CREATING PRODUCTS
using **Id Adobe® InDesign™**

HARD COVER WIRE-O

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Hard Cover Wire-o
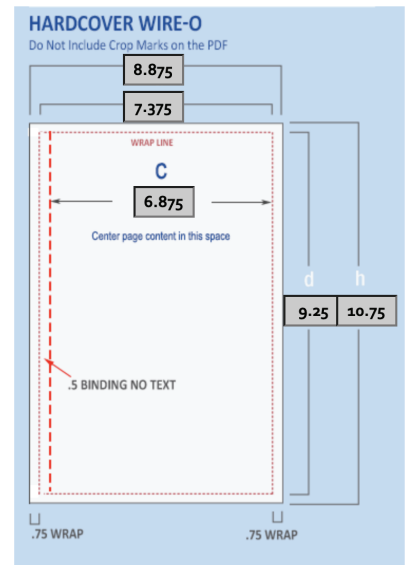- Enter number of pages and document size

Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.
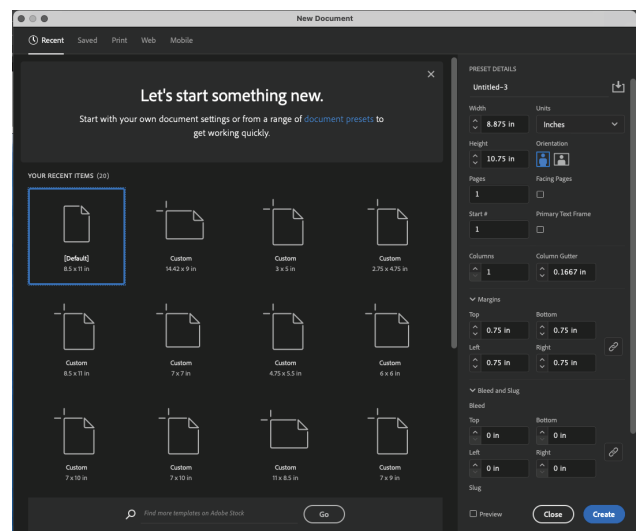
1. Type of book binding: Wire-o

2. Enter # Pages: 0

This is the total number of pages in your book, not the number of sheets.

3. Enter Page width in inches (left to right): 7

4. Enter Page height width in inches (top to bottom): 9

5. Finished Cover Size in inches: Total Cover Width: 8.875 Total Cover Height: 10.75

Your book cover dimensions includes .75" bleed on all sides. Please include bleed and crop marks on your print files.

Update

HARDCOVER WIRE-O
Do Not Include Crop Marks on the PDF

8.875

7.375

WRAP LINE

C

6.875

Center page content in this space

d   h

9.25   10.75
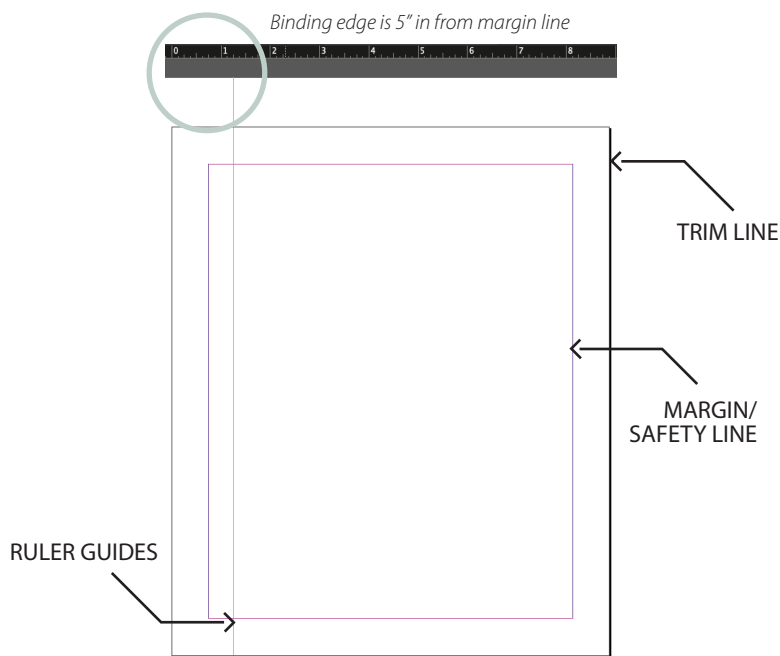
.5 BINDING NO TEXT

.75 WRAP   .75 WRAP

- Create New Document in InDesign
- Use the larger dimension on the height and width of the template to determine the size that your document should be.
- Because there is .75" wrap on these covers, you will want to create a .75" margin on your design with no bleed.
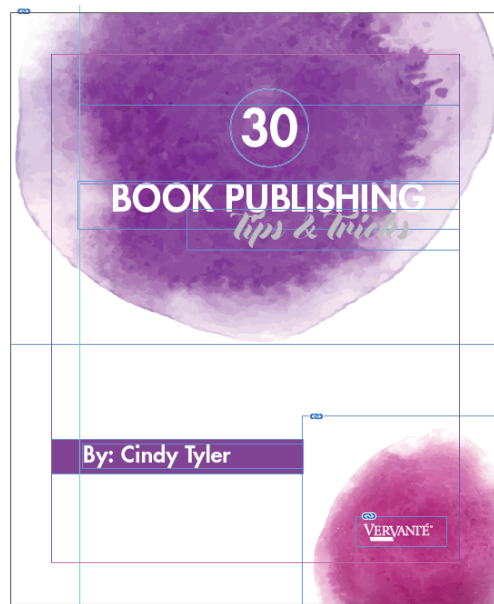- Click Create

MARGIN SET UP

- BLACK LINE: This is the trim line to the final size of your cover, anything beyond this line will be trimmed.

- PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it will wrap around the edge of the cover as a wrap.

- BLUE LINES: These are your ruler guides to show the binding area, where no text should be placed. Center all artwork to the right of this guide.

Use your ruler guides to create a template for your binding edge. For a 7x9 cover, you will center all artwork in the 6.875" space on the right side.

