

# Designing Books (with InDesign)

# Using the Book feature

- When to use Books
  - If your book has more than one section (for example text sections and image sections)
  - If your book needs to be printed in separate sections (on different stocks for example)
  - If the design work is being done by more than one person
- When not to use Books
  - Short/simple books - it's often easier to keep them as Documents

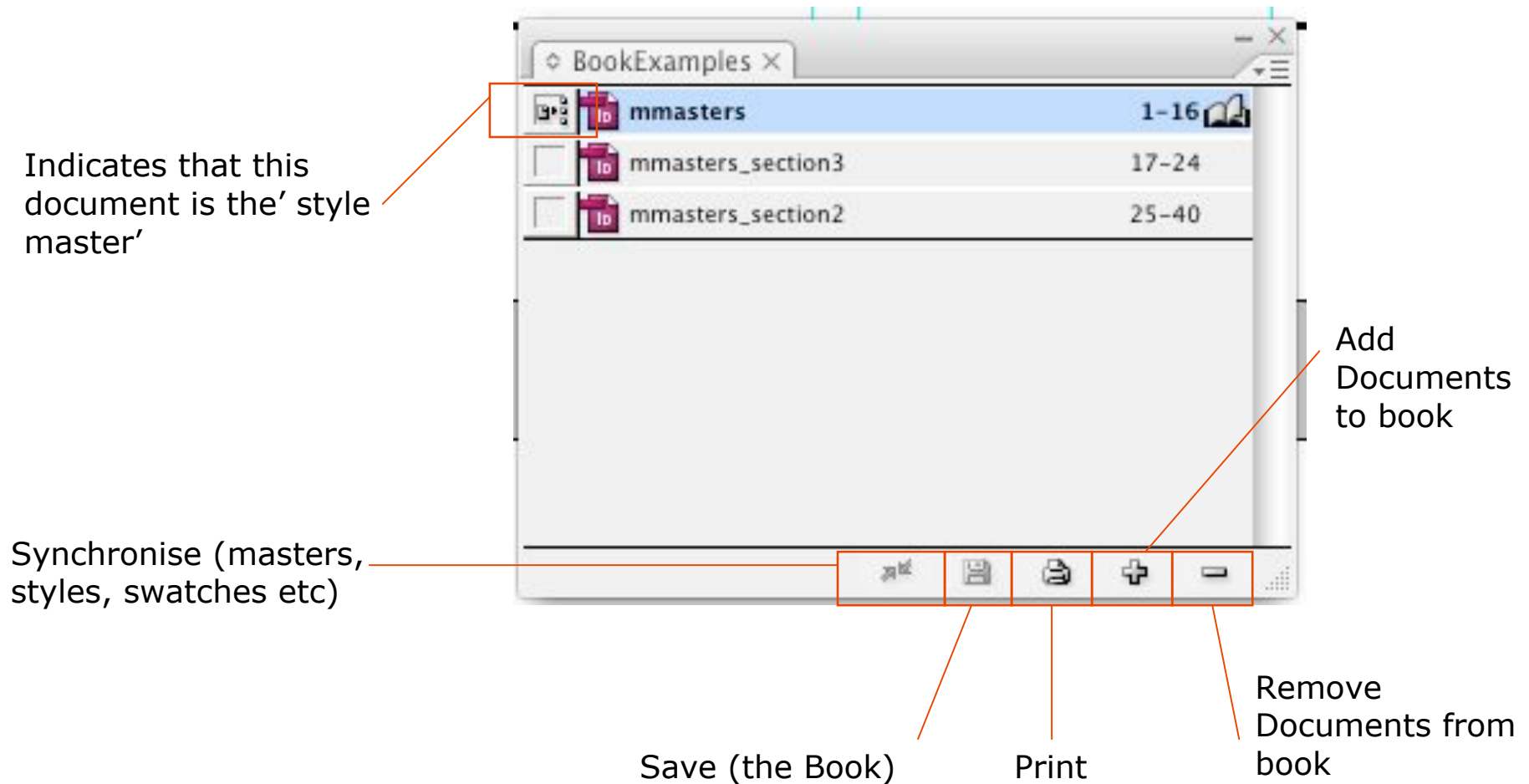
# Using the Book feature 2

- Create initial document with main Master pages and styles.
- Then create a book (File > New > Book) and add your document to it. You can then create copies of the first document and add them to the book.
- All documents in a book are edited separately
- You can synchronise the swatches, styles and master pages in the book - use the synchronise button in the Book palette. Set synchronise options in the book palette (click the arrow for options).

