



GUIDELINES FOR COVER LAYOUTS

The following pages illustrate preparation methods for submitting digital covers files to Sheridan. Layout methods are described for both perfect bind and saddle bind publications, and for single page layout and spread page layout for each of the two bind methods:

A. Perfect Bind Covers Layout Methods

A1. Perfect Bind Single Page Method

A2. Perfect Bind Spread Page Method

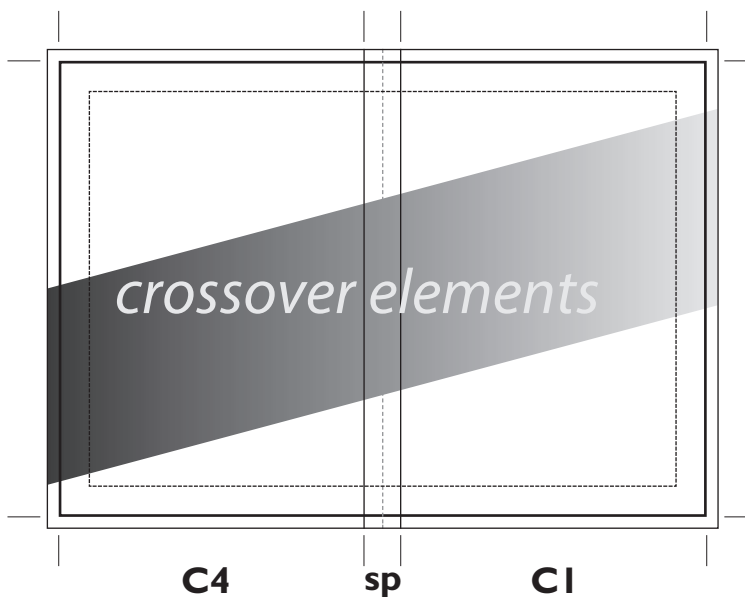
B. Saddle Bind Covers Layout Methods

B1. Saddle Bind Single Page Method

B2. Saddle Bind Spread Page Method

Single page layout is preferred for all covers, unless design considerations necessitate spread page preparation. Spread page layout is necessary if one or more of the following conditions is present:

1. Text elements wrap from C1 (outside front cover) to C4 (outside back cover) for saddle bind covers, or from C1/C4 to spine for perfect bind.
2. Any non-contiguous elements cross over to the spine and/or another cover page and are not absolutely horizontal. This includes vertical gradients (progressing left to right across two or more pages).
3. Spine text (including character ascenders and/or descenders) or other spine elements wrap to C1 or C4.

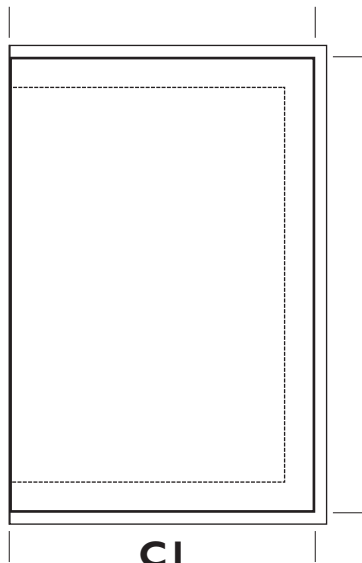


Example of crossover elements necessitating spread layout method.