Binding edge is 5" in from margin line
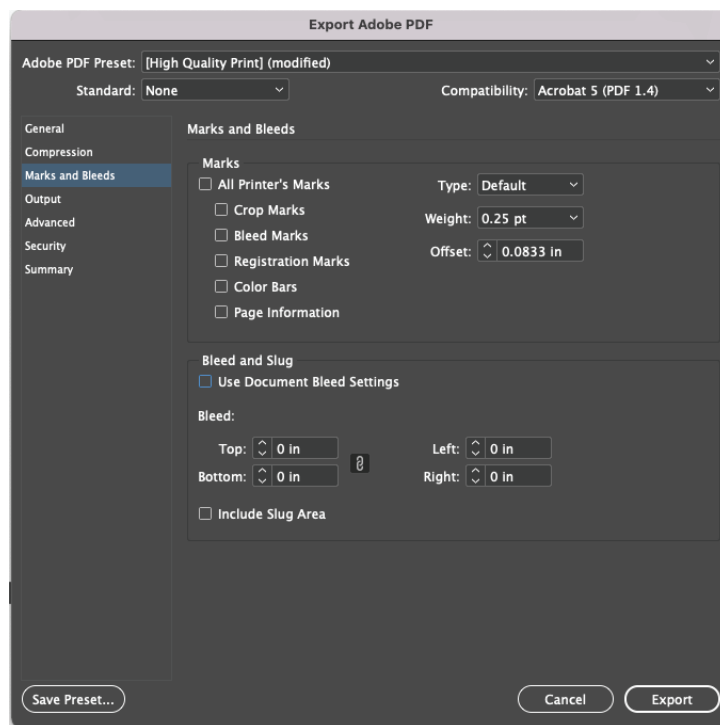
TRIM LINE

MARGIN/
SAFETY LINE

RULER GUIDES

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background go clear to the edge beyond the margin line and the design centered in the 6.875" space on the right of the binding edge.

30

BOOK PUBLISHING
Tips & Tricks

By: Cindy Tyler

VERVANTÉ

EXPORTING TO PDF

- File > Save As

- Choose Destination and Name your document

- Click Save (this will save the InDesign file)

- File > Export

- Select Adobe PDF (Print) for File Format

- Select Marks and Bleeds Tab on left hand side of dialog box

- Remove Crop Marks, make sure document bleeds are 0

- Select Export

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Perfect Bound Cover
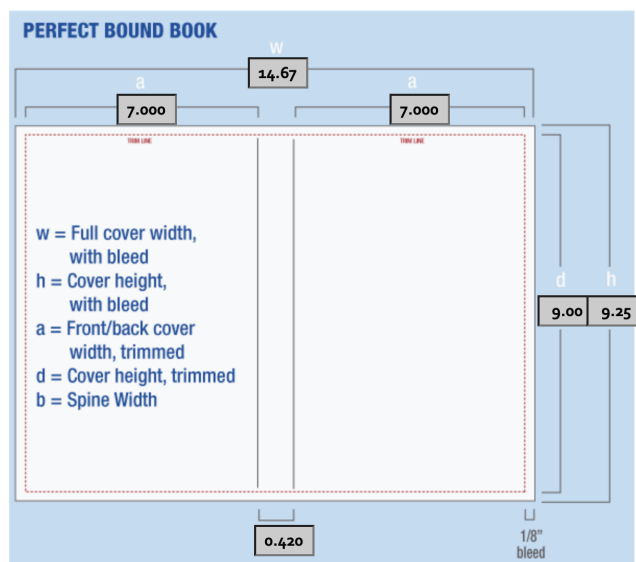- Enter number of pages and document size

Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.
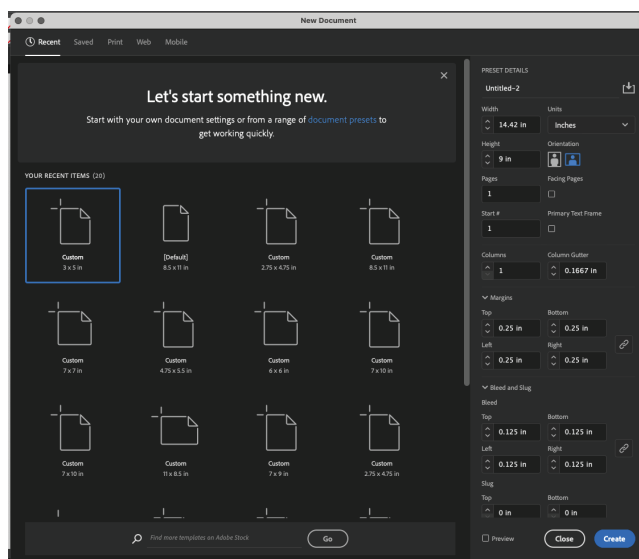
1. Type of book binding: Perfect Bound
2. Enter # Pages: 200

   This is the total number of pages in your book, not the number of sheets.

3. Enter Page width in inches (left to right): 7
4. Enter Page height width in inches (top to bottom): 9
5. Finished Cover Size in inches: Total Cover Width: 14.67   Total Cover Height: 9.25

Your book cover dimensions includes 1/8" bleed on all sides. Please include bleed and crop marks on your print files.

Update

PERFECT BOUND BOOK

w = Full cover width, with bleed
h = Cover height, with bleed
a = Front/back cover width, trimmed
d = Cover height, trimmed
b = Spine Width

