

# Formatting Your Book for the Espresso Book Machine

## The Book Block

There are several basic word processing programs you can use to format the interior pages of your book. Some examples are Microsoft Word, Open Office, and Pages.

## Getting Started

Decide what you want your pages to look like in terms of margins, font, point size, line spacing, etc. and then apply those settings to the whole document.

## Set Your Page Size

The page size of your document must match the final desired cut size of your book. One of the most common sizes is 6 X 9 (width x height in inches). The largest size our machine can produce is 8.25 x 10.5 and the smallest is 4.5 x 5— but you can make your book almost any size within this range. To set your page size in MS Word go to Page Layout > Size > More Paper Sizes and manually enter the width and height.

## Book Basics

All books should begin with a title page. The title page should contain the book title and author, and can also list the subtitle and publisher name if relevant. The next page in your PDF should be the copyright page so that the title page and copyright page will print on the front and back of the same sheet of paper.

Some people like to have a blank sheet of paper at the beginning of their book, right before the title page. If you plan to include this, just remember that a blank sheet of paper equals two blank pages in your document. Use the page break tool to create additional pages. The title page should fall on the on right-hand side of book, so it should be an odd page in your document. Whether your book has any dedications, a preface, or a table of contents is up to you. Browse existing books for examples to get a sense of standard formatting options.

## Formatting Tips:

- Standard font size is between 10pt and 12pt type.
- Some font suggestions are: Garamond, Palatino, Times New Roman, and Century.
- A line spacing of 1.15 or 1.25 is suggested.
- Use the page break tool whenever possible but especially for blank or title pages and at the beginning and end of a chapter, story, or poem.
- If your book is over 80 pages use mirror margins. In MS Word under Page Layout you can select Mirrored margins.
- Use the Insert Picture tool to place images within your document.
- At the end of a chapter, story, or poem, use the Page Break tool to start a new page instead of the enter key.
- Use the Table of Contents tool to create a contents table that can be updated automatically if your page numbers change.

## Creating a PDF file to Print on the EBM

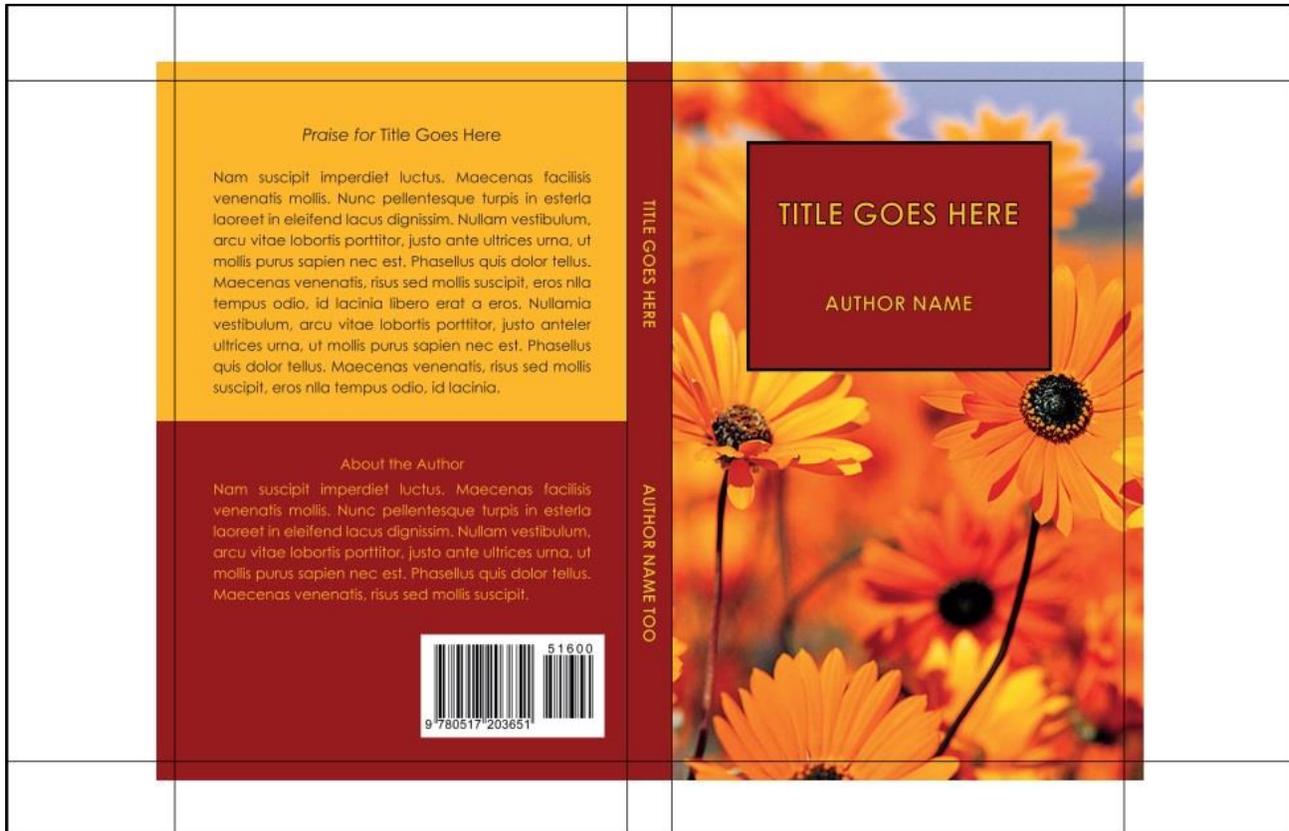
In order for us to print your book on our Espresso Book Machine the final book block must be sent to us in PDF format. Go to File and choose the Save As option. When saving your file click on the Save as Type drop-down menu and select PDF from the list.

