

An Introduction to Printing with the Espresso Book Machine





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Libraries have always been about sharing stories. Through a new initiative, The Story Center at Mid-Continent Public Library, you can tell your story and share it in a variety of ways.

The Story Center's home is on a unique property with a rich history of its own. The Woodneath Estate, purchased in 2008 by MCPL, holds natural beauty, historic features, and endless potential. The Woodneath Library Center opened on the site in June of 2013, and since then, has served thousands seeking innovation, information, ideas, and inspiration.

Whether it is a memoir, poetry collection, family history, or something else entirely, The Story Center is the place to come to learn to tell your story, connect with storytelling resources, and find the best avenue for bringing your story to life.

With storytelling as a special mission at Woodneath, MCPL is able to offer new and exciting programs and services through The Story Center. The Story Center programming series provides opportunities to learn more about visual, oral, and written storytelling. Partnerships with the National Storytelling Network and The Writers Place have established The Story Center as a unique national resource.

The Woodneath Press and Espresso Book Machine (EBM) are two important facets of The Story Center at MCPL. The Woodneath Press serves as the Library's in-house publishing division, working with authors of various backgrounds and genres to help develop and distribute professionally published works.

The EBM, used by the Woodneath Press to print books on demand, is a state-of-the-art device that prints, binds, and trims paperback books in minutes. While authors must apply to be published by the Woodneath Press, anyone can use the EBM's printing services for a nominal fee.

These services are just another way that MCPL continues to share stories—just in a new way.

Looking forward to hearing your story,

Steven V Potter

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Espresso Book Machine®

by On Demand Books



A Brief Overview of the Espresso Book Machine

The Espresso Book Machine (EBM) is used to print books after they have been written, revised, edited, and formatted to the point of completion. Some customers use our EBM to create family cookbooks or genealogies, while others print bulk copies of their works to sell to local bookstores.

We can:

- Print trade paperbacks with perfect glue binding
- Bind books between 40 and 800 pages*
- Include full-color illustrations

We cannot:

- Bind loose-leaf pages
- Print copyrighted material

In order for a book to be printed on the Espresso Book Machine, it must contain two separate sections: a PDF of the text (Book Block) and a PDF of the back cover, front cover, and spine (Book Cover).

** For projects with fewer than 40 pages (children's books, etc.), alternate printing methods are available. Please consult the Story Center Publication Manager to discuss available options.*

Printing Timeline

Mid-Continent Public Library attempts to complete all orders by customer-requested dates. However, the Library does not guarantee book orders will be completed in any time frame. There are various circumstances and considerations that must be accounted for including maintenance of the Espresso Book Machine and staff availability.

Estimated Timeline:

- 10 copies (Printed the same day, if possible)
- 50 copies (1 week)
- 100 copies (2-3 weeks)
- 200+ copies (4 weeks or longer)

For more than 200 copies, customers may be asked to arrange pick-up of published copies on a weekly basis until all have been printed.

Cosmetic Variations

The book printing process may result in a number of possible cosmetic variations in the final product. These can include clamp marks, spine wrinkles or shifting, slight difference in ink, and rough edges or small tears.

Pricing

Cost At-A-Glance



\$10 a book



+ 5¢ per page

* **9.1%**

+9.1% local sales tax*

*Sales tax is added to all orders unless a valid Tax Exempt Reseller's Certificate is presented to Woodneath Library Center staff.



MCPL staff can offer free formatting assistance.

Bulk orders of 50 books or more will receive 15% off.



Discounts are available for educational institutions and partner organizations.



Only debit/credit card or cash payment will be accepted. MCPL cannot accept checks for Espresso Book Machine fees.



