creators of original images and photographs, and once you are published, we will protect your work in the same diligent manner.

# Image Submission

To submit images for your book's publication, please read this notice.

Images need to be high-resolution. That means at least 300 dpi (dots-per-inch). Line drawings can and should be 600dpi for optimal printing quality. Most photo utility programs will enable you to check the resolution. Images saved from the internet, or via many digital cameras are typically 72 dpi. **Artificially increasing them to 300 dpi may result in a less-than-optimal result and is not recommended.** "Resampling" an image is the act of decreasing its dimensions in the same ratio that you increase its resolution. For example, your digital camera probably takes 72 dpi images at 2000 x 3000 pixels (for example). You can triple the resolution and divide the dimensions to end up with a 216 dpi image at 666 x 1000.

Print ready files will need to be in CMYK (4-color process) before publication. Please understand that due to the difference between CMYK (printing colors) and RGB (computer/monitor colors) there may be a slight difference in color, contrast, brightness, and tone, from what you see on your monitor. This difference is generally moderate, but unavoidable.

For images intended for use on the cover or for the interior of color books (and which will cover the entire page / front cover / back cover / cover, or which will be placed exactly on the edge of the cover) the author should provide the image with a .25" bleed which will be cropped off during the production process (in other words there should be .25" on each side of the image which has no important details). Black and white interiors do not support full bleed images (e.g. images that cover the entire page without any border).

If we recommend against using your images exactly as you have submitted them, your Author Representative will let you know so you can attempt to correct the issues and resubmit the print ready file. If you need assistance, our Graphics Specialist can help you – consultation costs \$50/hour (15 minute minimum, billed in 15 minute increments). Realize that some problems with submitted images simply cannot be resolved.

You must own the copyright to all images in your manuscript. If you do not hold the rights to them, it will be necessary for you to secure permission to use them.

Images with potential copyright issues include clipart, artwork, images containing the likeness of someone you do not know personally (living or dead), and photographs taken by someone other than you or an immediate family member. Images produced before 1923 are in the public domain and not of concern; however, any images created after 1923 by someone other than you may require authorization.

Please be sure to complete the Authorization to Publish form if you should need it. You can get the Authorization to Publish form from your Author Representative. When completed, please fax all signed documentation to Outskirts Press at 888.208.8601.

If you are unable to secure appropriate permission, please consider removing the images from your manuscript so we can proceed with publication.

# Cover Specifications

## Quick Reference

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Image Resolution: 300 dpi (minimum)

Color Space: CMYK

Required file format: PDF (.pdf) file on Outskirts Press provided cover template

PDF Producer: **Acrobat Distiller ONLY** (Adobe Library and other PDF programs are not acceptable) using the **PDF/x-1a:2001** setting

Bleed: 1/8" (0.125) all sides

Type/Text Safety: 1/4" (0.25) all sides (inside the pink "live area" lines on the front and back and within the pink dotted lines on the spine)

Spine Type/Text Safety: 1/16" (0.0625) left/right sides for page counts of 108-828

1/32" (0.03125) left/right sides for page count of 80-104

**NO spine text is allowed for page counts below 80**

# Cover Template

If you have elected to submit your own print ready PDF file for the cover of your book you will receive a PDF file with a template formatted correctly for your book (showing crop marks, barcode/ISBN, pink “live area” lines and blue bleed lines – see example below) and an OPlgo.tif file once you have approved the interior file for printing and verified your final pricing.



**DO NOT** move items on the template. Guides and guideline elements need to remain in the original location on the template as these are already set up for our specific printing specifications and workflow.

Please note: the pink and blue areas should be completely hidden behind solid cover elements before submitting a final file. If the guides are visible in your cover design, they will print this way when they reach our technicians for processing.

# Cover File Formatting Guidelines

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The final file **MUST** be a CMYK, font-embedded, high-resolution, print-ready PDF. Please review the following formatting requirements:

- All full bleed images should extend to the blue dotted lines (bleed lines) but not extend past these lines
- All images must be CMYK and a minimum resolution of 300 dpi as lower resolutions are considered too low in quality for printing.
- If your book has an ISBN, the barcode must be visible on the back cover of the book (though the bar code does not have to be in the same location as on the template). **Do not stretch or resize the barcode.**
- The recommended size for the barcode's white box is 1.75" wide by 1" high.
- The barcode should be built in 100% Black only and placed on the white background/box.
- For best results regarding black on your cover, we recommend using a rich black where the CMYK values are 60% Cyan, 40% Magenta, 40% Yellow, and 100% Black. The CMYK total value should **NOT** exceed 240%. Black elements should **NOT** be built in 'Registration' Black. Files that exceed 240% CMYK coverage will be rejected by printing.
- Convert all spot colors to CMYK, including those in template files. If a file is received in RGB, the color space will be converted to CMYK before printing.
- **ALL fonts must be embedded.**
- Be sure that the template layer does **NOT** have the overprint setting selected for cover elements.
- *Important: The retail price should not be listed on the cover.* Not having the price on the back of the book will allow retailers in other countries to price the books in their own currency.
- The OP logo **MUST** appear in the bottom left corner of the back of the book at no less than ¾" of the size provided. You will also be provided a separate logo file for the spine (if applicable). You will likely need to adjust the size of the logo for the spine to fit the space for your spine but again no less than ¾" of the size provided. If the spine is too small for the logo, then leave it off.. Please make sure the background surrounding the logo matches the background of the cover and spine. **SEE PAGE 12 FOR ADDITIONAL LOGO USAGE AND PLACEMENT ON THE COVER.**
- Please be sure to include your genre on the back cover of your book for easy shelf placement reference. Typically this information is either placed at the top left corner or by the price above the bar code.
- The black border around the barcode box is not required