w = 14.67   a = 7.000   a = 7.000   d = 9.00   h = 9.25   0.420   1/8" bleed

- Create New Document in InDesign
- Add both page size width to spine size to get correct width of document, make height of page size the trim size of your page (example: for a 7x9 book with 200 pages, your cover width will be 14.42" wide by 9" tall)
- Select 0.25" margin on all sides of the cover
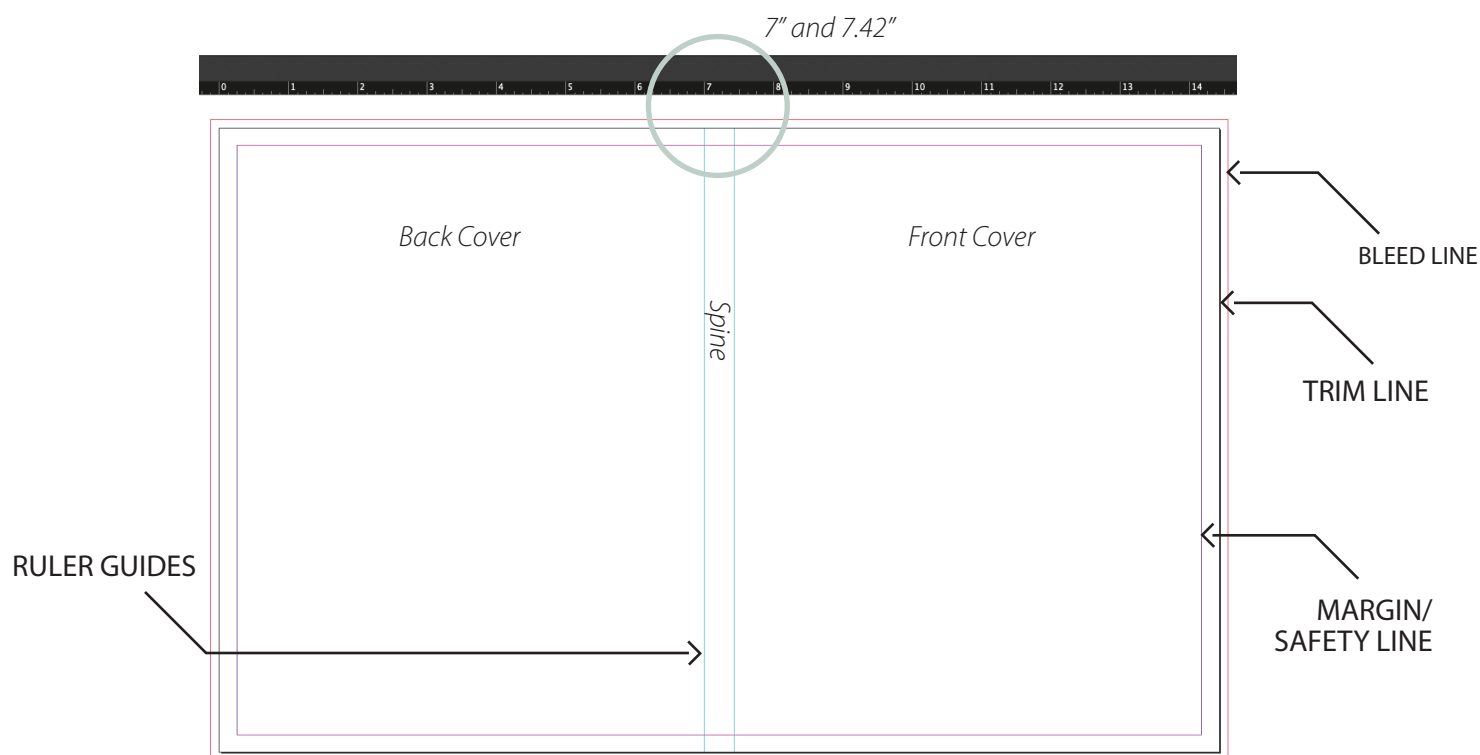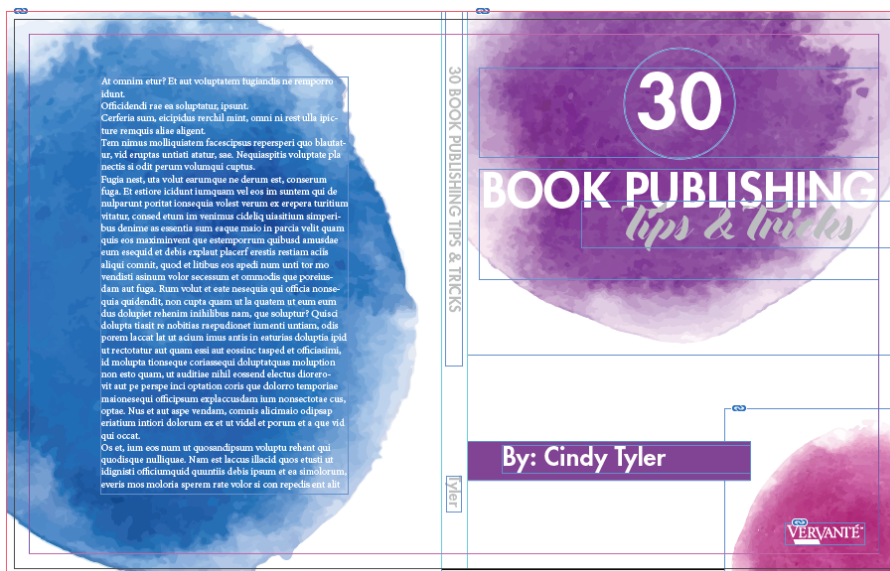- Select 0.125" bleed on all sides of the cover

BLEED AND CROP MARK SET UP

- RED LINE: This is your bleed line this refers to an extra 1/8" (. 125 in) of image or background color that extends beyond the trim area of your printing piece. If your card is full color it will give the appearance that the image is "bleeding" off the edge of the paper.

- BLACK LINE: This is the trim line to the final size of your card, anything beyond this line will be trimmed

- PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it could run the risk of being trimmed off.

- BLUE LINES: These are your ruler guides to show the design space of your spine.

- Front Cover is always on the right hand side, back cover is always on the left.

Use your ruler guides to create a template for your spine by dragging over one to 7" and another one to 7.42". This will create the space you need to design the spine of your book.

7" and 7.42"

Back Cover   Front Cover

Spine

BLEED LINE
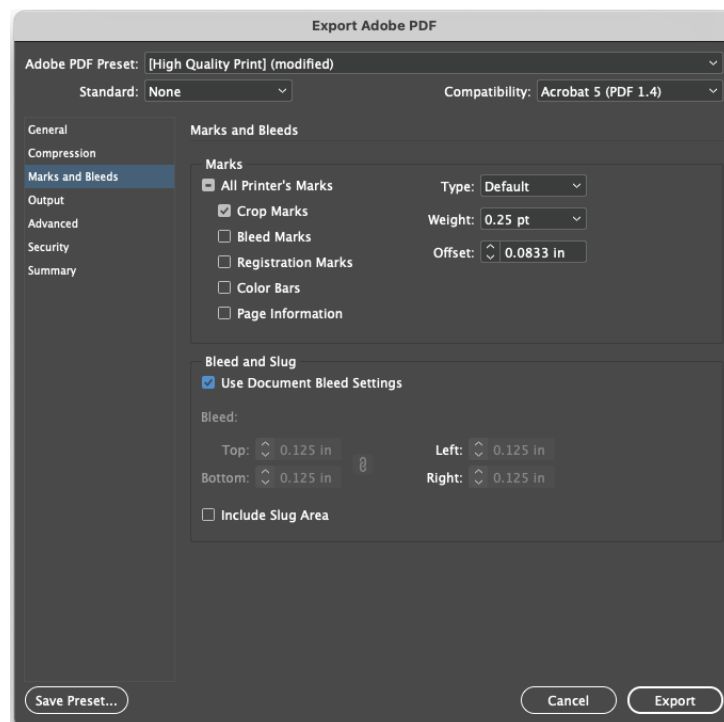
TRIM LINE

RULER GUIDES

MARGIN/
SAFETY LINE

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins and spine text reading top to bottom.

EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
- Select Export

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Saddle-Stitched Cover
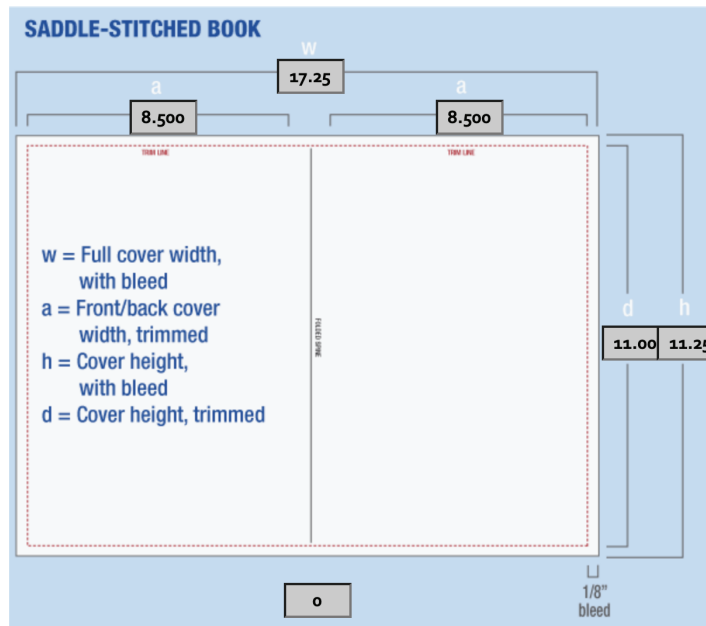- Enter number of pages and document size

Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding: Saddle-Stitched
2. Enter # Pages: 400

   This is the total number of pages in your book, not the number of sheets.

3. Enter Page width in inches (left to right): 8.5
4. Enter Page height width in inches (top to bottom): 11
5. Finished Cover Size in inches: Total Cover Width: 17.25   Total Cover Height: 11.25
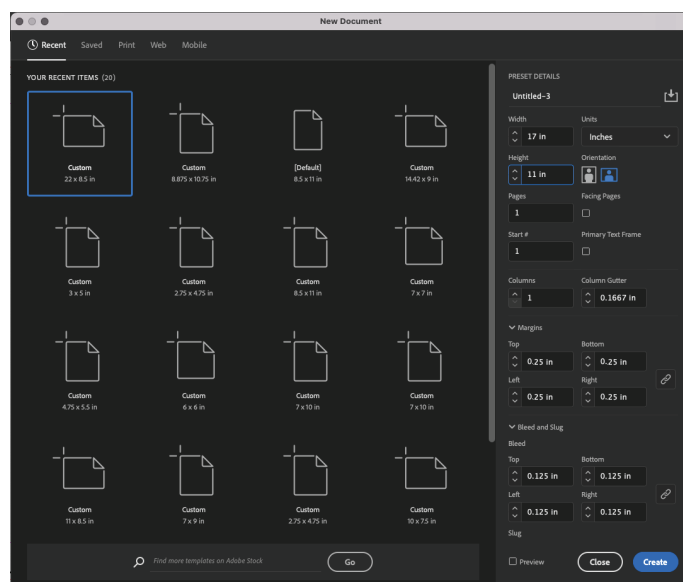
Your book cover dimensions includes 1/8" bleed on all sides. Please include bleed and crop marks on your print files.

[Update]

SADDLE-STITCHED BOOK

w = Full cover width, with bleed
a = Front/back cover width, trimmed
h = Cover height, with bleed
d = Cover height, trimmed

w = 17.25
a = 8.500
a = 8.500
d = 11.00
h = 11.25
0
1/8" bleed

- Create New Document in InDesign
- Add both page size width to get the correct width of document, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 17" wide by 11" tall
- Select 0.25" margin on all sides of the cover
- Select 0.125" bleed on all sides of the cover
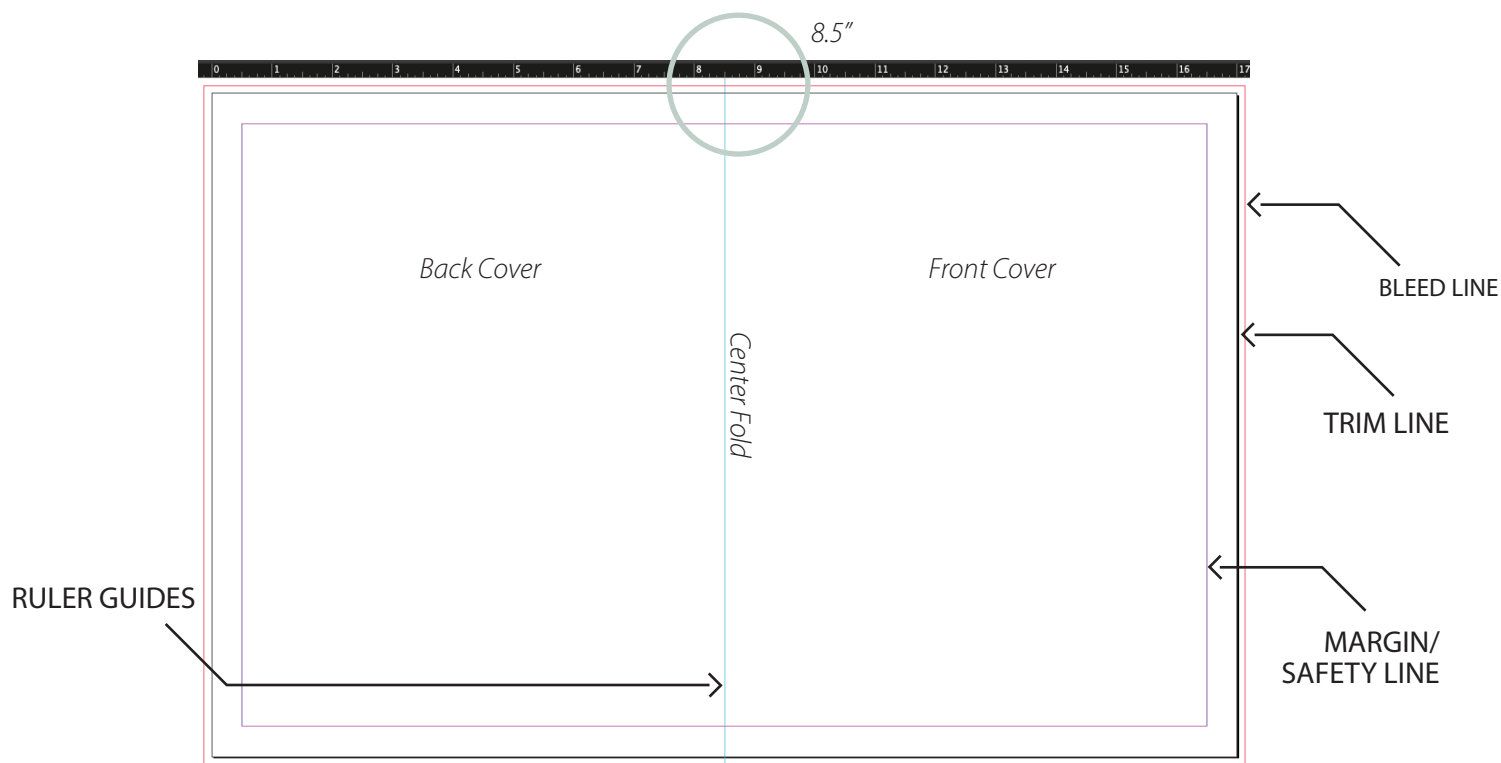- Click Create

