How to Prepare a Print Edition Book with Scribus

The Tutorial is Broken up into Sections:

This tutorial will offer you some advice on how to use Scribus to create print-ready files for our print program. Books can be prepped for Black and White, Standard Color 70 and Premium Color. Whether you are preparing files for standard color or premium color, the preparation is nearly identical. The only exception: cover templates. Be sure to get the specific cover template appropriate for your book interior type from the Lightning Source website. If you want to prepare a book in both color formats, you must prepare two different color cover files.

All books going into the print program need two PDF files, the cover file and the interior (or book block) file.

There are two ways to produce a digital edition PDF presented in this tutorial. One way will use Scribus to directly export a PDF at a resolution appropriate for viewing on computers and devices. The other will use Acrobat Pro to optimize an existing high-resolution PDF. If you do not have Acrobat Pro and wish to test this process, you can download a trial version from the Adobe website: www.adobe.com.

The screenshots shown in the tutorial use Scribus 1.4.0 for Mac for the B&W book shots, Scribus for PC for the color book shots, and Acrobat Pro 9 and X for Mac. If you are using a different version of the software, some of the instructions and screenshots will be slightly different, but hopefully you can find the right feature in your software version.

How Do I Get This Software?

Scribus is available for free at www.scribus.net/downloads. Scribus is an Open Source program that brings professional page layout to Linux/UNIX, Mac OS X, OS/2 Warp 4/eComStation and Windows desktops.

1. What Do I Need to Get Started?
GhostScript and ICC profiles

Although you have now downloaded and installed Scribus, there are a few more steps you will want to take before you begin working.

If you will be exporting a postscript file to produce your PDF, using the Print Preview function, or using any EPS files in your document, then you will need to download and install GhostScript, which Scribus needs in order to do these tasks. Current GhostScript releases of execution files and zipped tarballs can be downloaded for free from Ghostscript.com. Otherwise, you can ignore the warning message that will pop up when you open Scribus.

Although Scribus does come with some basic color profiles that are useful for producing PDFs, you may need to download and install professional printing color profiles, or ICC profiles, which are available for free from Adobe. These profiles are common standards in the graphics industry and will ensure that the color information in your press-ready PDF is consistent with standards the printer uses.

If you create or work in a Scribus document without the correct profiles, you cannot change the document later to correct it, so this is an important step.

The direct URL to download these ICC profiles is:
www.adobe.com/downloads/other-downloads.html

Under ICC profiles, choose <Windows> or <Macintosh>.

You will have to click through and accept an EULA before you reach the download page. Once there, Adobe supplies you with a list of included profiles in the ZIP package and detailed instructions about where to put these files after you've received them.

This is the list of profiles you will receive from Adobe. For more information about Scribus and ICC profiles, visit:

https://wiki.scribus.net/canvas/Getting_and_installing_ICC_profiles

2. Setting Up Your Scribus Document

This is a basic step-by-step to help take you through all of the stages to laying out a book in Scribus. For your convenience, we have created a few template files for different standard book sizes to make your layout work easier. You can find these templates in *Tutorials and Templates for Creating Print PDFs*, under *Book Printing & Card Printing* in the *Publisher Knowledge Base*.

If you plan to produce both print and digital editions, you should set up your book files to print specs and then produce a digital book from the same files. For more information about setting up a book for print in Scribus, see the Scribus tutorial in the *Tutorials and Templates for Creating Print PDFs* section.

Open Scribus. Then in the *File* pull-down menu, open the template. Make sure you are using the right template for your book size.

Click the *Windows* pull-down and open the *Properties* window.
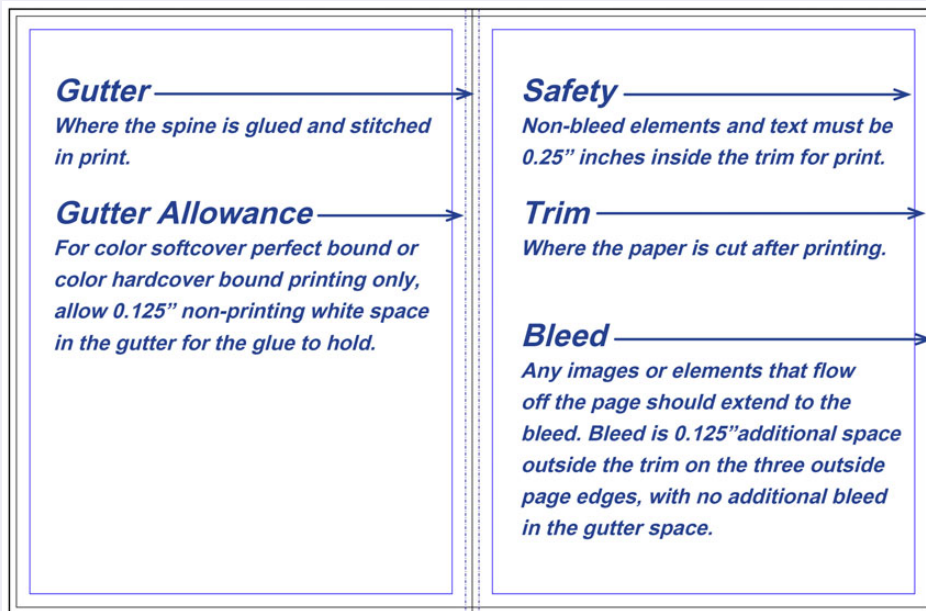
Anatomy of a book page

- The outside edge is the Bleed Line. It may appear black when the page is selected in Scribus. Any art or graphic that is intended to go off the edge of the page must line up with this line.

- The red line just inside the Bleed Line is the Page Edge or Trim Line. When the book is produced, the pages will be cut at approximately this line. Text and art that doesn't "bleed" should not go past it. *Color books must be submitted to the correct bleed size, regardless of content.*

- The blue line inside the Page Edge is the Safe Area or Live Area. Anything in this area should be safe when pages are cut. Anything that doesn't bleed should be well inside this margin and should never go outside of it. For a digital edition book where no printing will occur, the size of this margin is more of a suggestion than a hard-and-fast rule, so it can be adjusted to better fit your content. For print, this is not negotiable.

- The black line in the center is the Gutter and is the inside spine of the book.

- The black dotted line near the gutter is called the Gutter Allowance. For full color books, the area between the Gutter Line and the Gutter Allowance line should be free of any art, graphics or text. This is where the pages are glued together and into the book cover. The glue does not adhere well to color ink, so it is very important to keep this area free from any printing items. *Gutter Allowance is important for color hardcover and color softcover perfect bound books. It is not necessary for black-and-white hard- and softcover books or any saddle-stitched books.*

Gutter
Where the spine is glued and stitched in print.

Gutter Allowance
For color softcover perfect bound or color hardcover bound printing only, allow 0.125" non-printing white space in the gutter for the glue to hold.

Safety
Non-bleed elements and text must be 0.25" inches inside the trim for print.

Trim
Where the paper is cut after printing.

Bleed
Any images or elements that flow off the page should extend to the bleed. Bleed is 0.125"additional space outside the trim on the three outside page edges, with no additional bleed in the gutter space.

2. Setting Up Your Scribus Document (continued)

## Grayscale vs Full Color Printing

There is little to no difference between grayscale and full color press-ready export settings when you have completed your project and are ready to produce your PDF. What makes them different is the color output intent you should set before you begin working in your file.

To choose your output intent, open your Scribus program preferences, **not** *your Scribus document set up.* Scroll down the left-hand options and choose *PDF Export.*

Open the Color tab:

- choose *Printer* for a full color export
- choose *Grayscale* for a grayscale export.

