

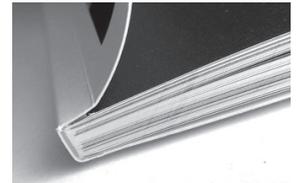


# THE HOW TO SERIES:

## PERFECT BOUND BOOK SET UP

DECEMBER 2018

### THIS DOCUMENT COVERS THE SETUP OF PERFECT BOUND BOOK IN ADOBE INDESIGN.



Worldwide offers Perfect Bound Book finishing, which is widely used as a soft cover book binding method for annual reports, yearbooks and catalogs that have a higher page count. Pages are glued together at the spine with a strong, flexible glue. The cover is wrapped around the text pages, and the book is then trimmed to its finished size. The primary benefits of perfect bound books are that they look professional, visually appealing, and stack well. Also, the square spine edge formed by the perfect binding method allows for the book's title or other information to be printed on the spine. Download Perfect Bound Book template via <https://www.worldwide.com.au/how-to-guides>



### STEP ONE

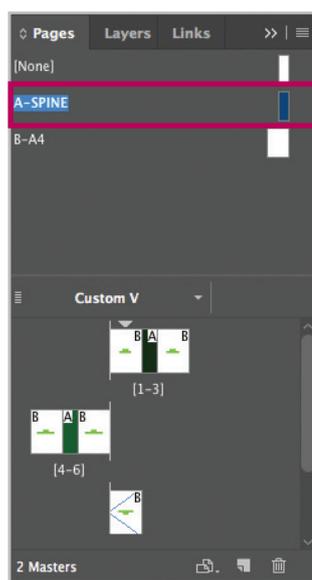
Use the microsoft excel spine calculator (Perfect Bound Spine Calculator v1.1.xlsx) to determine the spine width of your Perfect Bound book.



Download the Perfect Bound Book template or create new document in Adobe InDesign.

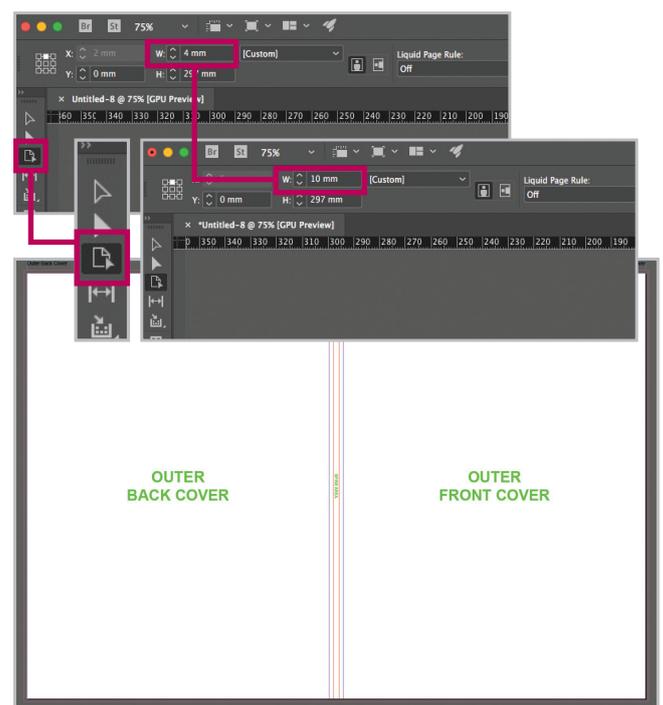
Ensure facing pages is ticked in Document Setup.

Click on Master page A-SPINE and change the spine width.