Note: Saddle-Stitched covers are just folded in the center with no spine and do not need additional size added to the width
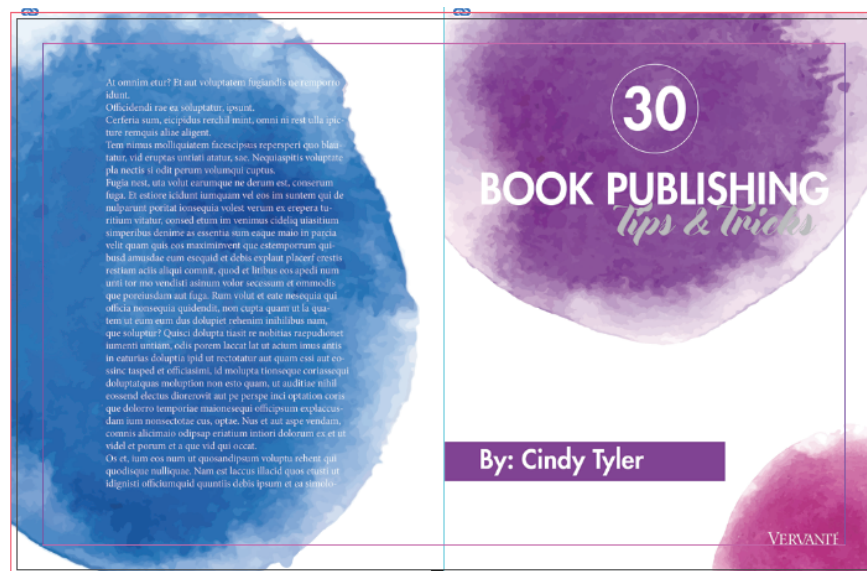
BLEED AND CROP MARK SET UP

- RED LINE: This is your bleed line this refers to an extra 1/8" (. 125 in) of image or background color that extends beyond the trim area of your printing piece. If your card is full color it will give the appearance that the image is "bleeding" off the edge of the paper.

- BLACK LINE: This is the trim line to the final size of your card, anything beyond this line will be trimmed

- PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it could run the risk of being trimmed off.

- BLUE LINES: These are your ruler guides to show the design space of your center fold seperating the covers

- Front Cover is always on the right hand side, back cover is always on the left.

Use your ruler guides to create a template for your center fold to seperate the front and back covers

8.5"

Back Cover

Front Cover

Center Fold

BLEED LINE

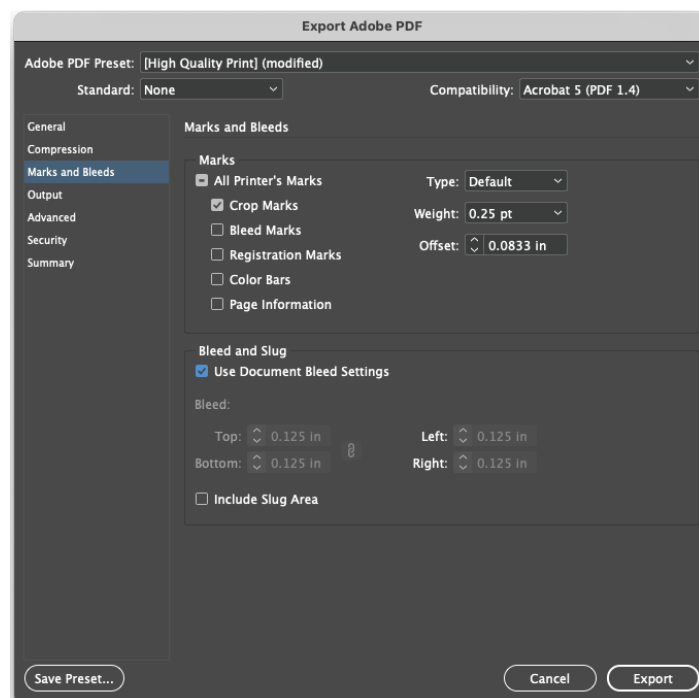TRIM LINE

MARGIN/
SAFETY LINE

RULER GUIDES

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.

EXPORTING TO PDF

- File > Save As

- Choose Destination and Name your document

- Click Save (this will save the InDesign file)

- File > Export

- Select Adobe PDF (Print) for File Format

- Select Marks and Bleeds Tab on left hand side of dialog box

- Select Crop Marks and Use Document Bleed Settings

- Select Export

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Softcover Spiral or Wire-O Bound Cover
- Enter number of pages and document size

Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.