# Using the Book feature 3

- Documents can be moved around within the book, their page numbers will be automatically updated.
- To output a book you can either package it as a book, or export the entire book as a pdf. Alternatively you can export or package sections individually.

# Books Palette



# Tabs

Align tab to:

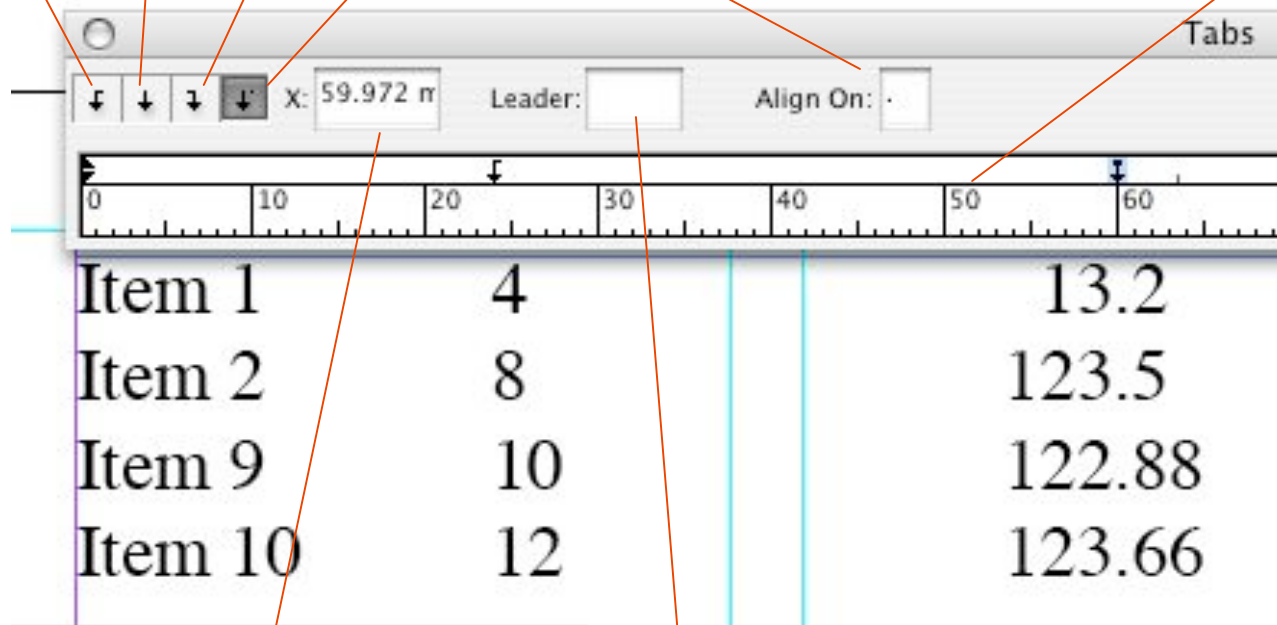
Left

Centre

Right

Decimal Point  
(or other  
character)

Tab Ruler -  
click in the  
ruler to set a  
tab, or drag  
existing tab to  
move it