## LOGO Usage Guidelines

# LOGO USAGE

### PRIMARY USAGE

The full-color and white Outskirts Press logo can be placed on any solid field of color, texture, or image as long as the background does not obstruct legibility.



# LOGO USE ON BOOK

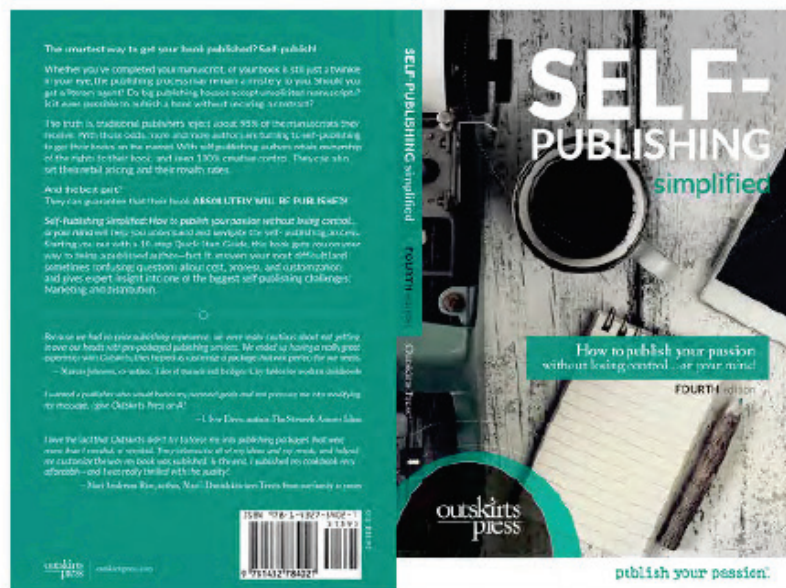
### PRIMARY USAGE

If logo is less than 3/4" DO NOT use the ™ symbol.

The spine of the book is the only instance where rotation of the logo is permitted.

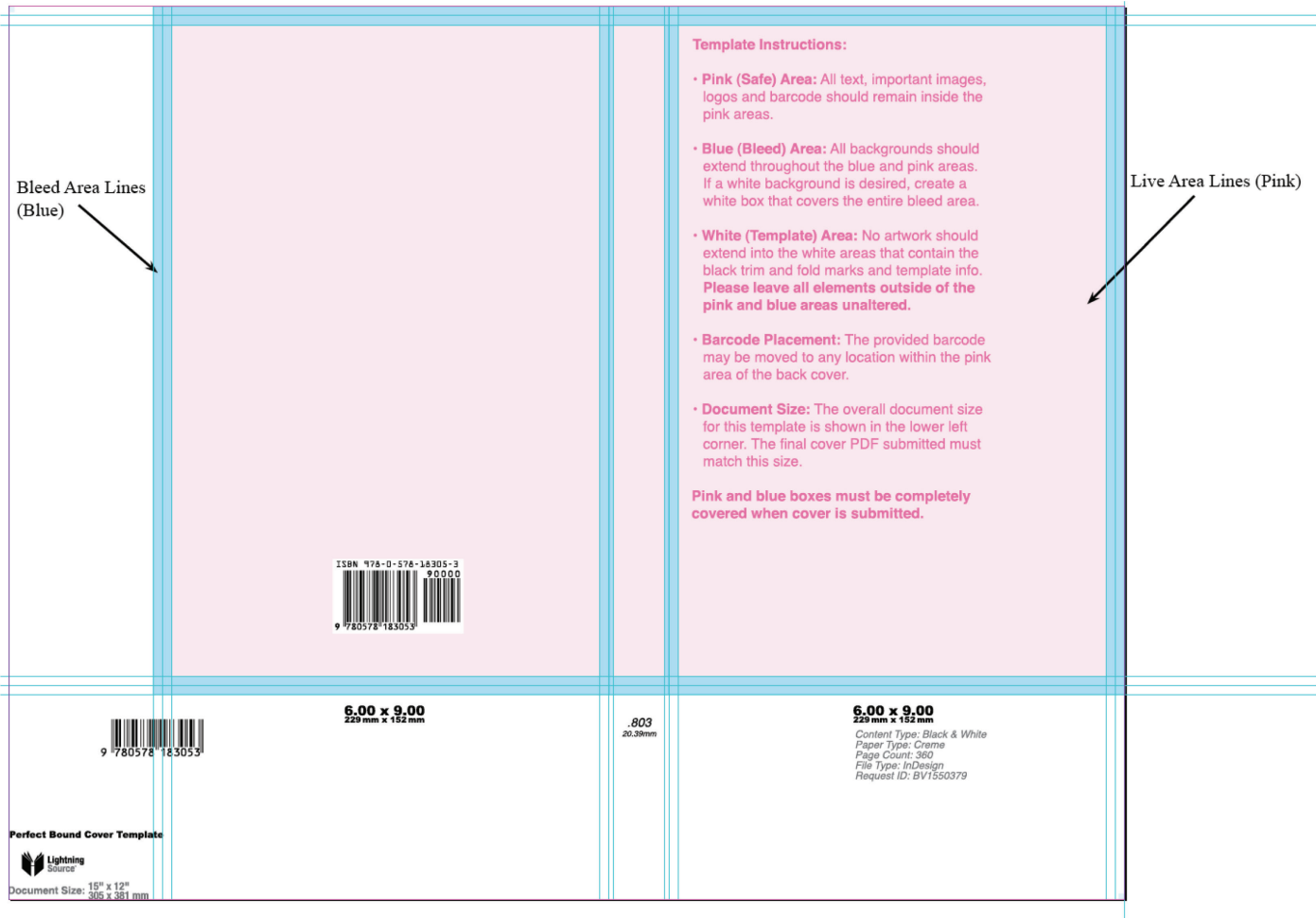
Minimum spine width without rotating logo is a 1/2 inch.