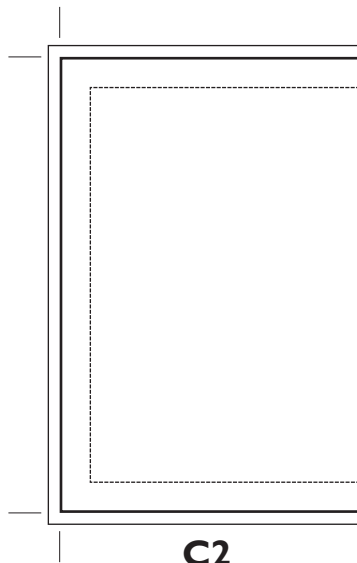


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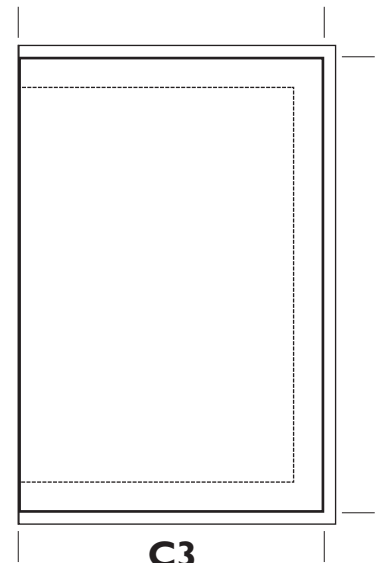
A1. Perfect Bind Single Page Method



