

**I NEED
A BOOK
INTERIOR**

Working Together

Welcome! This guide will answer many questions that might pop up while working with us.

More Qs? Please email us at info@ineedabookinterior.com



Should we work together?

MATCH MADE IN HEAVEN?

What to Expect

WE SHOULD WORK TOGETHER IF...

- 😊 This book is an immediate priority for you. You want this interior completed on time and you intend to make your edits in a timely manner to ensure that happens.
- 😊 You are comfortable using Adobe Acrobat. We require that all manuscript edits be made using the sticky notes feature in Acrobat. Never heard of sticky notes? Read about them [here](#).
- 😊 You are proud to be working with a small, American, company that does not use any overseas labor.

WE SHOULD NOT WORK TOGETHER IF...

- ⊗ This book is not a priority right now. If there's a chance you might walk away from this project halfway through, then we're not a good fit. We like to finish everything we start!
- ⊗ The book was written on a typewriter or in an iPhone note. We only accept manuscripts in the form of a Microsoft Word, Apple Pages or Google Document file.
- ⊗ You're printing in 4-color. Sorry, but we're strictly black and white at the moment.

The Wordcount Calculator

WHEN ELECTRONIC WORDS BECOME PAGES

What to Expect

HOW LONG WILL THIS BOOK BE?

Use this table to estimate how many pages your book will be in its printed form. *This is only meant to be a guide.

WORD COUNT	POCKET	5.5 X 8.5"	TRADE 6X9"
10,000	30-75	25-50	25-50
20,000	75-100	50-100	50-100
30,000	100-150	75-150	75-150
50,000	200-300	150-250	150-250
70,000	250-375	250-350	200-300
100,000	400-500	350-450	300-400
150,000	550-650	450-575	500-500
200,000	700-800	600-700	550-650

How long will this take?

What to Expect

FONT TEST 3 DAYS

After you've given us your manuscript and selected your three templates to preview, we only need three days to layout your first chapter. After you've chosen a single template, we will then incorporate any customizations you might've requested. We recommend sending your deposit at this time in order to bump you up in our queue. That way, you will receive the first pass sooner.

THE FIRST PASS 10 DAYS

Once we receive your manuscript and deposit, we will add your project to our book queue and "start the clock." We guarantee that you will receive your first draft within 10 business days (2 weeks) from that day. Depending on our volume at any given time, it's very possible that you'll receive the first draft sooner, but we guarantee it within 10 days. Rush fees are available.

EDITING 1-3 DAYS

This part is a bit more fluid. If you've got a ton of edits to the first draft, we might need a couple of days to get you Round 2. If you've got just a few edits to Round 2, we might only need 24 hours to send you Round 3.

FINAL FILES ASAP

We'll send your final files as soon as you tell us it's done!

Explain “template customizations”

WHAT ARE MY OPTIONS?

Templates

HUH?

If you’ve chosen the Diamond, Gold, or Silver Plan, you are able to make a number of changes to whichever template you’ve chosen. What are some examples of template customizations?

The **most common** customization involves incorporating your cover into the interior. If you’d like to repeat the main display font from your cover into the interior, that’s not a problem, just tell us where. (Oh yeah, and you’ll need to send us the cover font!) We suggest implementing the cover font on the chapter dividers and half-title page.

It’s important that you give us your list of template customizations **before** we send you your first pass. Any global change requests made **after** you receive your first pass are considered **edits** and will cost you. For example, if you choose to increase the font size after R3, that is not a customization. That major change will cause all body text to re-flow and we will charge a re-flow fee. If you think you might want to do something like increase the font size, say so in the beginning!

OTHER COMMON CUSTOMIZATIONS

- increase/decrease the font size
- increase/decrease the leading (space between lines)
- remove the drop caps
- swap out a different table of contents from another template
- spell out the chapter numbers instead of using numerals
- use numerals for the chapter numbers instead of spelling it out
- add an epigraph to the beginning of every chapter
- add a little piece of artwork to the end of every chapter
- remove the running heads (page labels at the top of every page)
- and many more!

What are the final 'packaged' files?

AND WHAT DO I DO WITH THEM?

WHAT YOU'LL RECEIVE

When your interior is complete, we will send you two final PDFs that are printer-ready.

You will have a single-page PDF [with bleed](#) and a single-page PDF **without bleed**. Why both? Some printers want the bleed included and others don't. It's that simple!

