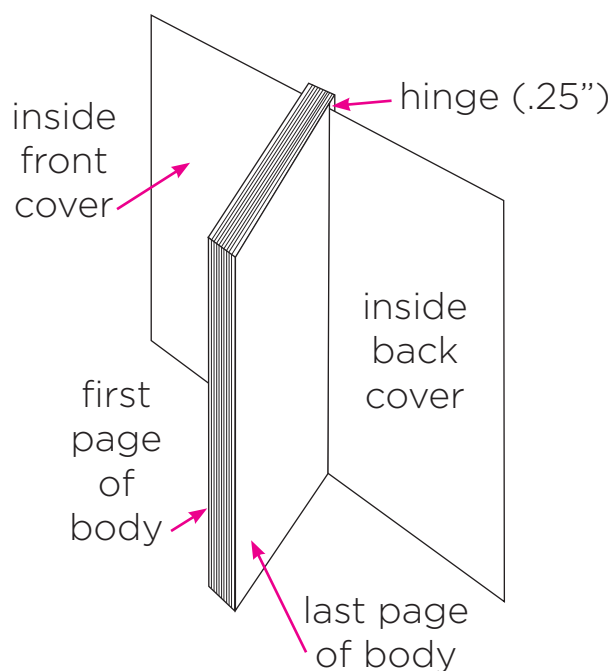
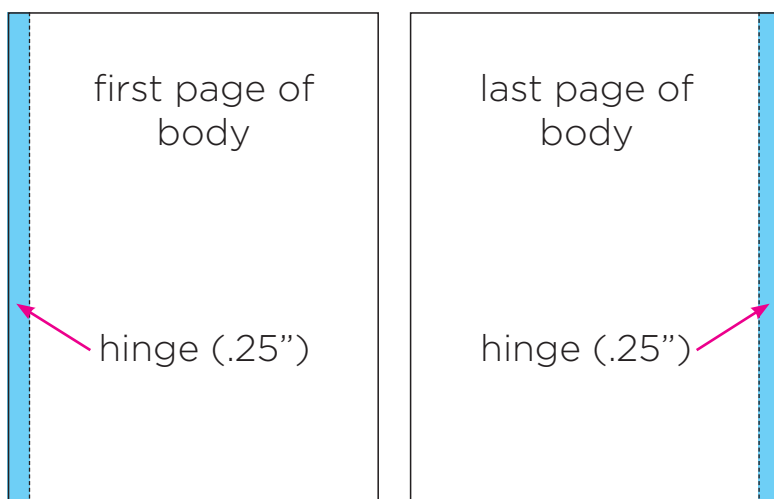
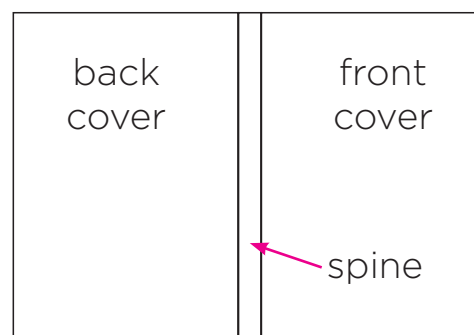
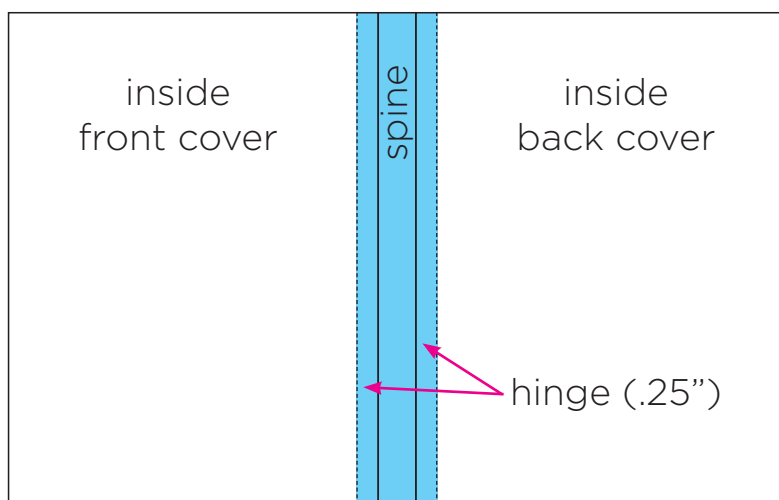


SPECIFICATIONS FOR PERFECT BOUND PUBLICATIONS



SPINE AND COVERS

- The covers of a perfect bound book should be created as a spread with the spine included. Please contact your account manager for the spine width. The account manager can calculate the spine width based on the paper used for the publication.

FIRST AND LAST TEXT PAGES AND INSIDE COVERS - HINGLE ALLOWANCE

- The cover of a perfect bound book is glued to the text pages in the front and back of the book. This glue attaches the inside covers to the first and last text pages and creates a .25" overlap. (see above diagrams)
- Any copy or image in this .25" overlap will not be visible on the bound book. Copy should be centered between the outside trim edge and the beginning of the hinge .25" away from the spine.

- Any images that will crossover from the inside cover to the first or last text page must be moved away from the spine .25" on the inside cover and .25" on the text page to align the images.

CROSSOVER IMAGES

- For best results, images should not crossover the gutter of a perfect bound book.
- If it is necessary for images to crossover the spreads in the publication, place the images that will crossover 1/8" from the spine on those pages. Because of the nature of this binding, they will appear to meet in the center of the book.