

Things you need to know before submitting your special cover:



Sending Files: We no longer accept special cover files through email. You must send us your cover file through our FTP site or talk to your customer representative about other options.

Artwork: Please SCAN your artwork, DO NOT take a picture of it with your cell phone. Scans must be high resolution, preferably 300 DPI. Save the scanned file as a jpg, tif or PDF. If you do not have access to a scanner, you may send us the original artwork and we will scan it for you. Cover pictures taken with cell phones are usually poor quality (shadows around edges) even though they are high resolution images.

Upload any special instructions (Word document or jpg) for your cover. Let us know which image is the front and back, what color you would like for the background of the cover or if the image is to wrap front to back. High resolution landscape images work best if you are wanting the image to wrap from front to back. Portrait format works best for the front or back cover that doesn't wrap from front to back. Tell us if you would like any text added such as: school name, spine text, year, names of the artists for the cover, and font style.

Designing: It is important to use the correct template if you are designing your cover. You can go to our company website and download a template that applies to your book's specifications for Indesign, Photoshop, Illustrator and Publisher. Word and Power Point are not recommended programs to use to create your cover.

You may use this link for templates: <https://www.memorybook.com/support-forms/templates/>

This is a list of the approximate finished size of the covers:

Saddle Stitch - 8 ½" x 11" front/back and 17 x 11" overall. Please refer to page 2 for special instructions.

Perfect Bound - 8 ½" x 11" front/back and 17 ¼ x 11" overall. (The ¼" is for the spine allowance. The spine allowance will increase with more pages.) Please refer to page 2 for special instructions.

Hardback/Case Bound - 8 ¾" x 11 ¼" front/back and 17 ¾ x 11 ¼" overall. (The minimum spine allowance is approximately ¼" and will increase with more pages.) Size of spine text is determined by the width of the spine. Please refer to page 3 for special instructions.

If you would like the cover to bleed off the edge or wrap around the board on the cover, please make sure the image is oversized approximately 11/16" for hardback/case and ½" for saddle stitch and perfect bound books. This extra allowance will either wrap around the front/back cover boards or be trimmed off. Any important elements or text will need to be inside this edge at least 1".

If you are using Indesign or Illustrator to create your cover, you will need to PACKAGE the file before sending it to us. The PACKAGED file will include all the links (images) and fonts that were used on the cover. We cannot produce your cover with missing links or fonts. You will find packaging options under the FILE tab in both programs. Be sure to send us the file that has been packaged, it will have the word Folder at the end of the file name. Example: Smithville Final Cover_Folder. Make sure all the images you are using are high resolution (preferably 300 DPI). Keep any text at least ½" inside the final trim line of the cover.

If you are using Photoshop to create your cover, please leave the file in layers. This will allow us to make minor adjustments, if needed, for production.

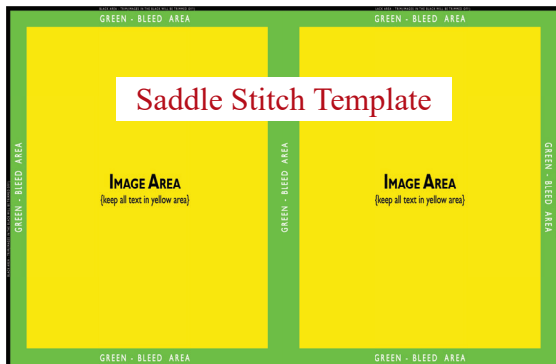
You may also submit a PDF of your cover. When you are saving the PDF, be sure to save it at the highest resolution possible (300 DPI). Low resolution files result in blurry, low quality printing.

**If you have any questions, please call your customer representative 1-800-247-1526
or technical support 1-877-302-3140. We will be happy to assist you.**



www.memorybook.com

Saddle Stitch/Perfect Bound Special Cover Instructions:



Yellow Area = Image Area
 Green = Bleed/Background Area
 Black = Trim Area, anything in this area
 WILL get trimmed off. Keep all important elements 1/2”
 inside/away from the black area



Image placed in image area and a solid color background added. The image has to be placed inside the image area because text is less than 1/2” from edge.