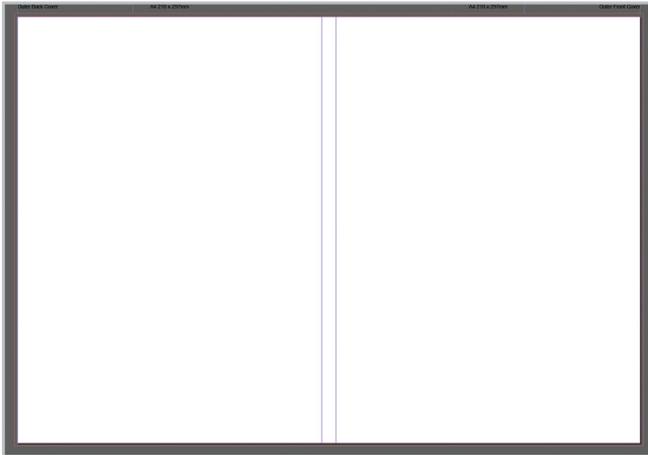
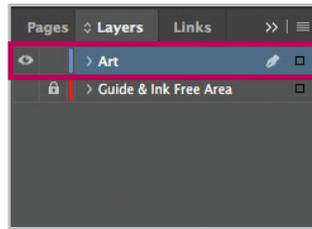
### STEP TWO

Select Page Tool from the tool list and type in the width.



## STEP THREE

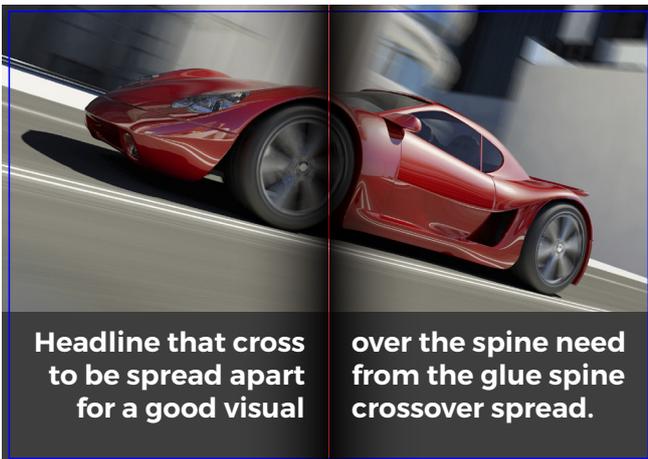
Work on the "Art" layer and either hide or delete "Guide & Ink Free Area" layer.



**NOTE:** If your design does not have any image or text spread across the Inner Front and Back Covers, go to Step 11 for PDF export settings.

## SETUP CROSS OVER SPREAD OF IMAGE OR HEADLINE TEXT

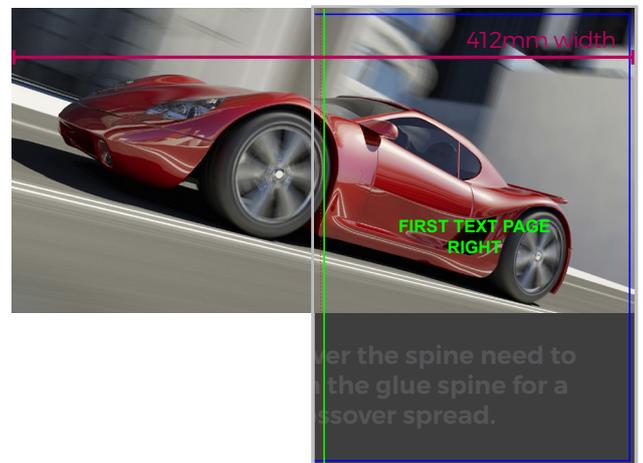
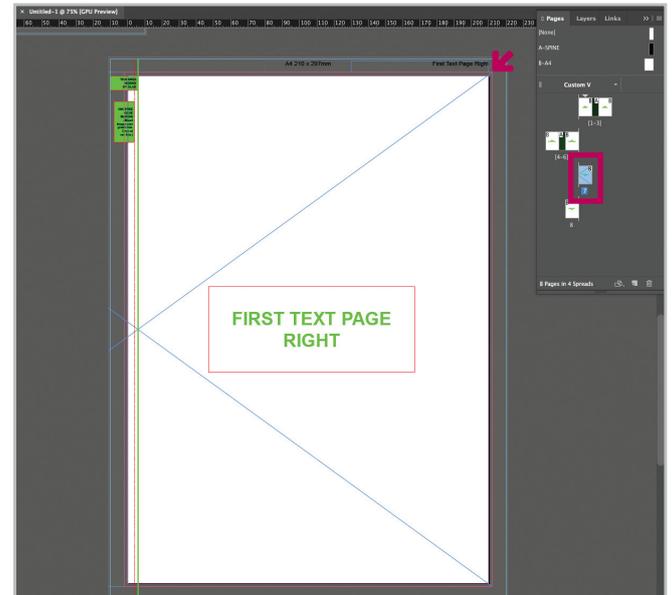
For proper adhesion of PUR glue, ensure that the glue area on the inside cover, spine and hinge area must not have any coating, ink or varnish, where glue makes the contact with paper.