In addition to the PDFs, we can send you your packaged InDesign files by request. Packaged InDesign files will include:

- ⊕ the final InDesign file (.INDD/CC)
- ⊕ an .IDML compatible file
- ⊕ a folder of links (to all photos & artwork used throughout your document)
- ⊕ a list of all fonts used

You will not receive a folder containing the .ttf or .otf font files used in the document. Why? Because you will need your own Adobe subscription to activate those fonts. Read more about Adobe's font policy on the next page.

How does font licensing work?

OR, HOW NOT TO GET SUED

TL/DR:

Did you know that font licensing is so important (and complicated) that Manhattan's major publishers have entire Font Departments just to handle their font licenses and ensure they don't get sued!? Yikes. This part is important.

Font Licensing

ADOBE FONTS

All of our templates conveniently use [Adobe Fonts](#).

Why? We do this for many reasons, but mainly, we use Adobe Fonts because their entire catalog is cleared for personal and commercial, print and eBook use.

As Adobe subscribers, we can use any font from their catalog for your print and eBook interior (at no added cost to you). The fonts on other font archives such as Dafont.com or Fontspring are free for personal use but cost money when used commercially.

ARE ADOBE FONTS FREE?

Yes!

Well, kind of. As an Adobe user, we **pay** for a subscription to have access to these fonts. When we, the designer and license owner, send you your final PDF, our **font license is transferred** over to you (the client) and you're free to sell your product (the book) using any Adobe fonts.

So yes, as our client, the fonts are "free" for you to use. You **do not** need your own font license to print with that PDF or upload that ePub!

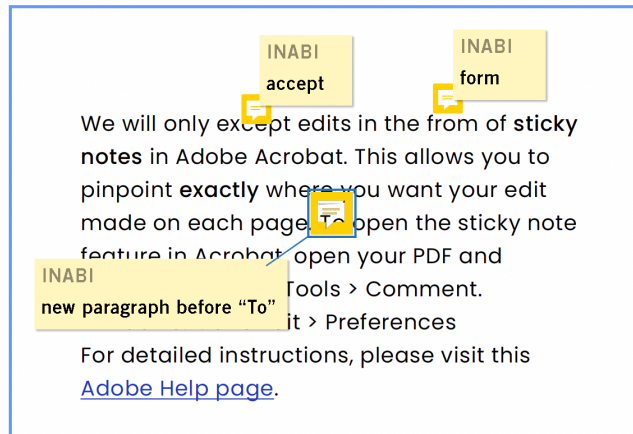
However, if you want to use the .indd document to edit your design later on, you will need to have **your own font license**, either through a Creative Cloud subscription or as a desktop license purchase. (You will also need Adobe InDesign in order to edit the interior on your own, so having an Adobe account with access to the fonts should not be a problem.)

You can read more about font licensing on Adobe's font website:

<https://helpx.adobe.com/fonts/using/font-licensing.html>

Editing your interior

AKA HOW TO BE THE PERFECT CLIENT



Editing Your Interior

People say we're really chill—but, if you don't follow these simple rules when editing your interior, we might go nuts! So please, help make this a painless process for all and follow these guidelines:

USE STICKY NOTES

We will only accept edits in the form of sticky notes in Adobe Acrobat.

This allows you to pinpoint exactly where you want your edit made on each page.

To begin using the sticky note feature in Acrobat, open your PDF and . . .

Mac: Go to View > Tools > Comment. Or, press ⌘6 (command 6)

Windows: Go to Edit > Preferences

For detailed instructions, please visit this [Adobe Help page](#).

Once there are *just a few* edits left, you can send your edits as a simple list over email!

WRITE CLEAR INSTRUCTIONS

Your edit must be a specific instruction to follow. Do not write them as thoughts for us to interpret. For example,

WRITE "make this italic"

NOT "shouldn't this be italic?"

Trust us, this helps our brains move a lot faster! Plus, we won't email you saying, "I dunno, did you want that one word on page 167 to be italic?"

TABLE OF CONTENTS

Page numbers move around a lot. Your TOC may not be 100% correct until the very end. Fear not, the TOC's page numbers will be scrutinized during the last few rounds! It just may not be accurate during R1.

DOUBLE CHECK THE PDF NAME

With each pass, the PDF's Round # will change ("Your Title - R1," R2, R3, etc). Please make sure that you're making edits to the most up to date file (!) and not an old PDF.

What about ePubs?

E-BOOKS FOR E-READERS

We do offer eBook conversion services!

TIMING

We will not begin working on your eBook until your print interior has been completed and paid for.

Right now, our turnaround time for eBooks is 1 week.

PRICE

eBook conversion is considered an add-on and is priced separately from our plans.

Your eBook cost is based on your final page count. If your book is 362 pages long (in its printed form), your eBook will cost \$362.