

Yvonne E. Gamble



Publishing **Know How**

Understanding Publishing
Format, Sizing, Margins, Images

The publishing world while it appears to be getting extremely crowded these days with the onslaught of digitized instant publications across all media outlets. Book publishing It is still not for the faint of heart. There are many layers and levels.

At EliVonn Publishing Haus, a Bespoke Book Publisher we work with each client individually to assure that their publishing experience is the best and most memorable that it can be. We want each client to walk away from the beginning to the end of the experience having made such wonderful memories they can carry with them forever.

That's "Publishing Know How"

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Table Of Contents

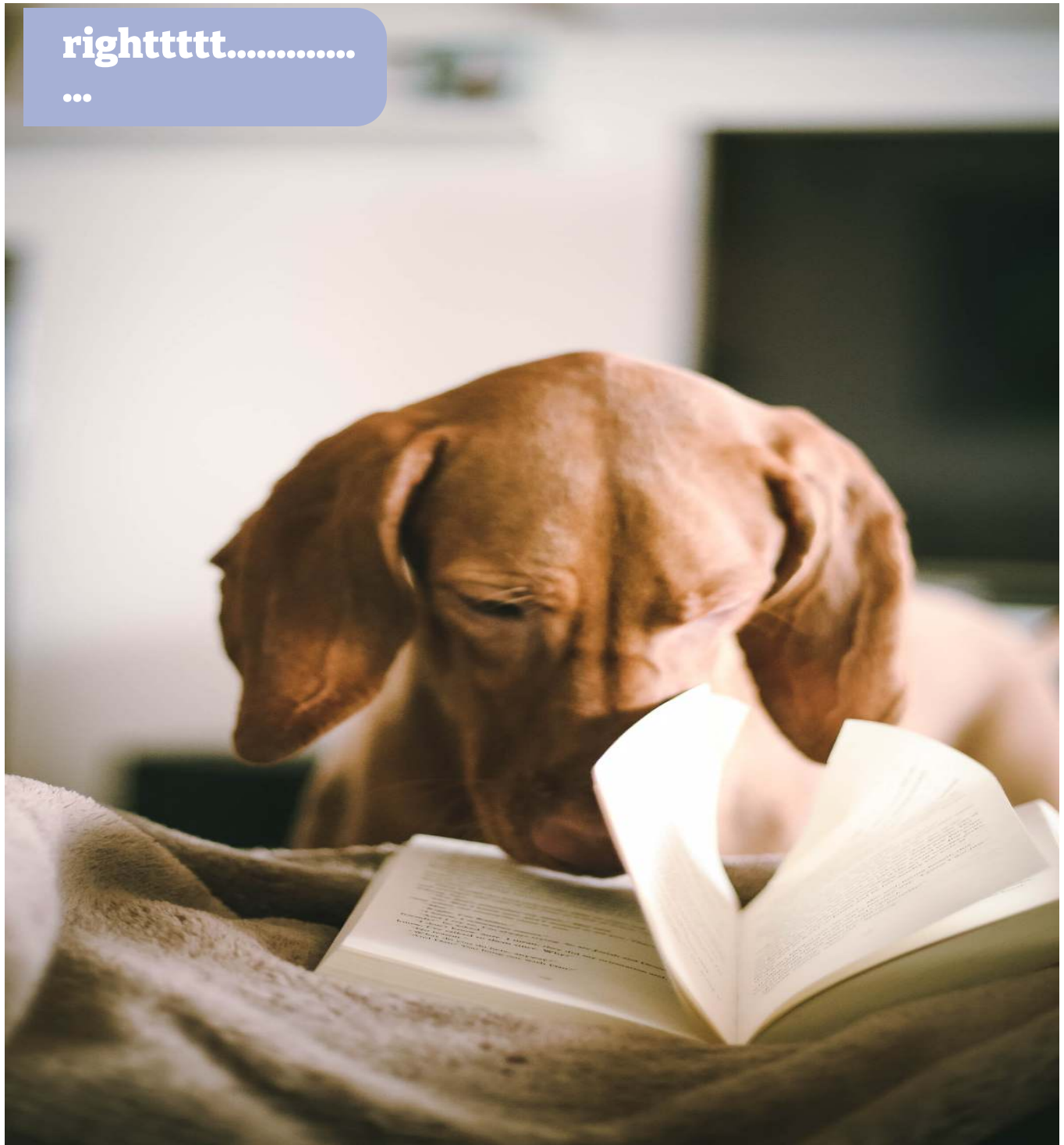
Set Trim Size, Bleed and Margin	4
Glossary 1- FORMATTING	5
Trim Size	6
Bleed	8
Margins	14
Trim, Margin, Bleed 101- Video	16
Formatting Images for Your Paperback or Hardcover Book	17
Glossary 2 - IMAGES	18
Formatting Images - Digitizing Art 101- Videos	22
Kindle Kids Book Creator	23

"Space is for everybody. It's not just for a few people in science or math, or for a select group of astronauts. That's our new frontier out there, and it's everybody's business to know about space." — Christa McAuliffe

Set Trim Size, Bleed and Margin

righttttt.....