## IMAGE SPREAD

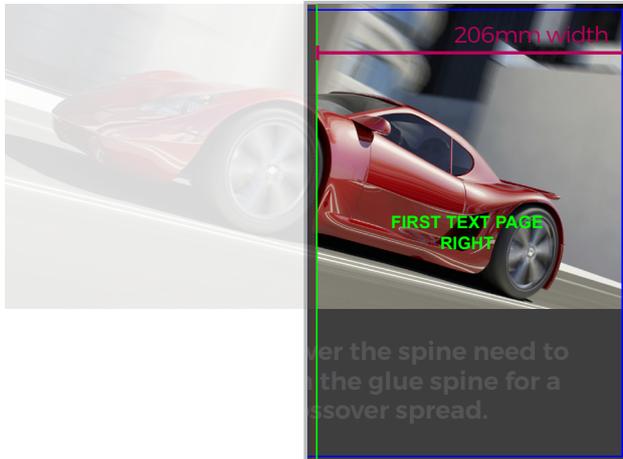
### STEP FOUR

On page 7 "Art" layer, place image in Full Image frame. This graphic frame measures 412 x 301mm, includes 2mm bleed area all around.



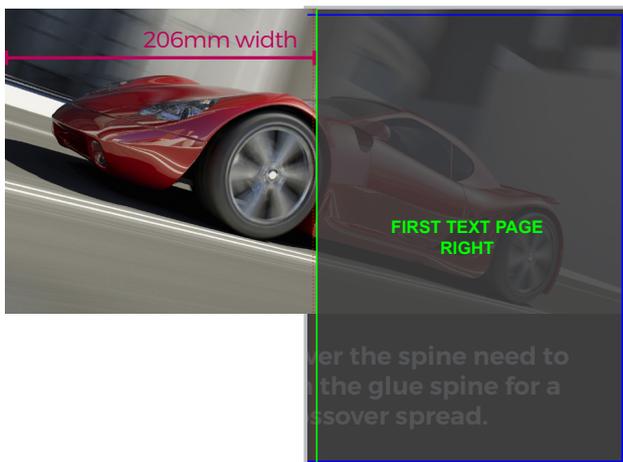
## STEP FIVE

Copy Full Image and paste in place (duplicate). Anchor reference point to top right and crop graphic frame width to 206mm. This is the right-half of the image (spread) that will print on First Text Page Right.



## STEP SIX

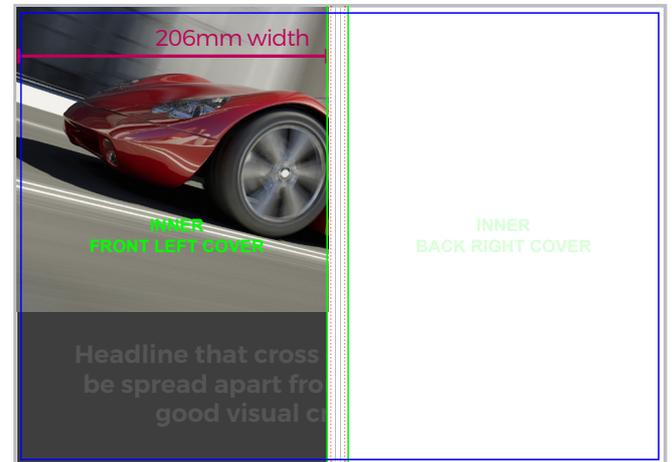
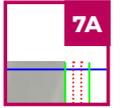
Select original Full Image in the background, change the reference point to top left and crop width of Full Image frame to 206mm. This makes the left-half of the image (spread). Cut left-half image and paste onto page 4 (Inner Front Left Cover).



