GUIDE FOR WRITERS:

PRINTING AT

TRAIL BLAZER PRESS

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Shelley Holley
LIBRARY DIRECTOR

Frisco, one of the fastest growing cities in the United States, is replete with unique tales whether you look into its past or to its future. Some have been handed down through generations, others spark to life wherever people gather. At Frisco Public Library, we believe that everyone has a story to tell and that some of the best are yet untold. Our mission is to inspire intellect, curiosity, and imagination. We want to empower you to act on whatever inspires you by providing access, tools, and know-how. It is with this in mind that we proudly introduce the Trail Blazer Press.

Trail Blazer Press will transform your manuscripts into printed and bound softcover books. Its ease-of-use, low cost, and speed of production put the potential to generate an original book within reach. The uses for this innovative resource are as limitless as your imagination.

Neil Postman said, "The written word endures, the spoken word disappears." The Frisco Public Library's Trail Blazer Press can help you make sure your story is here to stay.

I invite you to learn more about what Trail Blazer Press has to offer. Like all the best adventures, it starts when you turn the page.

BOOK SIZE FORMATTING

Trail Blazer Press prints books after they have been written, revised, edited, and formatted to the point of completion.

To print on Trail Blazer Press, you must provide two separate sections: a PDF of the text (Book Block) and a PDF of the back cover, front cover, and spine (Cover Sheet).
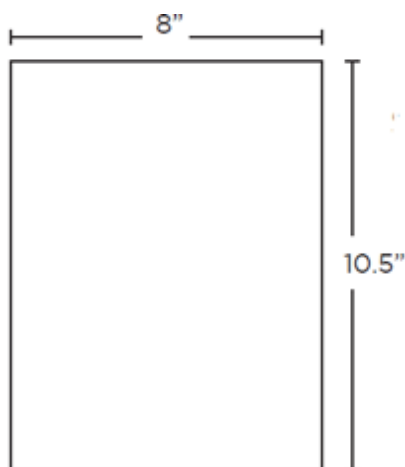
BOOK SIZE

The size of the book needs to be consistent in all of your documents. If the inside text does not fit the cover, the text may get cut off or not be in the correct position on the page. For this reason, the page size must match the book size.

Book size is always noted by **width x height.** Often, different types or genres of books are printed in different sizes; examples include romance novels, textbooks, or children's books.

The largest book Trail Blazer Press can print is 8 inches (") by 10 1/2 inches (") and the smallest is 4 1/2" by 5". Any size in between can be printed.
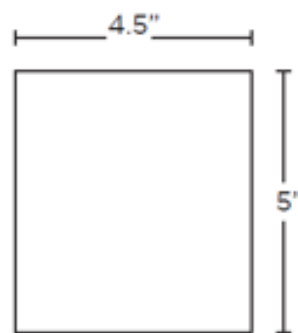
Largest Book Possible
8" x 10.5"
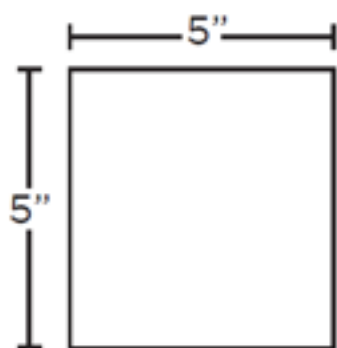
Smallest Book Possible
4.5" x 5"

If a book is larger than the maximum size or smaller than the minimum size, it will not print correctly.

STANDARD SIZES

Small Picture Book
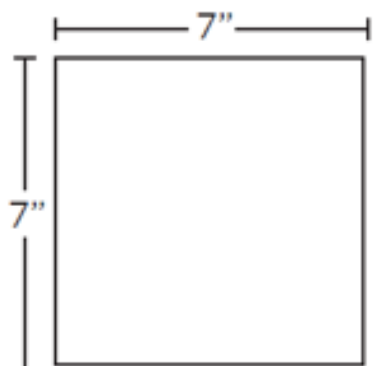
Size: 5" x 5"

Great for a small manual, children's picture book, photo collection, or poetry.