Logo should never be less than a 1/2" wide.

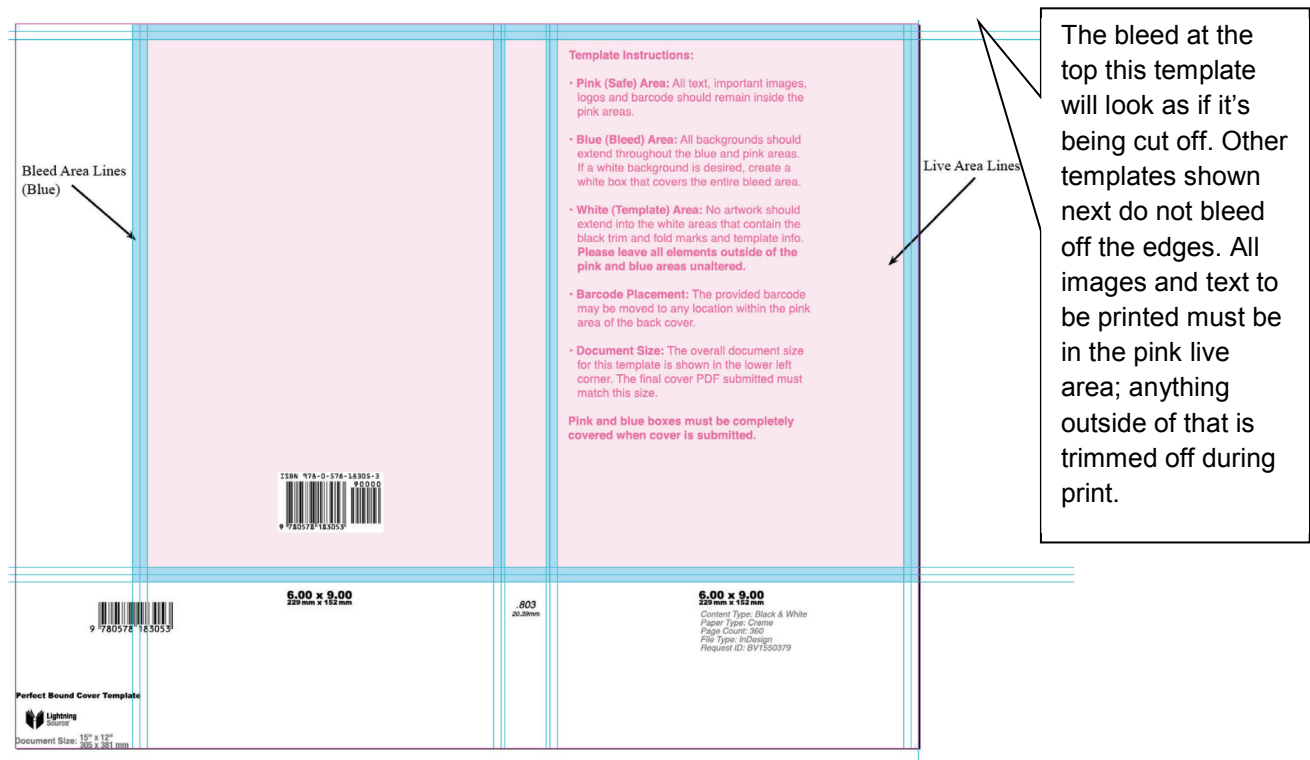


Use actual logo when spine is thick enough

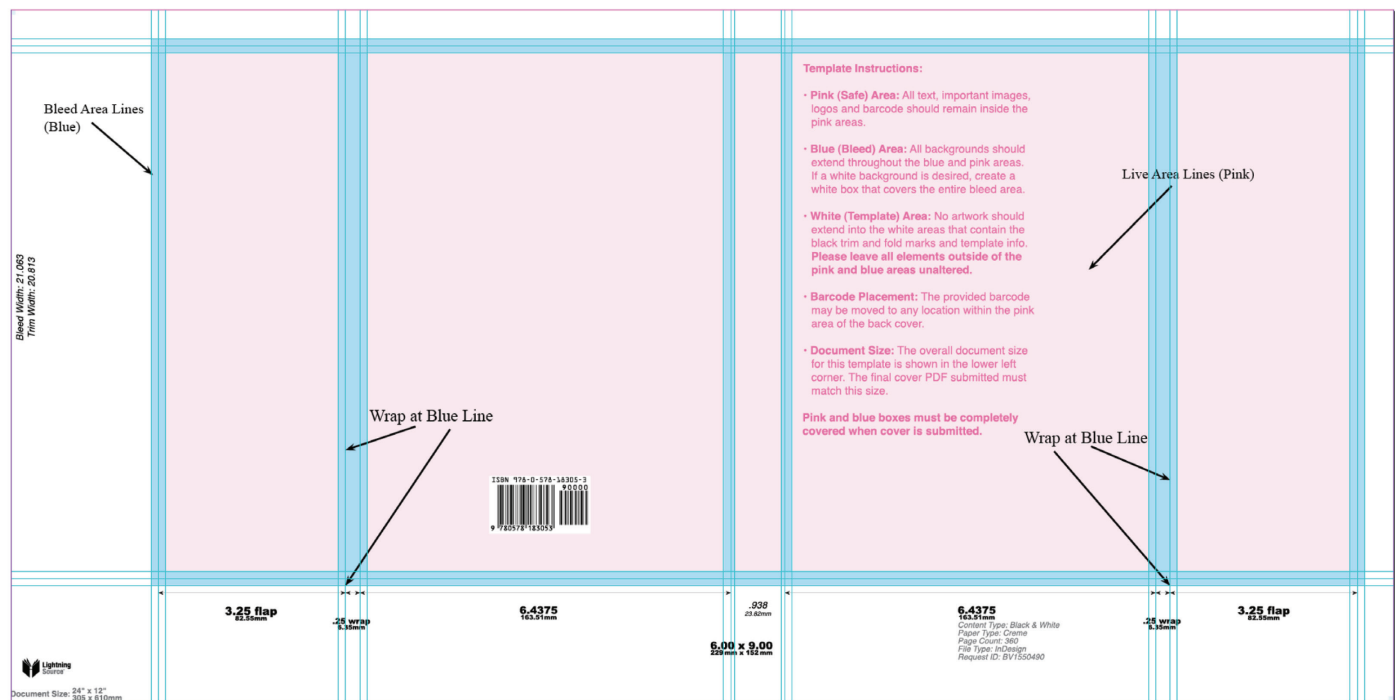
The final cover file artboard (or PDF paper size) **MUST** be sized according to what is shown in the lower left corner of the supplied cover template. If the template is not placed correctly the file will be rejected. The template cannot be modified or manipulated in any way. As stated previously, the only piece than can be moved is the barcode (see pg 7 formatting guidelines).



