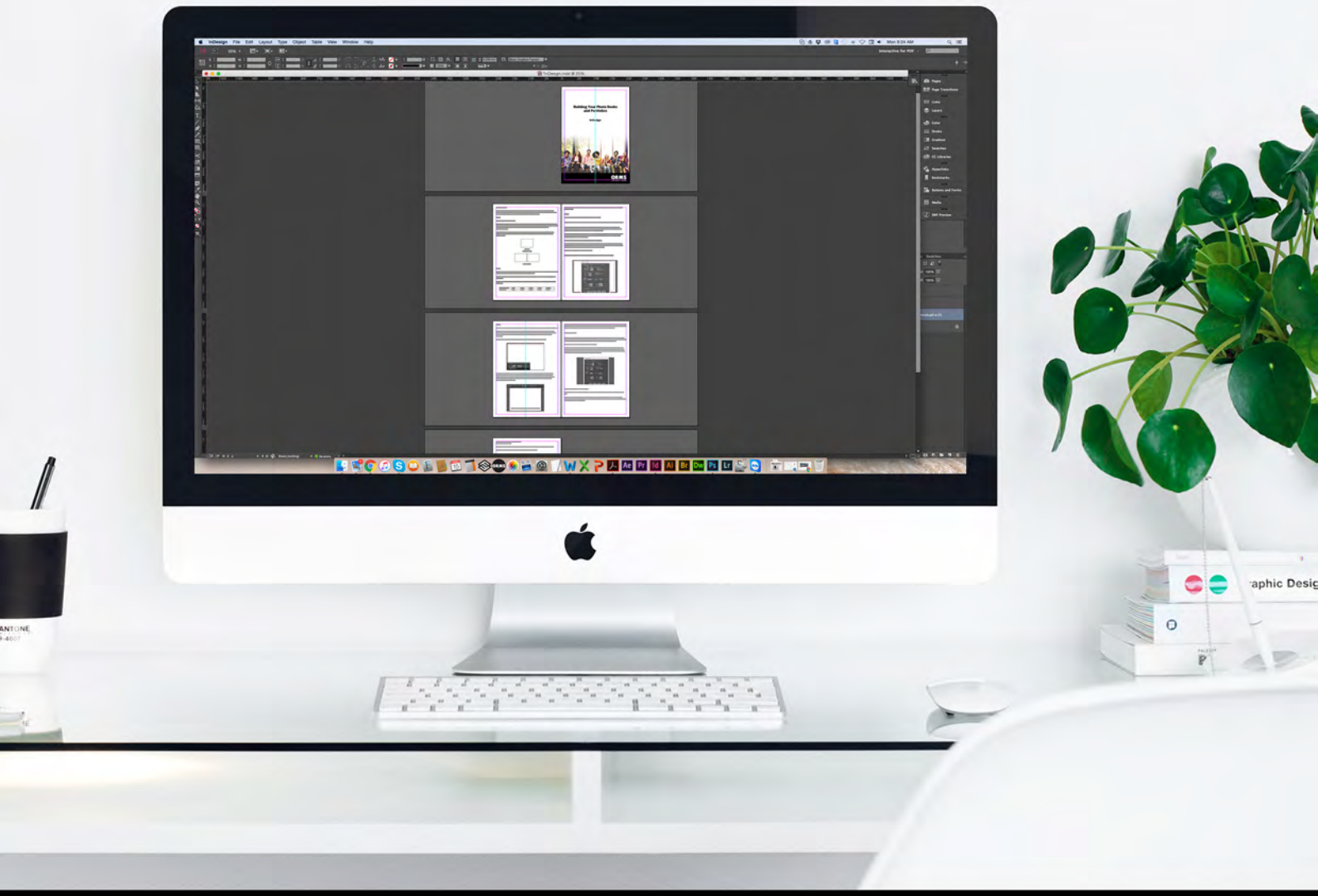
# BUILDING YOUR PHOTO BOOKS AND PORTFOLIOS

## INDESIGN



ORMS
PRINT ROOM & FRAMING

## OUTSIDE COVER

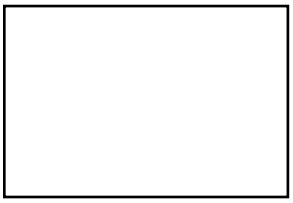
Build the outside cover of your photo book in a separate InDesign file than the content pages. The covers are made separately and are printed using a different method. You also have to create the spine area for the cover which is not needed in the content pages.