**TIP:** Step 5 and 6 should result in a perfectly joined landscape spread image at the green line.

## STEP SEVEN

Align left-half Image to the green line. See 7A. This left-half Image will print on Inner Front Left Cover.



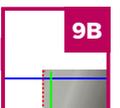
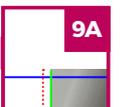
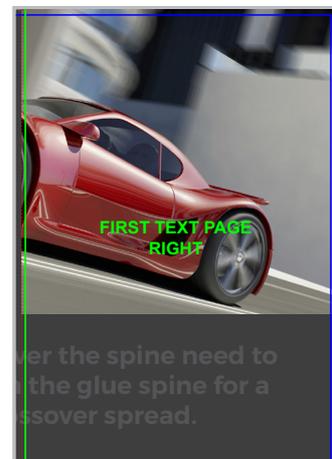
## STEP EIGHT

Add image bleed into the glue margin by extending the Image frame by 2mm, from the green line to the red line. Extend only from the middle-right of the frame. See 8A.



## STEP NINE

Go back to page 7, right-half Image on the First Text Page Right, and add image bleed. Extend from the middle-left of the frame. See 9A-9B.

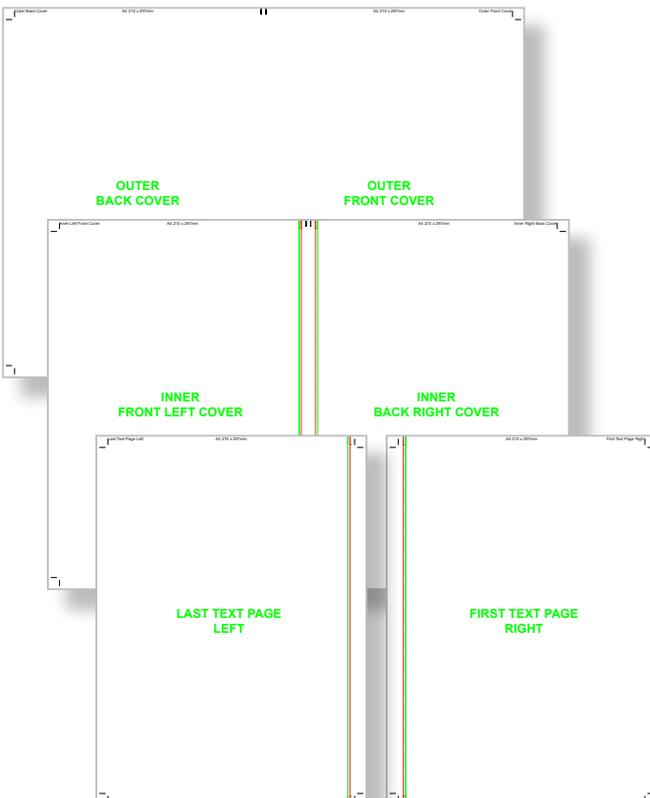
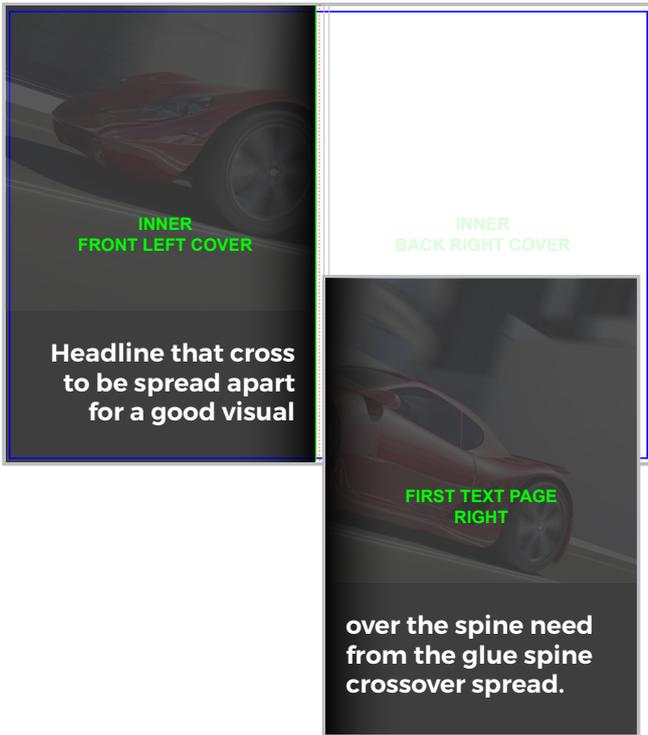