Now you're ready to get to it!
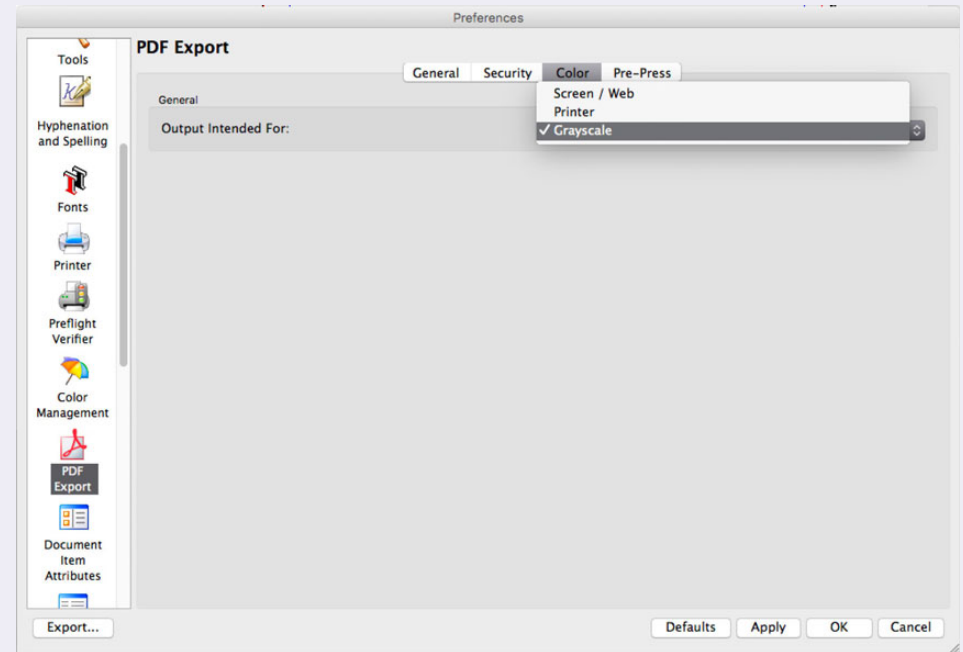
3. Color Management

Once you are ready to export, make sure the book is set up as you would like it. Open *Document Setup* from your *File* pull-down menu, make sure that *Color Management* is turned on (if you are printing in full color), and that you have selected *U.S. Web Coated (SWOP) v2* as your document CMYK and printer profiles. *You must have Color Management activated and color profiles assigned in order to export a PDF/X-1a or X/3 for press.*
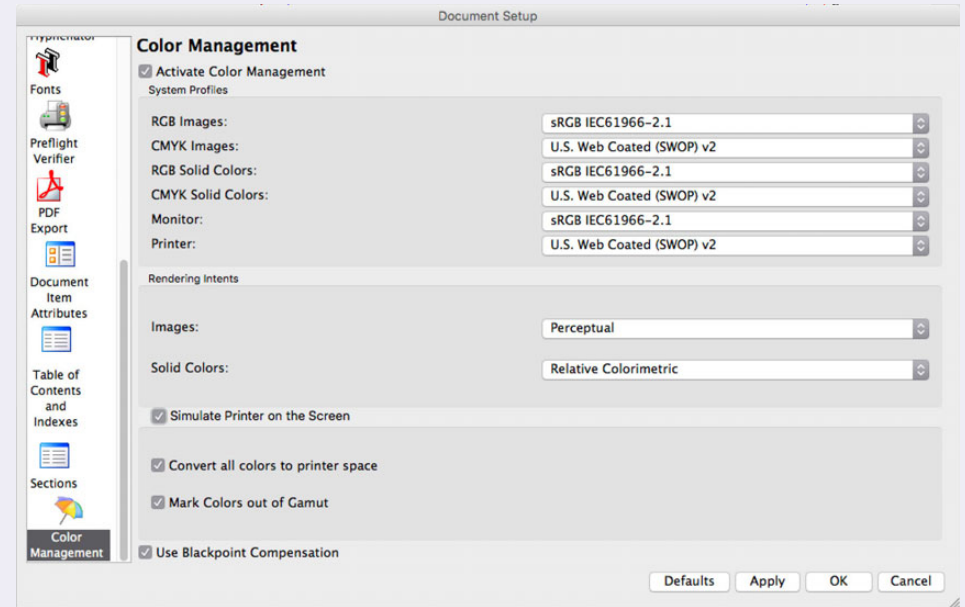
# 4. Formatting a Book Interior for Press with Scribus
Creating Master Pages

Master Pages allow you to place borders, text and other information once and it will appear on all the pages you select.

Go to the *Insert* pull-down menu and select *Image Frame.*

Click and drag to place frame for master page image. You can set the frame size with the *Properties* window using the *X,Y,Z* tool or you can manually resize it by clicking and dragging the blocks on the box.

Double-click on the box and select the graphic to import.
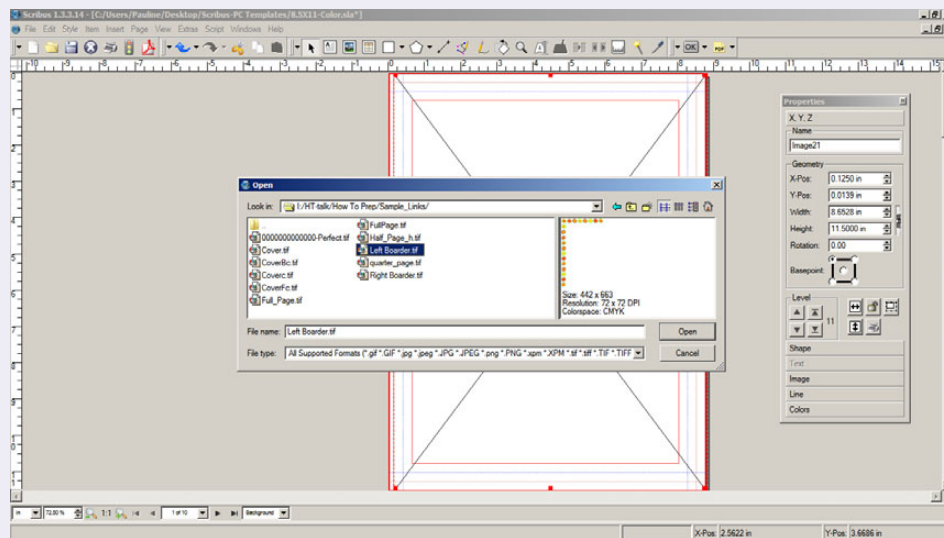
Use the *Image* tool in the *Properties* window to size the image to the box simply by clicking the *Scale to fit Frame Size* button. Tick the checkbox for *Proportional* to be sure the graphic is not stretched.

If you missed where to find the *Properties* window in the beginning of this tutorial please click the *Windows* pull-down menu and open the *Properties* window. It will be used often.
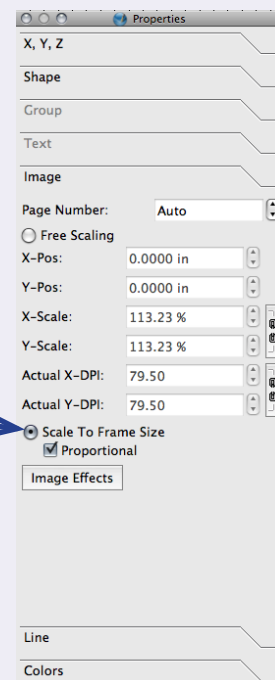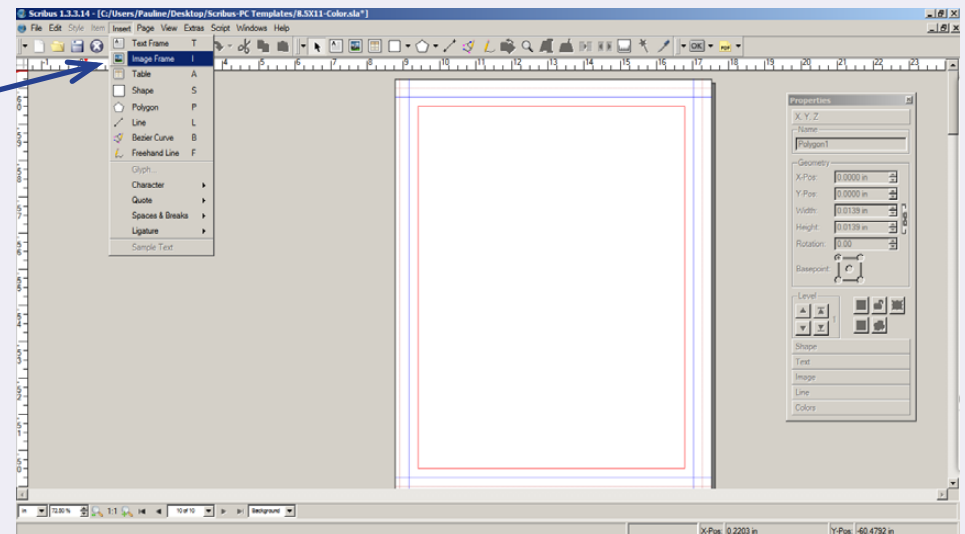
Once you have the page set the way you would like, go to the *Page* pull-down menu and select *Convert to Master Page.* Name and save the master.