Large Picture Book
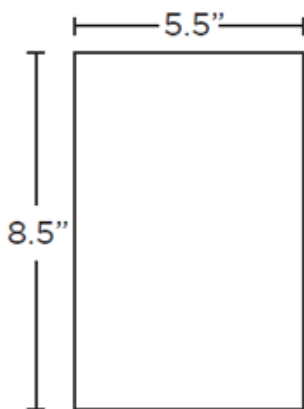
Size: 7" x 7"

A larger product for a manual, cookbook, larger children's picture book, photo book, or poetry.

Journal

Size: 5.5" x 8.5"

Commonly used for journals, small collections of poetry, or small publications.

```
|----5.5"----|
 _____
|           |
|           |
|           |
8.5"        |
|           |
|           |
|_____|
```
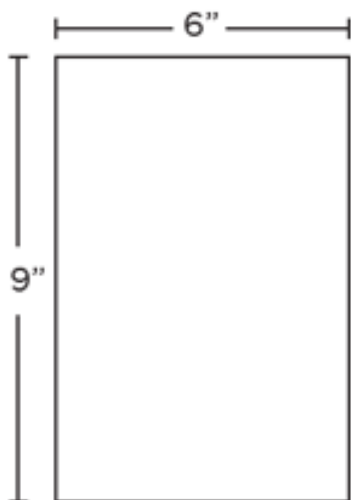
Novel

Size: 6" x 9"

Suggested for trade paperbacks and novels.

Also suited to genealogy and family history projects.

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|-----6"-----|
 _____
|           |
|           |
|           |
9"          |
|           |
|           |
|           |
|_____|
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Textbook

Size: 7" x 10"

Commonly used for textbooks or nonfiction books.
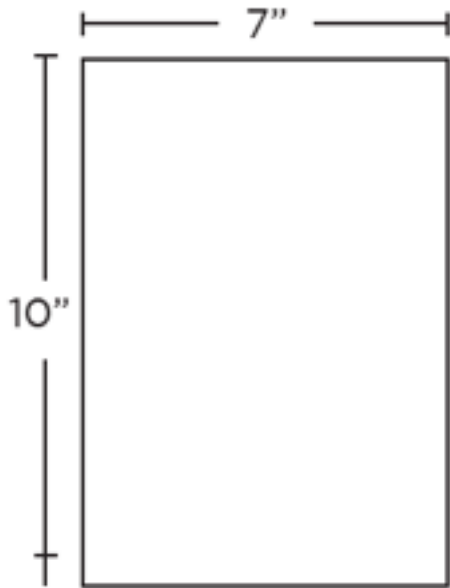
Please note that these are just a few standard sizes.

Remember that you can make your book any size you desire between the

4" x 5.5" minimum size and the 8" x 10.5" maximum size.

THE BOOK BLOCK

WHAT IS A BOOK BLOCK?

The Book Block document is the main text of your book.
It consists of all of the content of your book between the front and back cover and includes the main text plus extras like the leading blank pages, copyright information, table of contents, acknowledgements, afterword, index, etc.

This document must be saved as a PDF/A file type.

Text and images are printed two-sided with black or color ink on premium paper. Black and white only text and images can be printed on standard cream colored paper.

1. **Cover Sheet**
2. **Book Block**
3. **Spine**
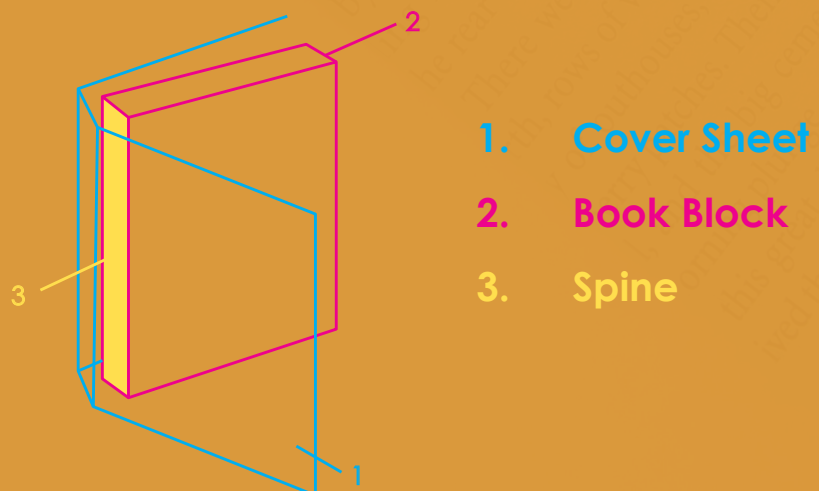
PAGE COUNT

The page count includes title page, table of contents, copyright page, introduction, chapters, sections, end notes, blank pages, and all other pages in the Book Block document.

