



FILE CREATION GUIDE

This is the Souptank Press File Creation Guide details requirements necessary for the printing of any paperback books titles.

If you are NOT experienced in creating digital content or don't have access to book layout software we recommend enlisting the help of a professional book designer. We also recommend a professional copyeditor to review your book before delivering your raw files to a designer. If you want Souptank Press can help you to complete these tasks.

Once you have a designer, supply them with this guide so they will format the files to ensure they print as expected.

If you feel confident you can create the required digital files yourself, it is a good idea to become familiar with this guide. This file creation guide will provide important information on how the files should be created to ensure they are processed as quickly and smoothly as possible.

CONTENT REVIEW

As a rule, Souptank Press will not review your content for typographical, grammatical or other related issues for Paperback Printing services. It will be assumed that you have ensured your files meet the technical requirements for printing, as specified in this document.

We are happy to assist you with ensuring that your files are compliant with printer requirements. However, please be sure you are satisfied that they meet our printing requirements before uploading through your Souptank Community Profile. If you don't have a profile, be sure to join through the Souptank Registration Page. It's free and only take a minute or so to join.

Once your files have been submitted, we will review them for technical correctness. If there are technical errors or issues that would keep your files from being properly printed, we will let you know.

INDUSTRY RELATED MARKINGS / TRACKING MECHANISMS

All versions of a title must be supplied with a unique ISBN number & Barcode.

For example, the print paperback must be submitted under its own unique ISBN13 which is different from say a hardback edition. Likewise, an eBook edition would have its own unique ISBN13 that is different from the print editions.

BARCODES:

- Barcodes must be 100% black only, and placed on a white box/background.
- Barcodes should never be resized.

NEW TITLE SUBMISSION CHECKLIST ITEMS

- _____ **JOIN THE SOUPTANK COMMUNITY** for education, fun and fellowship with other self-published authors at www.souptank.com
- _____ **Metadata** (book information) about your title. This includes the title, subtitle, description, subject categories, ISBNs, trim size and binding information on print titles, publication and on sale dates.
- _____ **Interior Content File** (PDFs for print titles; EPUB and jpg files for eBook titles)
- _____ **Cover Files** (Cover PDF's should be separate from the Content Files)

GENERAL PDF TECHNICAL REQUIREMENTS

FONTS:

ALL fonts must be embedded in PDF files. To confirm fonts are embedded open the PDF in Acrobat, select the File menu, then Properties. The fonts tab lists the names of all fonts in the file: (Embedded) or (Embedded Subset) should appear next to all fonts listed. If one of these tags is not listed, the font is not embedded.

Files with unembedded fonts will be rejected and we will request a corrected file. Please note the default Acrobat 'Standard' setting does not embed base 14 fonts, and will cause a file to be rejected.

BLACK & WHITE TEXT TECHNICAL:

- Resolution:** 600 ppi for 1-bit black & white line art
300 ppi for 8-bit grayscale continuous tone images
- Color Space:** Grayscale
- LPI (lines per inch):** 106
- Preferred file format:** PDF/X-1a:2001 or PDF/X-3:2002
- PDF producer:** Acrobat Distiller, Export from InDesign
- File naming:** Single file naming: isbn_txt.pdf or isbntxt.pdf
- Bleed:** 0.125" (3 mm) except on bind side
- Margins:** Recommended minimum 0.5" (13 mm) on all sides.



COLOR IMAGING TECHNICAL:

Resolution: 300 dpi
Color Space: CMYK
LPI (lines per inch): 180
Bleed: 0.125" (3 mm) except on bind side
Margins: Recommended minimum 0.5" (13 mm) on all sides

PDF FILE FORMAT:

Preferred file format: PDF/X-1a:2001 (Acrobat 6 or above) or PDF/X-3:2002 (Acrobat 7 or above)
File naming: Single file naming: isbn_txt.pdf or isbn.txt.pdf
PDF producer: Acrobat Distiller, Export from InDesign
PDF files: Full Interior Content B&W (Files should not be submitted by sections or chapters)
Cover Full Color (CMYK)

PAGE SIZE/LAYOUT:

To determine the correct bleed size of your document with 0.125" bleed, please refer to the below chart for assistance for your trim size.

TRIM SIZE		BLEED SIZE	TRIM SIZE (mm)		BLEED SIZE (mm)
5 x 7	=	5.125 x 7.25	178 x 127	=	184 x 130
5 x 8	=	5.125 x 8.25	203 x 127	=	210 x 130
5.5 x 8.25	=	5.625 x 8.5	210 x 140	=	216 x 143
6 x 9	=	6.125 x 9.25	229 x 152	=	235 x 156

SPLINE ALLOWANCE:

For general guidance on spine allowances, please, see the Spine Allowance calculator at:
<https://www.souptankpress.com/spine-calculator/>

INTERIOR B&W CONTENT FILES CHECKLIST:

- Must be uploaded as a separate file from the cover.
- Use single-page format (1-up per page)
- Do not include crop, registration, or printer marks
- All fonts must be embedded
- Make sure the final page is blank
- Margins must be a minimum of 0.5" (13mm) from final trim size on all sides. This includes page numbers and non-bleeding text and art. We allow for a 1/16" (0.0625 in / 2 mm) variance in printing. If text/images are too close to the trim edges, they could be cut in the printing and binding process.
- Gutter Margin (no ink area): 0.125" (3mm) is required on the bind side of interior
- Bleed:
 - B&W interior – We do not guarantee bleed off of any edge of the text page
 - Color interior – Full 0.125" (3mm) past final trim size, except on bind/spine side
- Spot Colors: B&W interior – Do not include spot colors or ICC profiles and all images should be converted to grayscale
- For revisions, the entire file must be re-uploaded. Partial pages or chapters cannot be accepted.



COLOR COVER FILES CHECKLIST:

- To ensure accuracy, use our custom template generator tool—located under the “Tools” section of the web site. Simply fill in the required fields and a custom template will be emailed to you.
- Must be uploaded as a separate PDF from the interior. PDFs created using the “save as” function from MS Word are not supported. Barcodes are mandatory on all covers. 100% black only and placed on a white box/background.
- Resolution: 300 dpi
- LPI: 180
- Color Space: CMYK
- Bleed: 0.125” (3mm) on all four sides
- Type safety: 0.25” (6mm) minimum on all sides
- Spine Type Safety:
Spines 0.35” and larger – 0.0625” (2mm) left/right sides
Spines smaller than 0.35” – 0.03125” (1mm) left/right sides
- Text that is 24 pt. or below, please use 100% black only
- All spot colors with/without transparencies must be converted to CMYK

SUBMISSION TO SOUPTANKPRESS

1. Sign Up for the Souptank Community. www.souptankpress.com/register
2. When registering, please ensure you include your best email and phone number to reach you.
3. Ensure all your files meet the specifications in this file preparation document.
4. In your profile page you will find an upload tab. This is where all project files can be uploaded and delivered to Souptank Press.
5. Once we have received your files, your personal advisor will contact you within 24 hours to coordinate any final details or discuss any problems that may exist with your files.
6. Most Print jobs will be completed within 5-7 business days.
7. Enjoy the Souptank community. Chat, private message, read articles and listen to podcasts from other members about their experience as an author, self-publisher, coaching and public speaking.
www.souptank.com/

If you have any other questions, please feel free to Contact Us with your questions through the Souptank community site.