Ready to Print Checklist

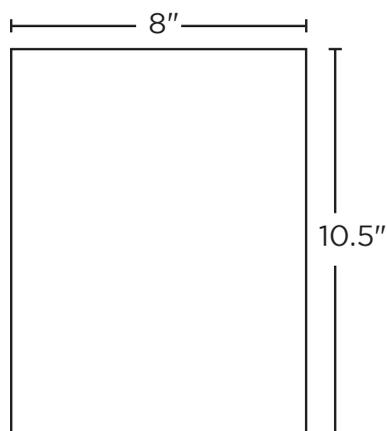
- Write, revise, and edit your book until you feel it is ready to print.
- Choose the size and page count that is right for your book.
- Format your book in Microsoft Word®, Adobe InDesign®, or other appropriate software.
- Save your text as a Book Block PDF.
- Create and format your Book Cover in Microsoft Publisher®, Adobe InDesign®, Adobe Illustrator®, or other appropriate software.
- Save your cover as a Book Cover PDF.
- Save both PDF documents to a flash drive.
- Call 816.883.4774 or email woodneathpress@mymcpl.org to set up a print appointment with a Story Center staff member.
- Bring the flash drive with your Book Block PDF and Book Cover PDF to the print appointment.

Book Size

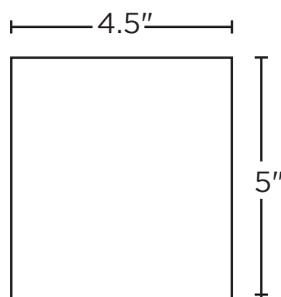
The size of the book needs to be consistent in all of your documents. If the inside text does not fit the cover, the text may get cut off or not be in the correct position on the page. For this reason, the book size must be set before you can begin to create the files needed to print. Book Size is always noted by **width x height**. Often, different types or genres of books are printed in different sizes; examples include romance novels, textbooks, or children's books.

The largest book we can print is 8 inches (") by 10.5 inches (") and the smallest book we can print is 4.5" by 5". Any size in between can be printed.

Largest Book Possible



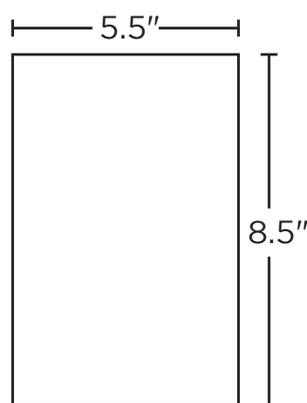
Smallest Book Possible



If a book is larger than the maximum size or smaller than the minimum size, it will not print and trim correctly.

Standard Sizes

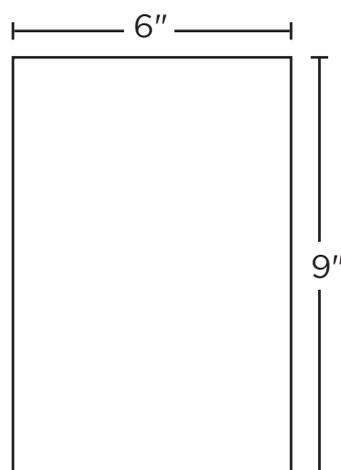
Journal



Size: 5.5" x 8.5"

Commonly used for journals or small collections of poetry as well as general printing for a small publication.