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Glossary 1– FORMATTING

TRIM SIZE	Your printed book's width and height. The most common trim size for books in the US is 6" x 9" (15.24 x 22.86 cm), but you have several other options.
BLEED	Bleed is a printing term that refers to when printed objects on a page, such as images, background color, or graphics, extend past where the publication will be trimmed. Setting your bleed properly ensures printed objects reach all the way to the edge of the page. Accounting for bleed is important, because it prevents a white border from appearing at the edge of the page when the book is trimmed.
MARGINS	Every page has three outside margins (top, bottom, and side) and one inside margin (also called the gutter). Margins ensure your text isn't cut off during manufacturing. Set your trim size before you set your margins, since margin size depends on page count and on whether you have elements that bleed.

Trim Size

works for
me.....



Trim Size

You can choose from a variety of trim sizes to set the size of your printed book. The most common trim size for paperbacks in the U.S. is 6 x 9 inches (15.24 x 22.86 cm).

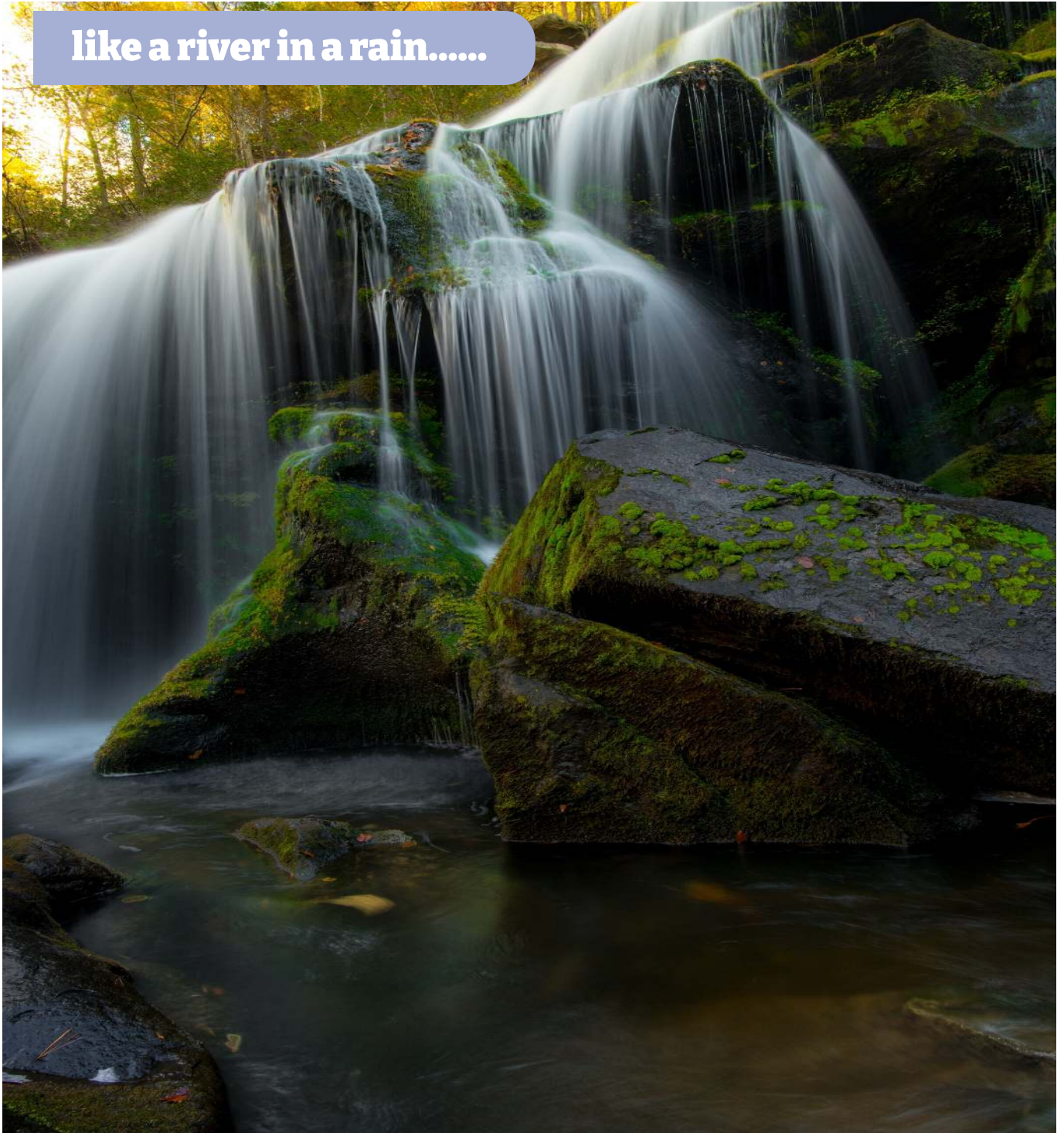
The size of your book will determine its page count, and there are minimum and maximum page counts by size, which are listed in the Trim Size Specifications table below.

