

# Attachment B - Digital File Submission Standards

## Digital File Setup Overview

Publishers may provide:

**For books with color covers and black & white bookblocks:**

- A digital bookblock with a scannable cover
- A digital cover with a scannable bookblock, or
- Both a digital cover and a digital bookblock.

**For books with both color covers and color bookblocks:**

- Both a cover and bookblock in PDF/X1a:2001 format.

A digital file must be “print ready,” and sent in accordance with the digital file submission instructions provided below, to ensure that problems will not be encountered during the manufacturing process.

Files are processed as received and are not pre-flighted prior to processing.

The publisher must resize digital files before submission to LSI to fit available trim sizes produced by LSI.

LSI may require that a publisher accept and review a proof for digital files that have complex formatting or revisions.

Publisher-requested special file editing or manipulation and image touch-up/manipulations will be charged to the publisher at the hourly custom services rate as described in Attachment A – **LSI Rate Schedule**.

LSI requires digital files be uploaded via our website or sent to LSI on a CD, DVD or external storage device.

**LSI recommends and supports submission of PDF files created with Adobe Acrobat® “Distiller” program.** Other PDF creators are not guaranteed and any charges or resubmissions resulting from the use of other PDF-creator programs will be the responsibility of the publisher.

For best quality, publisher should supply unripped PDF files with eight-bit halftones. Ripped PDF files may be submitted, but this may reduce the quality of a printed book.

# Digital File Setup Requirements

## ➤ File formats accepted

### ▪ Color bookblocks

1. Adobe PDF (.pdf) using the default setting of "PDF/X-1a:2001"  
(“PDF/X-1a:2001” is available in the “Professional” version of Adobe Acrobat 6.0 and later versions.)

### ▪ Black & White bookblocks (listed in order of preference)

1. Adobe PDF (.pdf) using the default setting of "PDF/X-1a:2001"
2. Adobe PDF (.pdf)
3. Adobe Postscript (.ps)
4. InDesign or Quark files

**NOTE:** Word document files are not accepted. PDF versions of Word documents are accepted.

### ▪ Color covers (listed in order of preference)

1. Adobe PDF (.pdf) using the default setting of "PDF/X-1a:2001" (**required** for color books)
2. Adobe PDF (.pdf)
3. Adobe Postscript (.ps)
4. InDesign or Quark files

For further information, please go to [www.lightningsource.com](http://www.lightningsource.com), **Resources, Book Designers' Resources.**

## ➤ Bookblock file specifications

*(applicable to either black & white bookblocks or color bookblocks, except where specifically noted)*

- ✓ If bookblock is created as a Postscript (.ps) file, files should be created with a generic Adobe Postscript driver, and must be saved at a 600dpi resolution. (black & white books only)
- ✓ If bookblock is created as a Postscript (.ps) file, files must be created using standard desktop publishing software to produce an Adobe PostScript Level 2 or Level 3 output file (using the setting "print to file").
- ✓ If bookblock is created using InDesign and Quark files, all elements (i.e live art, images and fonts) must be provided, and all fonts must include screen and printer versions even the most common fonts. (black & white books only)
- ✓ Continuous tone photographs and artwork should be 8-bit grayscale, at 300dpi. Line art should be 1-bit black and white at 600dpi.
- ✓ Image compressions such as JBIG & JBIG2 are not supported.
- ✓ All fonts must include screen and printer versions even the most common fonts.
- ✓ All fonts should be embedded.
- ✓ PDF font subset should be set at 100%.

- ✓ For best results it is recommended that you provide a minimum .50" margin on all four sides of your textblock.
- ✓ Interior text should be submitted as grayscale only (e.g. do not submit as CMYK or RGB).
- ✓ We do not guarantee bleed off any edge of the text page.
- ✓ We recommend that files be submitted as a single PDF. If you are unable to do so, refer to *File Naming Conventions (Item 3. in this Attachment B)*.
- ✓ All files must be named correctly (see *File Naming Conventions below*).
- ✓ Files in excess of 250 megabytes require submission via CD, DVD or external storage device.
- ✓ PDF files should be centered (left-to-right and top-to-bottom), and contain no crop marks. LSI will not scale a text file.
- ✓ PDF Output resolution should be set to 600dpi for black & white books, and 300dpi for color books.

➤ **Additional file specifications applicable to color bookblocks only**

- ✓ Text files must be submitted as a single PDF file.
- ✓ Text file documents must be built to LSI template specifications found on the LSI website under the Book Designers tab.
- ✓ Text file documents must include 0.25" bleed on three sides of the interior- except for the gutter (bind edge).
- ✓ Perfect bound books must include a 0.25" white margin in the gutter (no color will print in this area).
- ✓ For saddle-stitch books, the page image must be built to the gutter.
- ✓ For best results it is recommended that you provide a minimum 0.50" margin on all four-sides of your text block.
- ✓ All color management settings must be set to "Off". This includes the use of ICC Profiles or any other management settings.
- ✓ Interior color content (color text, images, graphics) must be submitted as CMYK. RGB is not acceptable. Spot colors must be rendered as CMYK.
- ✓ Black & white images or black & white text in a color bookblock must be submitted as grayscale.