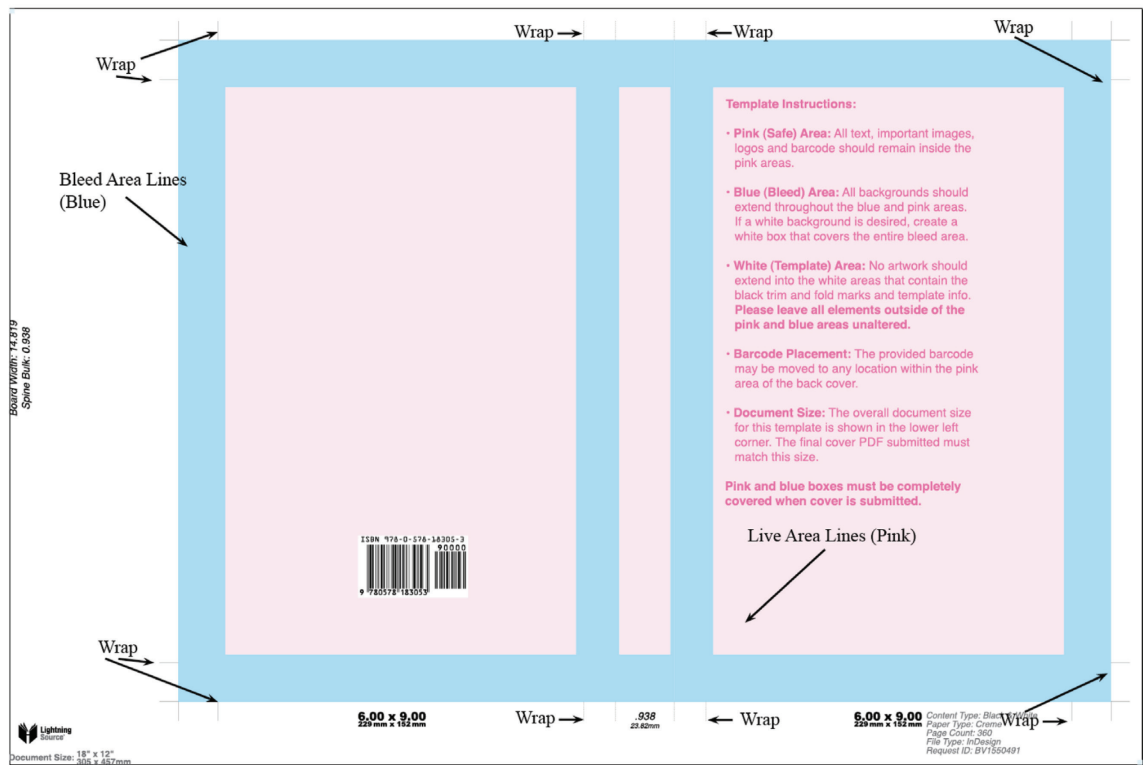
Paperback



Hardback with Jacket



Casebound Hardback



## Additional COLOR Book COVER Requirements (Full-Color Package ONLY)

These settings are **ONLY** for color interior books published under the Full-Color package.

- The artboard (file size) should be as noted in the lower left hand corner of the template OP supplied. The cover artwork should be placed within the crop marks and the PDF created should be at the size it is received. Please keep cover artwork within the crop marks and do not extend it past these marks.
- Files **MUST** be *PDF/x-1a:2001* compliant. This setting is only found in the Professional versions of Adobe Acrobat 6 or higher.
- 1/4" (0.25) bleed is required on all four sides
- All text must be a minimum of 1/8" and a recommended 1/4" to 1/2" from final trim size (this applies only to non-bleeding text & art)
- Graphics, illustrations, and color intended to print to the edge of a cover should bleed a full 1/4" past the final trim size.
- Perfect bound titles - files containing 18-479 pages of content will have additional pages added by Outskirts Press to achieve page counts divisible by four and will be perfect bound. Note: Outskirts Press produces perfect bound books with a total page count from 18-480 pages.

## Suggestions and Hints on Cover Design

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**Spine Breaks:** A spine break is a change in color at one or both sides of the spine. Due to the potential print variance of 1/16" breaking the color at the spine in more than one location (just the front for instance) is not recommended). 1/16" may not sound like much but on a spine that has different colors on both sides any variance will look obvious.

**Spine Text:** Spine text should always face to the left so that the text is readable from top to bottom when the book is placed spine out on the bookshelf.

## OP Logo Sizing - Cover

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Logo with TM mark cannot go smaller than 3/4" and should be placed on bottom left of back cover. If logo is less than 3/4" DO NOT use the logo with the TM symbol. Logo should never be less than a 1/2" wide.

Spine logo should not have logo with TM mark and cannot go smaller than 1/2". The full logo should fit on the spine and if it does not fit spine, should be removed. ***The spine of the book is the only instance where rotation of the logo is permitted.***

# Interior Specifications

## Quick Reference

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Resolution: 600 dpi for 1-bit black & white line art 300 dpi for 8-bit grayscale continuous tone images

Color Space: Grayscale

Required file format: PDF (.pdf) file built to trim size

PDF producer: Acrobat Distiller **ONLY** (Adobe Library and other PDF programs are not acceptable) using **PDF/x-1a:2001** setting (**required for color books**) or High Quality setting. **Please note, any file created in MS Word CANNOT be created using the PDF/x-1a:2001 setting since this will make the images print poorly. Use the High Quality or Press Quality setting for files created in MS Word.**

Margins: Minimum 1/2" inch on all sides (see additional margin setting recommendations below).

Full Bleed: Not guaranteed for black and white interior books

Guaranteed for color interior books.

## Page Formatting Guidelines

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Be sure to change the paper size of your interior file to match the book's trim size.

The following margins settings are recommended (these settings apply to all trim sizes).

For Manuscripts with  
HEADERS AND FOOTERS:

Top:	.95	Bottom:	.95
Left:	.75	Right:	.75
Gutter:	0	Gutter Position:	Left
Header:	.6	Footer:	.6

For Manuscripts with  
HEADERS ONLY:

Top:	.95	Bottom:	.95
Left:	.75	Right:	.75
Gutter:	0	Gutter Position:	Left
Header:	.6	Footer:	0

For Manuscripts with  
FOOTERS ONLY:

Top:	.6	Bottom:	.95
Left:	.75	Right:	.75
Gutter:	0	Gutter Position:	Left
Header:	0	Footer:	.6

Title page should be submitted separately as JPG file at 300 dpi. For B&W interiors, submit JPG file in B&W at actual trim size. For color books, submit title page as JPG file at 300 dpi in CMYK with bleed margins included, keeping all text and non-cropping graphics .5" from the edges.