NOTE: To set your trim size, you typically need to adjust the page or paper size setting in your chosen software (for example, Microsoft Word, Mac). You can download a Microsoft Word or Mac template in the trim size you need with or without sample content from kdp.amazon.com.

Trim Size	Black ink and white paper	Black ink and cream paper	Standard color ink and white paper	Premium color ink and white paper
5.5" x 8.5" (13.97 x 21.59 cm)	75 - 550	75 - 550	Not available	75 - 550
6" x 9" (15.24 x 22.86 cm)	75 - 550	75 - 550	Not available	75 - 550
6.14" x 9.21" (15.6 x 23.39 cm)	75 - 550	75 - 550	Not available	75 - 550
7" x 10" (17.78 x 25.4 cm)	75 - 550	75 - 550	Not available	75 - 550
8.25" x 11" (20.96 x 27.94 cm)	75 - 550	75 - 550	Not available	75 - 550

Bleed

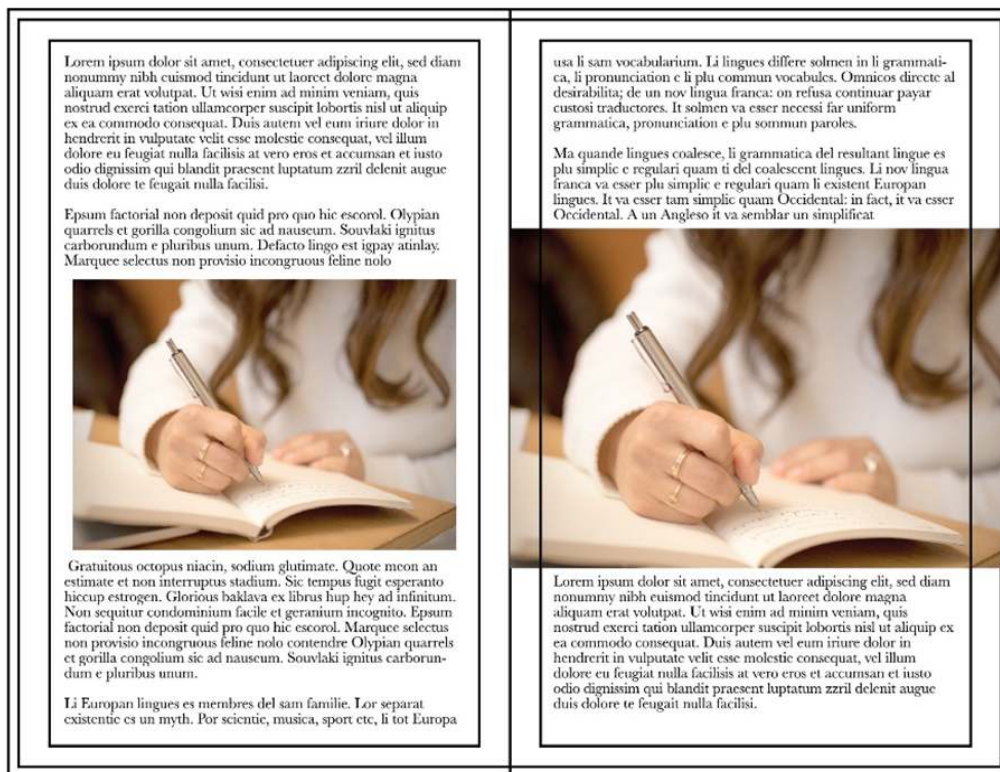
like a river in a rain.....



