

# Getting Your Book **PRINTED**

Island Blue Book Printing (Printorium Bookworks) is committed to helping you get your book in print and accessible to your market while enabling you to maintain control of the entire process. The following is a brief guide to help you accomplish this goal:

## 1 PRICE ESTIMATE REQUIREMENTS

- What is the page count and the trim size (finished size) of your book? - e.g., 4" x 6", 5.25" x 8.25", 6" x 9" or 8.5" x 11" (we will need to know this before we can provide an accurate price estimate).
- Will the book be printed in black & white throughout, full colour, or a mixture of both?
- If the book is a mixture of black & white and colour, we will need to know the page count of each. It is more economical to group your coloured pages together rather than dispersing them throughout the book.

## 2 TECHNICAL REQUIREMENTS

- Ensure the page sizes are set to correspond with the finished size of your book.
- Remember to leave enough margin space for the bind of the book and ensure all pages are centered.
- Ensure that the resolution of all images are 300 ppi.
- Design the cover, back and spine of your book in one layout (consider hiring an illustrator or graphic designer to help you out). Include an additional 1/4" on all sides of the PDFs for full bleeds.
- Remember that the size of your book cover must incorporate the thickness of your spine for binding purposes. You can use our spine width calculator at [www.printoriumbookworks.com](http://www.printoriumbookworks.com) and navigate to "Preparation" then "Spine Calculator" to calculate spine width.
- Leave 1/8" on either side of the spine text on the spine of your book to allow us enough room to center and perfect bind your book accurately.
- Ensure that ALL transparencies and layers in your files have been flattened before converting them to PDF format.
- Create two Adobe PDF files to send to us: one PDF file for the book cover and the second PDF for the inside pages. If you don't have access to Adobe's Distiller package, then consider using the Adobe PDF online service that converts your document into PDF files. This service is available at [www.adobe.com](http://www.adobe.com).

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## book printing

### 3 SERVICES WE OFFER

- We print Black & White or full colour picture books with soft covers.
- We can provide high resolution scans of your illustrations for your book cover and inside pages.
- To apply for a barcode for your ISBN number, please refer to our website: ([www.printoriumbookworks.com](http://www.printoriumbookworks.com)), mouse-over 'Book Services', then click on 'Library & Archives Canada' for a link to the appropriate page.
- You can send us your digital file by visiting [www.printoriumbookworks.com](http://www.printoriumbookworks.com) and clicking on SEND A FILE at the very top left of the web page. You can of course, always give us your file on disc or memory stick in person.
- Before completing the final print run, we prepare a proof copy of the finished book from the PDF files you provide us.
- Once your proof is approved, it takes approximately five or more business days to fulfil your book order of up to 100 copies, with 1 additional business day for each 100 copies thereafter.
- If you require your final copies by a specific date, please do give yourself time to review the proof and make any necessary revisions.

### 4 MARKET YOUR BOOK!

The best person to market a book is the author of the book. Printorium Bookworks can help generate enthusiasm for your book by printing short-run, on-demand, promotional pieces such as postcards, business cards, bookmarks, invitations, flyers, catalogues, sell sheets and posters, from 11" x 17" up to 24" x 36" in size.

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### 5 PRICING

Please contact us regarding the cost of printing your book. We charge a one-time Setup/Proofing Fee for each title we print to cover the cost of printing a hard copy proof, and integrating your title into our digital library. Once your title is in our system and you require additional copies of your book, you are charged only for the cost of the book.

It is understood that delivery within 5% of the ordered quantity will be considered complete. Any overs/shortages will be charged/credited at per unit book price unless other arrangements have been made and confirmed in writing prior to commencement of work.

We can promptly, safely and cost effectively ship your books anywhere in the world. We can also accommodate the shipment of books to various locations as requested. We will archive your entire book file in our digital library for quick retrieval and reprinting.

“I’ve just received my box of books and they are absolutely beautiful!  
Please pass along my compliments to your production people for the  
high quality work that you always help us create.”

Annie J.  
Comox, B.C.

“Thank you so much for everything.  
Your sincerity and simplicity are appreciated.”

Ismael B.  
Balfour, B.C.

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## 6 OTHER IMPORTANT CONSIDERATIONS

- For technical guidance, please visit our website and mouse over 'Preparation' and click on 'Design & Layout'
- While we do not provide in-house layout and design services, we will be happy to provide you with a list of designers who can help with your book design and promotional materials.

### Any questions? Please contact:

Craig Shemilt, Account Representative  
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TABLE-TOP SIGNAGE



BUSINESS CARDS & BOOKMARKS

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