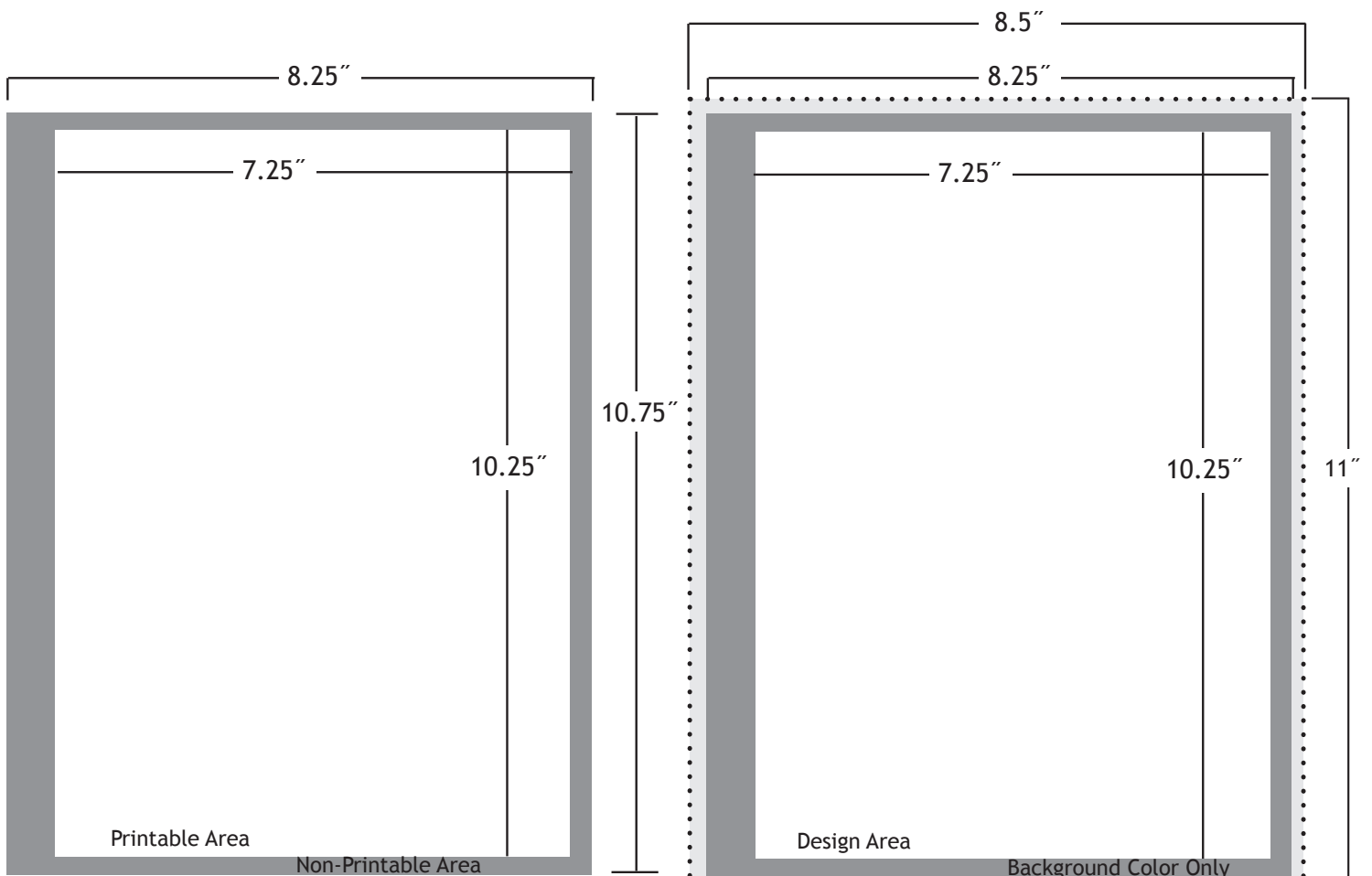


-Designing Your Cover-

For a 8.25" x 10.75" cover:

1. Set up the finished document size to 8.25" x 10.75."
2. For covers with **no bleeds**, please set your margins as follows: .75" on the spine, .25" on the face, top and bottom. This leaves your printable area to be 7.25" x 10.25."
3. For covers **with a bleed**, please extend all color .125" past the 8.25" x 10.75" finished border on all four sides. Please keep in mind that this .125" will be completely cut off the book. Also, please keep all important graphics, type, etc. in the printable area of 7.25" x 10.25" as listed above. This will ensure that important items do not come dangerously close to the edges during the printing, trimming, collating, and binding process.



No Bleeds

Bleeds

(Dotted line indicates bleed margin.
This area will be trimmed off.)