X Value of Tab

Fill tab space

# Contents Pages (TOC)

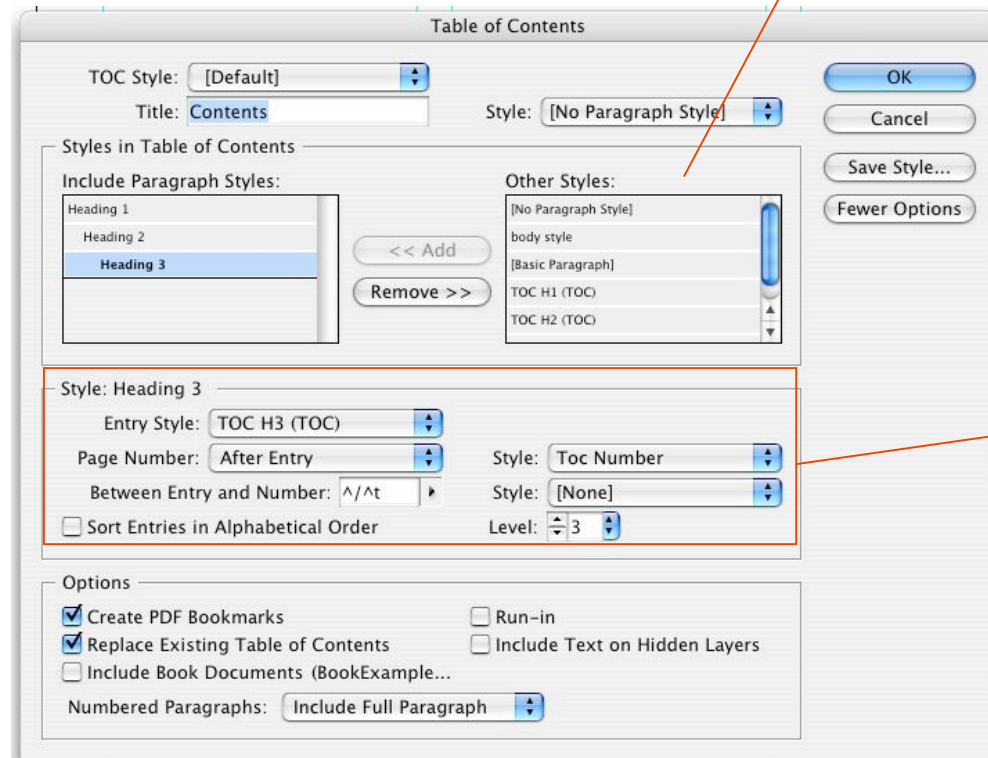
InDesign can automatically generate a contents page for you. To make use of this feature you will need to use Paragraph Styles consistently throughout the document.

In your document you would need to create a paragraph style for each level of heading you wish to be indexed on the Content Page (for instance, Heading 1, Heading 2, Heading 3) and apply those styles to the headings in your document). Then create a text box where you want your content page to appear. Go to Layout > Table of Contents(TOC) and choose the Paragraph Styles you want InDesign to use to create your TOC.

You can style your TOC by creating paragraph styles for each level of heading.

When you add new sections or headings, update the TOC by going to Layout > Update Table of Contents

Choose styles you want to appear in the TOC from this list and click Add



Style the TOC using this section

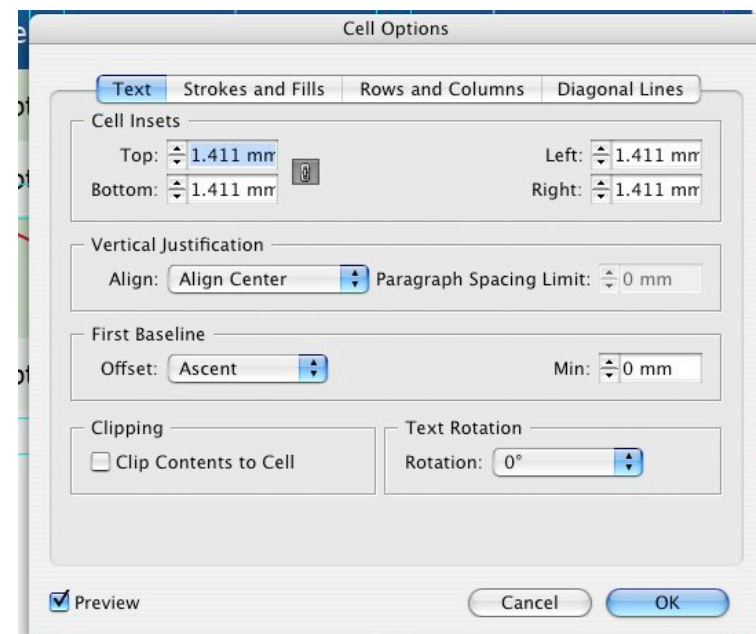
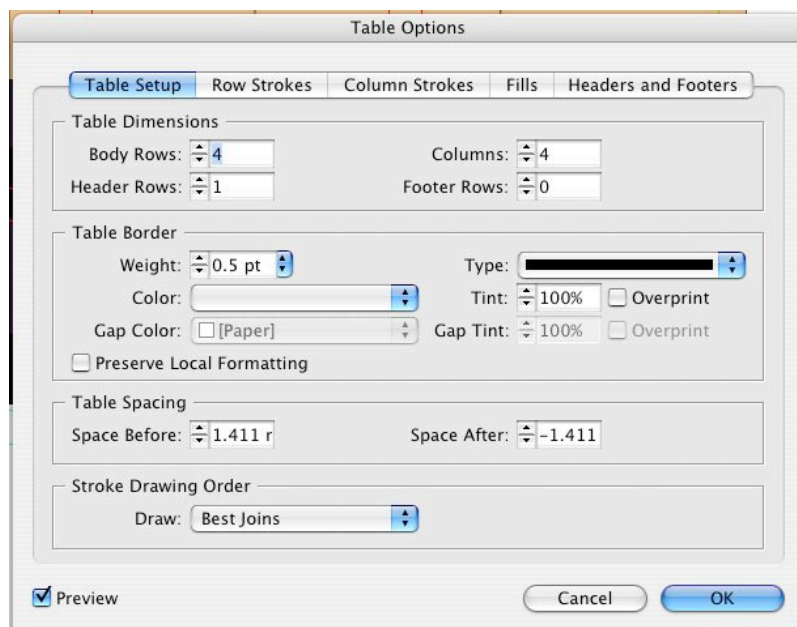
# Tables