To determine the page count, scroll to the last page and view the current page count number on your Word Processor or saved PDF.

In order to print correctly, the full page count needs to be an **even number.**

- Minimum Page Count: 40
- Maximum Page Count: 700

If there are not enough pages to meet the minimum page requirement, consider adding extra sections or blank pages.

- Trail Blazer Press will not automatically add blank pages or format book size.

CREATING THE BOOK BLOCK

To begin making the Book Block, always create a new document in Microsoft Word, Adobe InDesign, or other appropriate software.

Page Layout

Before typing or pasting content into this document, the final size of the book must be selected.

If the page size does not match the book size desired, text and images in the Book Block will be cut off.

If you want a 6" x 9" book then your final page size must be 6 inches wide by 9 inches tall.
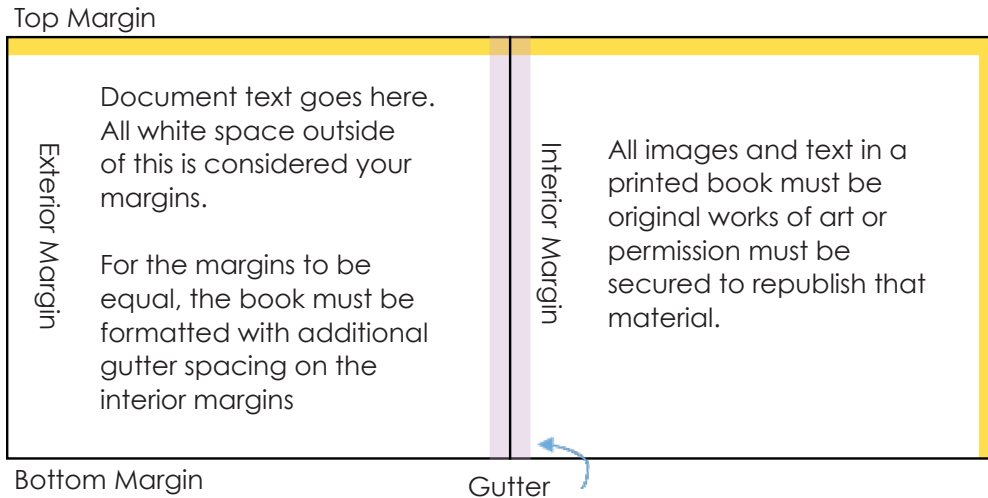
Templates

Microsoft Word templates pre-sized to popular book sizes are available at friscolibrary.com/trailblazer.

THINGS TO CONSIDER WHEN SETTING PAGE SIZE

Trim

Trim is the excess material cut off to create the specific size book you want to print.

0.25" trim allowance

Top Margin

Document text goes here. All white space outside of this is considered your margins.

For the margins to be equal, the book must be formatted with additional gutter spacing on the interior margins

Exterior Margin

Interior Margin

All images and text in a printed book must be original works of art or permission must be secured to republish that material.

Bottom Margin

Gutter

Headers & Footers

To ensure that text and images are not too close to the edge of the page, keep any text, headers, or footers at least 0.25" from the edge of the page.

Anything closer may be trimmed off in the binding process.

Interior margins must be set slightly larger than all other margins to ensure that your text does not leak into the spine of your book.

A 1" interior margin is suggested.

THE COVER SHEET

WHAT IS A COVER SHEET?

The Cover Sheet document is the outside of the book.

It contains the back cover, spine, and front cover as one solid sheet.

- The cover can be printed in full color, if desired.
- The Cover Sheet can be designed in Microsoft Publisher, Adobe Illustrator, or another desktop publishing software.
- This document must be saved as a PDF/A file type.