## The Book Cover

Cover files can be designed in a variety of software, including MS Word, Adobe InDesign or Illustrator. Your cover design must include the back of the book, the spine, and the front of the book, all in a single PDF. The cover is printed on a single 17 x 11 sheet of paper which wraps around the printed book block and is then cut to your final book size.

### Set Your Page or Canvas Size

The size of your cover must be 17 x 11 (width x height in inches). When you begin designing, set the page or canvas size to a landscape-oriented document of 17 x 11. The cover image must be centered on this canvas. The size of the image on the canvas depends on the cut size and the number of pages in your book. Take a look at the example below.



### Calculating Spine Width

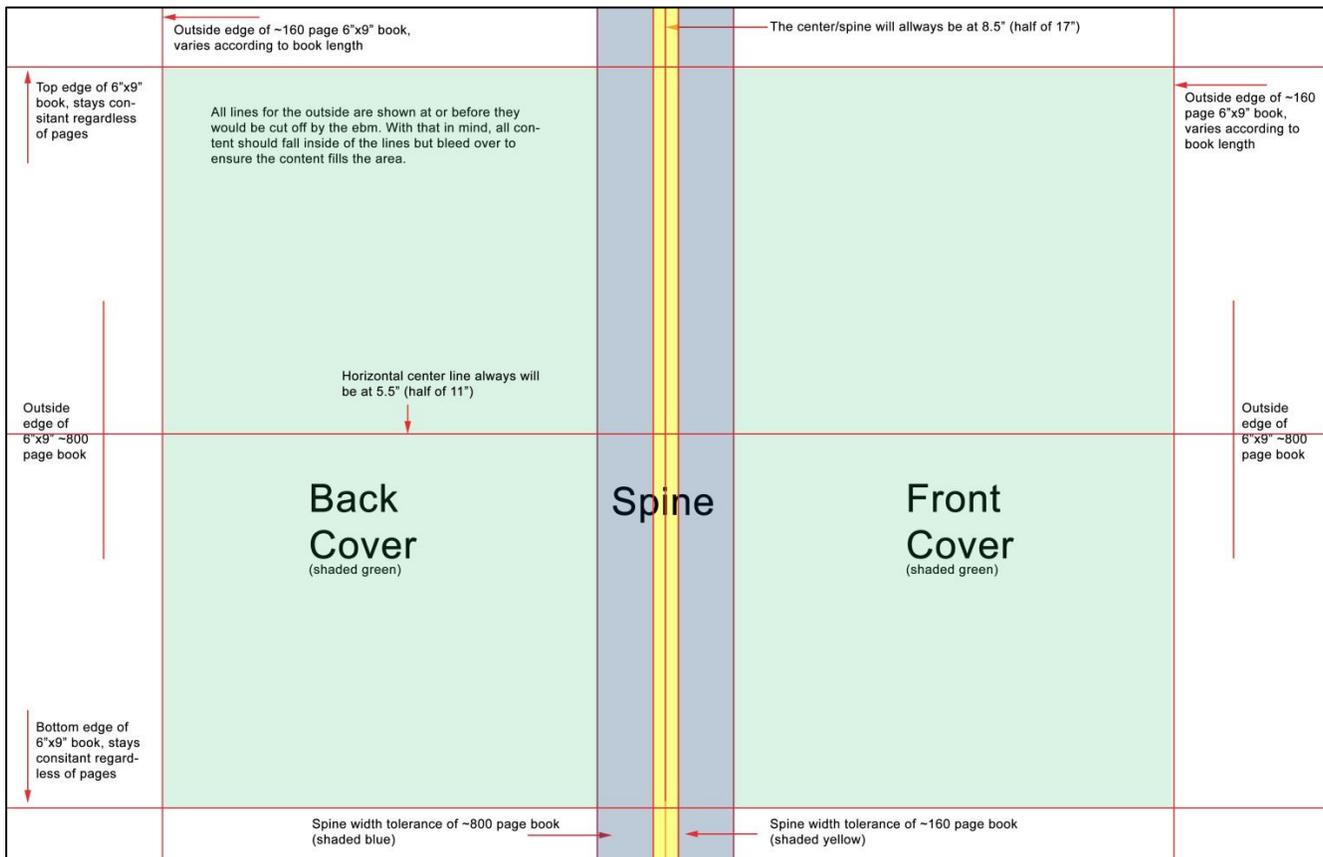
Before designing your cover, you must know the spine width of your book. To calculate this, you'll need your final page count. The formula is:  $(\text{page count}) \div 500 = (\text{spine width in inches})$ . For example, the spine width of a 250 page book would be  $250 \div 500 = 0.5$  inches.

### Designing Your Cover

Once you know the spine width of your book you can begin marking out the placement of your cover design on the canvas to create your own template.

- Use the ruler tool to mark a vertical guideline at the center of the page at 8.5 inches. This guideline shows where the exact center of your book's spine will be. This will always be at 8.5 inches on the 17 inch wide canvas.
- Create a guideline on either side of the center line at half the width of your spine. For example, a 250 page book needs a guideline  $\frac{1}{4}$  inch on either side of the center line.
- Next, create a horizontal center line, which will always be at 5.5 inches on the 11 inch high canvas.