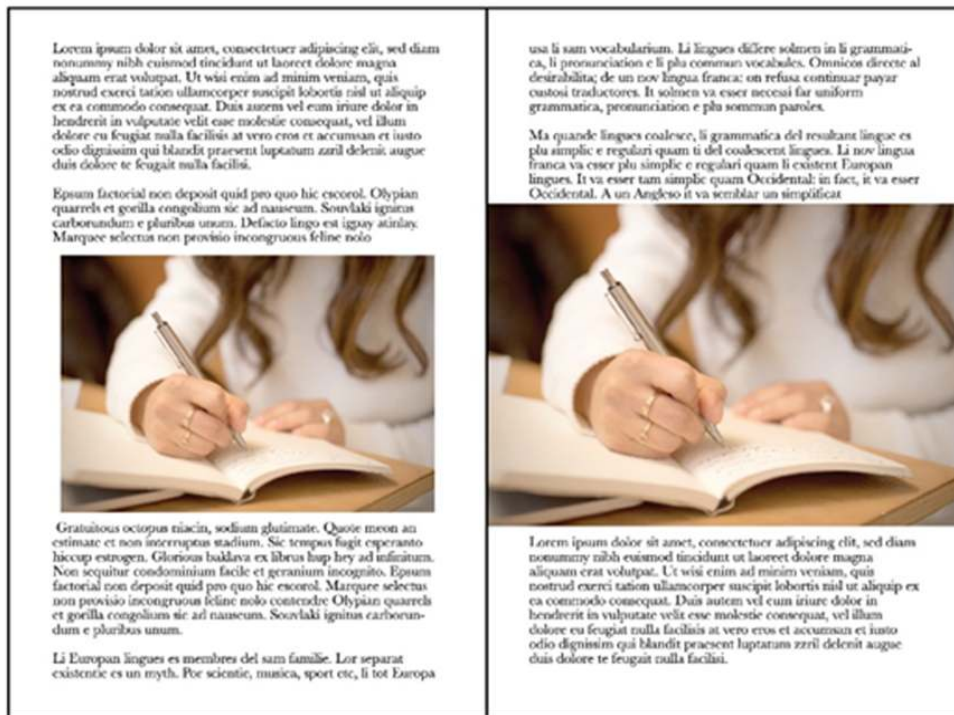
Bleed

Bleed is a printing term that refers to when printed items on a page, such as images or illustrations, reach all the way to the edge of the page. All book covers on KDP require bleed. However, you can choose whether your interior has bleed or not. Note: Bleed is only supported for fixed-format files like print-ready PDFs. Always convert your file to PDF before uploading to kdp.amazon.com.

Book interior during file setup: No bleed (left) and with bleed (right)



Book interior after final trim: No bleed (left) and with bleed (right)



When a book is printed, all pages are trimmed to the selected trim size by cutting 0.125” (3.2 mm) from the top, bottom, and outside edges. In order for objects on your page to reach all the way to the edge of the page, those objects must extend past where the page will be trimmed by 0.125” (3.2 mm). This means you need to increase your page size beyond where it will be trimmed.

Examples of Page Size: With and Without Bleed

Page size without bleed	Page size with bleed
5" x 8" (12.7 x 20.32 cm)	5.125" x 8.25" (13 x 20.92 cm)
5.06" x 7.91" (12.85 x 19.84 cm)	5.185" x 8.16" (13.15 x 20.44 cm)
5.25" x 8" (13.34 x 20.32 cm)	5.375" x 8.25" (13.64 x 20.92 cm)
5.5" x 8.5" (13.97 x 21.59 cm)	5.626" x 8.75" (14.27 x 22.19 cm)
6" x 9" (15.24 x 22.86 cm)	6.125" x 9.25" (15.54 x 23.46 cm)
6.14" x 9.21" (15.6 x 23.39 cm)	6.265" x 9.46" (15.9 x 23.99 cm)
6.69" x 9.61" (16.99 x 24.4 cm)	6.815" x 9.86" (17.29 x 25 cm)
7" x 10" (17.78 x 25.4 cm)	7.125" x 10.25" (18.08 x 26 cm)
7.44" x 9.69" (18.9 x 24.61 cm)	7.565" x 9.94" (19.2 x 25.21 cm)
7.5" x 9.25" (19.05 x 23.5 cm)	7.625" x 9.5" (19.35 x 24.1 cm)
8" x 10" (20.32 x 25.4 cm)	8.125" x 10.25" (20.52 x 26 cm)
8.5" x 11" (21.59 x 27.94 cm)	8.625" x 11.25" (21.89 x 28.54 cm)
8.25" x 6" (20.96 x 15.24 cm)	8.375" x 6.25" (21.26 x 15.84 cm)
8.25" x 8.25" (20.96 x 20.96 cm)	8.375" x 8.5" (21.26 x 21.56 cm)
8.25" x 11" (20.96 x 27.94 cm)	8.375" x 11.25" (21.26 x 28.54 cm)
8.27" x 11.69" (21 x 29.7 cm)	8.395" x 11.94" (21.3 x 30.3 cm)
8.5" x 8.5" (21.59 x 21.59 cm)	8.625" x 8.75" (21.91 x 22.23 cm)

Interior Bleed

You should include bleed in your interior file if you have any images, backgrounds, or illustrations in your book that you want to reach the edge of the page.

NOTE: Even if just one page in your interior requires bleed, then your entire file should be set up with bleed.

Your manuscript file must be sized correctly for bleed to prevent a white border from appearing at the edge of the page when the book is trimmed.

