



## Author checklist to create your own print ready files

*Please Review this checklist in full, before starting to prepare files.*

GENERAL	
	My cover (front, back and spine) has been formatted using the spine calculator under "Tips and Tools", and has been saved as a PDF using the 'press quality' setting in Adobe Acrobat. I have embedded all fonts and images and included crops and bleeds.
	My book interior has been formatted as single pages—not as two-page spreads—and saved as a 'press quality' PDF file.
	I have obtained print quote from Blitzprint.
	I have replied to the quote to indicate the quantity of books and the specific Blitzprint services and marketing products I wish to purchase. I have read and clearly understand the quote options and have indicated the appropriate quote number that relates to the options I have chosen.
	I have uploaded all files through Blitzprint's website.

IMAGE PREPARATION	
Images include all non-textual elements in your book, such as photographs, drawings, charts and tables.	
	All digital images are being submitted in TIFF (.tif), PDF (.pdf) or JPEG format (.jpg or .jpeg) using the maximum quality setting. Resolution is a minimum of 300 DPI in the size that I would like each image to appear in the book.
	All my colour images (book cover and interior) are saved in the CMYK colour space/mode. (Note: Blitzprint can convert RGB colour images to CMYK prior to printing; however, colour shifts may occur, and additional charges may apply.)
	I am submitting hardcopy images for my book. I understand that a scanning fee of CDN \$8.00 per image will apply.
	I will submit no hardcopies. All images are embedded electronically.
	I have placed and sized all images correctly inside of my manuscript.
	<p>I understand that by signing the Blitzprint Print Agreement I verify that I:</p> <ul style="list-style-type: none"><li>• own the copyright to the images I have supplied with my book;</li><li>• have written permission from the copyright holders to use their image(s) in my book; or</li><li>• have purchased the images from the copyright holders or their agents (such as through a stock photo service).</li></ul> <p>I understand that Blitzprint reserves the right to request proof of either my ownership of, or permission to use, the images in my book.</p>

ISBN	
	I have obtained my own ISBN, and clearly indicated the number to Blitzprint.
	I have placed the ISBN both inside my book (on the copyright page) and outside in the bottom right-hand corner of the back cover. The font size is between 9 and 12 points.
	I have placed the ISBN on the upper edge of the left-hand flap of my book's dust jacket (if I chose to have one).
	I understand that each edition of my title (hardcover, softcover, ebook) should be assigned its own ISBN number.
	I understand that, if I make significant changes to the cover or interior of my book, I should obtain a new ISBN prior to the next print run.

IMAGE PREPARATION		
Images include all non-textual elements in your book, such as photographs, drawings, charts and tables.		
	I have indicated my book-binding choice at right.	Softcover Hardcover Plastic Coil Wire - O Saddle Stitch
	I have indicated my choice of paper stock at right.	Standard Eco - Friendly
	I have indicated to my Blitzprint Client Support Specialist that I would like one hard-copy proof of my book sent to me.	