1. Type of book binding: Spiral or Wire-o Bound (soft and board) ▾

2. Enter # Pages: 400

   This is the total number of pages in your book, not the number of sheets.
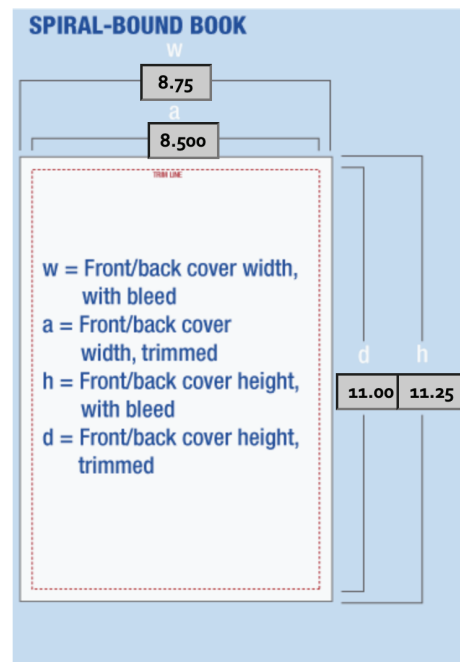
3. Enter Page width in inches (left to right): 8.5

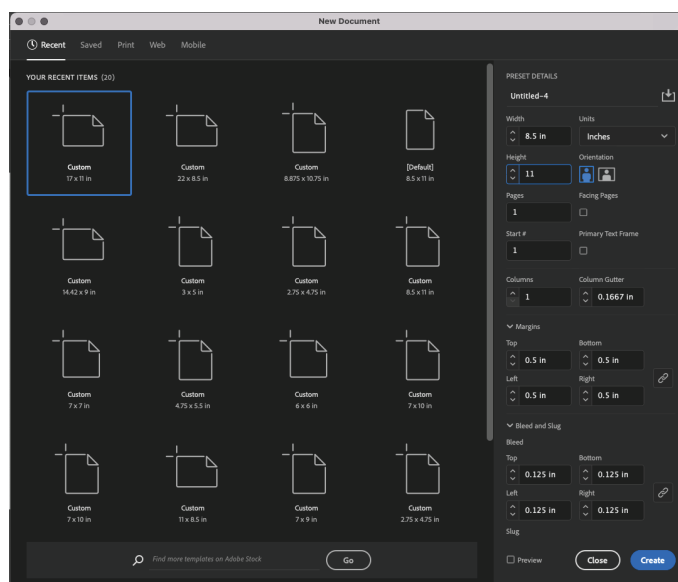4. Enter Page height width in inches (top to bottom): 11

5. Finished Cover Size in inches: Total Cover Width: 8.75 Total Cover Height: 11.25

Your book cover dimensions includes 1/8" bleed on all sides. Please include bleed and crop marks on your print files.

Update

- Create New Document in InDesign
- Make width of page size the trim size of your page, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 8.5" wide by 11" tall
- Make pages say 2, if you have inside covers, this number will be 4.
- Select 0.5" margin on all sides of the cover
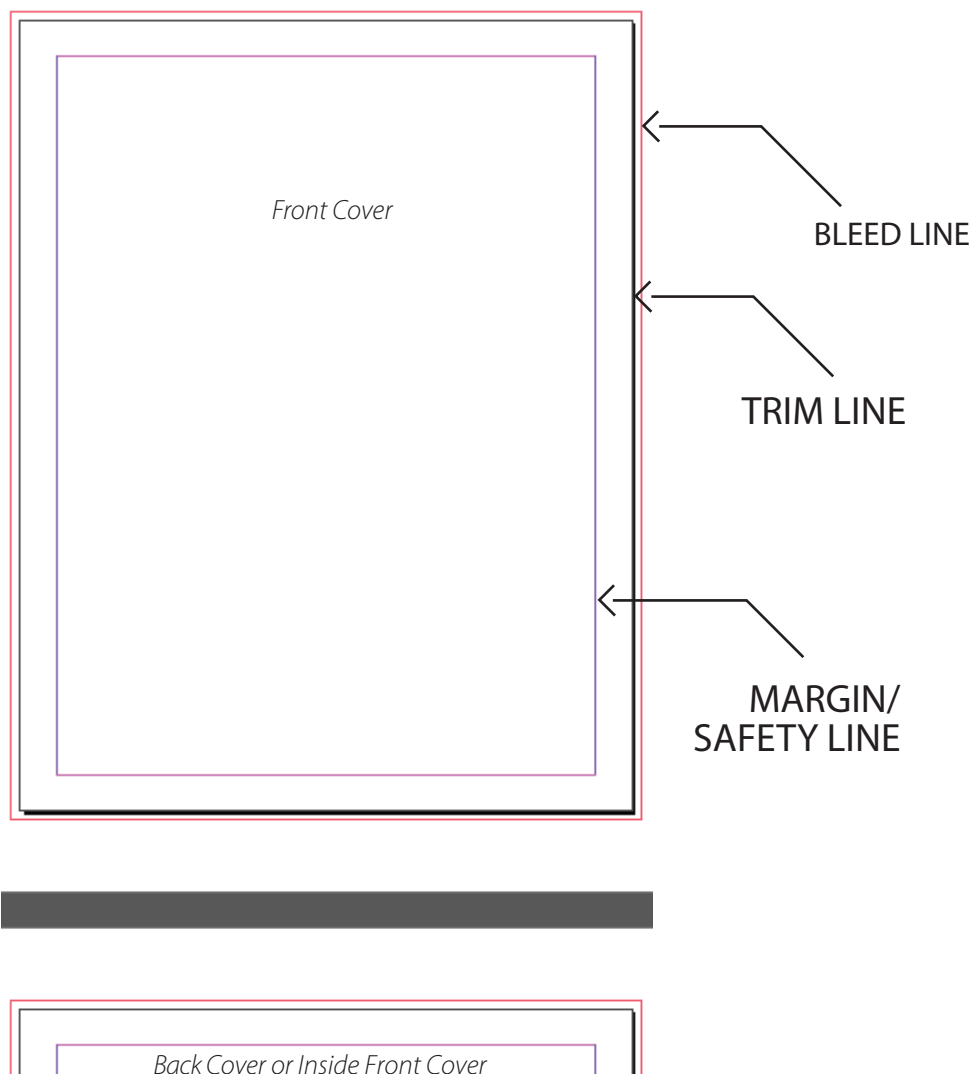- Select 0.125" bleed on all sides of the cover
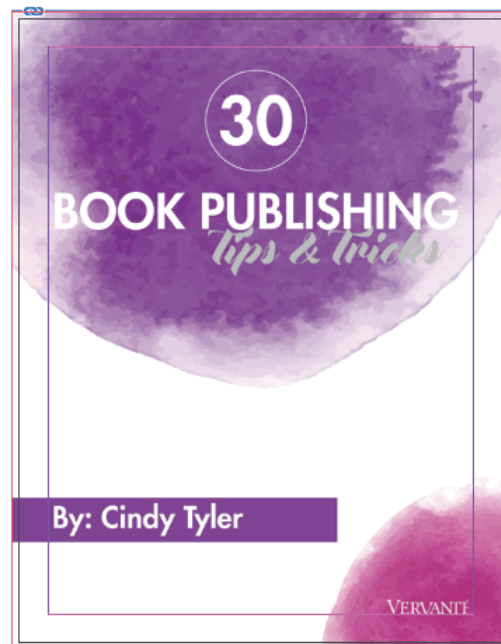- Click Create

BLEED AND CROP MARK SET UP

- RED LINE: This is your bleed line this refers to an extra 1/8" (. 125 in) of image or background color that extends beyond the trim area of your printing piece. If your card is full color it will give the appearance that the image is "bleeding" off the edge of the paper.