To create a table, first draw a text box , then choose Table > Insert Table

Enter your data, then format the table using Table > Table Options. Use Table Options to set numbers of rows, columns etc, fill colour for cells (inc. automated alternate row colours) and Headers and footers

Format Cells using Table > Cell Options to set Cell borders (Strokes), cell alignment etc.

Text formatting is done using the character palette. As with most InDesign features, table and cell formats can be saved and reused as Styles.





# Indexes

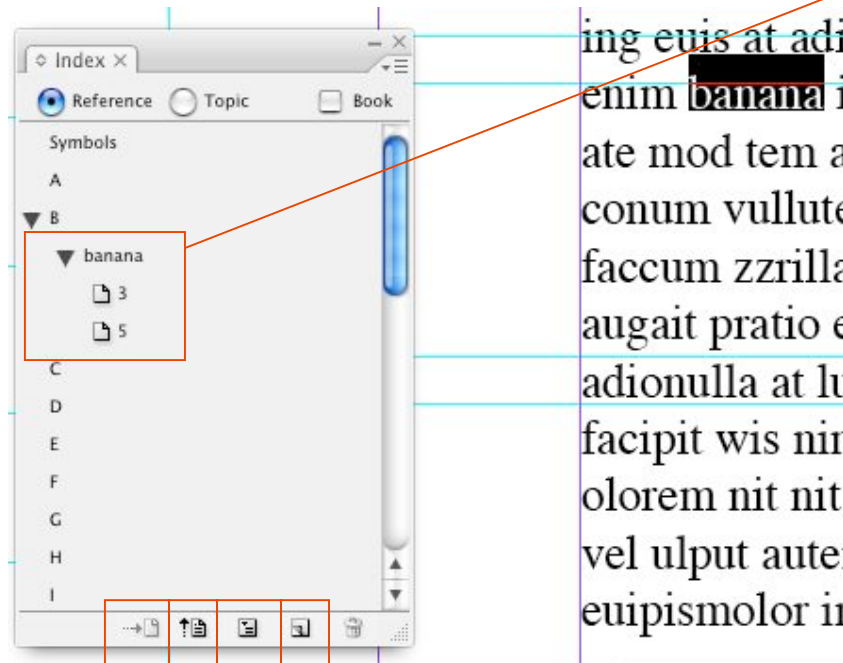
InDesign can also help to create indexes for you. To use this feature you need to open the Index panel (Window > Type and Tables > Index).

In the document you then highlight words you wish to index and click Create New Index Entry. Once you have created all your indexes you can create an index on a page of your choosing.

You can of course, style your index in the usual way.

InDesign CS3 includes a useful video guide explaining this process in more depth. Visit the help section for a link.