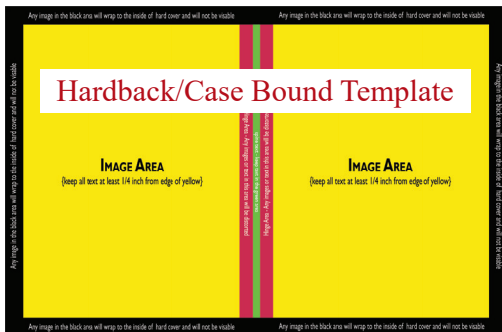
Wrap saddle stitch cover - Place high resolution landscape image past the trim line and keep all important elements 1/2” inside/away from the black area.



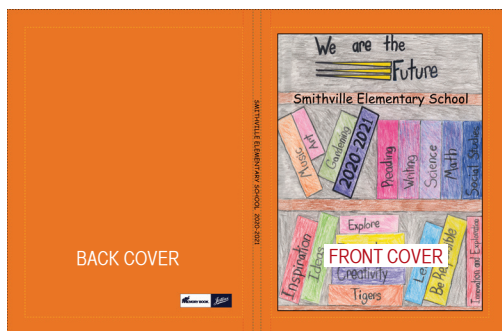
View of finished/trimmed front cover.



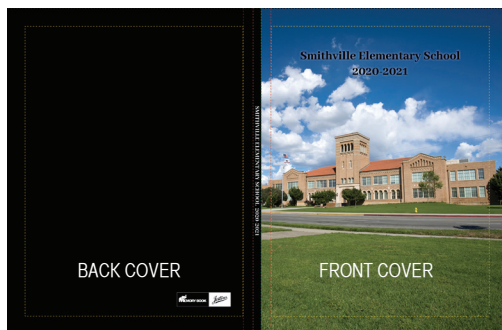
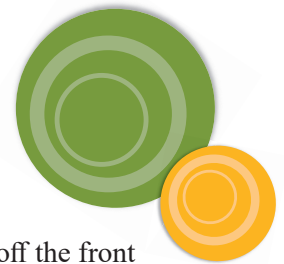
Hardback/Case Bound Special Cover Instructions:



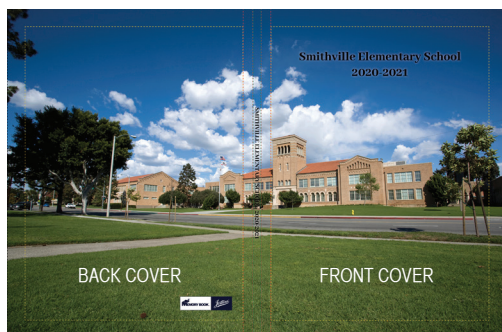
Yellow Area = Image Area, keep all important elements 1/4” inside this area.
 Red = Hinge Area (Space between the cover board and spine)
 Green = Spine (Size of font determined by page count)
 Black = Wrap Area, anything in this area WILL wrap around cover board.



Hardback/case cover - Place images that cannot wrap over the edge of the cover board 1/4” inside the yellow image area (not on the edge of the cover board). The background can be left white or a solid color can be added.



Hardback/case cover - If the front image is to bleed off the front of the cover, place the image all the way to the outside edge of the black wrap area and to the spine. Be sure to keep all important elements 1/4” inside the yellow image area. Any elements past the yellow image area will be wrapped over the edge of the cover board and will not be visible.



Hardback/case cover - If the image is to wrap from the front cover to the back cover, place high a resolution landscape image to the outside of the black wrap area. Be sure to keep all important elements 1/4” inside the yellow image area. Any elements past the yellow image area will be wrapped over the edge of the cover board and will not be visible.



View of finished front and back cover.