- BLACK LINE: This is the trim line to the final size of your card, anything beyond this line will be trimmed

- PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it could run the risk of being trimmed off.

You will create two page document for your front and back cover design. If your document has inside covers, you will need a four page document.

Front Cover

← BLEED LINE

← TRIM LINE

← MARGIN/
SAFETY LINE
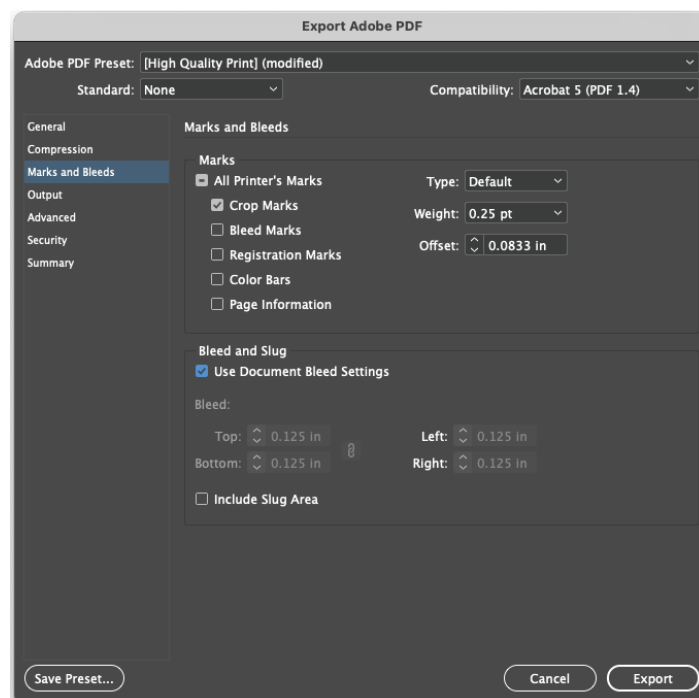
Back Cover or Inside Front Cover

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.

EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
- Select Export

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Concealed Wire-O Hard Cover
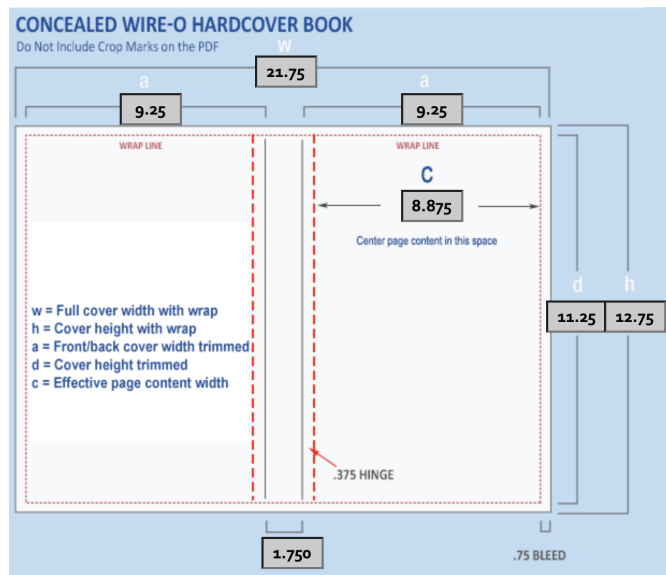- Enter number of pages and document size

Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.
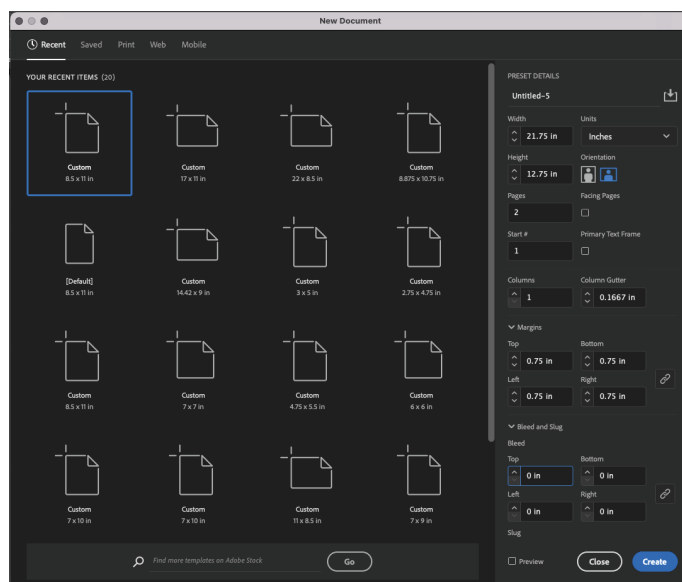
1. Type of book binding: Concealed Wire-o
2. Enter # Pages: 400

   This is the total number of pages in your book, not the number of sheets.

3. Enter Page width in inches (left to right): 8.5
4. Enter Page height width in inches (top to bottom): 11
5. Finished Cover Size in inches: Total Cover Width: 21.75   Total Cover Height: 12.75

Your book cover dimensions includes .75" wrap on all sides. Please include wrap and crop marks on your print files.

