

Perfect Binding

1st Step: Make sure the front cover and back cover are separate from your content pages. It is very important to understand that your front and back cover should be created in a separate document. DO NOT include your covers with the rest of the book. Again, if your front and back covers are included with your book pages you need to delete them, you are doing it wrong.

Why are covers separate from book pages?

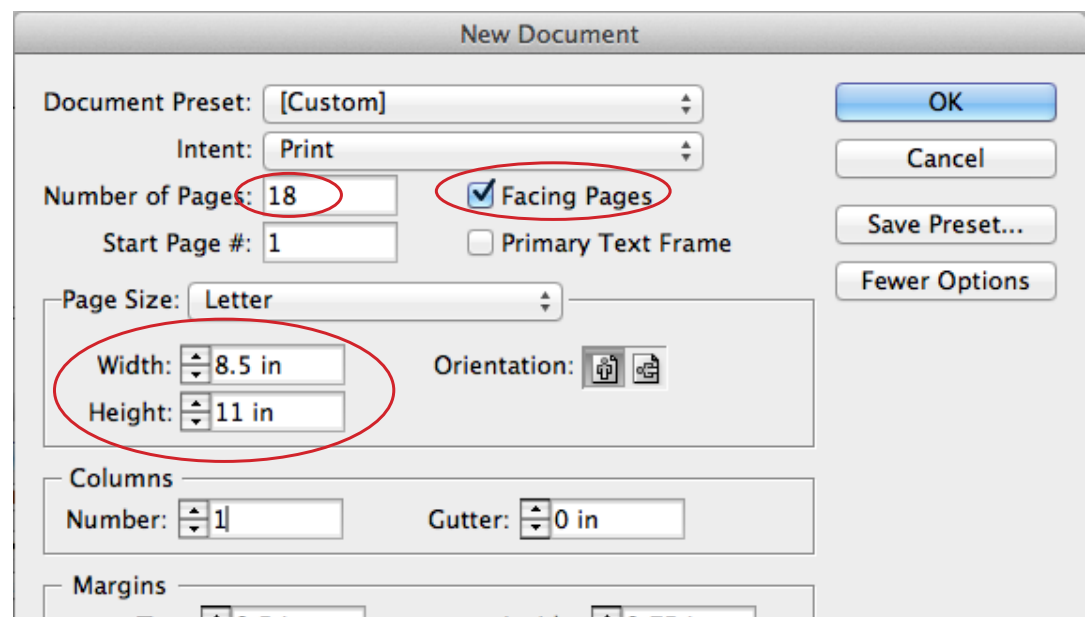
Your pages and your book cover are two separate sizes! In production your book will be bound in two parts. First, your pages will get printed. Second, your book cover is oversized as it needs to wrap around your pages. Your cover gets printed, wrapped around your pages and glued together.

Confused? Don't worry we will go over the entire thing step by step.

2nd Step: Creating a new document for your content pages in InDesign.

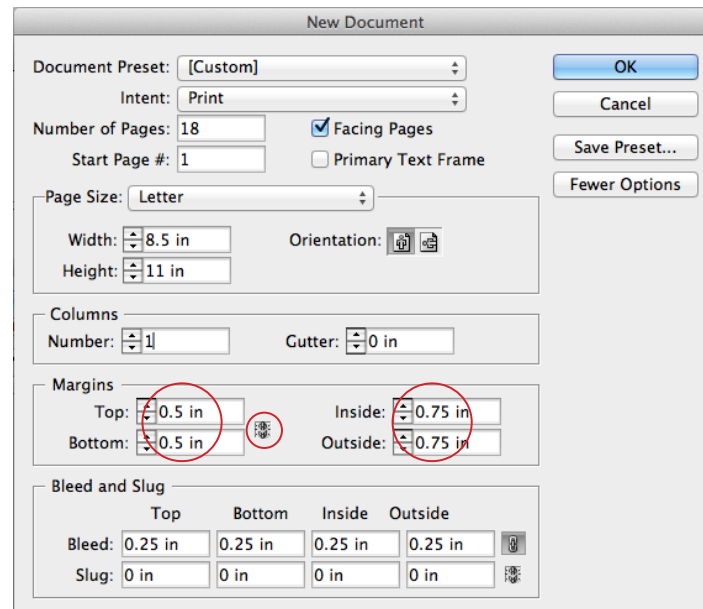
To create a new document go to File, new, document.

- Input the number of pages (there should be an even number of pages for double sided printing).
- Make sure "Facing Pages" is selected
- Input the proper size of your book.