➤ **Cover file specifications**

- ✓ All Images or artwork must be submitted in CMYK format at a 300dpi resolution.
- ✓ All fonts should include screen and printer fonts, even the most common fonts.
- ✓ Covers should be produced on a document page, wide enough to encompass the front, spine and back of the book, along with 0.125" bleed on all sides (0.25" bleed required for color books).
- ✓ The width of the spine will vary depending on the number of pages. **LSI provides cover creation tools on the LSI website at: <http://www.lightningsource.com>** under the Resources/Book Designers Resources tab. Cover files must be created in the specific applications detailed on this Book Designers section of the website. If you elect to build your own cover without using the Cover Template Creation tool, do not include extraneous information such as crop marks, web-press comments, etc.
- ✓ If scanning to create the digital file, scan all images at 300dpi CMYK.
- ✓ Convert all spot colors to CMYK, including those in .eps files.
- ✓ For best results text should be at least 0.25" from trim edges of the book. (The LSI templates will allow down to 0.125" from the edges.)

- ✓ For “safety”, provide at least .0625” tolerance within the text on the spine.
- ✓ Barcode should be built in 100% black only.
- ✓ The recommended barcode box size is 1.75” wide by 1” high.
- ✓ Black elements should NOT be built in “Registration” black. These elements should be built out of “Rich” black. For best results, we recommend the CMYK values of 60% Cyan, 40% Magenta, 40% Yellow, and 100% Black. CMYK total value should NOT exceed 240%. The barcode should be built in 100% Black only.

**Note:** LSI will add or replace barcode if barcode provided is unscannable or incorrect, or add a generic barcode if the book does not have one assigned to it. The publisher will not be notified if this manipulation is made.

## ➤ **Additional cover file specifications for color books**

- ✓ 0.25” edge bleed is required for color books.
- ✓ The use of the LSI Color Book cover template is required. (Located at [www.lightningsource.com, Resources, Book Designers' Resources.](http://www.lightningsource.com/Resources/Book_Designers' Resources))

## ➤ **File naming conventions**

### **Cover**

- Single file submission: [ISBN] cvr.pdf
- Multi file submission: [ISBN] front.pdf, [ISBN] spine.pdf, [ISBN] back.pdf (*black & white books only*)

### **Text**

- Single file submission: [ISBN] text.pdf
- Multi file submission: [ISBN] txt\_001.pdf, (ex: [ISBN]001.pdf, [ISBN]002.pdf, etc.) (*black & white books only*)

## ➤ **Fonts**

When submitting a .pdf please embed all fonts (and all font family members used). When submitting native files for standard black and white bookblocks and covers, submit all screen and printer fonts, even the most common fonts; as your version's special characters, expansion sets, etc. may be slightly different from LSI's. LSI does not maintain font libraries for specific publishers.

## ➤ **Media**

Digital files may be delivered to LSI via CD, DVD or Zip Disk. Material must be delivered to LSI with the form that is generated from the LSI website.

## ➤ **Submitting titles with both digital files and scan content – Black & White books only**

Publisher circumstances may require a digital file to be submitted with scan content (e.g. a scan bookblock with a digital cover). The publisher should submit the digital file as detailed above and send the physical content to LSI for processing. Upon receipt of the scan content, LSI will check for the submitted digital file submitted on the web and combine it with the scan content received.

Requirements for digital and scan content discussed in their respective sections still apply. Titles submitted with any hardcover material will be processed accordingly to defined service levels for hard cover titles.

➤ **Submitting Revisions**

If you are uploading a digital file for a revision, this upload should be sent to LSI via the LSI website, or to LSI via CD, DVD or Zip Disk. LSI does not accept revision files via e-mail. Log in to our site and enter your assigned username and password. Under the “My Library” tab select “Title Information and Links”. Select the title for which a revision will be uploaded. Select the “Upload Revision” icon. Revision cover and text files should be uploaded separately on the website. A revision to a digital file is defined as the replacement of the entire file for the cover, book block, or both, where the new file is replacing an existing file in the library. No partial revision will be accepted. For example: If only one page of a bookblock has been corrected, the entire interior must be resubmitted. A cost for revisions to the cover or the book block will be incurred. (see Attachment A – Rate Schedule) **Note: Revisions must be submitted prior to placing any orders.**

➤ **Certified Digital Title Submission**

In addition to standard digital file submissions, LSI offers Certified Digital File Submissions for high volume publishers with digital files that can be processed in a highly automated fashion. This option provides lower pricing and faster turnaround times. Certain restrictions apply to qualify for this program. To be considered for digital certification the publisher should contact their LSI Sales or Client Services Representative.