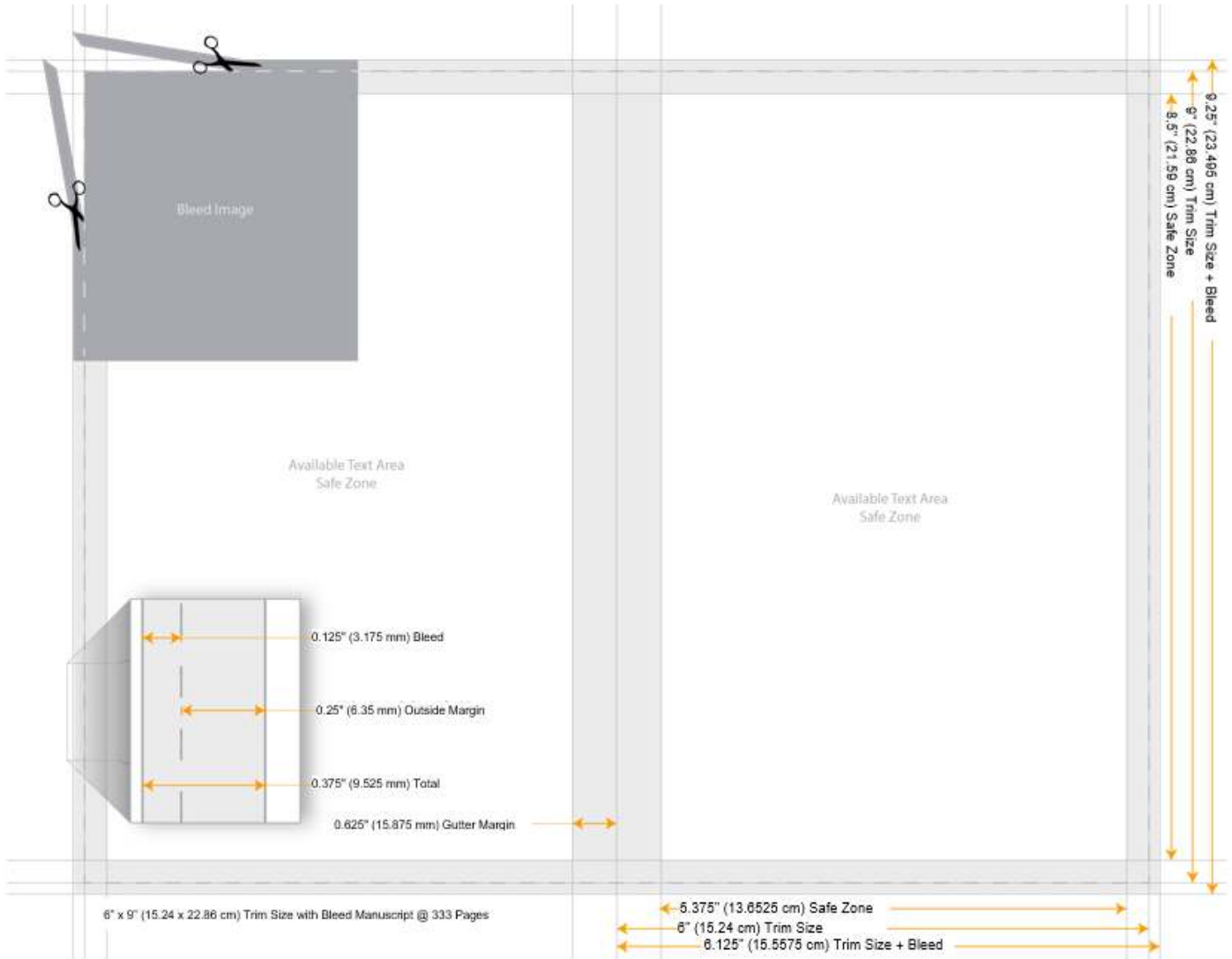
To prevent the white border, increase your page size and ensure that the image extends beyond the trim line. This way, when the book is trimmed to size, the image will reach all the way to the edge.

For help calculating your book dimensions, use the kdp.amazon.com calculator. Alternatively, use the following formula to calculate your page width and height with bleed:

Inches (Trim height) + (0.125" x 2 (bleed)) = Page height with bleed (Trim width) + (0.125" (bleed))
= Page width with bleed

Centimeters (Trim Height) + (3.2 mm x 2 (bleed)) = Page height with bleed (Trim Width) + (3.2 mm (bleed))
= Page width with bleed

For example, if your trim size is 6 x 9 inches (15.24 x 22.86 cm), set the page size to 6.125 x 9.25 inches (15.54 x 23.46 cm). Bleed manuscript layout for a 6 x 9 inch (15.24 x 22.86 cm) book:



Margins

**boundaries or
boundless.....**



Margins

Margins protect your content from running off the page and being cut off during the manufacturing process. The top, bottom, and outside margins must be a minimum of 0.25 inches for books without bleed and 0.375 inches (9.6mm) for books with bleed.

The inside margin size depends on the page count because the higher number of pages, the thicker the book will become, which means the inside margin must also increase to allow enough space for the spine.

NOTE: The inside margin is sometimes call the gutter. Some software programs will have a field for both the inside margin and the gutter. However, make sure you set the inside margin in your chosen software and leave the gutter field blank or set to zero.