Novel



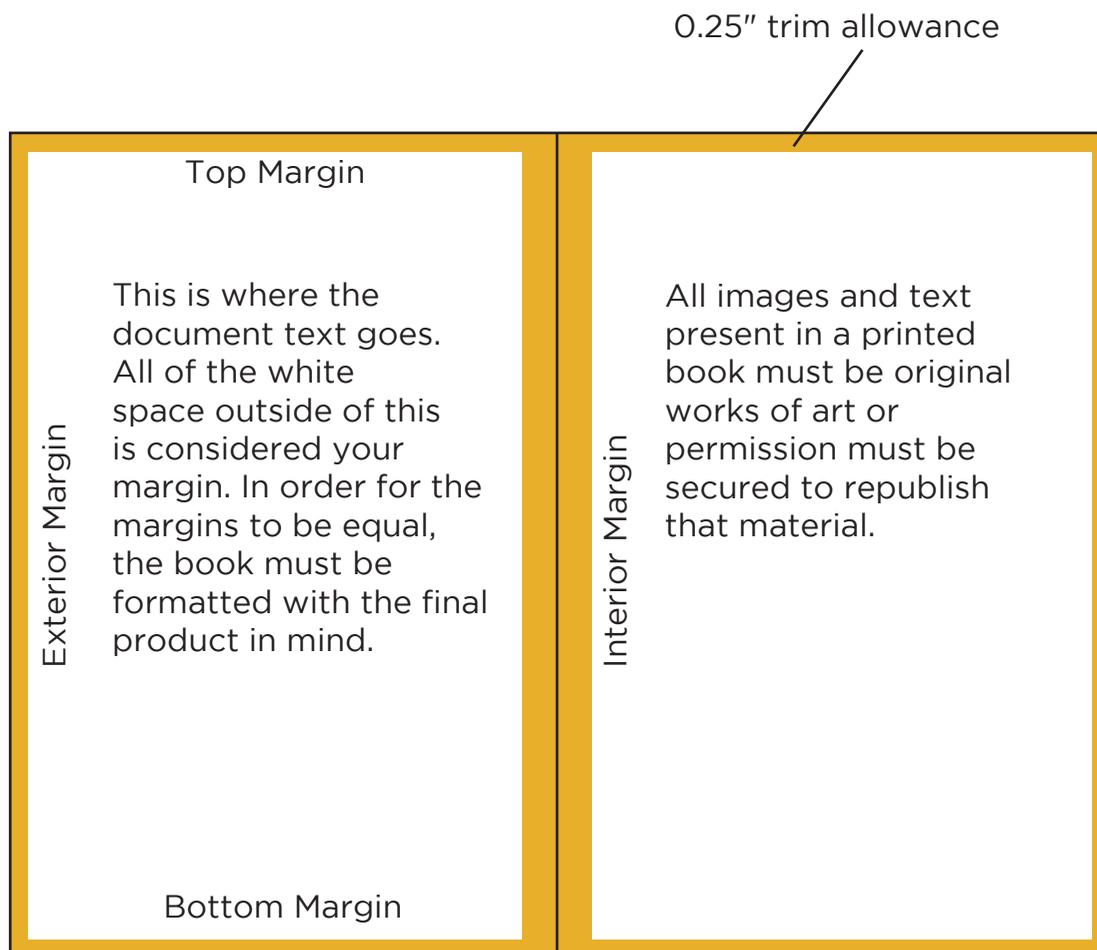
Size: 6" x 9"

Commonly used for trade paperbacks and novels. Should also be considered for genealogy projects.

Things to Consider When Setting Page Size:

Trim

Trim is the excess material cut off to create the specific size of book you want.



Headers & Footers

To ensure that text and images are not too close to the edge of the page, keep any text, headers, or footers at least 0.25" from the edge of the page. Anything closer may be trimmed off during the binding process.

Interior margins must be set slightly larger than all other margins to ensure that your text does not leak into the spine of your book. A 1" interior margin is suggested.

Page Count

The page count includes title page, table of contents, copyright page, introduction, chapters, sections, end notes, blank pages, and all other pages in the Book Block document.

To determine the page count, scroll to the last page and view the current page count number.

In order to print correctly, the full page count needs to be an even number.

- Minimum Page Count: 40
- Maximum Page Count: 800

If there are not enough pages to meet the minimum page requirement, consider adding extra sections or blank pages.

- The Espresso Book Machine will not add blank pages or format book size.

CHAPTER 1

The Book Block

What is a Book Block?

The Book Block document is the main text of your book. It consists of all of the content of your book between the front and back cover and includes the main text plus extras like the copyright information, table of contents, acknowledgements, afterword, index, etc.

This document must be saved as a PDF file.

Text and images are printed two-sided on white paper.



Creating the Book Block

To begin making the Book Block, always create a new document in Microsoft Word®, Adobe InDesign®, or another appropriate software.