## STEP 1

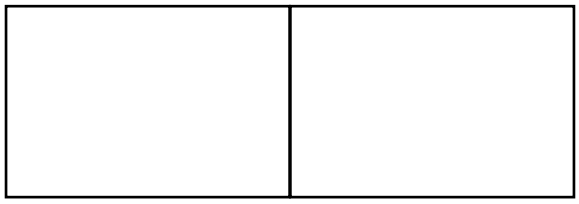
Determine what size you want.

ORMS Create & Print offers a range of standard sizes ranging from A6 to A3 as well as 200x200mm to 300x300mm. Our A4 Landscape photo book is the most popular and for that reason we will base our template setup on that size. The basic principles can be applied across the range.
A4 = 210 x 297mm.

Once you know the book size you can determine the size you need for your InDesign cover by doubling the width. This accommodates the front and back cover pages and is the size of the book unfolded.



**210x297**
**(297 x 2 = 594)**



**210x594mm**

## STEP 2

Next, you need to include the additional spine area in your cover design. You will need to know how many numbered pages you would like to include in your book.

Our standard photo books are 28 numbered pages which equals 14 physical leaves – printed on both sides*

Once you have the final page count, have a look at the table below to determine the thickness of your spine.

| Numbered Pages | 0 - 24 | 25 - 44 | 45 - 64 | 65 - 84 | 85 - 105 |
|---|---|---|---|---|---|
| Spine Width | 8mm | 10mm | 12mm | 14mm | 16mm |

**You now have all the information you need to lay out a design template for the cover of your book.**

**STEP 3**

Open **InDesign** and go to **File > New > New Document.**

*In this example, we'll create an A4 Landscape, Hardcover photo book with 28 numbered pages

Set **Intent** to **Print, Number of Pages** to **1** and make sure **Facing Pages** is **unchecked**. Then, set the **width to 594mm** and the **height to 210mm**. Remember that we are doubling the book size to accommodate the front and back cover pages.

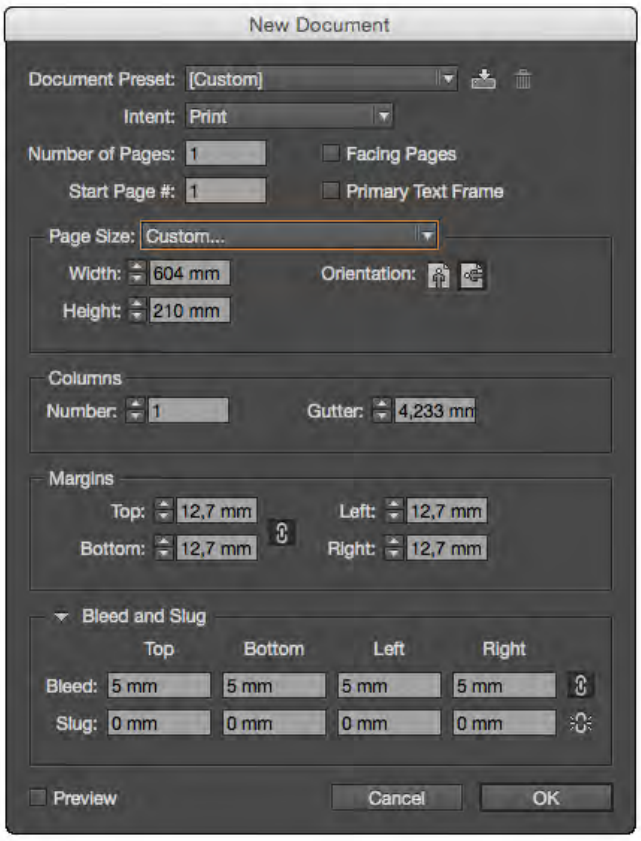
Now you need to include the spine width. In this instance, for our 28 pager, our width is 10mm as calculated in the "Spine Width" table in **Step 2**. Now add this amount to the width of your document. Set the **width to 604mm**.

The **columns** and **margins** may remain on **default** settings.

Finally, make sure you build in a **bleed** for your covers of **5mm on all 4 sides**. The reason for the 5mm bleed is to create a wrap-around area for your cover. This wrap-around is used when pasting the cover on and around the edges of the binding board.