Margin Minimum margin size by page count (with and without bleed)

Page count	Inside (gutter) margins	Outside margins (no bleed)	Outside margins (with bleed)
24 to 150 pages	0.375" in (9.6 mm)	at least 0.25 in (6.4 mm)	at least 0.375 in (9.6 mm)
151 to 300 pages	0.5 in (12.7 mm)	at least 0.25 in (6.4 mm)	at least 0.375 in (9.6 mm)
301 to 500 pages	0.625 in (15.9 mm)	at least 0.25 in (6.4 mm)	at least 0.375 in (9.6 mm)
501 to 700 pages	0.75 in (19.1 mm)	at least 0.25 in (6.4 mm)	at least 0.375 in (9.6 mm)
701 to 828 pages	0.875 in (22.3 mm)	at least 0.25 in (6.4 mm)	at least 0.375 in (9.6 mm)

Trim, Margin, Bleed 101- Video

kindle direct publishing
MULTI-PURPOSE IN DIGITAL & PRINT

Trim Size

Margins

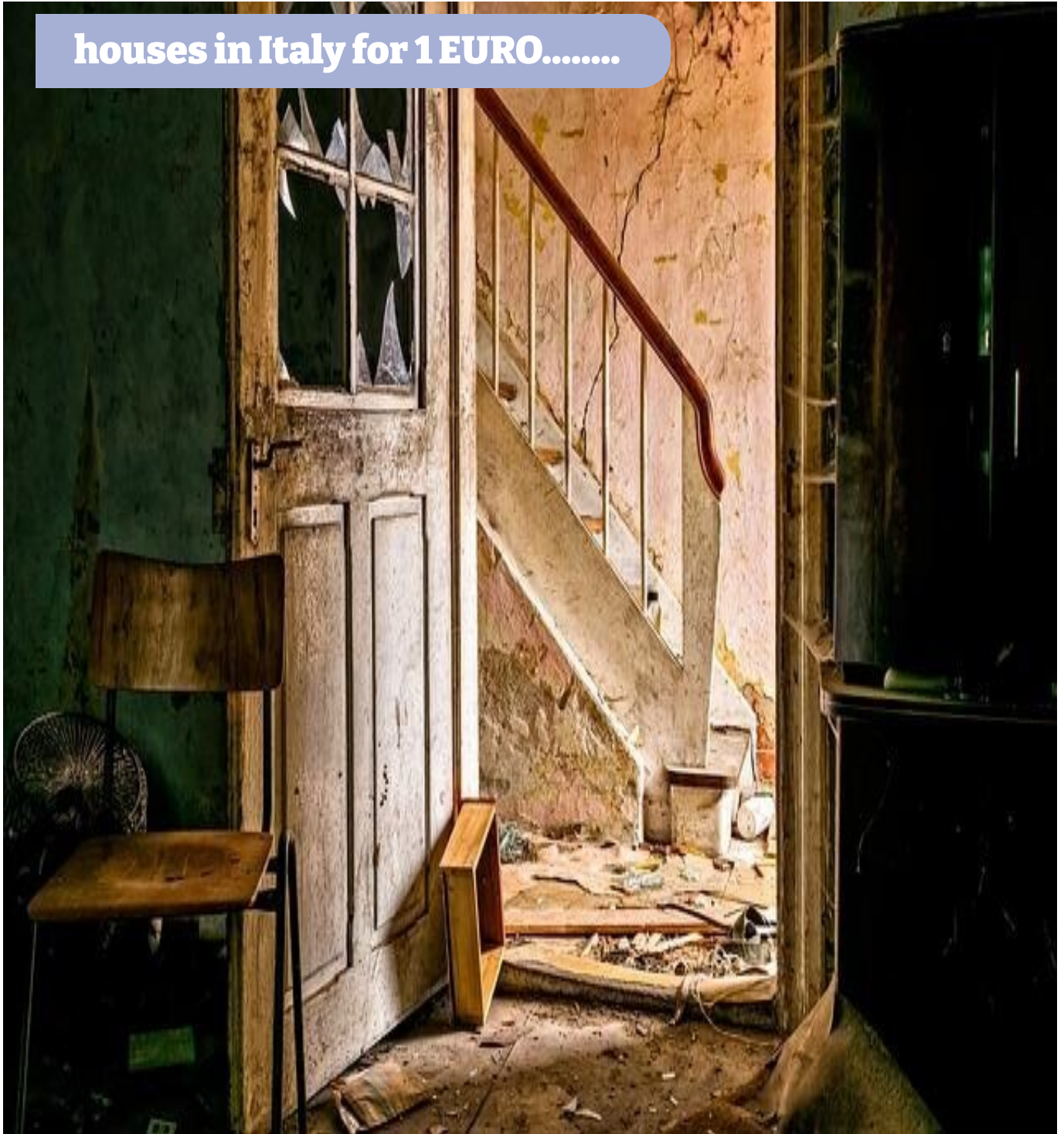
Bleed



“At NASA, we make Air and Space available for everyone.”

Formatting Images for Your Paperback or Hardcover Book

houses in Italy for 1 EURO.....