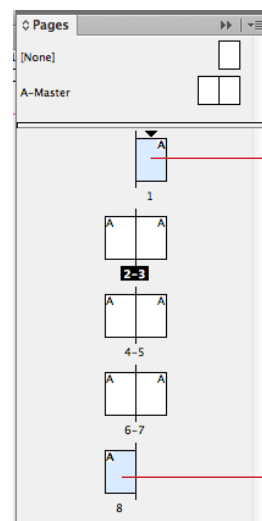
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For your margins make sure the link button is set to “unlink” like shown below. Set your top and bottom margins to 0.5 inches. Then set your inside and outside margins to at least 0.75 inches (the inside margin is your gutter) then select OK.



3rd Step: Now you are ready to work!

When working on your book keep in mind that the first page is your title page i.e. the first page that will be seen when you open the book.



TITLE PAGE

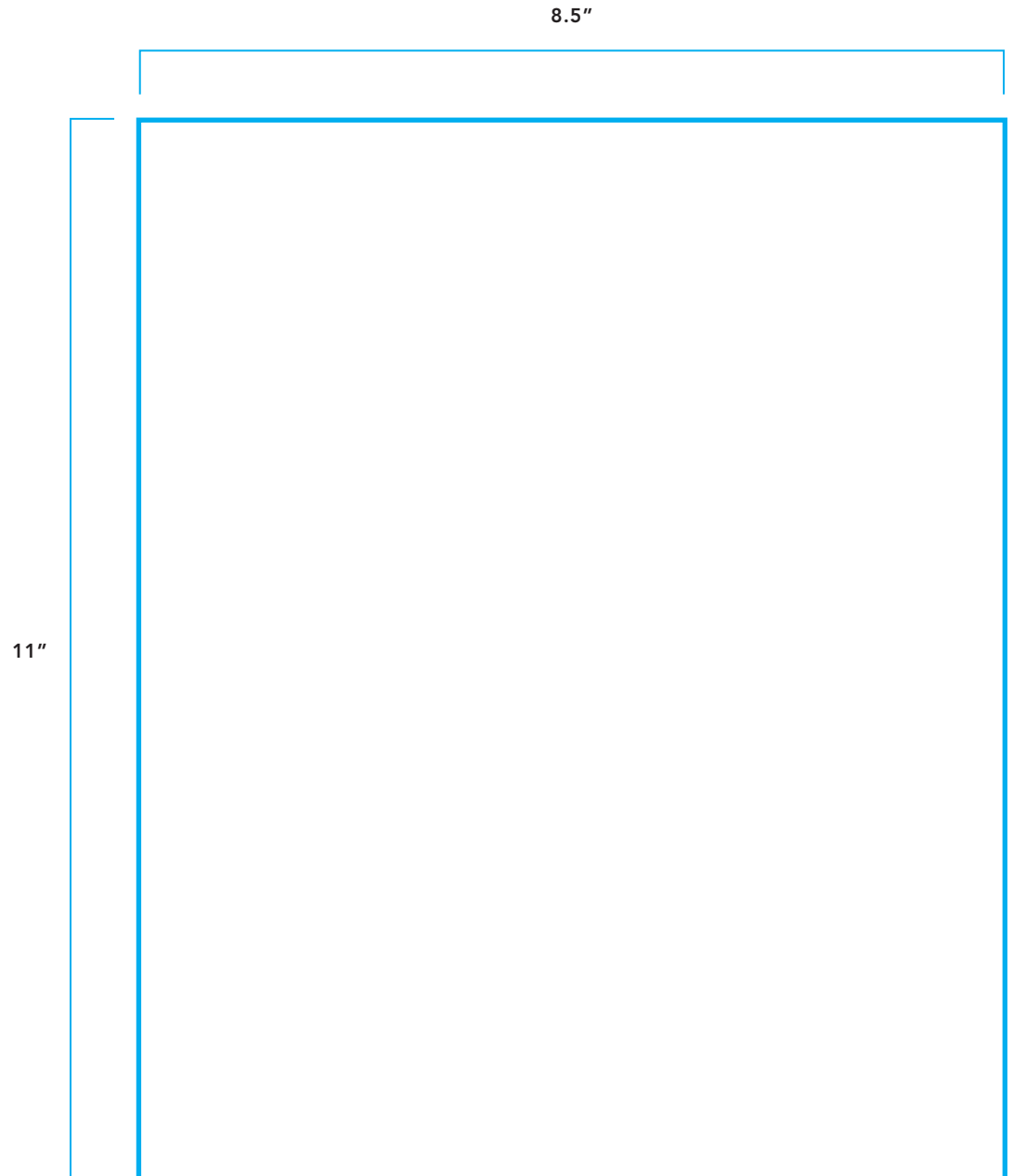
REMEMER THESE PAGES ARE NOT YOUR FRONT AND BACK COVERS! YOUR COVERS ARE ON A SEPARATE FILE. WE WILL GO OVER IT LATER.