- Create guidelines to mark the top and bottom edge of the book. From the horizontal center, draw guidelines that are half the distance from the center to the top and bottom edge of the book. For example, for a book that is 9 inches in height, these guidelines will always fall 4.5 inches up and 4.5 inches down from the center line.
- Finally, draw vertical guidelines from the front and back edge of your spine out to the right and the left edges of the canvas. These guidelines mark the width of the front and the width of the back of the book. For example, for a book that is 6 inches wide this will be 6 inches from the right and 6 inches from the left outer spine guidelines.
- Now you have created a template that is unique and specific to your book's page length and cut size. See the example below that shows the template range of a 6 x 9 book.
- In your final design, make sure the background image or color of your cover extends at least .25 inches past your template guidelines (a ¼ inch bleed). This will account for any slight variance in the cut or spine calculations.



## Formatting Tips:

- The cover image should be centered vertically and horizontally on the 17" x 11" canvas.
- Do not include crop marks or template lines on your final image. Use the ruler tool to place guidelines.
- To place text on the spine, rotate it so that the left type margin falls at the top of the book. The type will then read correctly from left to right when the book lies front cover up on a horizontal surface.
- If you have your own ISBN and barcode, remember to put it on the back cover of your book design.

## Creating a PDF file to Print on the EBM

In order for us to print your book on our Espresso Book Machine the final cover file must be sent to us in PDF format. Go to File and choose the Save As option. When saving your file click on the Save as Type drop-down menu and select PDF from the list.