Additionally, Mid-Continent Public Library offers *Pressbooks*, a free online formatting program provided through *BiblioBoard*. *Pressbooks* is an easy-to-use online tool that allows you to create professional-quality versions of your book in ePUB, MOBI, PDF, and more—all through the Library. After formatting your book with *Pressbooks*, you can use *Indie Author Project* to add your eBook to our *BiblioBoard* collection or contact The Story Center to have your book printed with the Espresso Book Machine.

Page Layout

Before typing or pasting content into this document, the final size of the book must be selected.

If the page size does not match the book size desired, text and images in the Book Block will be cut off.

If you want a 6" x 9" book, then your final page size must be 6 inches wide by 9 inches tall.



The Book Cover

What is a Book Cover?

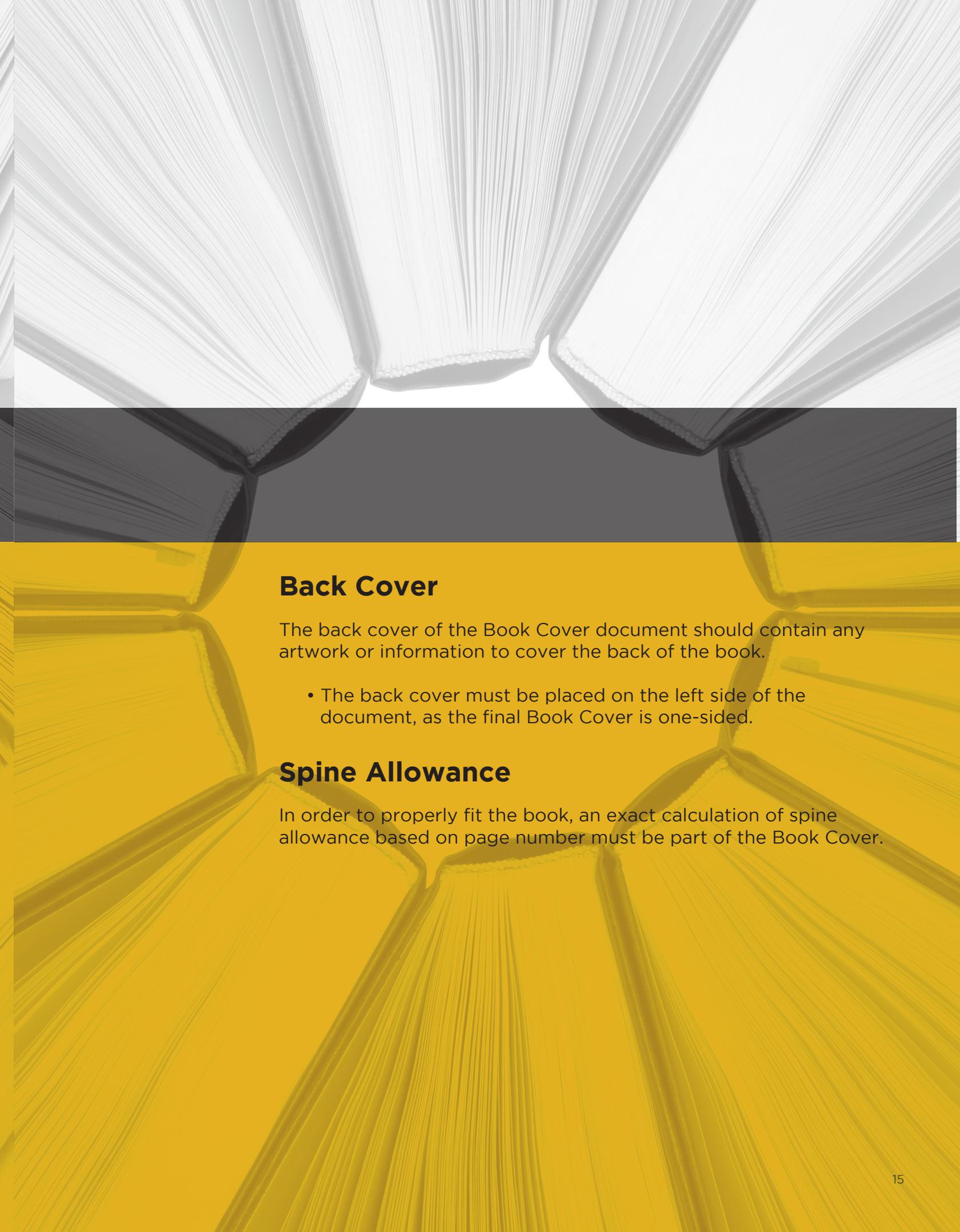
The Book Cover document is the outside of the book. It contains the back cover, spine, and front cover as one solid sheet.

