

# MANUAL

## Brochures A4 (hardcover)

When you order a hardcover book and want to submit your artwork file, it is important that it has the right size. In particular the cover has some specific requirements.

This manual we will explain in some simple steps how you can create a perfect artwork file for your book.

### How do I submit my artwork files?

For hardcover books we work with two separate files:

1. One artwork file containing your cover (as spread)
2. One artwork file containing the inside pages (separate pages in 1 PDF file in reading order)

### What is the spine?

The spine is the part of the book where the pages are glued to the cover.

See image 1. The width of the spine is determined by two factors:

- Number of inside pages;
- Paper type of inside pages.

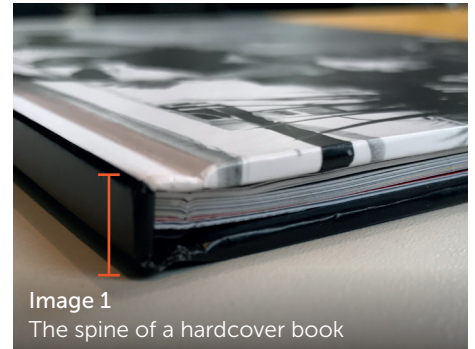


Image 1  
The spine of a hardcover book

Please use the following spine widths for the corresponding papertypes and number of pages.

Spine in mm	Number of pages 135 grams silk	Number of pages 170 grams silk	Number of pages 200 grams gloss
6.76	24 - 72	24 - 50	24 - 50
11.25	74 - 146	52 - 100	52 - 100
15.75	148 - 200	102 - 150	102 - 150
20.24		152 - 200	152 - 200

Submit your cover artwork as a **spread**. This means that the backside, spine and front of the cover are next to each other in one single page.

The cover will be folded over and glued on greyboard, therefore it needs to be a bit bigger than the inside pages.

Below you see an example of a cover for an A4 book with 24 inside pages, made as a spread.