Now press **OK** to create your new document.

*Need to know more about bleed? Please download our Bleed Explanation PDF

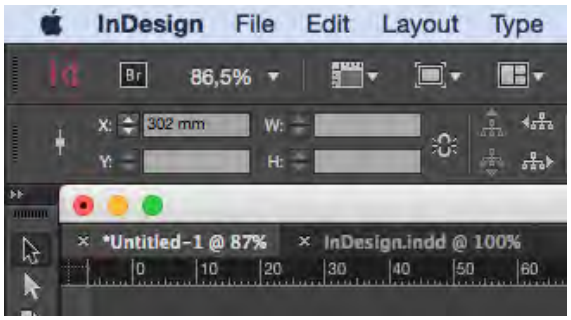


**STEP 4**

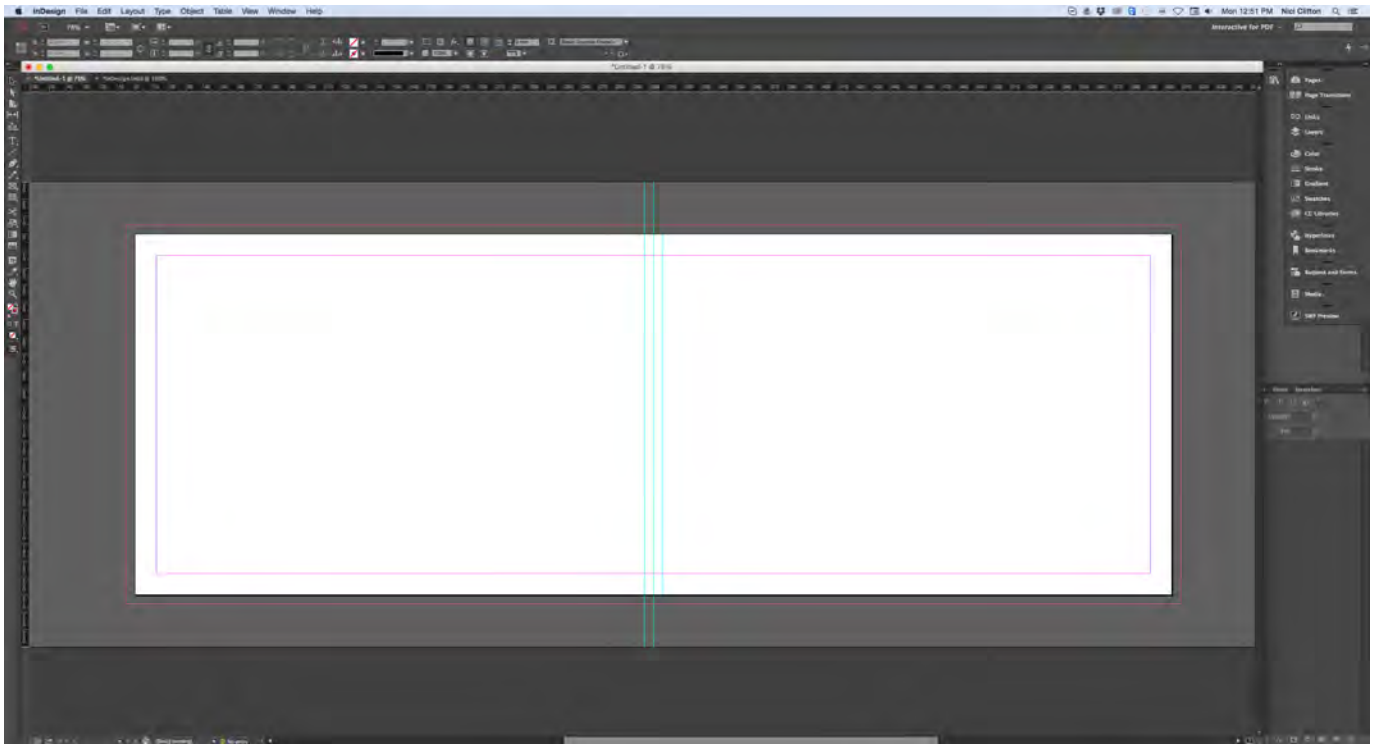
Now your blank canvas is almost ready. The next step is to draw out some guides for the spine area.