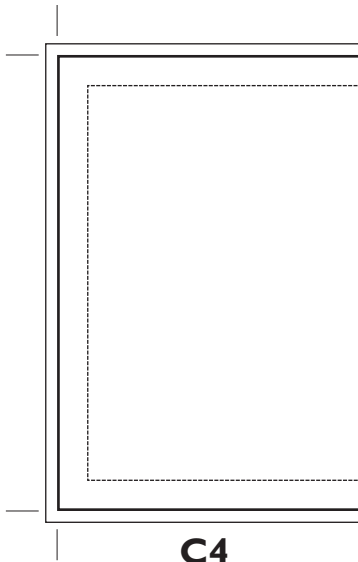
C1
page 1



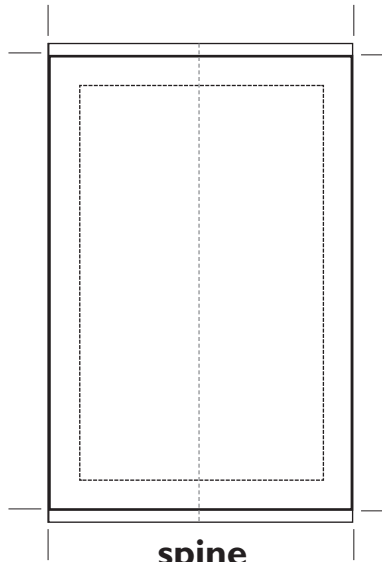
C2
page 2



C3
page 3



C4
page 4



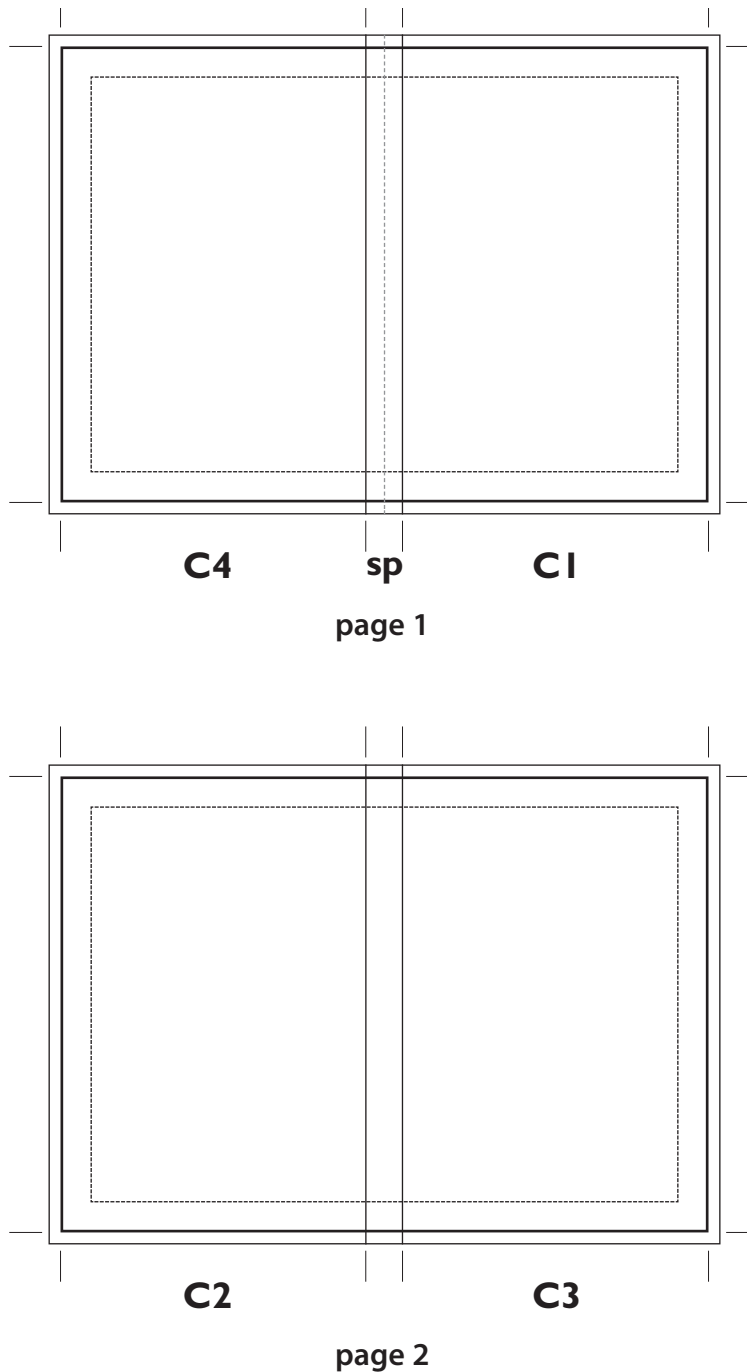
spine
page 5

1. In the page application, create the document to the specified page trim size.
2. Add additional pages to the document for 5 total pages.
3. Construct each of the cover pages. Cross-page elements must be positioned precisely.
4. Extend bleed elements 1/8" beyond trim.
5. For page 5, place a vertical guide in the absolute center of the page trim width. Spine copy and other elements should be positioned relative to page center.
6. Spine page background and panels or horizontal rules should be extended horizontally to fill page 5.



GUIDELINES FOR COVER LAYOUTS

A2.Perfect Bind Spread Page Method

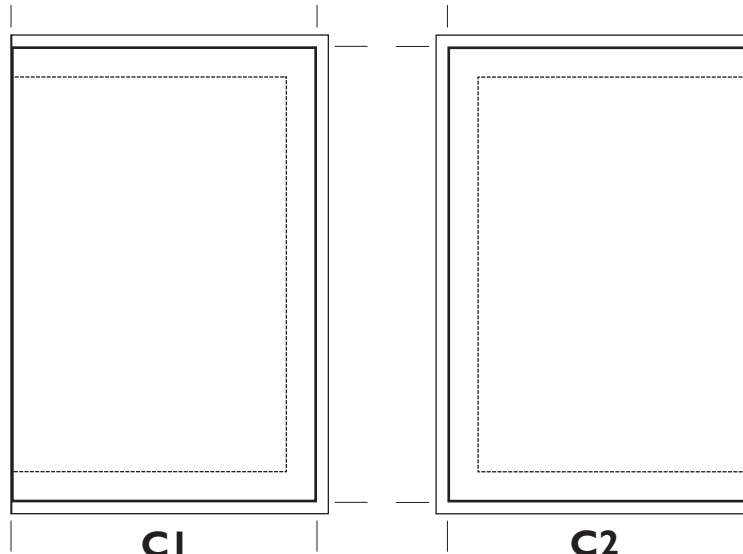


1. In the page application, create the document to the specified page trim size for the height. Create the document to twice the specified trim size plus the spine bulk for the width. If spine bulk for the current issue can not be determined at the time of cover file preparation, substitute the minimum known spine bulk amount.
2. Add an additional page to the document for 2 total pages.
3. Construct each of the cover pages. Cross-page elements should be extended across the spine and, if applicable, into the opposing cover.
4. Extend bleed elements 1/8" beyond trim.
5. For page 1, place a non-printing vertical guide in the absolute center of the page width. Spine copy and other elements should be positioned relative to page center.