Click on the page(s) you wish to convert to masters (hold the shift key down), pull-down the *Page* menu, and select *Apply Master Page.* All the pages you chose will autoformat.
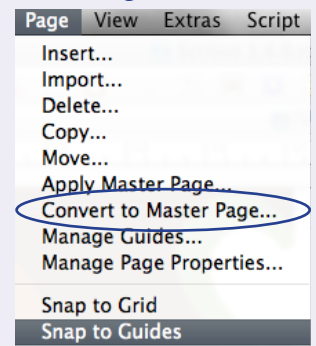
4. Formatting a Book Interior for Press with Scribus
Adding and Formatting Text

To place simple text, open the file with your text and select the text you want to place. Right-click and choose *Copy.* Go back to your Scribus file and click on the first page inside the text area, right-click on it and choose *Paste* to import and place all the text you selected.

It will not be formatted but it will all be there.

Now format the text. Open the *Text* menu in the *Properties* window.

Right-click to select all the text and set the basic font and size for the body text.

Justify text by selecting it all and clicking the *Left Justify* Text box in the menu.

Once you have the body text adjusted, you can go through and set the headers by selecting them and setting the size and font with the *Text* tool in the *Properties* window.

Remember, the body text will be small so use a font that is easy to read without many flourishes. Industry standard for size is 10pt to 12pt.

If you have a lot of text to format, you may want to set the body and header styles. Click the *Edit* pull-down menu and select *Styles.* In the window that opens you can set the Headers (Character) and the Basic Body text (Paragraph). Once those are set, select the text to be modified and choose the style that will now appear under the *Style Settings* in the *Text Tool* to convert it. It is simple to navigate through the menu and can save you some time in the long run.
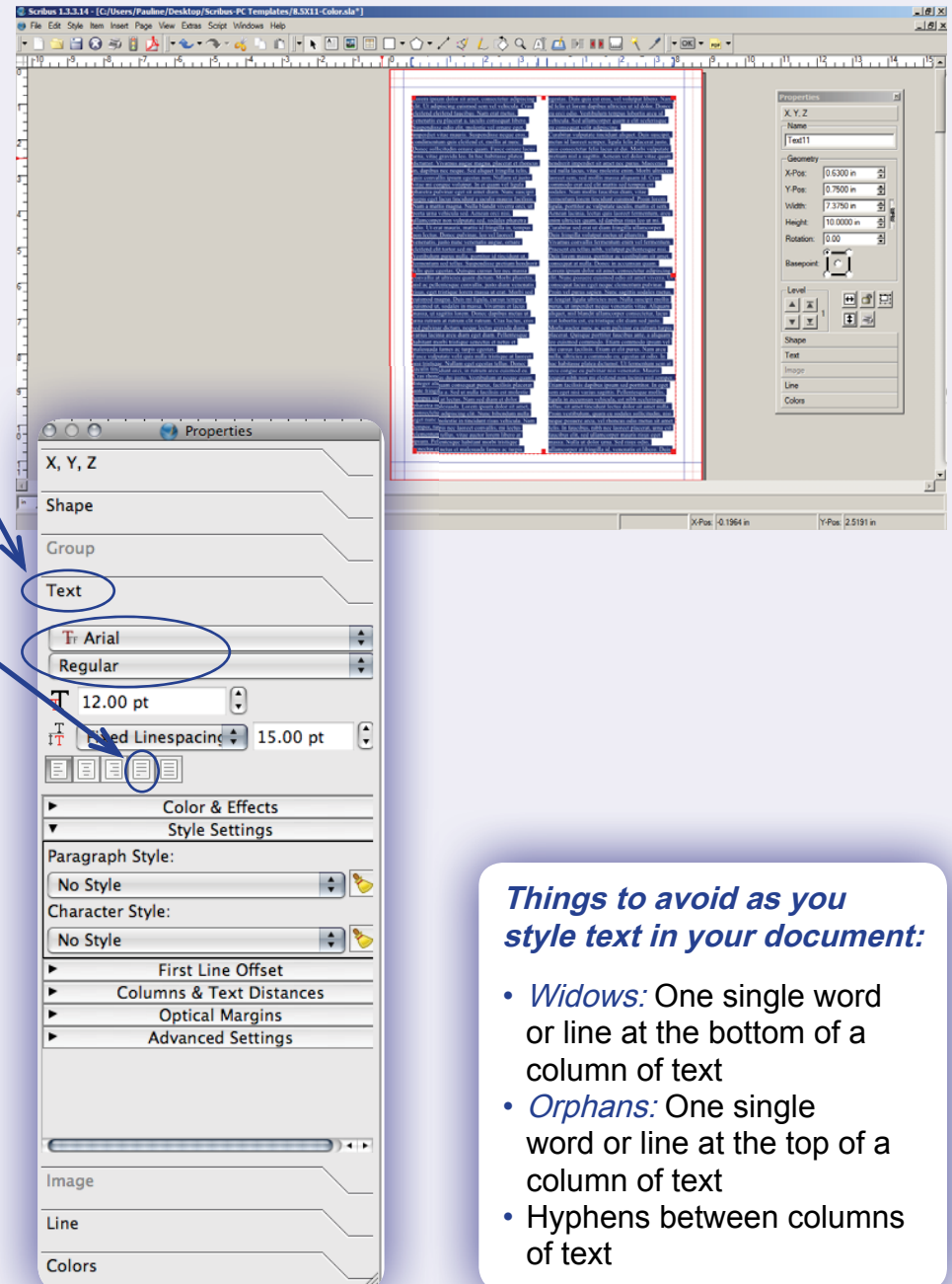
Things to avoid as you style text in your document:

- *Widows:* One single word or line at the bottom of a column of text
- *Orphans:* One single word or line at the top of a column of text
- Hyphens between columns of text