Words you have indexed and their page numbers



Go to marker

Update Preview

Generate the index (in the document)

Create new index entry

# Text Tools

## 1. Spell Checker

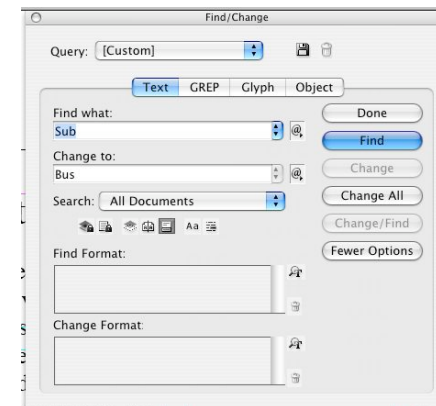
The spell checker can search the entire document, book or just the story you are in (the story is the text box and any text boxes which are linked to it)



Go to Edit > Spelling to open the tool. Choose an option from the 'Search' list to check All Open Documents, the current document or just the current story.

## 2. Find / Change

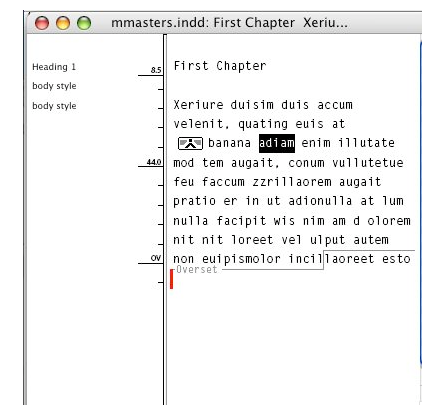
Use this tool to automatically replace all instances of a word or phrase - for instance you may wish to get rid of double spaces between words, or change 'capital letters' to 'Capital Letters' throughout a book.



Go to Edit > Find/Change

## 3. Story Editor

The Story Editor lets you edit the text in a Story (see above) without formatting getting in the way. It also shows you overset text (text which is part of the Story but does not appear in the text box due to insufficient space)



Go to Edit > Edit in Story Editor

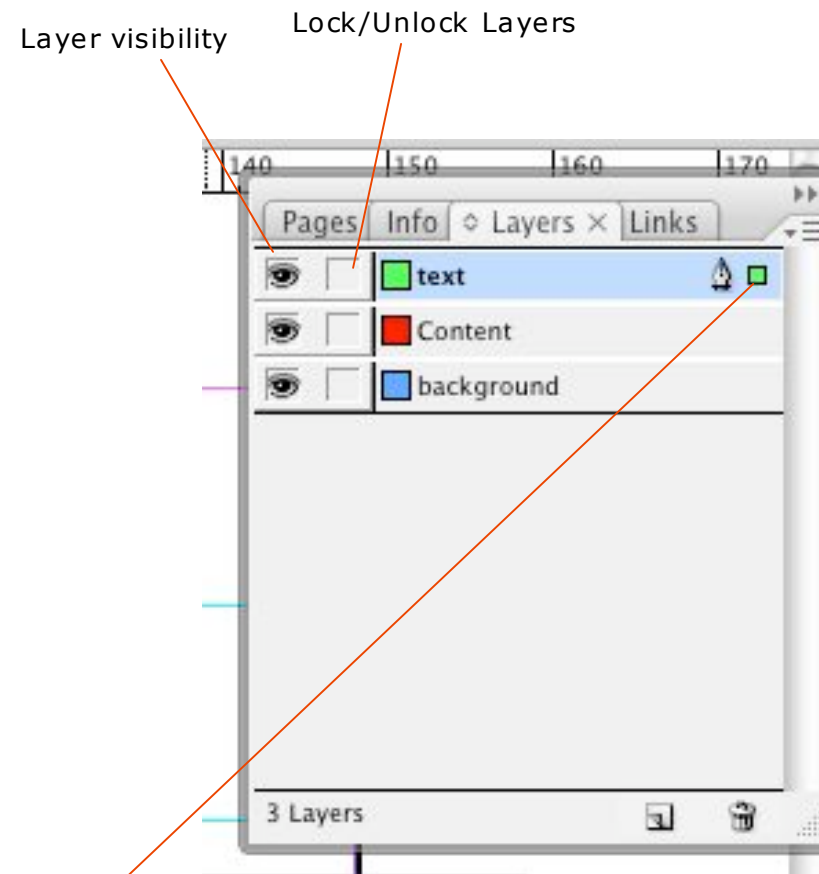
# Layers

In InDesign, Layers are primarily an organisational feature rather than a design feature as in Photoshop. Their primary use is to control 'stacking order' - which objects are in front and which behind. You can also choose not to print layers, so you could have all your text on one layer and only print that layer to proof the document.

Unlike Photoshop, you cannot see or select the content of a layer via the palette, you can only select or deselect all layer contents.