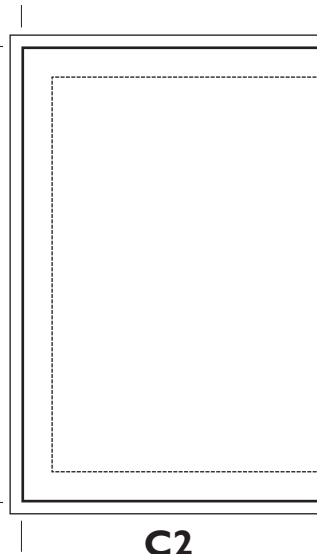


GUIDELINES FOR COVER LAYOUTS

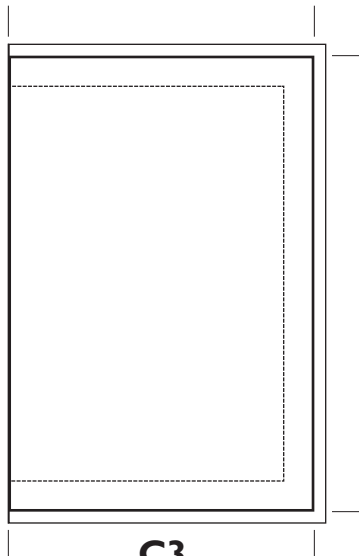
B1.Saddle Bind Single Page Method



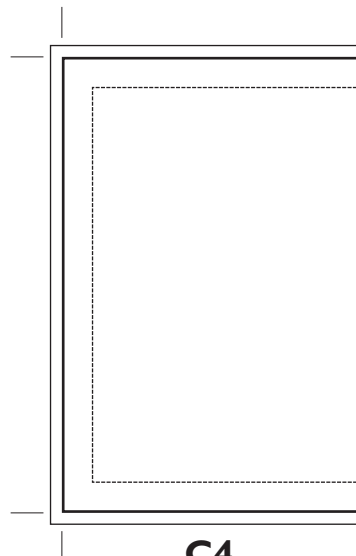
page 1



page 2



page 3



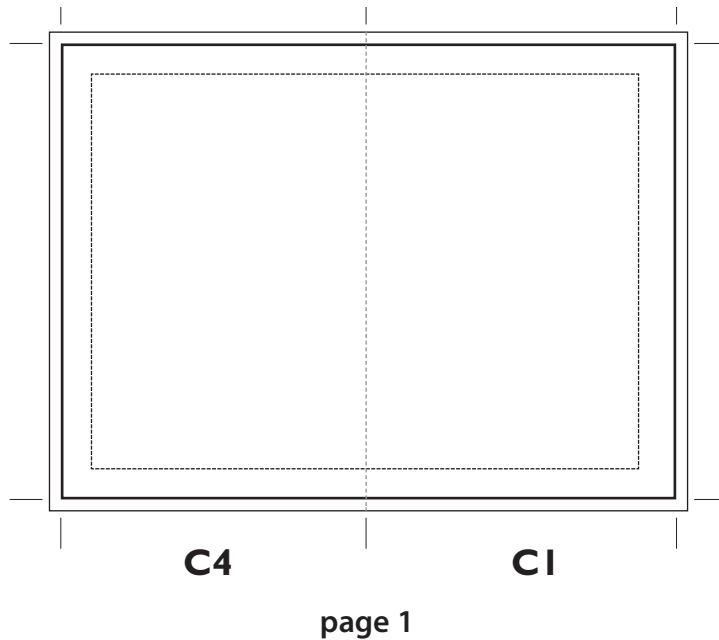
page 4

1. In the page application, create the document to the specified page trim size.
2. Add additional pages to the document for 4 total pages.
3. Construct each of the cover pages. Cross-page elements must be positioned precisely.
4. Extend bleed elements 1/8" beyond trim.



GUIDELINES FOR COVER LAYOUTS

B2.Saddle Bind Spread Page Method



1. In the page application, create the document to the specified page trim size for the height. Create the document to twice the specified trim size for the width.
2. Add an additional page to the document for 2 total pages.
3. For both pages, place a non-printing vertical guide in the absolute center of the page width.
4. Construct each of the cover pages. Cross-page elements should be extended into the opposing cover.
5. Extend bleed elements 1/8" beyond trim.