4. Formatting a Book Interior for Press with Scribus
Adding Art

1. To add art or graphics, first add an *Image Frame* by clicking the *Insert* menu and choose *Insert Image Frame.*
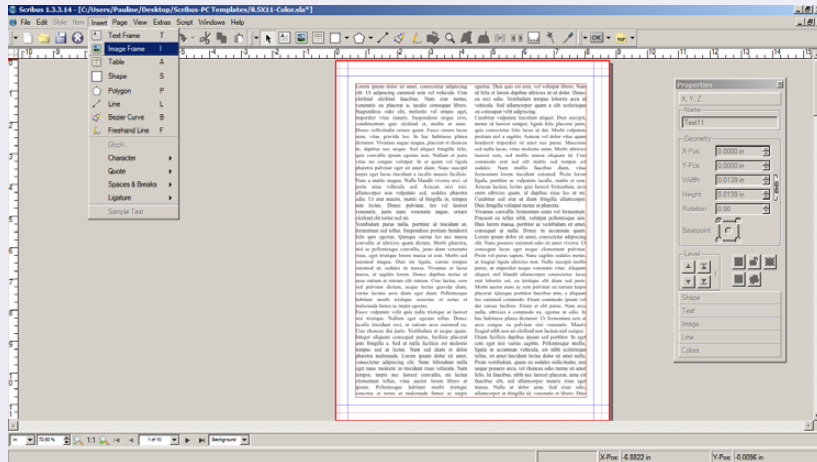
2. A tab will attach to the cursor. Click and drag to make a box to place the art in.
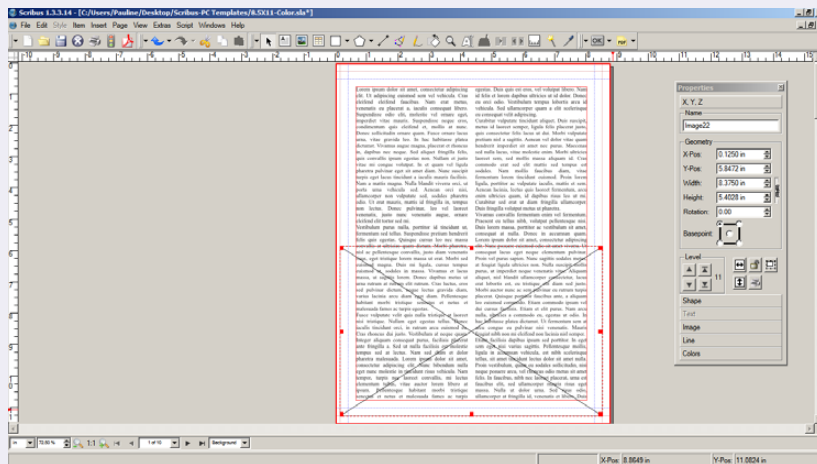
3. Before moving the text out of the way of the Image Frame, be sure it is unlocked. Simply double-click the text and make sure the *Is Locked* option is not checked.
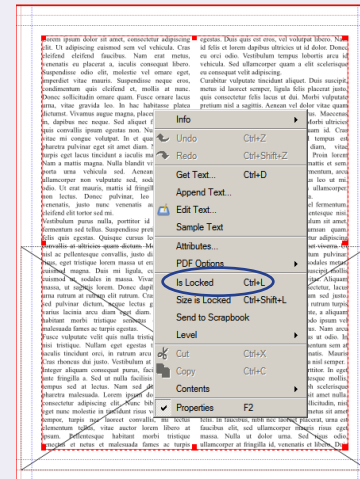
4. Then using the arrow tool from the top menu, resize the text box and size the *Image Frame.*
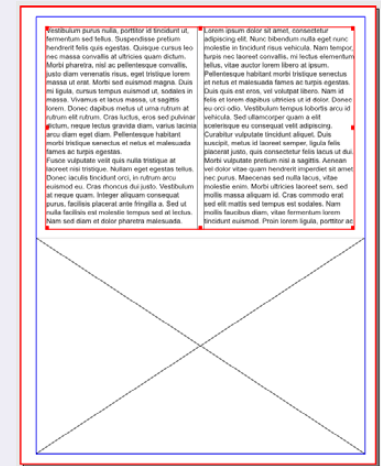
5. When it is arranged, double-click on the *Image Frame* and select the image to be placed.
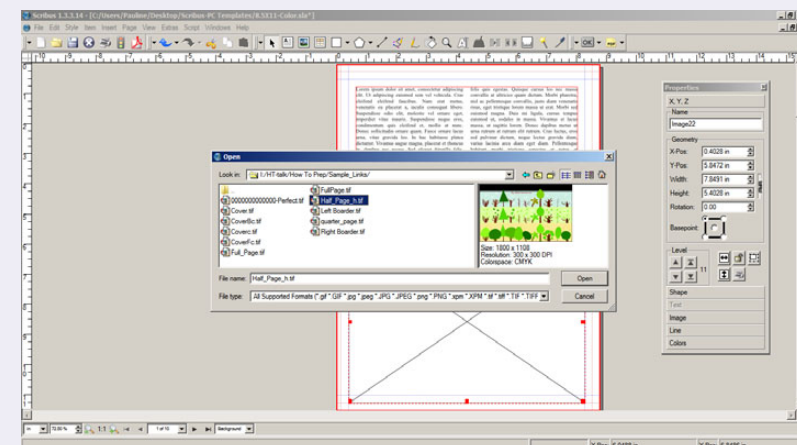
4. Formatting a Book Interior for Press with Scribus
Adding Art (continued)

The selected graphic will be placed in the box and just needs to be sized using the *Image* tab in the *Properties* window.
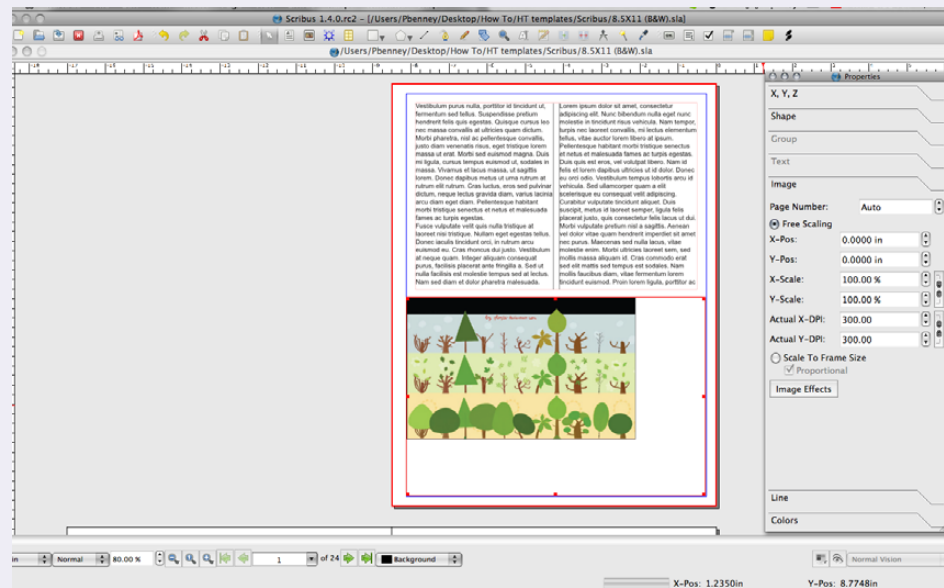
Simply clicking *Scale to Frame* size, the graphic will fill the frame. If the *Proportional* option is selected, the graphic will remain proportionate. If the graphic is larger in width or height, then can proportionally fit, it will fit to the smaller measure.
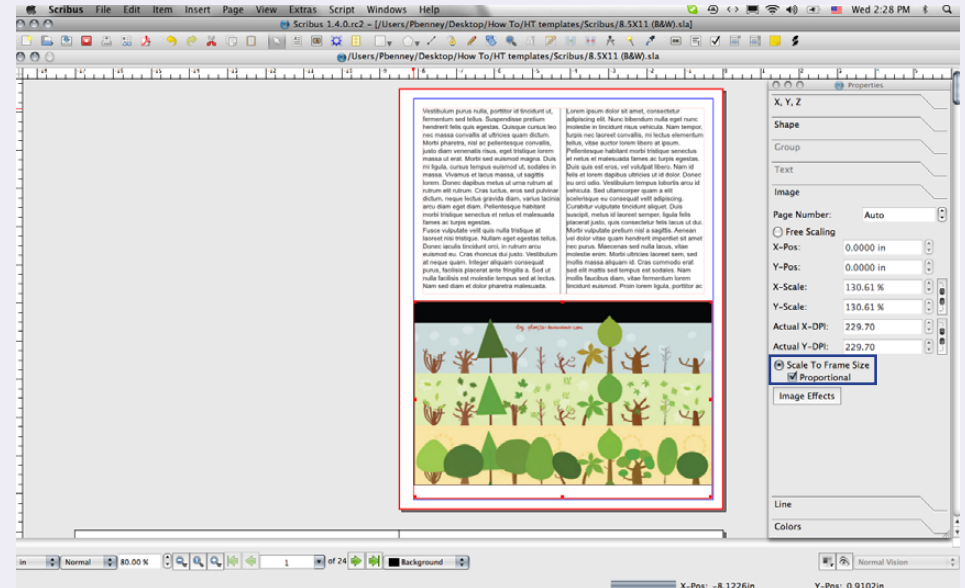
Continue this with each graphic to place them all.

5. Export Your Interior File as a Press-Ready PDF

Choose the *File* pull-down menu, then *Export*, then *Save as PDF.* A Preflight Verifier window may open that will allow you to review any errors that appear. Make any adjustments you need to the book before continuing. Make sure your Preflight Verifier Profile is set to *PDF/X-1a* or *PDF/X-3.*

When you are ready to export, click *Continue* from this window and set the following specifications in the next series of windows.
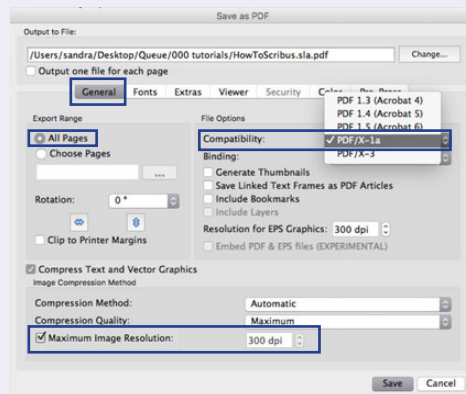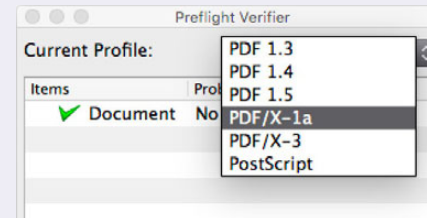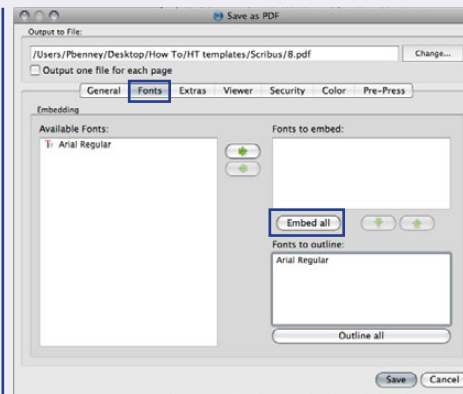
Under the ***General*** tab:	Under the ***Fonts*** tab:	Under the ***Color*** tab:	Under the ***Pre-Press*** tab:
Make sure *All Pages* is selected, *Compatibility* is set to PDF/X-1a or PDF/X-3, and *Maximum Image Resolution* is checked and set to 300 dpi.	Make sure *All Fonts* are *Embedded.*	Make sure *Output* is set to *Printer* and *Convert Spot Colors to Process Colors* is checked.	Check *Use Document Bleeds.* Please **DO NOT** include any printer marks in your final export.