Glossary 2 – IMAGES

DPI	Images are made up of dots (pixels). The amount of dots per inch measures the quality or resolution of an image.
PIXELATION	Blurry, grainy, fuzzy, or out-of-focus images
LOW RESOLUTION	Any image with less than 200 DPI.
TRANSPARENT	Transparent areas of the image print with a slightly different color than the surrounding area.

Formatting images in your paperback or hardcover

Insert images at their original size

Insert images into your file; don't cut and paste. After you insert your images, don't enlarge them because this will decrease the resolution.

To insert an image: Go to the Insert tab. In the Illustrations section, click Pictures. Select the file from your computer and click Insert. Check your device settings. Most cameras and scanners offer high-resolution settings. Make sure they're set to high resolution before using them. Turn off image compression. To reduce file size, Word is set to compress images.

To change the setting: Go to the File tab and click Options. Under "Advanced," find the "Image Size and Quality" section. Check the Do not compress images in file box. Check the image resolution. If you don't know if your images are high resolution, check the image details and calculate the DPI:

To calculate DPI: Right-click on the image file and select Properties. In the window that opens, click the Details tab. Look for the number of pixels under the "Image" header. Divide the number of pixels by the image size.

For example, the pixel count of your image is 1200 x 1800, and the image is 4" x 6". That means your image has 300 DPI.

Images are made up of dots (pixels). The amount of dots per inch measures the quality or resolution of an image. Images that contain 300 DPI produce the best print quality. As the DPI increases, so does the resolution and print quality, showing more detail in the image. We recommend images at a minimum resolution of 300 DPI. There is no set maximum DPI for images, however, images with excessively high resolutions may result in files timing out during processing, or cause manufacturing delays. **The maximum file size for upload is 650MB.**

What is pixelation? Pixelation occurs when the dots that make up an image are visible to the naked eye.

Pixelation can also refer to blurry, grainy, fuzzy, or out-of-focus images.

What is low resolution? Any image containing less than 200 DPI.

How can I increase image resolution or DPI? To increase the quality of an image, set your camera at a high resolution and retake the photograph. To increase the quality of stock photography, purchase a "print quality" or "commercial quality" image. Manually altering the DPI of an image on your computer may display a higher DPI reading but will not actually increase the quality of the image. Reducing the size at which we print your image can also increase the DPI for printing.

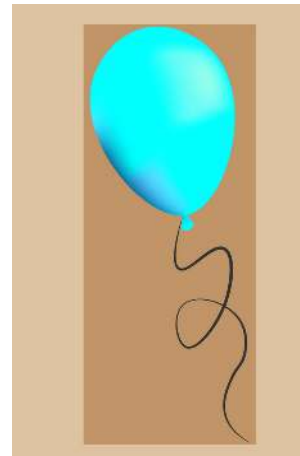
What if the image says 300 DPI, but it looks blurry or pixelated? Either the DPI was manually altered, or the image is out of focus. If the image's DPI was altered, it will not accurately reflect the resolution because it is not possible to add dots or pixels to an image.

What are transparencies and how do I remove them from my file?

When printed, images with transparencies can look different than they do on-screen. It's common that the transparent areas of the image print with a slightly different color than the surrounding area.



Your on-screen view of the image



The printed view of image

To avoid this, flatten all layers in the final file.

Print your manuscript to a PDF file so that layers are flattened and your images print as intended.

For cover art, we recommend flattening all layers into a single, high-resolution (300 DPI) image.

To flatten an image with Adobe Photoshop:

1. Save a copy of your original editable file. You won't be able to edit the flattened image.
2. Make sure all layers you want to keep are visible. Photoshop CS6 and higher will discard all hidden transparencies.
3. Choose Layer → Flatten Image or Flatten Image from the Layers panel. These steps are consistent between Mac and PC versions of Photoshop.

To remove the background go to <https://www.remove.bg/upload>: Upload image and download transparent image.

“Mr. Edison gave America just what was needed at that moment in history. They say that when people think of me, they think of my assembly line. Mr. Edison, you built an assembly line which brought together the genius of invention, science and industry.” — Henry Ford

Formatting Images – Digitizing Art 101– Videos



“And I suddenly realized the molecules of my body, and the molecules of the spacecraft, the molecules in the body of my partners, were prototyped and manufactured in some ancient generation of stars. And that was an overwhelming sense of oneness, of connectedness. It wasn't ‘them and us,’ it was, ‘that’s me, that’s all of it, it’s one thing.’ And it was accompanied by ecstasy, a sense of ... epiphany.”

— Edgar Mitchell

Kindle Kids Book Creator

hummm...what first...



Kindle Kids' Book Creator

Kindle Kids' Book Creator is a downloadable tool that helps you create illustrated children's books. The tool has features unique to Kindle devices and apps like text pop-ups (for illustrated kid's books). For detailed instructions on Kindle Kids' Book Creator, see the user guide at kdp.amazon.com.

With the click of a button, authors also can add Kindle Text Pop-Ups to make it easy to read their book on any device, including smart phones, tablets, and PCs.