LAST PAGE

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Trim Size

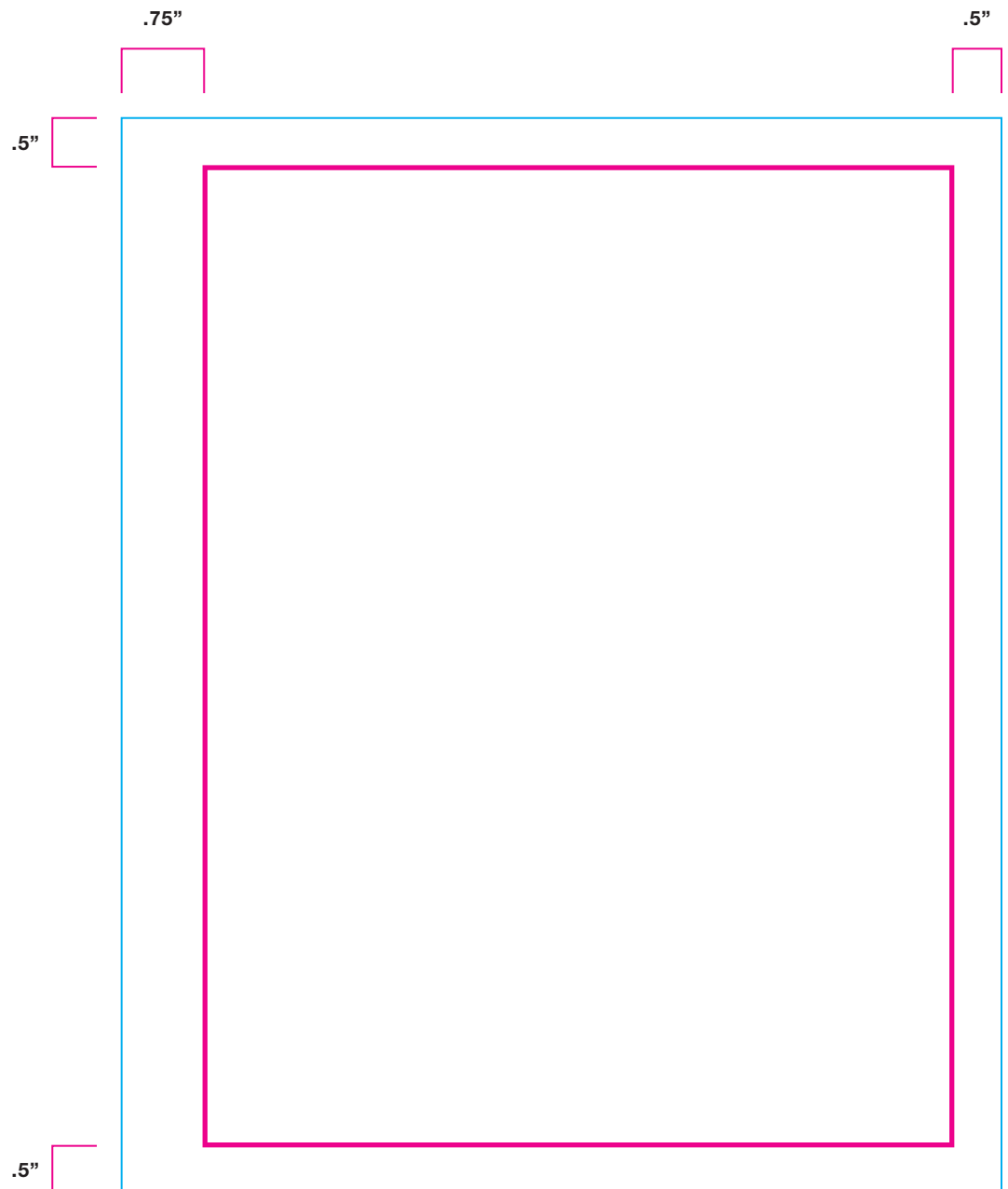
When setting up your file for perfect binding it is important to be aware of your design areas. The first area we will cover is your overall trim size. Once you have established a trim size, you can then determine margins, and allocate extra space for your bleeds.