To add objects to a layer, select the layer before creating the object.

To move existing objects to a different layer, select the object(s) and move the coloured box in the layer



# ISBNs

- ISBN - International Standard Book Number. Was a 10 digit number, now 13 digits.
- Why use it?
  - Your book is much more visible - automatically appears on Amazon once you register the number.
  - Copies stored in all UK book repositories (British Library, National Library of Wales etc)
- How much does it cost?
  - You have to buy a block of 10 ISBNs - currently just over £100 for 10.
  - Some publishers are willing to let you use their ISBNs
  - Anyone can be a publisher

# More on ISBNs

- ISBNs in the UK are administered by Nielsen Book Data. To buy ISBNs or find out more go to: <http://www.isbn.nielsenbookdata.co.uk/>
- Barcodes
  - If you do use an ISBN, you can easily create a barcode for it (to assist retailers) at: <http://www.terryburton.co.uk/barcodewriter/generator/>
  - This will create an EPS image of the barcode, for inclusion on the book jacket/cover.

# Wrapping Up

## 1. Fold Marks, scoring, crop marks etc

If your document requires folding, cropping or scoring - a book cover for example, you need to indicate this to the printer on the document. The most common way to do this is to include these marks on the slug area (outside the print and bleed areas) using coloured lines. Provide a key for the printer to follow

## 2. Die Cuts

If you are printing bespoke packaging - a CD sleeve for example, you will need to mark up the document for die cutting. If the marks need to be on the document itself (for example you might want a window in the sleeve), you would provide one file for the artwork and another duplicate file including the artwork and die cut.

## 3. Varnishes and specials

Varnishes and specials would be marked up as for die cuts. If you were supplying an InDesign file to the printer, you could include the varnish as a pantone which would produce a separate plate.



# Going to Print 1 - Preflighting

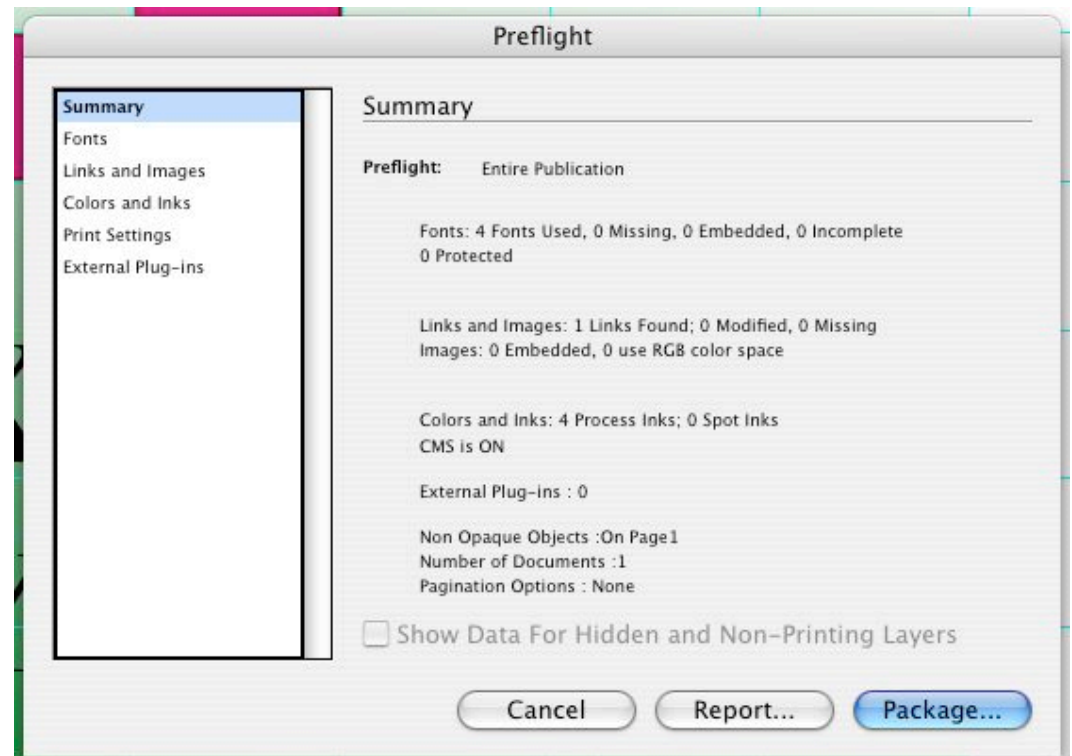
**Preflighting is the process of checking your document for potential errors.**

InDesign includes a useful tool to assist you. To use it go to File > Preflight

InDesign will check for:

- Missing or damaged fonts
- Missing images or images which use RGB colour space
- Colours - this doesn't generally report errors but will alert you to any spot colours you have inadvertently included.
- Transparent objects

The **Links** section of the Preflight report is very useful for checking that your images are at 300dpi.