The title page of your book **MUST** include the following Outskirts Press logo imprint information at the very bottom of the page. The Outskirts Press logo imprint information below should be .4" tall. For B&W interior, use B&W logo imprint. **Color interiors use color logo imprint.**



You can leave the copyright page of your manuscript blank and Outskirts Press will supply the copyright page information. If there is specific information you would like to appear on your copyright page please let your Publishing Consultant or Author Representative know.

## Interior File Formatting Guidelines

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The final file **MUST** be a font-embedded, high-resolution, print-ready PDF. Please review the following formatting requirements:

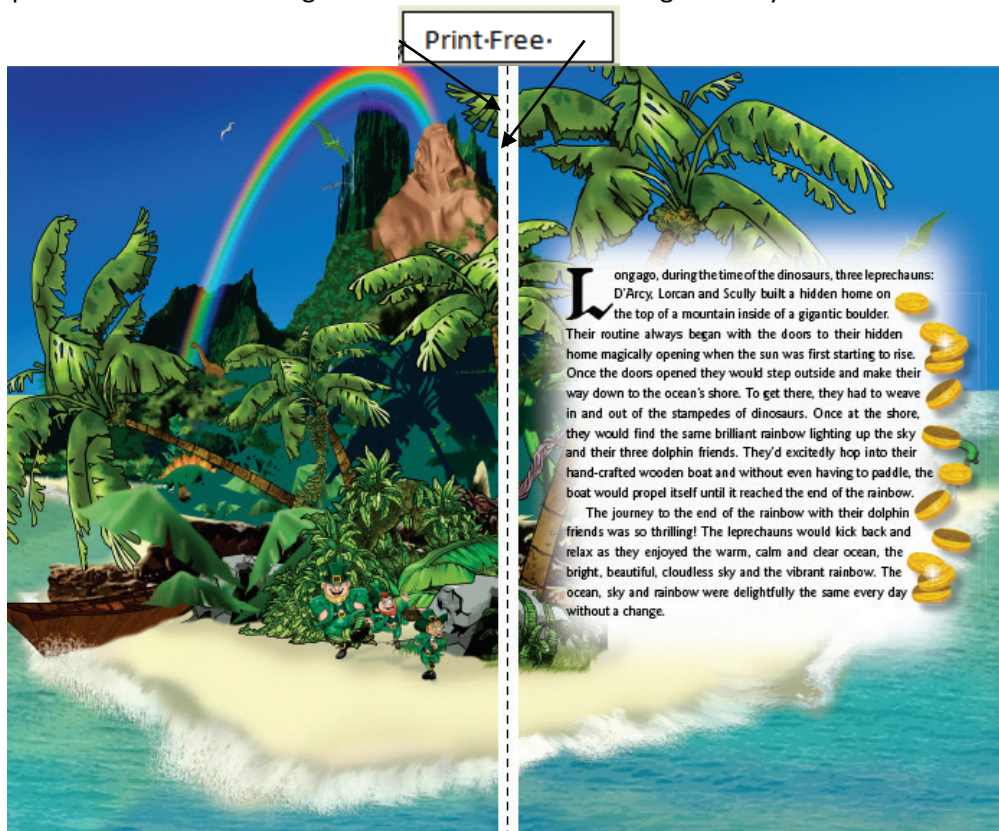
- Text files must be submitted as one single PDF file.
- **ALL fonts MUST be embedded.**
- All images should be 300dpi. Images less than 72dpi will be rejected as too low in quality for printing.
- It is recommended that you provide a minimum of 1/2" (0.5) margin on all sides of your text block. Outskirts Press allows for 1/16" variance in printing. If text/images are close to trim edges, it is possible they may be cut in the printing and binding processes.
- Page borders are not recommended as there is a slight chance they could trim unevenly and vary for each print run. This applies to b/w or full color interiors.
- All text must be black (blue hyperlinks and other colored text should be changed to black).
- **We do not guarantee bleed off any edge of the text page for black and white printing.** You may include bleed in your file if you wish. Our process works from the center of the document outward and only utilizes the actual trim size of the book.
  - The image is cropped before it is sent to print so it is possible that a white line will appear on the cropped side of the image on full bleed images. It is best to keep all images within the print margins for black and white interior books.
- DO NOT include crop marks or printer's marks in the PDF. Crop marks are not necessary for our specific printing specifications and workflow, and if included in a file, may show up in the final product.
- DO NOT send files in "spread" format. Files **MUST** be sent as single-pages.

## Additional COLOR Book INTERIOR Requirements (Full-Color Package ONLY)

These settings are **ONLY** for **Color** interior books published under the Full-Color package.