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Margins

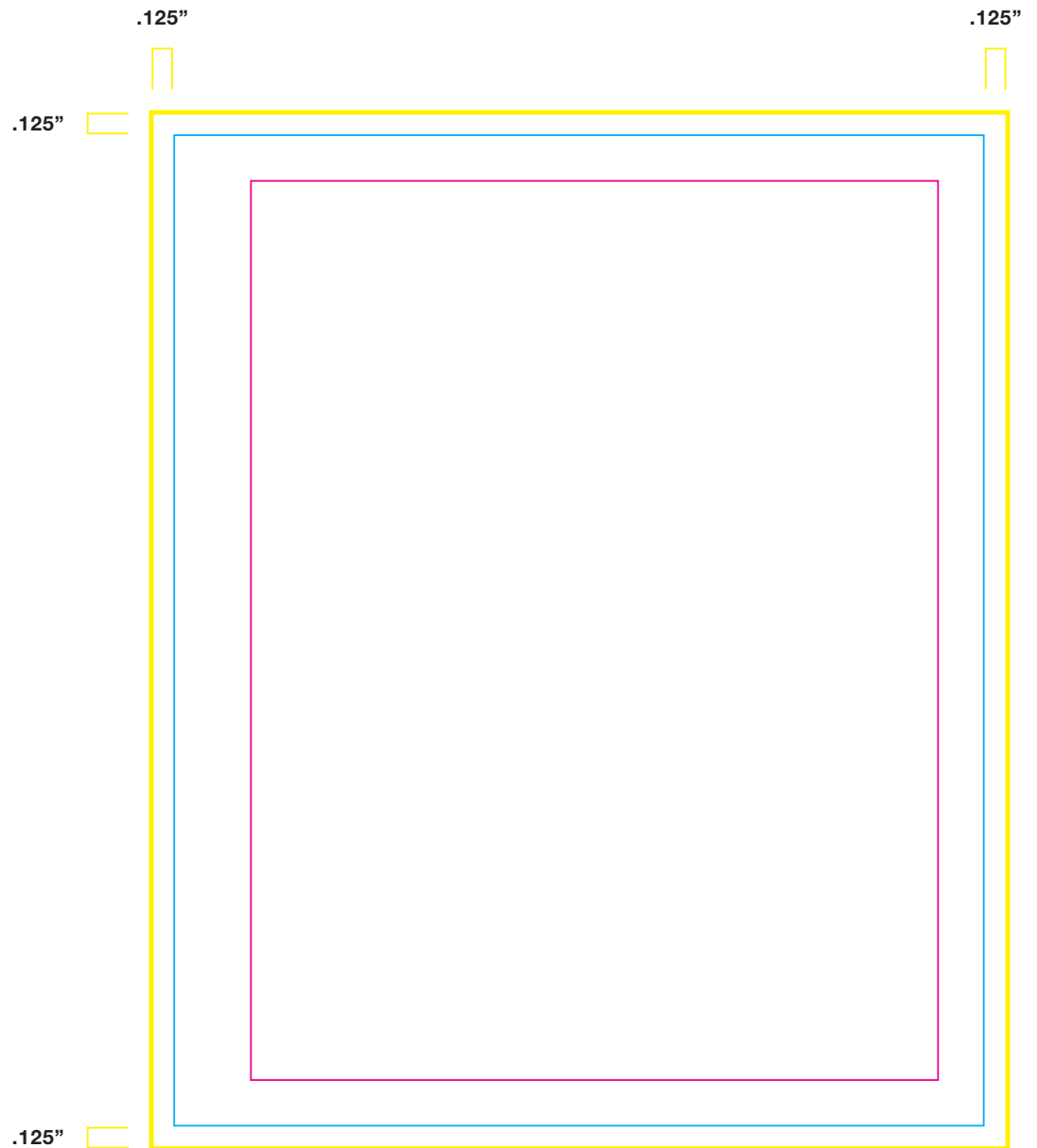
Margins are the parts of a page that are above, below, and/or to the side of the main printed area. Though there are times when printing beyond the margins is acceptable, such as for full bleed images, the margins are used as a buffer so content doesn't get too close to the edge. The inside margin should be at least .75" because this will turn into your gutter, and all other sides should be no less than .5".