Authors then can publish to Kindle and share their story with tens of millions of Amazon customers worldwide. Kindle Kids' Book Creator supports multiple layouts for children's books, including facing page spreads.

Kindle Kids' Book Creator accepts the most popular graphic file types, so authors are free to create art in their preferred design tools.

Authors can even import a book from a multi-page PDF, making it easier to ever to take a book originally created for print and turn it into a Kindle book. When you are ready to publish your book, simply go to Kindle Direct Publishing to upload your book.

System Requirements

- Windows 7 or later
- Intel Mac OSX 10.9 or later

Kindle Kids Book Creator v1.0 for Windows (7 or later) [Download Now](#)

Kindle Kids Book Creator v1.0 for Intel Mac (OSX 10.9 or later) [Download Now](#)

Supported file formats

You can import a file from PDF, JPG, TIFF, PNG, or PPM formats. If your book is in Word, save it as a PDF before using Kindle Kid's Book Creator. Supported devices and apps eBooks created with Kindle Kids' Book Creator work on all Fire tablets, Fire phone, Kindle for iPad, Kindle for iPhone, and Kindle Android apps. When your eBook is available on Amazon, your book's detail page will show customers which devices they can read your book on.

Supported languages • English • German • Spanish • French • Italian • Dutch • Portuguese • Russian • Chinese

To change the language for the Kindle Kids' Book Creator menus, click Settings > Language and choose from the drop-down menu.

Convert a book for publishing on KDP

1. Create a folder on your desktop.
2. Open Kids' Book Creator.
3. Click Create a New Kids' Book and then Continue.
4. Enter your book details (title, author, publisher, language, etc.).
5. Select the folder you created on your desktop and click Continue.
6. Choose your book layout (orientation, page display, etc.) and click Continue.
7. Select Import your entire book, including the cover.
8. Click Create Book from PDF.
9. Go to the File menu and select Save for Publishing.
10. Click Save.

This saves a file in MOBI format that's ready to be uploaded to KDP.

Paperback and Hardcover

How to upload to KDP To upload your manuscript file:

1. Go to your Bookshelf.
2. Click the ellipsis button ("...") under PAPERBACK ACTIONS or HARDCOVER ACTIONS next to the book you want to upload.
3. Choose Edit Paperback Content or Edit Hardcover Content.
4. Scroll down to the "Manuscript" section.
5. Click Upload paperback manuscript or Upload hardcover manuscript.
6. Find your manuscript file on your computer and click Open.
7. Once the content is uploaded, a "Manuscript uploaded successfully" message appears. How to preview before publishing Our Print Previewer tool shows you what your paperback will look like before you publish it. Print Previewer also checks for errors you need to fix before submitting for publication.

After you submit your book, KDP manually checks your interior and cover files. If issues are found you will receive an email with instructions on what to fix.

Learn more about the book submission process. To use Print Previewer:

1. Go to your Bookshelf.
2. Click the ellipsis button ("...") under PAPERBACK ACTIONS or HARDCOVER ACTIONS next to the book you want to preview.
3. Choose Edit Paperback Content or Edit Hardcover Content.
4. Scroll down to "Book Preview" section and click Launch Previewer.

“All civilizations become either spacefaring or extinct.”
– Carl Sagan

Understanding Publishing Terms, Formats, Sizing, Margins, Images



Right Honourable Yvonne E. Gamble, has 35+ years of business experience with 23 years directly in banking and finance, beginning in million-dollar banking division of American National Bank, in Chicago, Illinois, serving clientele and corporations who were the purveyors of the Gross National Product for the United States and Worldwide, LaSalle National Bank Land Trust Representative, Continental Bank Syndicated Lender, Charter Bank FHA/VA Department Manager. Gamble also served on “The Chicago 21’s 40-Year Regentrification of Chicago” project under Mayor Richard J. Daley. Currently serving as CEO of T-Minus Real Estate Development, modular home factory part-owner and modular home builder and is CEO of SanPete Financial Group, venture capital firm. Gamble is USA Country Director & Ambassador of Lifesavers International, Executive Director Women Leading Change Now, AISSM Global Board Advisor Africa Institute of Small-Scale Mining, Publisher EliVonn Publishing Haus, Member of Policy Committee for the Planetary Society Off-World Policy Committee and Orbital Assembly, space station builder. Gamble is Podcast host FYNB Talks dissecting venture capital. Her books “Financing Your Next Billion\$\$\$”, “Why Do We Communicate”, “64 BIG Proverbial Reasons Why We Communicate”, Growing Your Business During Recession, and her most recent title 4th Industrial Revolution Change Management the NEXT 100 Years, are business & communications guides. Gamble studied journalism and public relations at Columbia University Chicago; earned Computer 5 Language Programmer and A+ Hardware Tech Microsoft certifications; Certifications in Biotechnology & Manufacturing and an Alternative Fuel Conversion Certification from the US Environmental Protection Agency.

Gamble lives with her husband in Atlanta, GA, US.