

Guideline For...Submitting Digital Files

Welcome to Thomson-Shore. This is an exciting opportunity and we look forward to working with you.

Digital book manufacturing provides you with the ability to upload your files and print a small quantity of books within a short period of time.

What you can expect: When you upload your text and cover PDF files, the files will be preflighted, issues will be reported to you via Customer Service Representative and when you are ready, your book will be produced per the files provided.

If at anytime you require assistance, please contact your Customer Service Representative.

Preflighting is defined as an automated software that checks **low resolution graphics** (300 dpi halftones and 1200dpi line art recommended), **fonts not embedded**, **rule lines** below .001"(text) and .007"(covers). Thomson-Shore flags low resolution graphics that are at 225 dpi or lower for halftones and 600 dpi or lower for line art.

What you need to do before submitting your files:

During your preparation of your files for digital manufacturing, you will need to review your files for the following:

TEXT

- Convert all files to pdf.
- Correct and uniform trim size throughout the text file.
- If text is black – ensure that all text is black.
- Uniform running heads, footers and page numbers. No significant bouncing of elements.
- Bleed allowance must be 1/8" (.125").
- Margins should be uniform and defined in the PDF file. The margins in the PDF file will print as they are.
- Total number of text pages are divisible by 8.
- Ensure graphics are grayscale; convert if not.
- Rule lines must be defined no smaller than .001" (.1 pt). Any rule lines smaller than that may not show up when printed.
- Type and art must be 3/16" (.188") away from the trim edge. Also spine type and art should be 1/32" (.031) away from the spine edge.
- Do not use Quartz PDFContext to create PDF; this PDF creator sometimes causes kerning that cannot be seen from the PDF but is visible at printing.

COVERS, CASES, COLOR PAGES

- Convert PMS colors to 4-c process
- Casebound and Softbound spine bulk is a minimum of 1/8" and a maximum of 1-9/16". The Thomson-Shore spine bulk program is located at www.thomsonshore.com
- Review color spaces. All RGB and indexed color must be converted to CMYK. Colors on covers should be layered and overlap properly.

If you would like more detail regarding preparation of text or cover, please see our guidelines located at www.thomsonshore.com