- Change the document's paper size to include bleed of .125" W and .25" H  
Here are a few examples:
  - 8.625"W x 8.75"H (for 8.5" x 8.5" book)
  - 8.625"W x 11.25"H (for 8.5" x 11" book)
  - 5.625"W x 8.75"H (for 5.5" x 8.5" book)
  - 7.125"W x 10.25"H (for 7" x 10" book)
  - 8.125"W x 10.25"H (for 8" x 10" book)
- All full bleed images should extend all the way to the edge of the paper on the non-gutter edges to ensure no white is visible around the images when the pages are cropped.
- Please note that a 1/8" (0.125") gutter margin (no-ink area that must be white) is required on the bind side of all **perfect bound** color books with 100+ pages. This is required for perfect bound (glued) binding.
  - NOTE: No ink gutters are NOT required at all but recommended for larger books with back to back full color, edge to edge, pages. Printing will add a 1/8" no ink white gutter to all files.

The below is an example of how the inside margins will look with no-ink white gutters if you choose to use them.



- It is best if no text or non-cropping images are placed within .25" of the finished edge which means that these elements should be .5" from the top, bottom and outside margin and .25" from the inside (gutter) margin
- Files must be **PDF/x-1a:2001** compliant. This setting is only found in the Professional versions of Adobe Acrobat 6 or higher.
- All images must be CMYK.
- All text must be a minimum of .25" from final trim size (non-bleeding text & art). Anything in the bleed area will be trimmed off during the print process.
- Graphics, illustrations, and color intended to print to the edge of a text page should bleed to the edges of the pages (except on the binding side if you are using no ink gutters). If an image used does not provide for enough bleed, please extend a complimenting color the full amount of bleed required to avoid slivers of white bordering the pages.
- Perfect bound titles - files must contain at least 18 pages of content will have additional pages added by Outskirts Press to achieve page counts divisible by four and will be perfect bound. Note: Outskirts Press produces regular color perfect bound books with a total page count from 18-480 pages. For economy color perfect bound books the maximum is 840 pages.
- Once you have completed the interior you will need to create a PDF file of the document to send to Outskirts Press. **The interior file must be created using Adobe Acrobat Distiller and the PDF/X-1a:2001 setting.** All other Adobe products utilize the Adobe Library which can cause printing errors.
  - All color management settings should be set to off - this includes the use of ICC Profiles or any other management settings
  - All crop, trim and bleed registration marks must be removed
  - All fonts must be embedded

If you are unable to create a PDF as Distiller produced, we can rePDF the file to this setting most of the time.

**PRINT VARIANCE ALLOWANCE STATEMENT** – The print floor is allowed a print variance of 1/16". Books are printed and manufactured in a one-off model using both automated and manual processes. Each book is manufactured in its entirety, every time an order is placed. Due to slight changes in production from day to day, variations in printing and manufacturing are a common occurrence. Because of this, your book may print ever so slightly different with each order.

# Suggestions and Hints for Interior Book Design

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Below are some publishing industry standards that we recommend you follow for your book.

- Your body text should be full-justified, only magazines have text that is left justified and the ragged right margins make the book look sloppy and unprofessional.
- If you are not supplying a copyright page (recommended), you should leave the page after the title page blank so Outskirts Press can insert the copyright page for you.
- Single line spacing with paragraph indents is standard.
  - There are lots of variations to this but anything more than 17pt line spacing looks too spread out.
  - Paragraph indents are pretty much mandatory on fiction. Non-fiction can use spacing to separate paragraphs instead though this will make the book longer and can cause other design problems.
- Start the table of contents on right side of book.
- Starting new chapters
  - For fiction books a new chapter should start on the page following the previous chapter with no blank pages.
  - For non-fiction books chapters can start on the page following the previous chapter or they can start on right-hand pages only. It's not best to leave blank pages in your book so if starting a chapter on the right hand side of the book leaves a blank page consider adding a quote or graphic to that page.
- Start the body text in the same position (on the same line) on each page throughout the manuscript.
- Remove headers/footers on blank pages since a blank page with a header/footer looks like a mistake.
- Page numbering should be on outside edges of page or centered on the page – never in the gutter.
- Page numbering should start on the first chapter of the book (beginning with page 1). If you have front matter (preface, foreword, etc.) that can be numbered with roman numerals.
- Generally, for fiction books, headers contain the author's name on one page and the title of the book on the other page. For non-fiction books the headers can contain the author's name on one page and the title of the book on the other page or the title of the book on one page and the chapter title on the other page, depending on the way you have your book set up.

# Other Specifications

## About Acrobat & Acrobat Distiller

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Outskirts Press supports submission of PDF files that are created using the Adobe Acrobat Distiller program ONLY. If you are unable to create the PDF showing as Distiller produced, it's likely that we can 'rePDF' the file to meet this requirement.

Adobe is the company that created the file type of PDF. As such we have found their software to be the most consistent and reliable in creating not only PDF's in general, but PDF's that are stable for printing. It would be impossible for us to support all or even a small portion of the PDF producers that are available on the market. These 3rd party companies use different code and software to create PDF's, and these are not always reliable for print-ready files. Adobe Acrobat Distiller is the only PDF producer that has proven to provide consistent and stable PDF files for printing with our processes.