**NOTE:** If inner back cover is an image spread, repeat same process utilising Last Text Page Left and Inner Back Right Cover.

# TEXT SPREAD

## STEP TEN

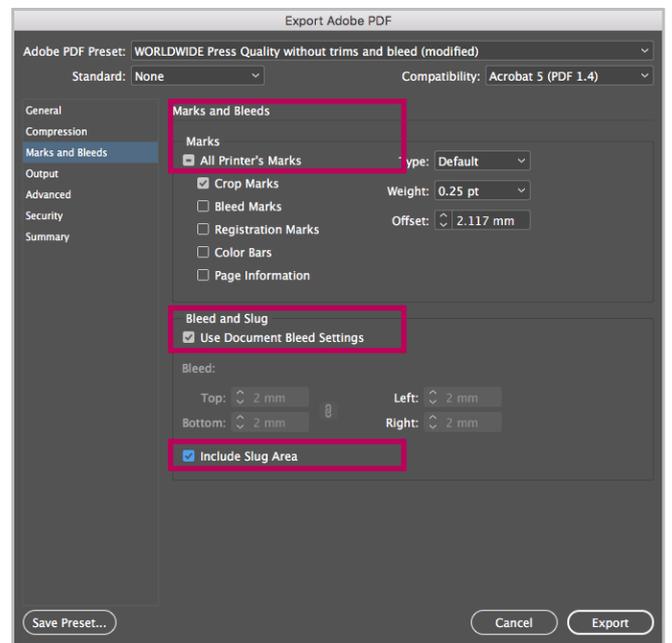
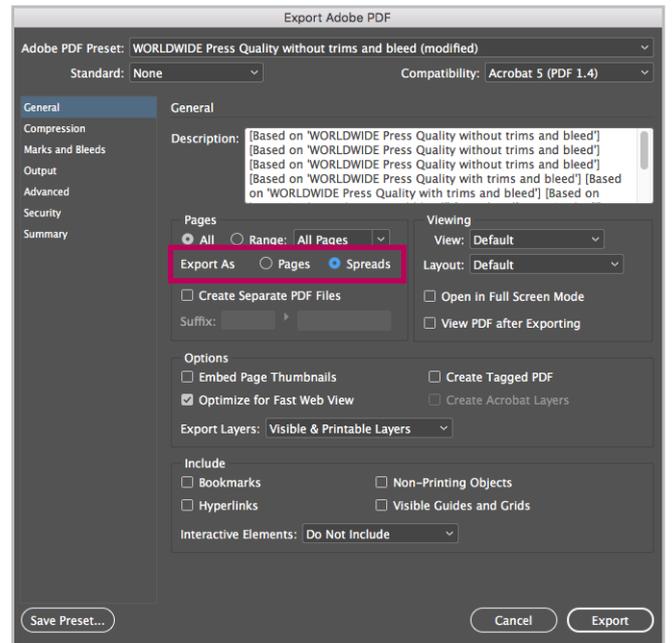
Text that spreads across the Inner Front Left Cover and First Text Page Right needs to be spread apart from the glue spine area so that the letter spacing (also know as tracking) will look good in a crossover spread.



## STEP ELEVEN

When exporting print ready PDF, you must :

- Choose "**Spreads**" instead of pages
- Tick "**Crop Marks**"
- Use Document **Bleed** Settings
- Include **Slug** Area



The print ready high resolution PDF should have 2x Covers and Spine in spreads and 2x single Text pages with crop marks. See diagram on left.