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Bleeds

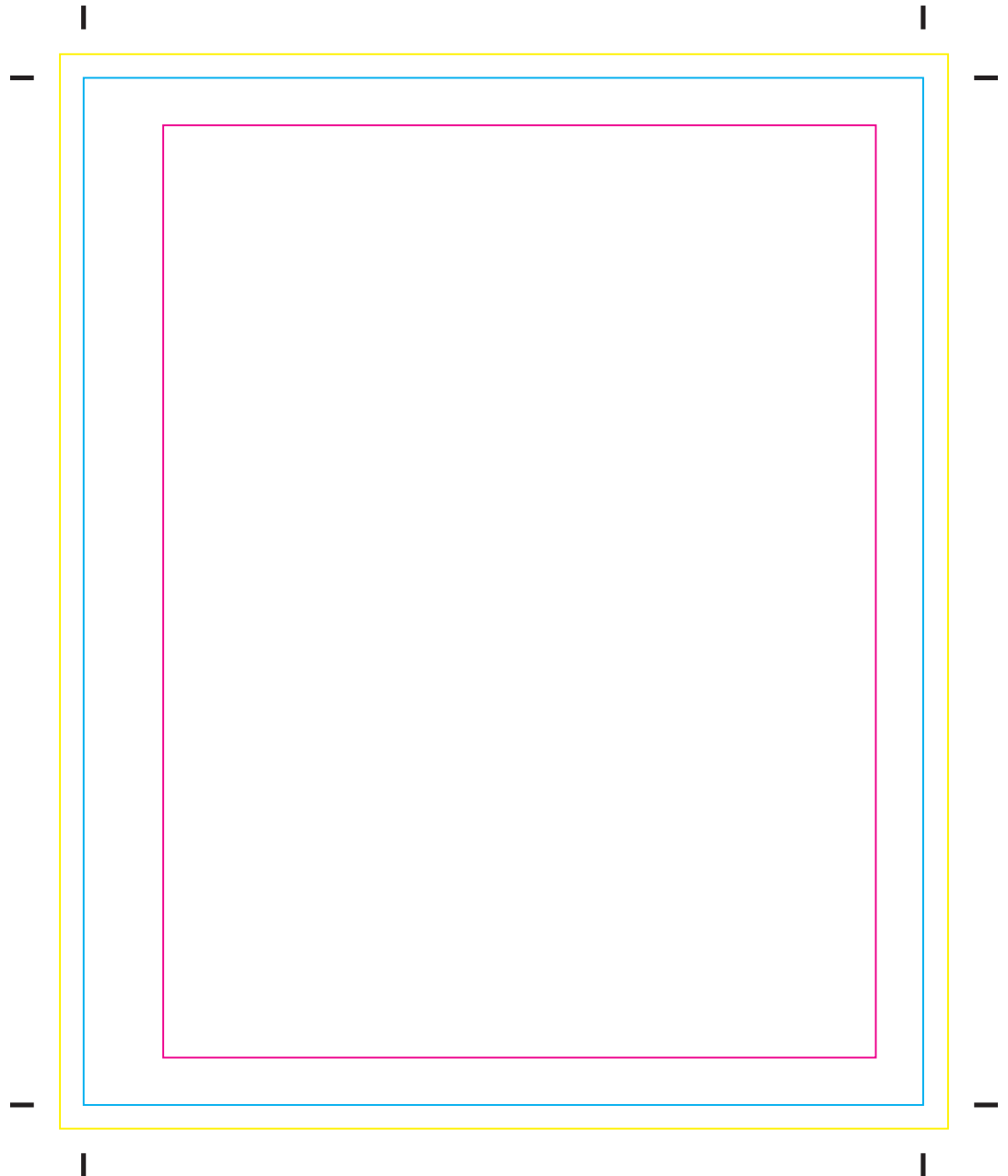
When you set up your document it's important to have bleeds. Bleeds allow extra space for images or type that run off the page so that there is no white space when the book is trimmed down. A bleed setting no less than .125" all the way around the document is a good standard to work with.



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Crops Marks

Since you are using bleeds, crop marks are necessary to make sure the book comes out the correct size. The crop marks tell the printer where to cut your pages so your final book matches your cut size, and any excess content gets cut off.

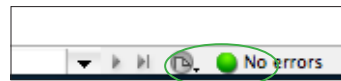


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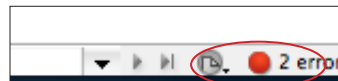
Once the book is designed in InDesign, these are the following steps you need to do before going to get it printed.

4th Step: Make sure that there are no errors on the Document!

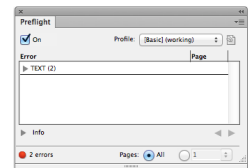
On the bottom left hand of your InDesign window you will see a red or green dot. If the dot is green and says "no errors" then you are ready to save. If it's red and says "errors" you must double click on the red dot. A Preflight window will appear telling you where your errors are. PLEASE FIX ERRORS BEFORE SAVING.