Examples of issues that can be seen are font encoding errors with text. In these cases, the PDF will appear correctly when viewing on various machines, but when the file reaches various rip processes or printers, the unseen issue with the file will occur at this time causing fonts/characters to be replaced with unreadable symbols. Additionally, with cover files, we have seen transparency issues where drop shadows and other similar effects do not render correctly at the rip process. These are just two of the common examples we have experienced when 3rd party PDF producers were used.

We cannot make it a practice to alter/edit files as this can produce unexpected results. Since we are not the creators of the original document, it is impossible for us to discern if a PDF has retained its layout/ specifics as it was originally created. Because these errors can often be overlooked, we cannot be held responsible at a later time for the PDF not having been interpreted correctly.

## PDF/X-1a:2001 Setting

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The *PDF/x-1a:2001* is a requirement for color book file submissions, and always recommended for black and white file submissions, both cover and text files, *except* in the case of files created in MS Word (the High Quality or Press Quality setting should be used when creating a PDF from an MS Word file).

*Please note, any file created in MS Word CANNOT be created using the PDF/x-1a:2001 setting since this will make the images print poorly. Use the High Quality or Press Quality setting for files created in MS Word; or better yet, send us the native file and we can create the PDF for you at the proper setting. Word file are NOT suited for creating full color interiors and we recommend against it. We are unable to assist with PDFing a Word file for a color interior book.*

Below are some of the reasons this setting is the most efficient to use when creating PDF's for print:

- Ensures all fonts are embedded. Typically, the default setting for a PDF that cannot embed the fonts is that it fails to create a PDF initially, which immediately tells the creator that there is a problem with fonts. A common reason a font will not embed using *PDF/x-1a:2001* is due to licensing restrictions with the font.

- Converts any images that are not already CMYK. This is a critical check. RGB is how monitors handle color, but it is not a color mode for printing. If a file is sent as RGB, and is printed as is, the shift that it goes through during the rip process may be significant enough to cause you to be unhappy/dissatisfied with the final output—creating extra time/costs in getting the color to be satisfactory. A **PDF/x-1a:2001** file will result in a truer representation of the color BEFORE a file is submitted.
- “Trapping” settings will be corrected. This is an issue with how colors interact with each other that generally preview correctly on screen, but can cause a problem when the ink is printed on the paper.
- “Transparency” settings will be corrected. Layering/special effects such as drop shadows should be rendered correctly so that there are no unexpected results when a file goes through the rip process, (e.g. a drop shadow turning black when the desired effect was a gray drop shadow).

## Important Information for ALL PDF Submissions (Cover & Text)

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Please preview **ALL** PDF files before submission to Outskirts Press. A common mistake is to only proofread/preflight the application files (i.e., InDesign, Word, etc). When viewing the PDF after it's created, and proofreading/preflighting for errors, more errors can often be caught before submission.

You should preview the final file in Adobe with the Overprint Preview setting on and off and you should run a preflight to verify all images are 300+dpi, CMYK and that all fonts are embedded.

To check the PDF file to be sure the fonts are embedded press ctrl D on the key board once you have your PDF file created and review the font list on the Font tab. Each of the fonts should say (Embedded Subset) next to the font name. If the fonts tab does not show this tag next to the font, the font is NOT embedded. If a file is sent with fonts not embedded, it will be rejected and a corrected file requested. If the font was not embedded that typically means you don't have the license to use that font and you will need to select another font or buy the font license.

## Creating Interior PDF Files

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Once you have completed the formatting you will need to create a PDF file of the document to send to Outskirts Press. The PDF file must be created using Adobe Acrobat Distiller.

An important note to publishers and designers using MS Word to layout text files: please do not use the 'shortcut' button located in the toolbar for creating your PDF. We recommend going through the 'print' menu and using Adobe PDF as the print driver. Additionally, the default setting (conversion) should be changed from 'Standard' to the High Quality setting for black and white interior books or the **PDF/x-1a:2001** for color books. Since you cannot use the PDF/x-1a:2001 setting for black and white interior books, be sure that ALL fonts are embedded including Base 14 fonts.

*Please note, any file created in MS Word CANNOT be created using the PDF/x-1a:2001 setting since this will make the images print poorly. Use the High Quality or Press Quality setting for files created in MS Word.*

Also, it is important to change the PDF page size from letter to the correct trim size for your book. If left at the default size of 'Letter', it will center your text block from left to right, but not top to bottom—causing your book to print incorrectly and a new file to be requested.

## Submitting Print Ready Files to Outskirts Press

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Once your print ready file is ready to submit to Outskirts Press you can submit your file to your Author Representative. Use our secure OP Author Upload link <https://bit.ly/2QbPDei> to send over large files. Copy this link into an open browser and drag your folder to drop it in; or use the Copy and Paste function to copy your folder and paste into the upload area.

IMPORTANT: Please place your files into a single folder named with your Title ID. This will help your Author Rep retrieve the folder easily.

Other options to submit large size files: If your file is too large to email, you can send via Google link, OneDrive, Dropbox, etc. Other free services include [www.mailbigfile.com](http://www.mailbigfile.com) or [www.hightail.com](http://www.hightail.com).