6. How to Create Your Hardcover or Softcover File in Scribus
Filling out the Cover Template Page

To get the correct file for your book cover, fill out some details and Lightning Source will generate a template for you.

Go to: https://myaccount.lightningsource.com/Portal/Tools/CoverTemplateGenerator

- **13-digit ISBN:** Enter all zeroes [000-0-00000-000-0]. Do not enter a real ISBN, even if your book has one.

- **Publisher Reference Number:** Optional field for your own stock code if you use one.

- **Trim Size:** Select your book size.

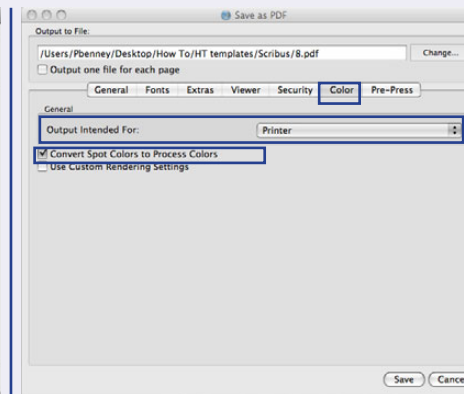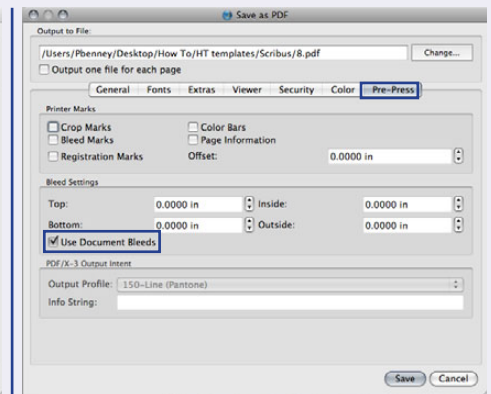- **Interior Color and Paper:** Make your choice here. *We are currently phasing out our Standard Color on 50lb paper option.* Black and white is printed on 50lb paper. Color is printed on 70lb paper. Be sure to select the correct interior type and have an accurate total page count so the spine width can be calculated for your template.

- **Binding Type:** Case Laminate is Hardcover. Perfect Bound is Softcover. Saddle Stitch is Softcover for very low page count books under 48 pages, and is only available in Premium Color for certain sizes.

- **Laminate Type:** Select your choice.

- **Duplex Cover:** We currently do not offer duplex covers.

- **Page Count:** Your final page count here in a number divisible by 2, 4 or 6. Your page count does not include the cover. For more information about page counts, see the *Page Count* and *Signature* sections of *Tips and Things to Remember,* at the end of this tutorial.

- **File Type:** Select PDF.

- **Email:** Your email address.

- **Optional Information:** Leave them as they are.

- Click **Submit:** The template will be generated and emailed to you.

Cover Template Gererator

Once you complete and submit the form below, Lightning Source® will email you a template with support files to help build your book cover. Included in the email will be instructions for uing the template, creating an appropriate PostScript file, and distilling a PDF to Lightning Source specifications.

Once you complete and submit the data below, we will email you back a template and support files to be used to build your cover.

Included in the email will be instructions for using the template, creating an appropriate PostScript file and distilling a PDF to our specifications.

Field	Value
★13 Digit ISBN	000-0-00000-000-0
Publisher Reference Number	
★Trim Size	8.500" x 11.000" (280mm x 216mm)
Interior Color and Paper	○ Black & White ● Color 　○ Standard Color — Color printed on 50lb White paper 　● Standard Color 70 — Color printed on 70lb White paper 　○ Premium Color — Color printed on 70lb White paper
Binding Type	● Paperback 　● Perfect Bound — Glued spine with color laminated cover 　○ Saddle Stitch — Stapled pages with color laminated cover, 4-48 page count ○ Hardback
Laminate Type	● Gloss ○ Matte
Duplex Cover	○ Yes ● No
★Page Count	140 (Multiple of 2, between 18 and 900)
★File Type	InDesign CS3 and never
★Email Address	
★Confirm Email Address	
Optional Information — Price	
Currency	US Dollars
Price in Bar Code	No

Submit

6. How to Create Your Hardcover or Softcover File in Scribus
Breaking Down the Cover Template

What are all of these colors? Regardless of what type of cover you are producing, the guides will look the same, just in different proportions, and the book data will appear in different places depending on what format it is.

- *Pink Boxes show the Safe Area.* No text, logos, borders, boxes, or barcodes should extend outside this area. Each part (back cover, spine, and front cover) has a safe area.
- *Blue Boxes show the Bleed Area.* Any background color, pattern, gradient or image that you wish to extend to the edge of your cover should extend out to, but not past, the Blue Box.
- *White Space shows the Template Area.* None of your cover elements should be in this area. Do not alter any of the information here.
- *Black horizontal and vertical crops are the Trim and Fold Marks.* These mark the spine folds and cover turn-in folds. The cover is turned in and pasted to the back of the cover board, under the book's endsheets. The endsheets help secure the book's interior to the covers.

- *The Barcode inside the barcode box on the back cover should be deleted or covered.* Lightning Source will assign and place a barcode for you. If you do not remove the sample, your cover will be rejected. If you would like to designate where the barcode should be placed, delete the placeholder barcode information inside the box, and then move the box to a new location in the safe area.

Template Instructions:

- Pink (Safe) Area: All text, important images, logos and barcode should remain inside the pink areas.

- Blue (Bleed) Area: All backgrounds should extend throughout the blue and pink areas. If a white background is desired, create a white box that covers the entire bleed area.

- White (Template) Area: No artwork should extend into the white areas that contain the black trim and fold marks and template info. Please leave all elements outside of the pink and blue areas unaltered.

- Barcode Placement: The provided barcode may be moved to any location within the pink area of the back cover.

FOR OUR PURPOSE, REMOVE THE BARCODE. YOU MAY ADD A WHITE BOX TO THE BACK COVER AND LIGHTNING SOURCE WILL PLACE THE BARCODE IN THAT BOX FOR YOU. BUT YOU DO NOT NEED TO.

- Document Size: The overall document size for this template is shown in the lower left corner. The final cover PDF submitted must match this size.

Pink and blue boxes must be completely covered when cover is submitted.

Sample Cover Template

Board Width: 19.387
Spine Bulk: 0.500

ISBN 0000-0000-0000-0

90000

0 "000000"000000

8.50 x 11.00
280 mm x 216 mm

.500
12.7mm

8.50 x 11.00
280 mm x 216 mm

Content Type: Premium Color
Paper Type: White
Page Count: 140
File Type: PDF
Request ID: CSS865288

Lightning Source

Document Size: 23" x 14"
356 x 584mm

6. How to Create Your Hardcover or Softcover File in Scribus
Breaking Down the Cover Template (continued)

Producing a cover file in Scribus is easy. Let's start by making sure everything you need is available. Once Lightning Source emails you the cover template, open it up in any image editing program, and take a look at it. Where the file data is on the template will be different depending on what type of cover you are building, but it will be at the bottom somewhere. Double check that the book interior specs, cover size, and type of book printing are correct. In this area it will also give you a document size. Make note of this as you will need it later. Then choose *Save As... (*in whatever program you have opened the file in) and save the file as a JPG.