READY TO SAVE!



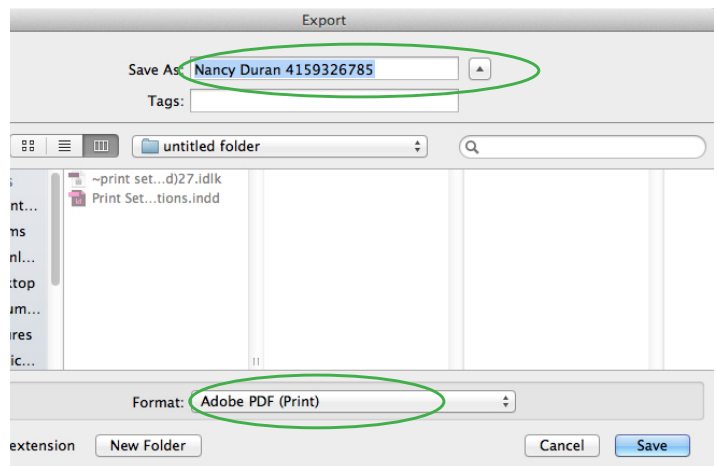
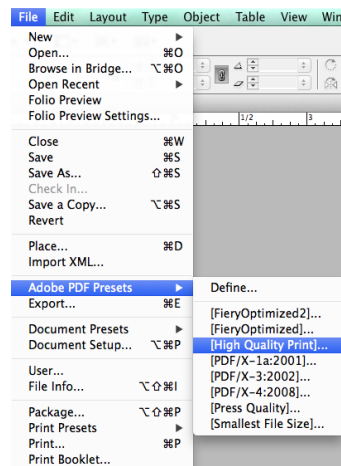
DOUBLE CLICK...



FIX ERRORS.

5th Step: Save it as an InDesign file.

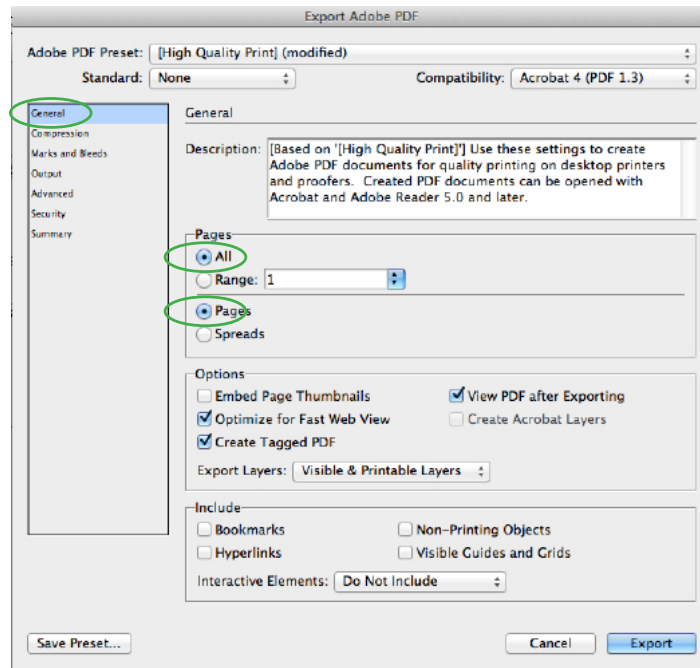
6th Step: Saving as a PDF. Go to File, Adobe PDF presets, high quality print.



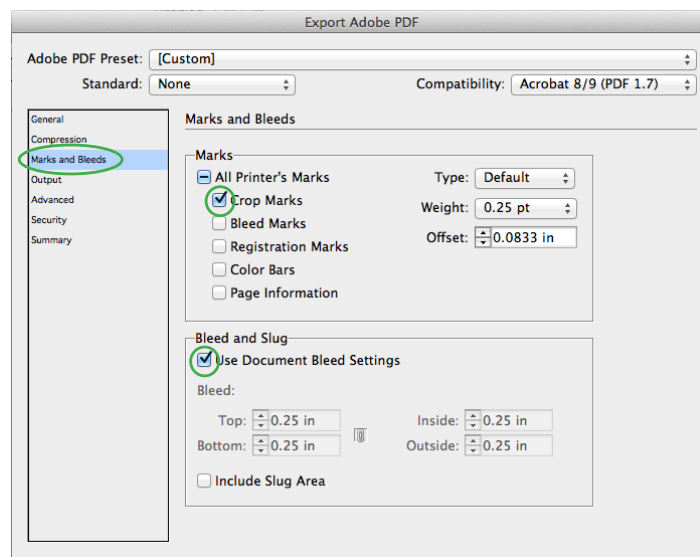
- Please provide YOUR name and phone number as the file name. Make sure the format is selected to "Adobe PDF (Print)" and click save.