- The cover can be printed in full color, if desired.
- The Book Cover can be designed in Microsoft Publisher®, Adobe Illustrator®, or another desktop publishing software.
- This document must be saved as a PDF file type.

Front Cover

The front cover should contain any artwork or information to cover the front of the book.

The Book Cover document size must match the exact size of the Book Cover.



Back Cover

The back cover of the Book Cover document should contain any artwork or information to cover the back of the book.

- The back cover must be placed on the left side of the document, as the final Book Cover is one-sided.

Spine Allowance

In order to properly fit the book, an exact calculation of spine allowance based on page number must be part of the Book Cover.

Creating the Book Cover

Like the Book Block page size, the Book Cover must have a defined page size before being saved as a PDF.

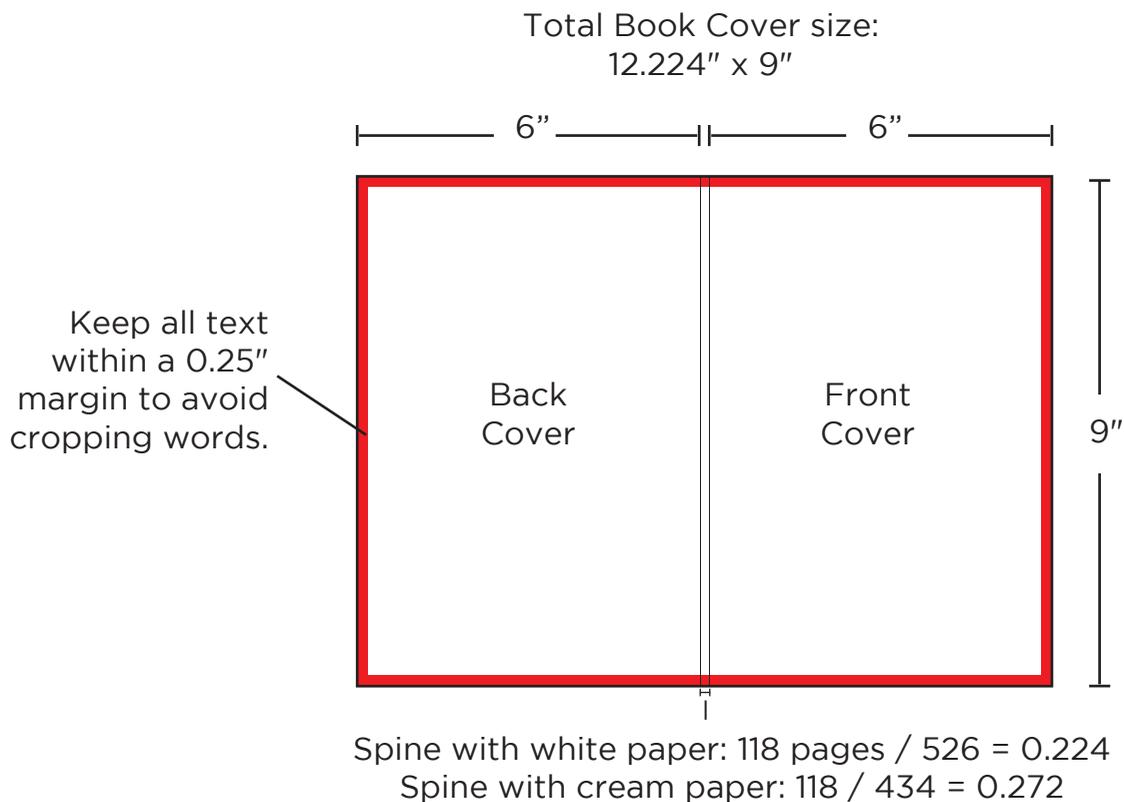
The Book Cover size depends on the final size of the book.