Document info Document 23"X14"
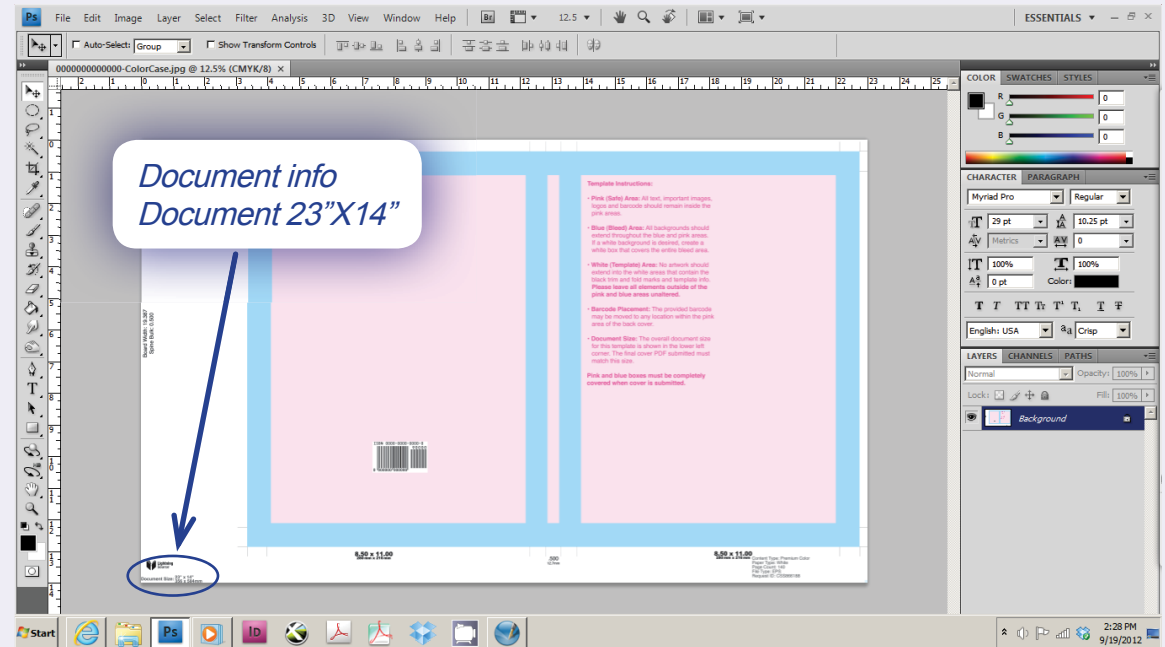
Now open Scribus and this handy window will come up. Set the specifications as follows:

Document Layout: Single Page

Size: Custom

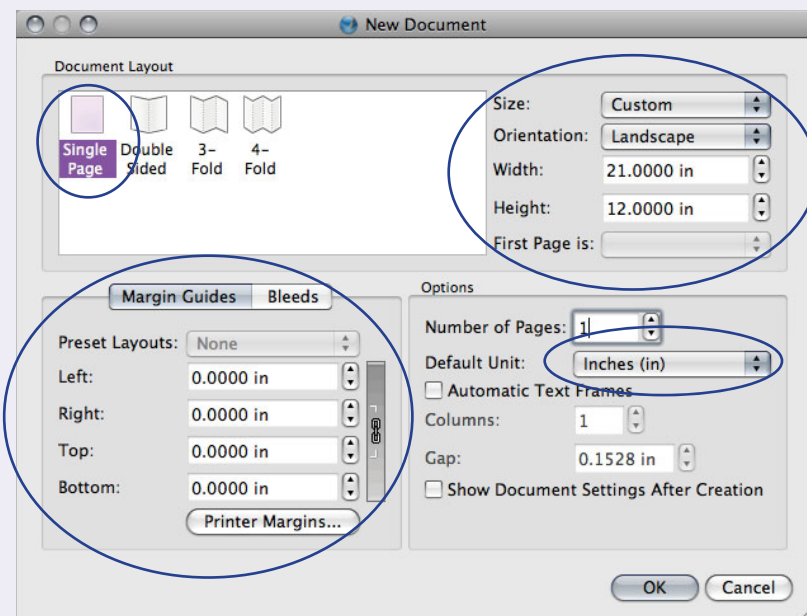*Orientation:* Landscape

Width and Height: Set the New Document Size to match the document size taken from the template. In this case...it's 23" x 14". If your displayed units are not in inches, set your default unit under Options.

Margin Guides: Set to 0

Bleeds: Set to 0

Then click *OK.*

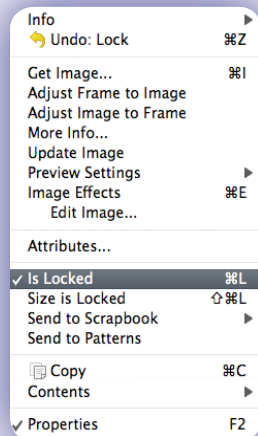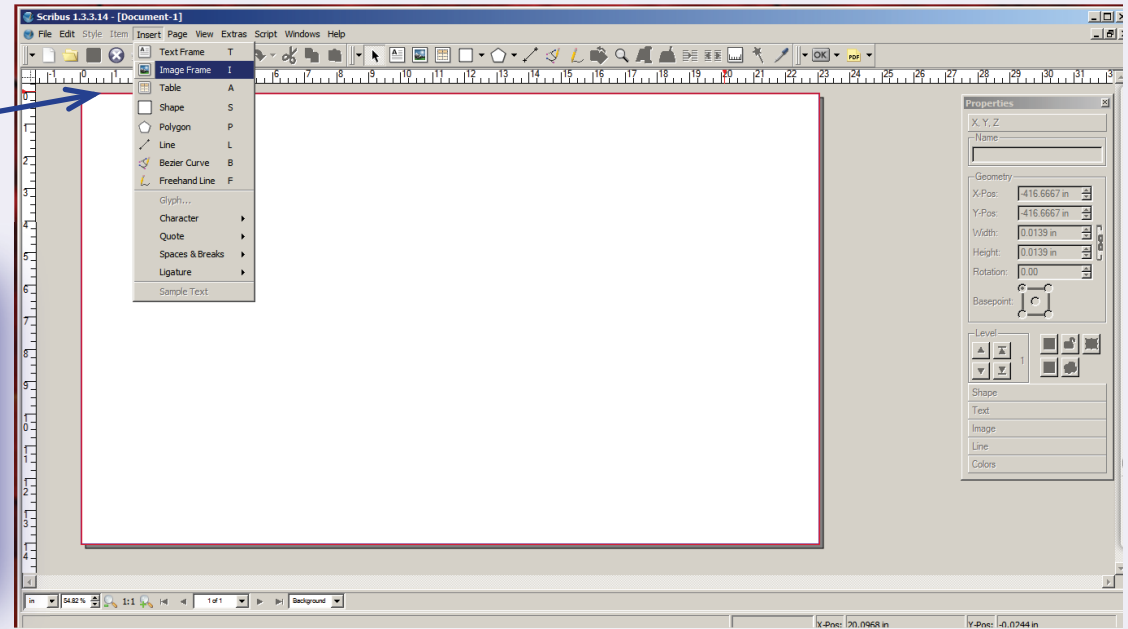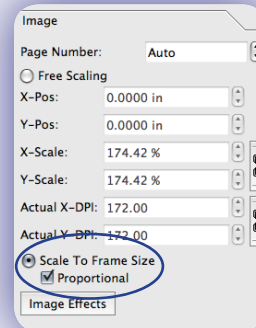# 6. How to Create Your Hardcover or Softcover File in Scribus
Breaking Down the Cover Template (continued)

Now the window will open up with the file size all set for the template to be placed.

Go to the *Insert* pull-down and select *Insert Image Frame.* You can click and drag to make it the same size as the page, or you can use the *X,Y,Z* tab in the *Properties* window to set it exactly to the document size, in this case 23"X14" (preferred).

Then double-click the frame to place the template you saved as a JPG. As you can see, this is similar to placing art in the interior file.

Remember to click *Scale To Frame Size* and tick *Proportional* to fit the template properly.

Now you can right-click on the template and lock it in place. Once it's locked it will stay in place and be easy to work on top of.
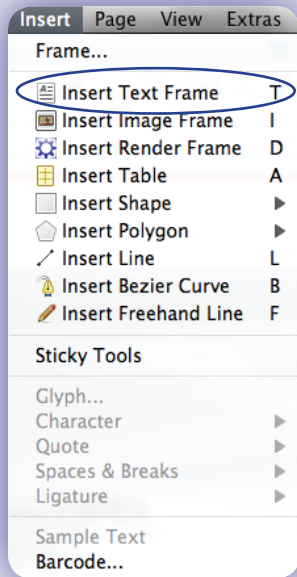
Make a new image box, same as above, fitting it to the bleed lines, and then place your cover art. You must still see the printer's crop and fold marks and the other cover information.