1. **Cover Sheet**
2. **Book Block**
3. **Spine**
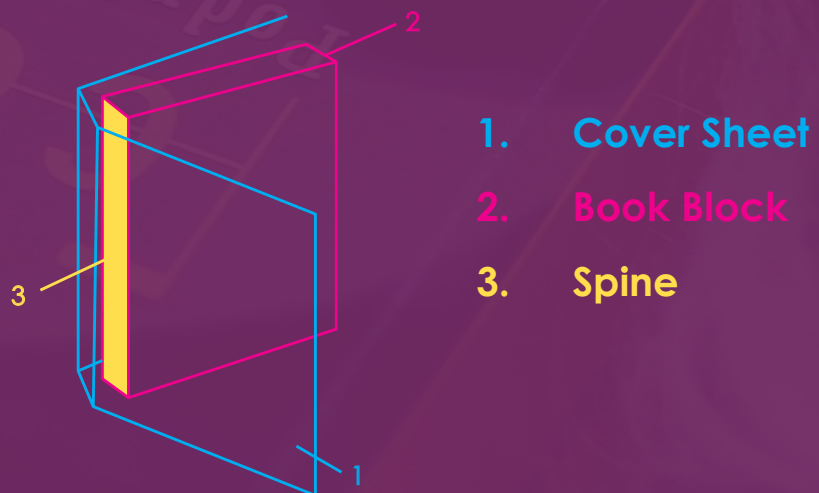
Back Cover

The Back Cover of the Cover Sheet document should contain any artwork or information for the back of the book. This is also typically where you will include the barcode and ISBN information.

* The Back Cover must be placed on the **left side** of the document, as the final Cover Sheet is one-sided.

Spine Allowance

In order to properly fit the book, an exact calculation of spine allowance based on page number must be part of the Cover Sheet. The following page shows how to do this.

Front Cover

The front cover should contain any artwork or information for the front of the book.
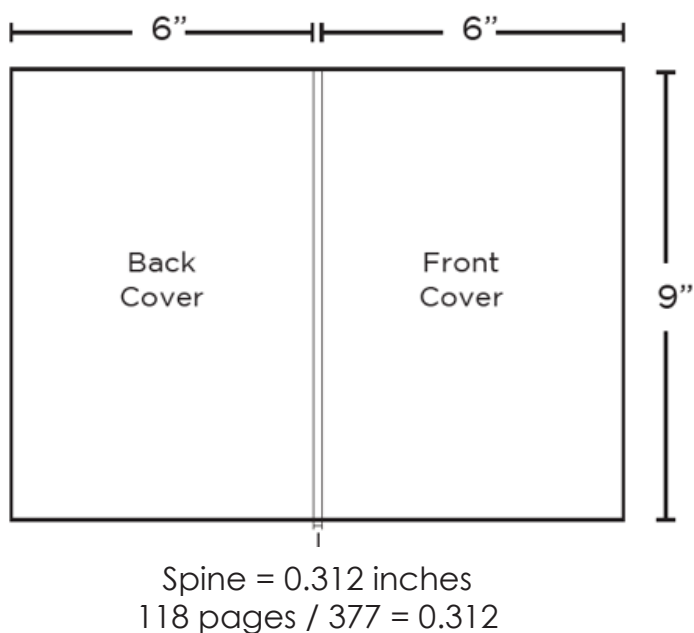
CREATING THE COVER SHEET

Like the Book Block page size, the Cover Sheet must have a defined page size before being saved as a PDF/A.

The Cover Sheet size depends on the final size of the book.

- The width of the Cover Sheet will always be bigger than the height.
- Use the final Book Block page count to calculate the width of the spine of the book. Note: 1 page is a single side of sheet of paper.

- Spine Width Calculation Formulas:
  Premium White Paper: **Book Block Page Count** divided by **377**
  Standard Cream Paper: **Book Block Page Count** divided by **434**

Our example below demonstrates a 6" x 9" book containing 118 pages printed on Premium White Paper:

Spine = 0.312 inches
118 pages / 377 = 0.312

Templates

Microsoft Publisher templates pre-sized to popular book sizes are available at friscolibrary.com/trailblazer.

(CREATING THE COVER SHEET CONT'D)

The Cover Sheet document size must match the exact size of the Cover Sheet.

Unless accounted for by adding a bleed, making the cover art slightly larger than the page size, the Cover Sheet may have a small strip of excess white material showing after the trimming process.