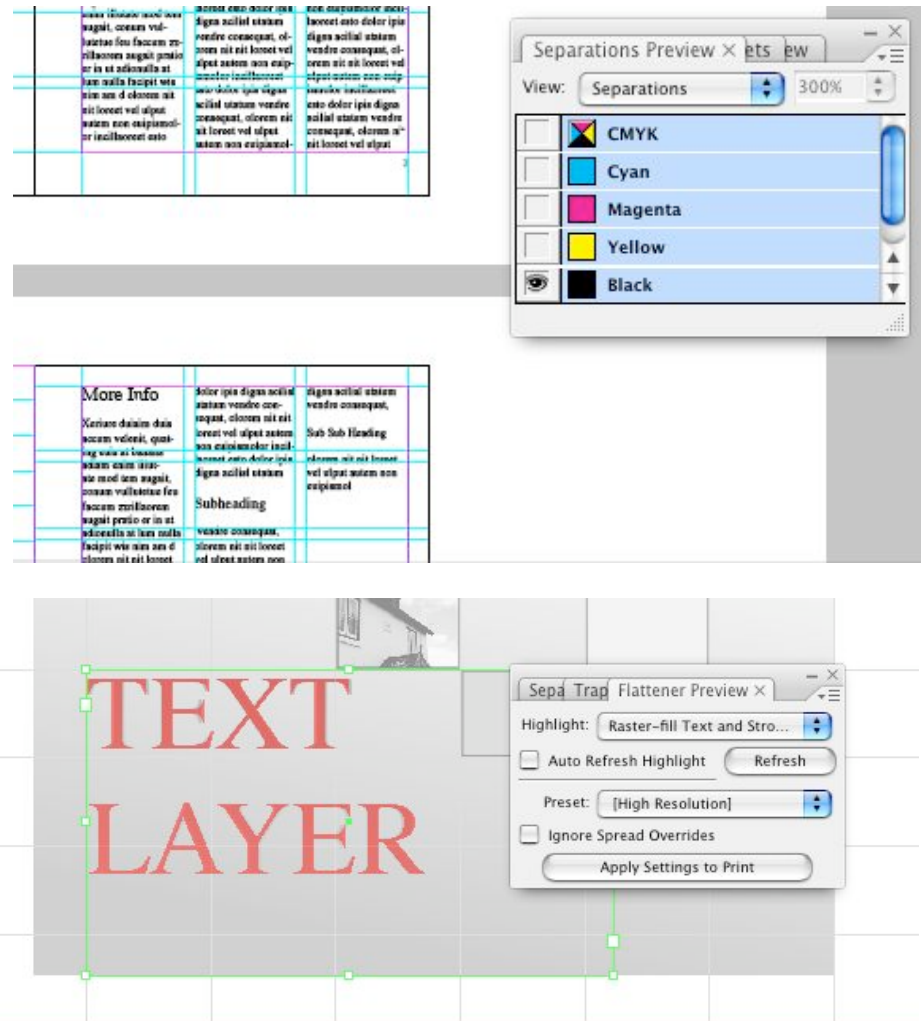
# Going to Print 2 - Separations Preview / Transparency Flattener

You can check any problems with inks - for example problem Pantone colours by using the Separation preview tool. This allows you to look at the document in each separation - C,M,Y,K and any Spot colours which are included.

Go to Window > Output > Separations Preview and select/deselect inks. If there are any inadvertent spot colours included, this will enable you to find those areas and resolve the problem.

## Transparency problems

Window > Output > Transparency Flattener enables you to see what areas of the document include transparency. Changing the view to 'Raster View Text and Stroke' will expose any problem areas, where transparency will cause text/stroke to be rasterised.