- Width of the Book Cover will always be bigger than the height.

Use the final Book Block page count to calculate the width of the spine of the book. The spine width is affected by two factors: page count and interior paper stock. The interior pages of the book can be on either white or cream paper.

- Spine Width Calculation for White Paper:
Number of Pages Divided by 526

Our example below demonstrates a 6" x 9" book containing 118 pages.



Note: To assure the cover image/color extends to the edge of the book, please add an additional 0.125" on all sides.

Saving Documents as PDFs

What is a PDF?

PDF stands for Portable Document Format, which is an Adobe Acrobat file type. In this form, a file cannot be edited or revised.

Once the book is formatted exactly how it should print, it will need to be saved as a PDF:

- Choose the “Save As” option.
- Name the file “Title Book Cover” in the “File Name” field.
- Choose PDF from the drop down menu in the “File Type” field.
- Click the “Save As” button.

Once saved as a PDF, open the file to view it and make sure the document layout still appears exactly as desired in book form.

If anything has shifted, the Microsoft Word® or Adobe InDesign® file will need to be revisited to determine what needs to be changed.

Quick tips to keep in mind:

- Make sure to lay out your cover in the following order: Back Cover, Spine, Front Cover.
- When you want a chapter or specific section to begin on the next page, it’s best to insert page breaks instead of hard returns/pressing the Enter key.
- Use the mirror margins function to account for the spine/gutter when creating your margins.
- Save both the Book Block and Book Cover to a flash drive.

A Brief Overview of The Story Center



Mid-Continent Public Library and The Story Center have resources that can help at any point in a book's creation.

The Story Center offers materials, resources, programming, and options for showcasing the print, oral, and digital stories created within. Our goal is to build a nationally celebrated center that houses and inspires the art of the story. While the historic home that will someday be The Story Center is awaiting renovation, Story Center programs have already begun.

Visit mystorycenter.org for a full listing of our classes to help you develop and publish your story. Offerings include writing groups, character development, self-publishing tips and resources, and more!

A Brief Overview of the Woodneath Press

The Woodneath Press serves as Mid-Continent Public Library's in-house publishing division, working with local authors to develop and distribute professionally published works.

Authors published by the Woodneath Press enjoy a variety of benefits including:

- Assistance and guidance with cover art production and book formatting
- The option to produce hardback, paperback, and eBooks
- Marketing and promotion
- Integration of their work into MCPL's collection
- Worldwide distribution

All authors who wish to be published by the Woodneath Press must meet the Library's standard acquisition criteria. Preference is given to authors who have completed The Story Center's Storytelling Certificate Program, a continuing education series offered in partnership with Metropolitan Community College-Maple Woods.

Printing a book on the Espresso Book Machine does not automatically qualify an author's work as a Woodneath Press published book.



To learn more, contact the Story Center Publication Manager at woodneathpress@mymcpl.org or **816.883.4774**.



MID-CONTINENT
PUBLIC LIBRARY

**Self-publishing appointments can
be made by calling The Story Center
at 816.883.4774 or by emailing
woodneathpress@mymcpl.org.**

mymcpl.org/WoodneathPress

We'd like to thank the staff of Sacramento Public Library's
I Street Press for their guidance on working with the
Espresso Book Machine.