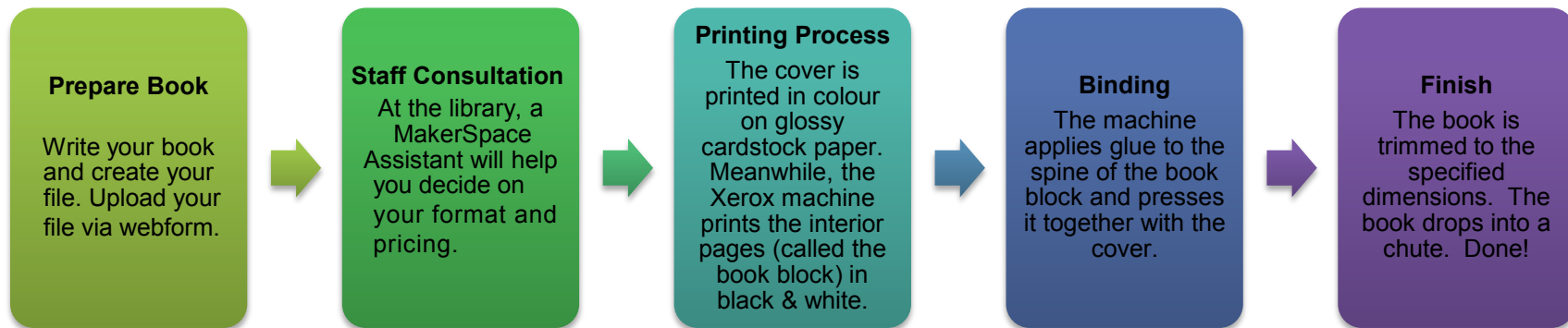# Espresso Book Machine: Self-Publishing Tips

Hello authors!

By using the Espresso Book Machine, you can easily self-publish your own creations. You will be able to produce a book with a color cover and black & white pages. Use the following tips to format your file so that your pages print accurately and your book is bound correctly. When you bring your files in, please have your original files on hand in case we need to make any slight changes. Happy publishing!

How does this work?

Prepare Book

Write your book and create your file. Upload your file via webform.

Staff Consultation
At the library, a MakerSpace Assistant will help you decide on your format and pricing.

Printing Process
The cover is printed in colour on glossy cardstock paper. Meanwhile, the Xerox machine prints the interior pages (called the book block) in black & white.

Binding
The machine applies glue to the spine of the book block and presses it together with the cover.

Finish
The book is trimmed to the specified dimensions. The book drops into a chute. Done!

In the MakerSpace, we will print one copy first so you can proof your book. Afterward, you can decide how many copies you would like to print. There may be instances where we have a waiting list for book prints and you may not be able to print your book right away.

Preparing Your Book Block File:

What software should I use?

You can use any software/program that allows you to create text AND save or export your finished work as a PDF. A PDF is a type of file format. The Espresso Book Machine only accepts PDF files. Common software that you can use includes Microsoft Word, Pages, Adobe InDesign, and OpenOffice.

What You See Is What You Get – Not necessarily!

Just because your book block file looks okay when you open it in your word processing software, it does not mean that it will print well. Instead, you can guarantee a well-formatted file by using your software's formatting tools.

For example:

Use your software's formatting tools to align text and create indents. Use tools such as the centering tool and tab key instead of hitting the space bar multiple times.

To create a new page, do not use the Enter key. Instead use the Insert Page Break tool.

Use the Insert Picture from File instead of dragging and dropping or cutting and pasting.

Note: The opposite is true for your PDF. What you see when you open your PDF is exactly what will be printed!

Consistency = Professional

Consistency is the key in making your final product look professional, so apply settings for margins, tabs, font and size, and line spacing to your entire document.

Book Block Layout

The book block is all of the interior pages of your book. Use this reference table to format your book for optimal results. For most things, a good rule of thumb is to apply the changes to your entire document.