Using the same methods, add the spine and back cover art if they are separate files.
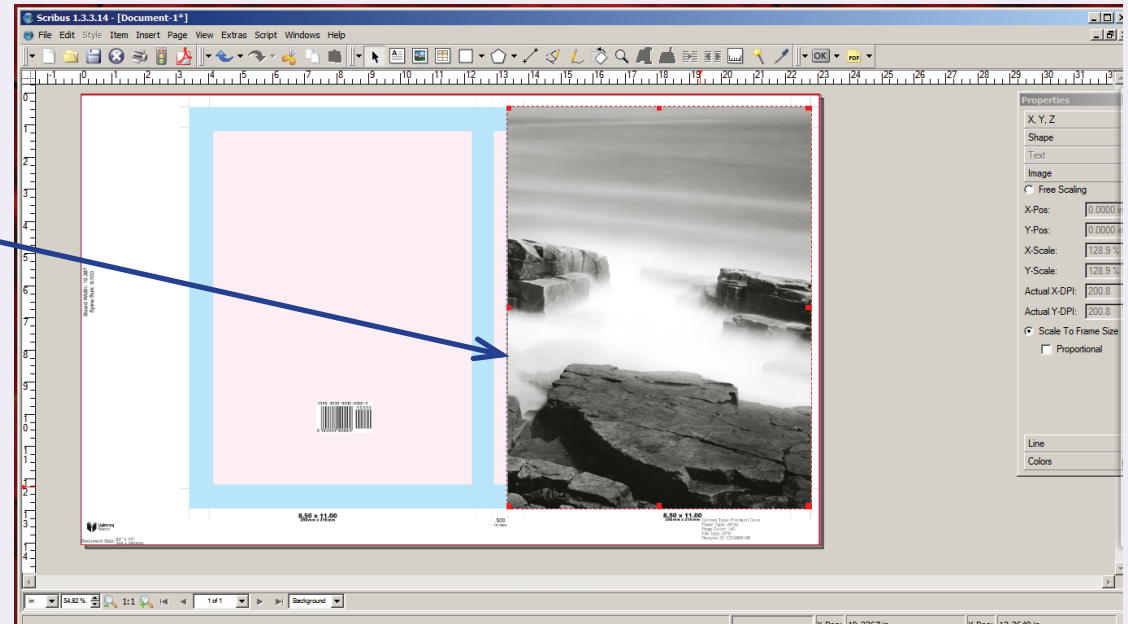
6. How to Create Your Hardcover or Softcover File in Scribus
Breaking Down the Cover Template (continued)

To add text to the cover, select the *Insert* pull-down menu and select *Insert Text Frame.* Click and drag your cursor to make a frame where you want the text to go.

Then choose the *Type Tool* from the menu on the top (it is a capital A). Type what you need into the box and then use the *Text* tool form the *Properties* menu on the right, to adjust the font, size, etc.
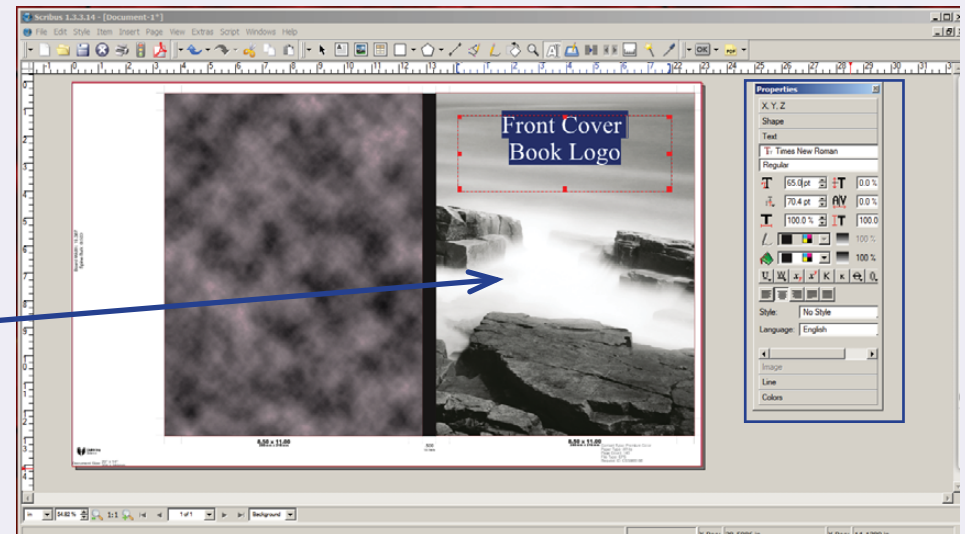
Be careful where you place your text; make sure it is easy to read. If you are losing text in the background, you can change the color or add a drop shadow with the *Text* tool in the *Properties* window.

You can add text to the back cover and the spine as well. To turn the text so it fits properly on the spine once you have it typed in and looking as you would like it, use the *X,Y,Z* tool in the *Properties* menu to *Rotate to 270º.*

Once you have everything where you want it, you are ready to produce the PDF file.
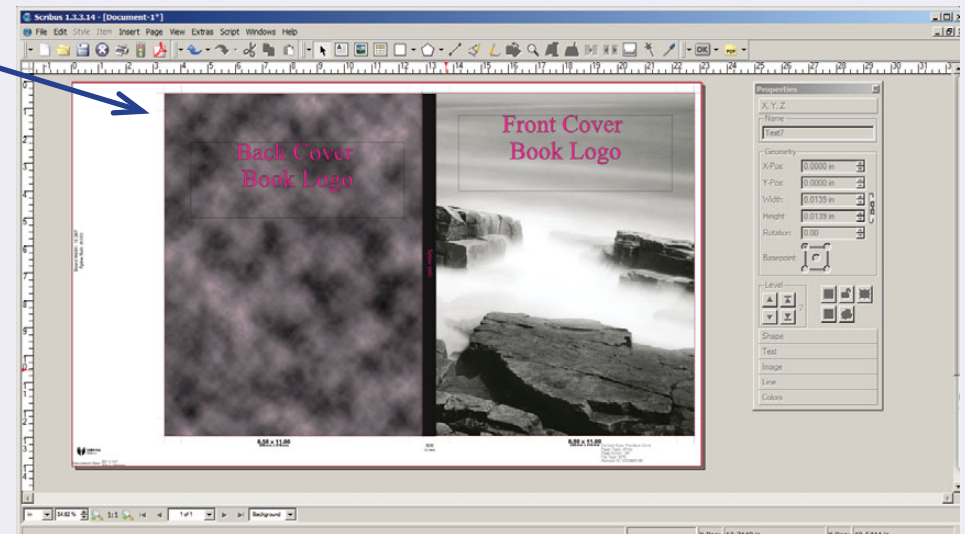
6. How to Create Your Hardcover or Softcover File in Scribus
How to Export Your Print-Ready PDF Cover

The method and settings for exporting a cover PDF for press are the same as exporting your multi-page interior file.

Open *Document Setup* from your *File* pull-down menu, make sure that *Color Management* is turned on (if you are printing in full color), and that you have selected *U.S. Web Coated (SWOP) v2* as your document CMYK and printer profiles. *You must have Color Management activated and color profiles assigned in order to export a PDF/X-1a or X/3 for press.*