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- After clicking save, an Export Adobe PDF window will appear. In the General tab make sure Pages is selected to "All" and "Pages" but do not export yet!



- Select the Marks and Bleeds tab and make sure EVERYTHING is unchecked. Once that is done select Export. Now you are ready to print your final. Bring the PDF file in a flash drive to the print shop.



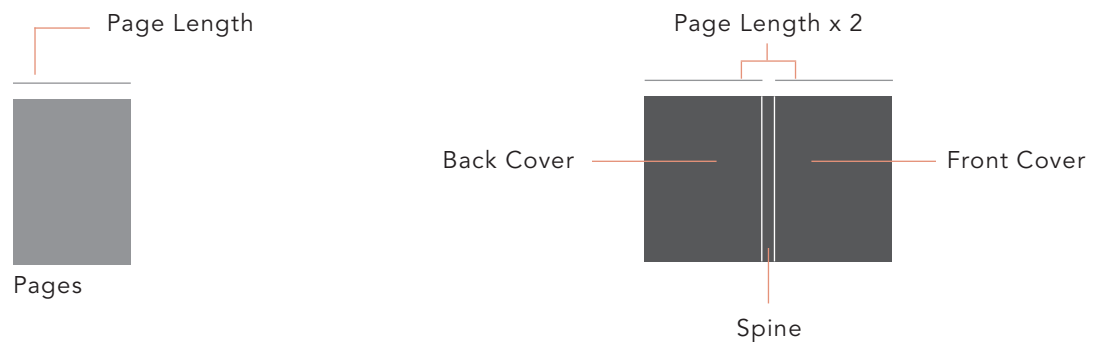
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7th Step: Measuring your spine!

Now that you are done designing your content, it's time to design your book cover and back cover! Designing book covers takes some logical understanding.

There are two key points:

- Your book cover file should be twice the length of your book plus your spine.



- In order for you to know how big your spine you must print the pages first, then measure your spine with a ruler and design your cover accordingly. Please give yourself enough time to print the pages and measure your spine so you don't have to rush your cover design.

How to avoid mistakes when designing your cover.

It is recommended that you avoid type or any important content on your spine. If your measurements are incorrect your spine content will be incorrectly placed and might wrap around your front or back cover.

To avoid any inconsistencies in your cover and back cover, it is recommended that your image bleed from your front cover to your spine to your back cover i.e. use the one large image on all your cover, spine, and back cover.

8th Step: Setting up your file.

Go back to InDesign and create a new document by going to File, new, document.

- For the number of pages it should be 1 only.
- Input the proper size of your cover.

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Example:

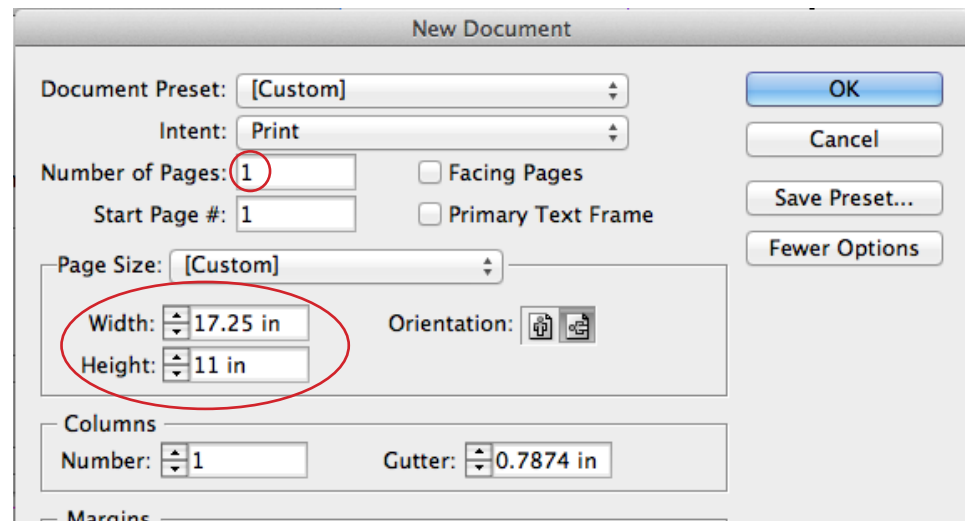
If I am making an 8.5in x 11in book with a .25in spine, my cover should be:

Width:

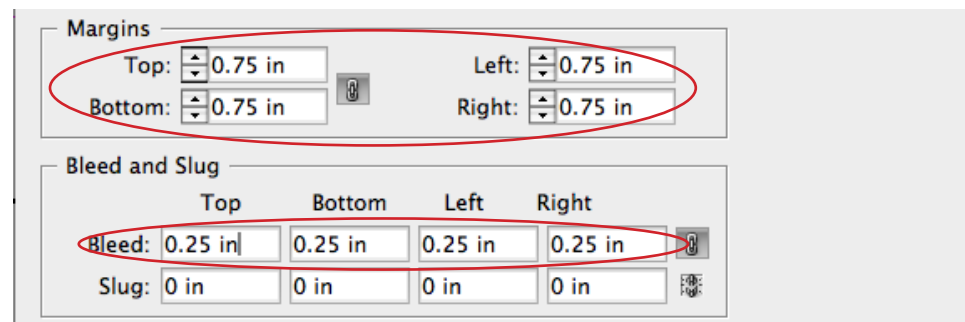
$8.5\text{in} + 8.5\text{in} = 17\text{in} + 0.25\text{in (for your spine)} = 17.25$

Height:

The height of your book does not change. The height of the cover is 11in.

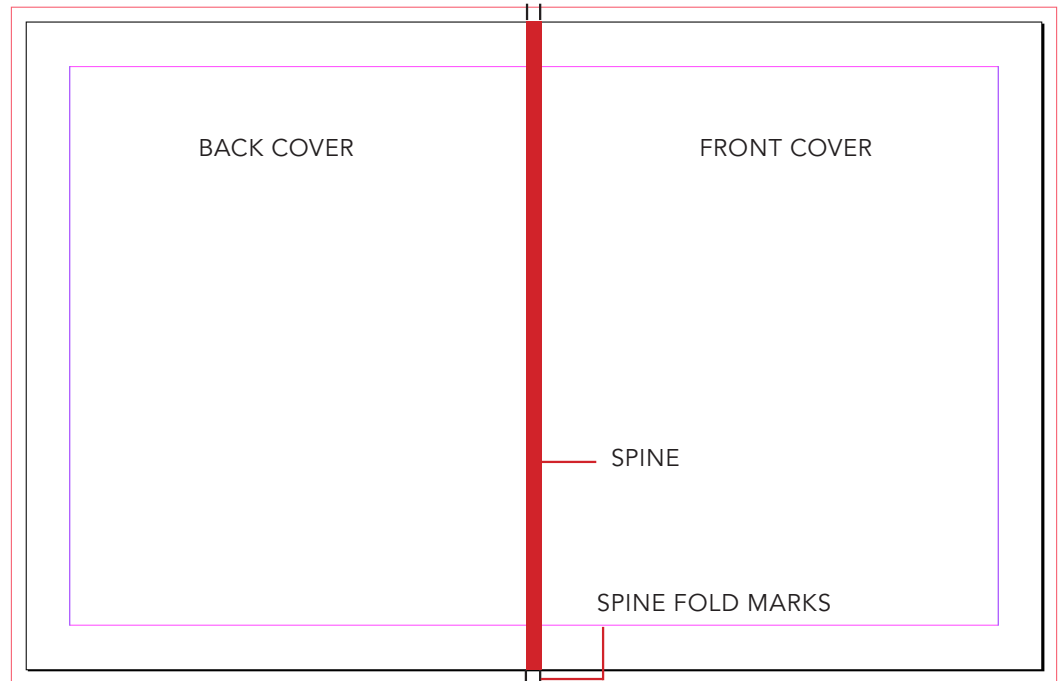


- Make sure you allow margin space. Margins are set to keep important information from being cut off during the production of your book. Keep at least a 0.75 inch margin all around.
- If you have an image or a background that goes all the way to the edge of the paper you will want to add a bleed to your document to avoid mistakes during production.



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9th Step: Design your Cover!



1. Find the center of your document and mark your spine using Guides.
2. Using the line tool mark your spine fold marks. Do not forget to include the spine fold marks. Make sure the spine fold marks are accurate so the person making your book knows where to fold!
3. Make sure your image/background goes all the way to the red rectangle. The red rectangle is your bleed.
4. Keep all important content inside the purple/pink lines. Those are your margins.

10th Step: Save as a PDF

Repeat everything in step 6.

Congratulations, you have successfully design a print ready perfect bound book!