	Recommendations and Measurements:	Notes:	How to in MS Word:
Trim Size The size of the book.	5" x 8" to 6" x 9" (typical paperback) Custom sizes are fine!	Set your trim size by modifying the paper or page size of your document. **Please also see the information after the green table about maximum page size based on page count.**	Under Page Setup or Page Layout, choose Paper Size.
Margins The white space that borders the page.	At least 0.8" margins on all sides of your page.	Mirror Margins allow you to set up interior margins that are slightly bigger than the exterior margins. When your book is bound, it will ensure that your text is not too close to the spine.	Under Page Setup or Page Layout, set your Top-Bottom-Right-Left margins. You will also find the Mirror Margins option here.
Tabs/Indents Space inserted at the beginning of a new paragraph.	0.25" to 0.5"	Do not press the space bar multiple times to achieve an indent. Use the tab key!	Under Page Layout choose the Paragraph settings and modify your tab sizes.
Line Spacing How far apart the lines of text are from one another.	1.15 or 1.25 suggested for optimal readability	Single spacing is difficult to read and double spacing is too wide, but it is up to you to choose your preferred spacing size!	Under Paragraph settings, choose the drop down option Multiple and type in your desired line spacing.
Fonts The style of the text.	Your choice! Recommended fonts for easy reading are: Garamond Palatino Times New Roman	Serif fonts (those with little lines attached to the ends of strokes) are easier to read. When creating chapter titles or section heads, you could use the same font and bold or increase the size by several points or you could use a sans serif font instead. E.g. Century Gothic	Choose your font from the drop down menu on the Home tab.
Text Size The size of the print.	Your choice! 10 -12 point is	Titles and headings can be highlighted by increasing the text size.	Choose from the drop down menu on the Home tab.

	standard.		
Page Numbers	Top or bottom of page.	Do not align the page numbers to the inside margin of the page because they will get lost in the spine.	Insert, add page numbers OR Under Document Elements, page #.
Headers and Footers Text inserted at the top and bottom of all the pages in your document.	Can include book title, chapter title, author name. Set size about 2 points smaller than body text.	A header appears at the top of the page and footer at the bottom. Be sure the header/footer is still 0.25" away from the edge of the page. Do not align the content of the header/footer to the inside margin of the page because they will get lost in the spine of the book.	Insert, add headers/footers OR Under Document Elements, Header and Footer.
Chapter/Sections	Use Page Break function to start a new chapter or section.	Think about adding emphasis by changing the text size or making the text bold. Also consider: Do you want a chapter drop? You can start your first paragraph 1/3 of the way down the page. Do you want the first few words or line to look different? Indented? Capitalized? Bolded? The first chapter or section usually appears on the right-hand side of the book (an odd-numbered page)	
Title Page A separate page in the document that states the title, author, possibly publisher.	Optional	Most books have an interior title page with important information. Take a look at an already published book to get an idea for what you want to include.	To add a page at the beginning of your document: Move your cursor to the beginning of your document. Then: Insert, blank page. OR Document Elements, Insert Blank.
Blank Pages	The Espresso Book Machine will not add in any blank pages. You	Use the Page Break function.	Move your cursor to place in your document where you would like a blank page. Then:

	need to add them in.		Insert, blank page. OR Document Elements, Insert Blank.
Photos and Images	At least 300 dpi (dots per inch) resolution.	If your dpi is lower than 300, your images may be pixelated or blurry. Remember your photographs will print in black and white so it is best to convert images to greyscale first.	

**Maximum Page Size (Based on Page Count)

Number of Pages	Max trim width x height (inches)	Max trim width x height (cm)
Up to 300 pages	**8" x 10.5"**	**20.32 cm x 26.67 cm**
Up to 400 pages	7.875" x 10.5"	**20.00 cm x 26.67 cm**
Up to 500 pages	7.75" x 10.5"	**19.69 cm x 26.67 cm**
Up to 600 pages	7.6" x 10.5"	**19.30 cm x 26.67 cm**
Up to 700 pages	**7.5" x 10.5"**	**19.05 cm x 26.67 cm**
Up to 800 pages	7.4" x 10.5"	**18.79 cm x 26.67 cm**

Export Your Book Block PDFs

The Espresso Book Machine only accepts PDF files for printing. Typical word processing software will save files as documents (.doc) or other file types so you need to do a few extra steps in order to export/create a PDF.