Activate the ruler guides by pressing **CMD+R/CTRL+R**. On the left side ruler **Click and Drag** a **guide** and drop it anywhere on the page. With the guide selected, go to the top of your page just beneath the menu bar and change **X: to 302mm**. This places a guide in the centre of your document.

**The right side is for the front cover and the left side is for the back cover.**




Now we can **draw out 2 more guides to mark the spine area**. Place **one on the left** and **one on the right** side of the centre guide. Make sure the **left guide** is selected and change **X: to 297mm**. Next, select the **right guide** and change **X: to 307mm**. What we do here is take the spine width (10mm), divide it by two (5mm) and shift the guides left and right (by 5mm) to create the centre spine area.



Now, **select** and **delete** the **centre guideline**.

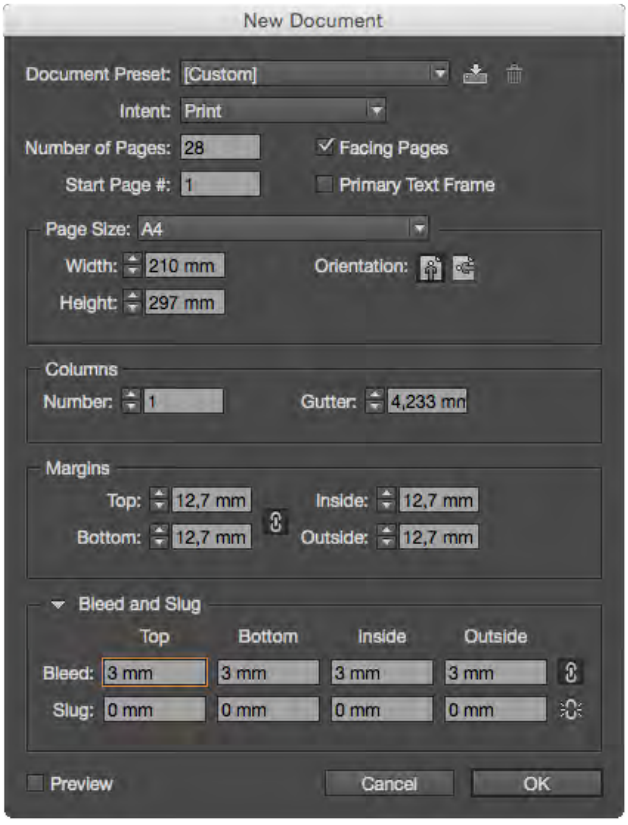
Your cover template is ready! Remember to save it as a template for future use. You can now continue with your cover design. Remember to **extend** the **images that bleed** over the white page edge towards the **outer pink guideline** which is used to indicate the **bleed area** limit.

## THE INSIDE PAGES

Open **InDesign** and go to **File >New > New Document**. Set **Number of Pages** to the total you have decided on and make sure **Facing Pages** is **checked**. Now, set the **Width to 297mm** and the **Height to 210mm**. You do not need to include the spine width for the inside pages.

**Columns** and **margins** remain as **default** settings.

Finally, set the **bleed** for your inside pages to **3mm on all 4 sides**. Bleed on the inside pages is used when we cut the book to its final size. It ensures that there are no white slivers or edges on areas that you want to extend to the edge of the page. Remember to extend your images that will touch the edge of the cut page over and into the bleed area.




Click **OK** to create your new document.