To export, use the *File* pull-down menu, select *Export,* and then *Save as PDF.* If your Preflight Verifier window opens, make sure your profile is set to *PDF/X-1a or X/3.* Make any adjustments you need to the book before continuing. Correct all errors before exporting.
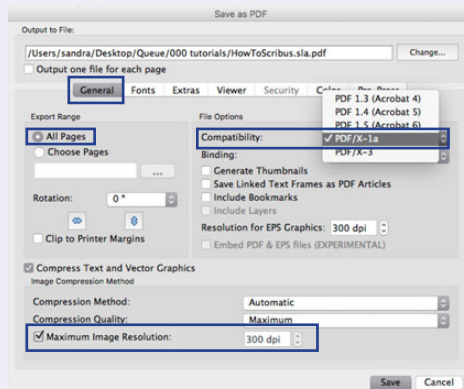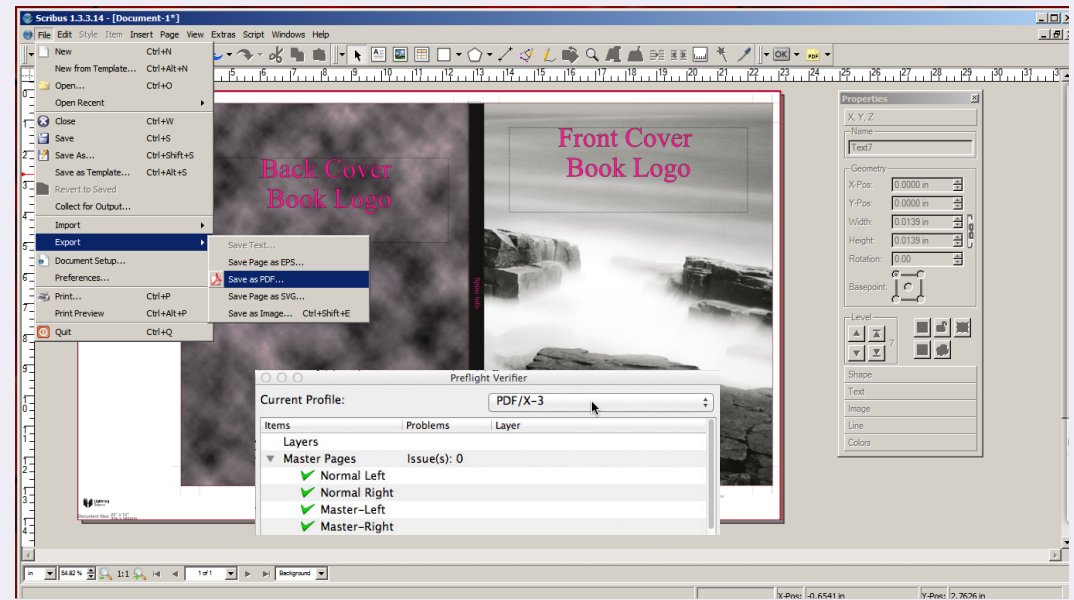
Under the **General** tab:

Make sure *All Pages* is selected, *Compatibility* is set to PDF/X-1a or PDF/X-3, and *Maximum Image Resolution* is checked and set to 300 dpi.
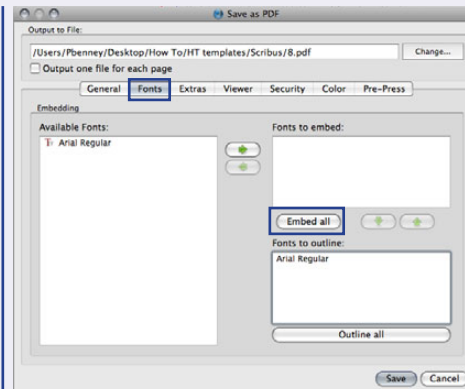
Under the **Fonts** tab:

Make sure *All Fonts* are *Embedded.*
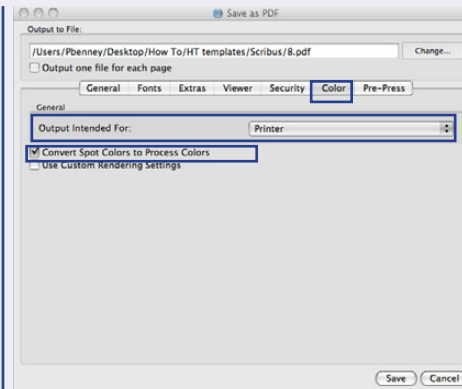
Under the **Color** tab:

Make sure *Output* is set to *Printer* and *Convert Spot Colors to Process Colors* is checked.

Under the **Pre-Press** tab:

Check *Use Document Bleeds.*

*Please **DO NOT** include any printer marks in your final export.*

7. Tips and Things to Remember

Specifications

Page count: Please note that the interior file you export should be an odd number of pages, *one page less* than the page count number you entered into the cover template generator. The printer requires that the final page of a book interior be absent on receipt, because they add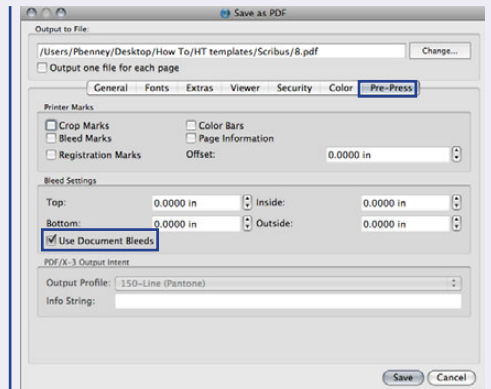 the last page to your file during premedia setup. They need the space to place their internal production tracking barcode. This barcode is used to scan the book interior during book binding, to be sure that the correct cover is put on the correct book interior. *(This production barcode is unrelated to and should not be confused with any ISBN or UPC barcodes on the outside covers.)*

Signatures: Depending on a book's final trim size, the final page count of a book should be evenly divisible by 4 or 6. Pages are printed, folded, and sewn in bundles of four or six pages, called signatures. Poorly planned signature counts will result in extra blank pages at the back of the book to fill out the correct count. The following table summarizes whether a book size has a page count divisible by 4 or 6.

Size	Divisible By
6.14 x 9.21 and smaller	6
6.69 x 9.61 and larger	4

For example, when doing an 8.5" by 11" B&W interior book, you might have a final page count of 120 pages. Enter 120 for the page count when using the cover template generator on Lightning Source's site. Then submit your book interior PDF file with 119 pages.

- All Images must be CMYK for color format, or Grayscale for B&W format, and all at a 300dpi/ppi resolution.

- *DO NOT* use transparency in your images or JPEG2000 compression in any linked or embedded JPEG art files, even if it reduces your file size. Apple's iPad and iPhone cannot display images using JPEG2000 compression or files with transparency attributes.

- Text should be 100% black (CMYK values of 0% Cyan, 0% Magenta, 0% Yellow, and 100% Black or Key). Other black elements should NOT be built in "Registration" black; use "Rich" black (C 60 / M 40 / Y 40 / K 100). *CMYK total value should NOT exceed 240%.*

- Header fonts should be 24pts to 14pts, Body Fonts 10pts to 12pts.

- Avoid leaving a single word at the end of a paragraph or a single line at the top or bottom of a column of text.

- Embed all fonts (all font families used, including both screen and printer).

- For best results, text should be at least 0.25" from trim edges of the book.

- It's best to leave at least 0.5" between the text and the edge of the spine.

- For covers of books less than 48 pages, do NOT place text on the spine.

- Covers should be produced on a single document page, wide enough to encompass the front, spine and back of the book, along with bleed on all sides. Use the template you received via email from the Lightning Source cover template generator. Covers not built on this template will be rejected.

- Do not add information such as crop marks, web-press comments, etc.

- The barcode box size should not be scaled any smaller than it already appears by default on the template.

- You can place a barcode box anywhere on your back cover that you prefer. Leave the box blank white. The printer will add the barcode.

- *DO NOT* use PDF/A profile compliance for your exported PDF.

- *DO NOT* lock or use security settings in your exported PDF. This means imposing password protection as well as turning off the ability to copy/paste or print from the PDF.

8. What Do I Do Next?

Once you have finished producing your interior book block and cover files, you're ready to upload!

Log into your DriveThru account, and go to your *Publisher Hub* on the *Publish* page. If you have not already set up a title record, go to *TITLE MANAGEMENT/Set up a new title* to do so.

If you have any questions or need more information about how to proceed with filling out this form, you may find it helpful to consult *Set Up a New Title & Edit a Title,* located in the *Publisher Knowledge Base,* under *Title Management/Digital Titles,* and *I am ready to make my title a POD. Where do I start?,* under *Book Printing & Card Printing/Book Printing.*

After a successful upload of your press-ready PDFs, you will need to order a proof. Once you receive, review, and approve your printed proof, you will be able to activate your title for live sale! How exciting!

9. I Need More Help!

Your publisher service rep is not really an expert on digital layout, so chances are slim that they will be able to answer questions not answered in this tutorial. However, please do email us your questions anyway so we can help you find an answer. This helps us improve this tutorial, so it answers more questions for everyone.

If you have decided that you don't care to do your own file layout, you can find people with professional skills and contract them to create your print files. The cost of this work depends on how much of the work you do yourself before handing it over. You can find freelance layout professionals at sites like www.upwork.com.

We can also recommend someone for layout if you would like. Please contact Publisher Services for details.