To account for bleed, center the Cover Sheet on an 11" x 17" document. Then, extend the art beyond the cover sheet page size to allow for any images or graphics to extend to the very edge of the page.
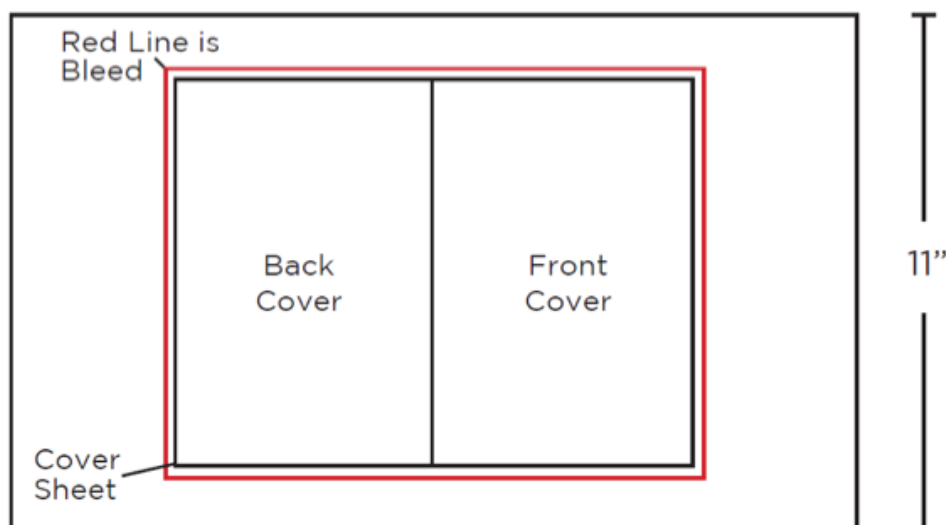
SAVING THE DOCUMENT AS A PDF/A

WHAT IS A PDF/A?

A PDF is an Adobe Acrobat file that stands for Portable Document Format.

In this form a file cannot be edited or revised. The PDF/A is an archival standard required by Trail Blazer Press.

Once the book is formatted exactly how it should print, it will need to be saved as a PDF/A document:

Microsoft Word:
• Choose the "Save As" option.
• Name the file "Cover Sheet" or "Book Block" in the "File Name" field.
• Choose PDF from the drop down menu in the "File Type" field.
• Click the options button.
• **Check the ISO 19005-1 complaint PDF/A box.**
• Click OK.
• Save.

Once saved as a PDF/A, open the file to view to make sure the document layout still appears **exactly** as desired in book form.

If anything has shifted, the Word or InDesign file will need to be revisited to figure out what needs to be changed.

Note: The **PDF/X** format is also an acceptable format for use with the book machine for printing. You can convert your PDF to a PDF/A on-line at docupub.com/pdfconvert/ .

GETTING READY TO PRINT

This is the time to double check your work.

The following section includes the ready to print checklist and your timeline.

Check friscolibrary.com/trailblazer for current pricing information.

READY TO PRINT CHECKLIST

- Write, revise, and edit your book until you feel it is ready to print.
- Choose the size that is right for your book.
- Format your book in Word or other appropriate software specific to your selected size.
- Save your text as Book Block in the PDF/A format.
- Create and format your Cover Sheet in Publisher or other appropriate software.
- Save your cover as Cover Sheet in the PDF/A format.
- Begin Submission process at friscolibrary.com/trailblazer.
- We will review your documents and contact you with printing details.

PRINTING TIMELINE

Trail Blazer Press will attempt to complete orders by the following guidelines. However, Trail Blazer Press cannot guarantee that book orders will be completed by a specific date. Please communicate any specific needs.

- 10 copies (1 week)
- 50 copies (2 weeks)
- 100 copies (3 weeks)
- 150 copies (4 weeks)

(Trail Blazer Press is unable to accommodate requests for more than 150 copies. If you require additional copies, you may put in subsequent requests after pickup is completed.)

Cosmetic Variations

The book printing process may result in a number of possible cosmetic variations that are considered normal in a final product. These can include clamp marks, spine wrinkles or shifting, slight difference in ink, and rough edges or small tears.

AUTHOR RESOURCES

Frisco Public Library and Trail Blazer Press have resources available to you to help at any point in a book's creation.

The Frisco Public Library offers many tools:

- Online Writing Courses

- Writers Groups

- Microsoft Office Classes

- Microsoft Word for Writers Workshop

- Computers and Unique Spaces for Working

- Downloadable Templates

- Downloadable Step by Step Formatting Guides

Visit the Frisco Public Library online or in person for a complete listing of our classes and events.

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