Some important notes about exporting PDFs:
Make sure your original page size is retained when you export to a PDF.
There are different PDF conversion settings. Choose PDF/X-1a:2001 or PDF/A.

Depending on your software that you have, there are two main ways you can export your book block as a PDF.
1. Save As
2. Export As

Exporting as a PDF in Microsoft Word:	Exporting as a PDF in OpenOffice:
1. File 2. Save As. Name your file and choose where you would like to save your file on your computer or external memory device. 3. Change the Save as type. Click the drop down menu and choose PDF. 4. Click Options 5. Under the PDF options section, click the box to select the PDF/A option. 6. Click Okay. Click Save.	1. File 2. Export As 3.

Preparing Your Book Cover PDF

What software should I use?

You can use any software that allows you to export your finished file as a PDF. It depends how sophisticated you would like your cover to be. For simple covers, you could use Microsoft Word. You can also try Adobe Illustrator or InDesign, or use open-source software like Inkscape.

Book Cover Layout

	Recommendations and Measurements	Notes:
Size of your document	Tabloid or 11" x 17"	All cover files should be created on a tabloid sized page. If your book cover is smaller than this size, you will centre your image in the middle of a tabloid sized page.
Orientation Which way your rectangular page is oriented for normal viewing.	Landscape	Landscape orientation means your document is wider than it is tall.
Resolution The amount of detail an image holds.	300 dpi or greater	In Microsoft Word, you cannot set the dpi. In Adobe Illustrator or InDesign, when you create your document, you can set the resolution.
Spine Width Spine is where the cover is bound to the pages of the book. I.e. the part you can see when a book is on a shelf.	You must calculate your spine width based on the number of pages in your book block. ___# of pages___ ÷ _____PPI___ = **spine width** (inches) *(PPI values: standard cream paper is 434; standard white paper is 526)*	E.g. Book block is 100 pages. I am using standard white paper. I will use a PPI value of 526. 100 ÷ 526 = 0.190 inches.
Total Cover Width The width of the cover.	___back cover width___ + ___spine width___ + ___front cover width___ = ___**total cover width**___ (inches)	E.g. For my 100 page book on standard white paper, my spine is 0.190 inches. My page dimensions are 5 inches width x 6 inches high. Therefore: 5 inches + 0.190 inches + 5 inches = 10.190 inches wide.
Total Cover Dimensions	Total cover width x page height.	E.g. For my 100 page book, I calculated my cover to be 10.190 inches wide. My book block page height is 6 inches. My total cover dimensions are: 10.190 inches x 6 inches.
Centred Image	Centre your cover image both horizontally and vertically.	The Espresso Book Machine assumes that your cover image will be right in the centre of the page and will bind and trim your book accordingly. Therefore, your margins should be equal all around your page.

Color Settings Different modes that allow for consistent color replication when printed.	CMYK or RGB	
Photos and Images	300 dpi or greater	Avoid grainy or pixelated images by ensuring the resolution of your pictures are at least 300 dpi. Also be sure that you are not using copyrighted images on your cover.
Spine Text	If you book is less than 100 pages, you should avoid having spine text. The spine will be too narrow for text to read clearly. The text should begin at the top of the book's spine.	
Bleed A narrow border around the outside edge of your cover image.	At least 0.25" around the outside edge of your cover image.	This narrow border is in addition to the total cover size. Your cover image or background colour should extend into the bleed area so that even if the Espresso Book Machine is a little inaccurate when trimming your book, you will not be left with any white, unprinted paper on the edges of your cover.