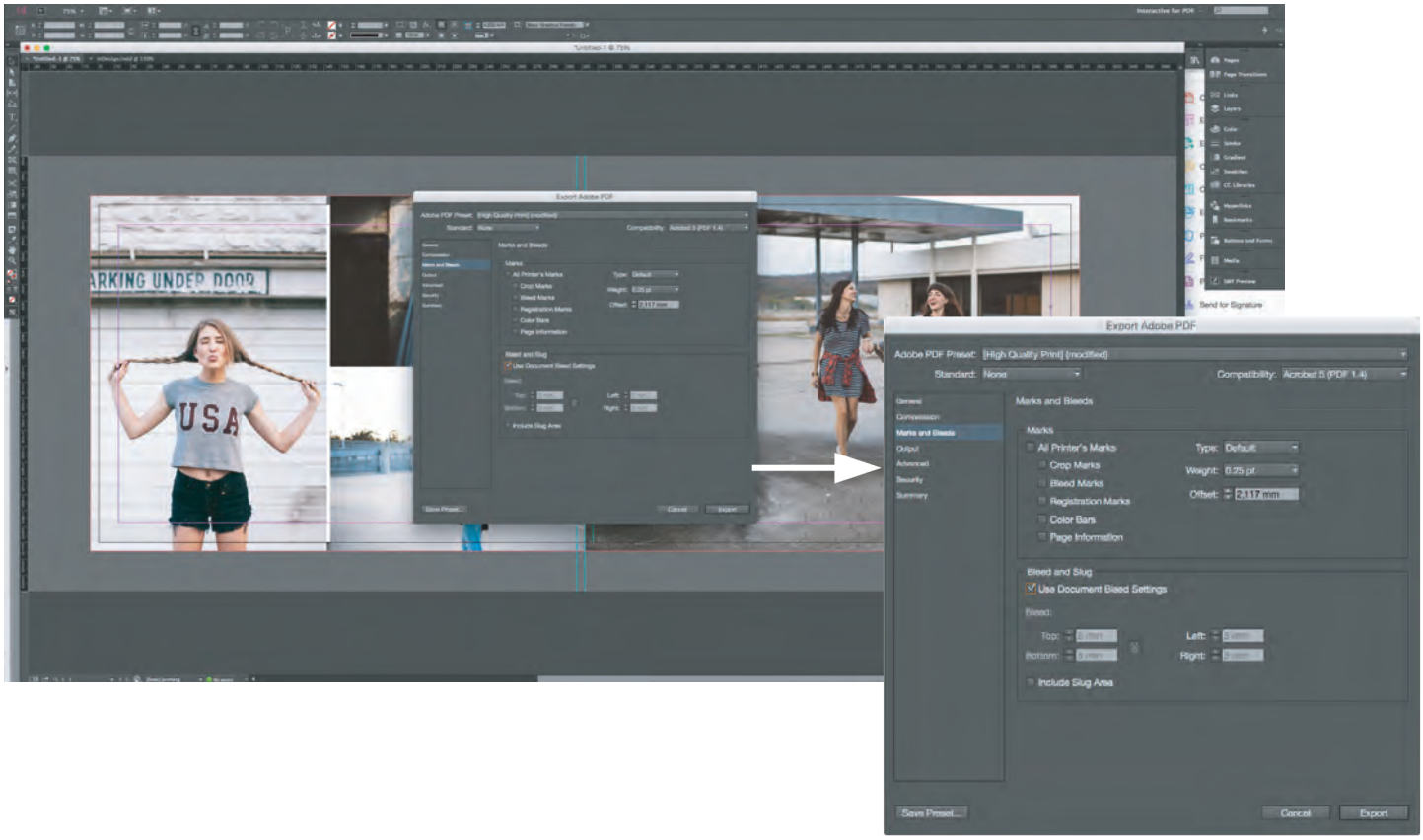
Now you are ready to start designing your book! Remember to save this as a template for future use.

You will note that page 1 and the last page displays as single pages and all the other pages are displayed as double page spreads. You can change this in the **view dropdown menu** if you prefer to work with a different view style.

**EXPORT YOUR PHOTO BOOK TO PDF**
(For Print & Distribution)

Your design is complete and now you want to export your file to PDF for print or distribution.

Go to **File >Adobe PDF Presets** and select **[High Quality Print]**...




Make sure that nothing is selected under **Marks**. We do not require any **crop marks** or **bleed marks** to print your document and **prefer to have none**. All other settings can stay on default values.

Under **Bleed and Slug** select **Use Document Bleed Settings**. This means that the PDF will use the bleed settings that you have entered during your document setup once you started the project. In our case, either 5mm or 3mm on all 4 edges.

Next select **Export**, name your file and save where you prefer.

Once the file has been **exported**. Open it in a PDF reader and **check that the exported size includes the bleed and that your pages are in the correct order.**

*For our template cover it should be: 220 x 614mm
**(210 x 594 +10mm spine+ 5mm on all 4 sides)**
*For our template inside pages it should be: 216 x 303mm
**(210 x 297 + 3mm on all 4 sides)**

**Refer to our sizing guide which references the most common sizes and their bleed amounts.**