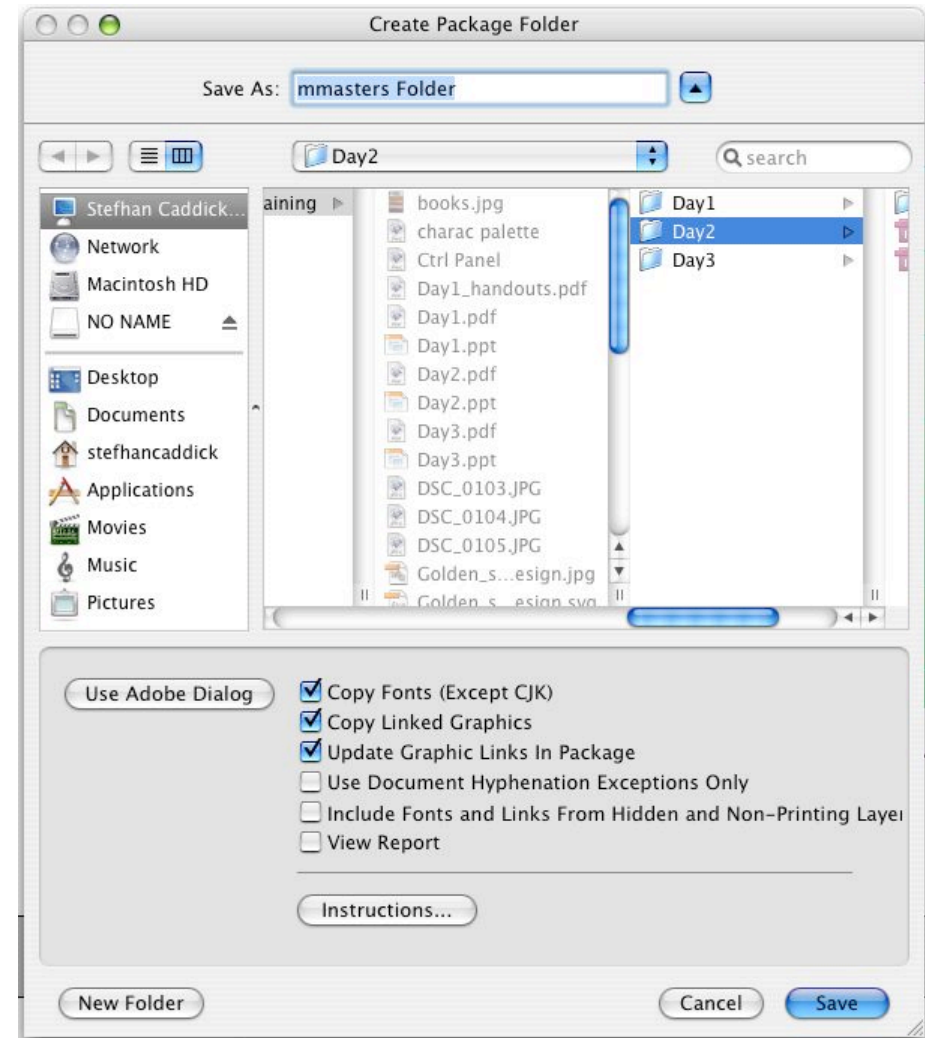


# Going to Print 3 - Packaging

If your printer accepts InDesign files, use the Package feature to prepare the files.

Go to File > Package to begin the process.

1. You can include instructions to the printer if you wish, and your contact details.
2. Choose a location to store the files and a name for the folder.
3. Ensure that 'Copy Linked Graphics' and 'Update Graphic Links In Package' are checked.
4. Include the fonts if you wish or the printer has requested it.
5. Press Save - InDesign will then gather all the graphic files, fonts and documents together and place them in the folder you created.



# Going to Print 4 - PDFs

Alternatively, your printer may require a pdf file. In this case you will need to prepare a Press Quality pdf.

Go to File > Export and choose PDF to begin the process.

1. InDesign comes with a set of presets for you to use. Choose Press Quality from the menu.
2. In Compression you may wish not to compress Text and Line Art or to Crop Image Data to Frames
3. Make sure to include enough bleed to cover any fold marks or instructions you have included, and bleed if any.
4. You should also include Crop Marks, Page Information and Color Bars
5. Once you have adjusted the preset, press Export.

You may also wish to export a low res pdf for clients/colleagues to view onscreen. In this case you would use or adapt the 'Smallest File Size'