Update

CONCEALED WIRE-O HARDCOVER BOOK
Do Not Include Crop Marks on the PDF

w = Full cover width with wrap
h = Cover height with wrap
a = Front/back cover width trimmed
d = Cover height trimmed
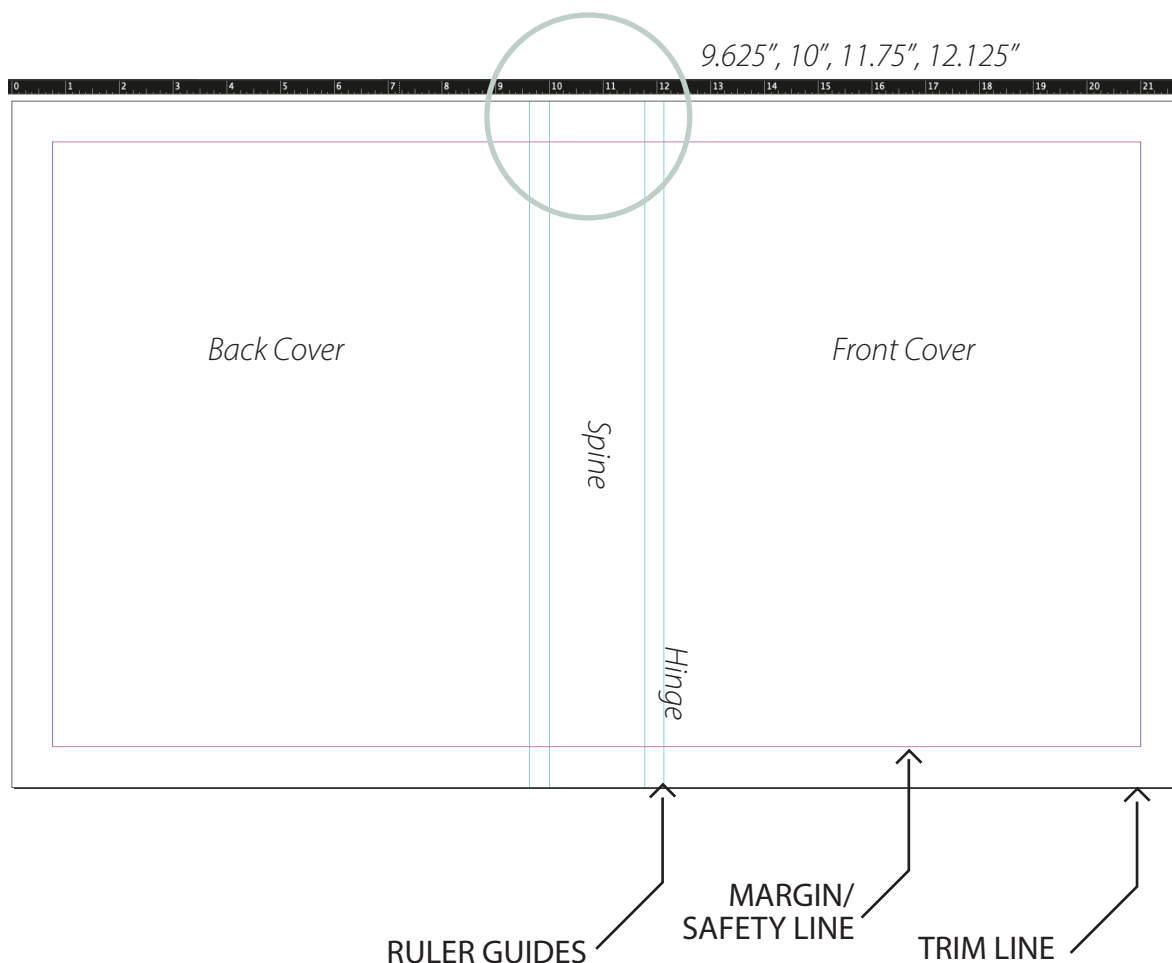c = Effective page content width

- Create New Document in InDesign
- Use the larger dimension on the height and width of the template to determine the size that your document should be. (ex: 21.75" width and 12.75" height)
- Because there is .75" wrap on these covers, you will want to create a .75" margin on your design with no bleed.
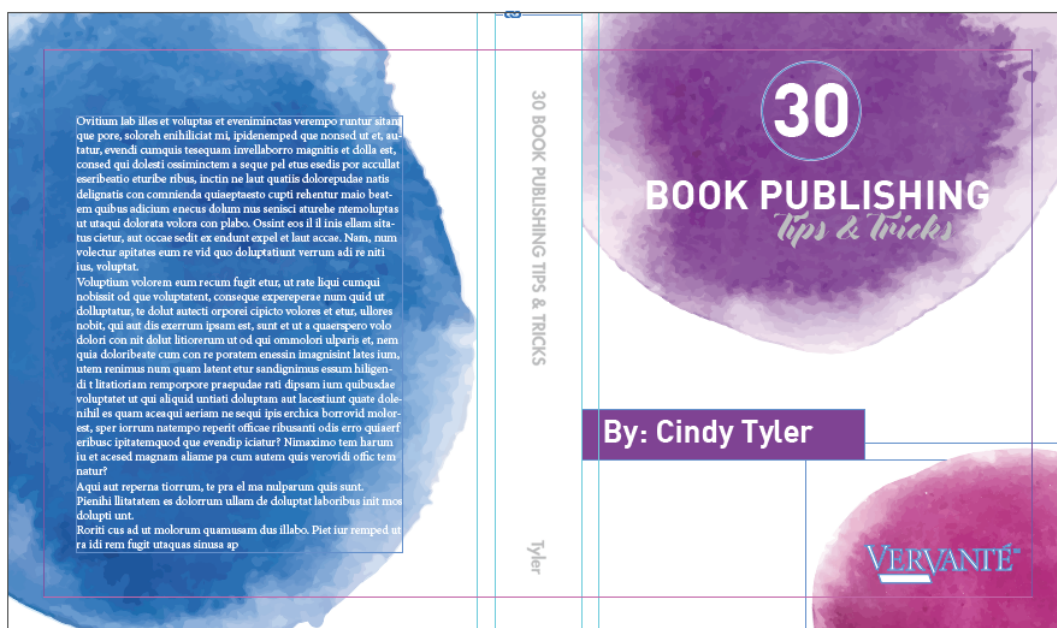- Click Create

MARGIN SET UP

- BLACK LINE: This is the trim line to the final size of your cover, anything beyond this line will be trimmed.

- PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it will wrap around the edge of the cover as a wrap.

- BLUE LINES: These are your ruler guides to show the binding area, where no text should be placed. Center all artwork to the right of this guide.

Use your ruler guides to create a template for the hinge & spine by dragging over ruler guides to these measurements. 10" and 11.75"for the spine and then add .375" to the outside edge of the spine on both sides for the hinge.

9.625", 10", 11.75", 12.125"

Back Cover

Front Cover

Spine

Hinge

MARGIN/
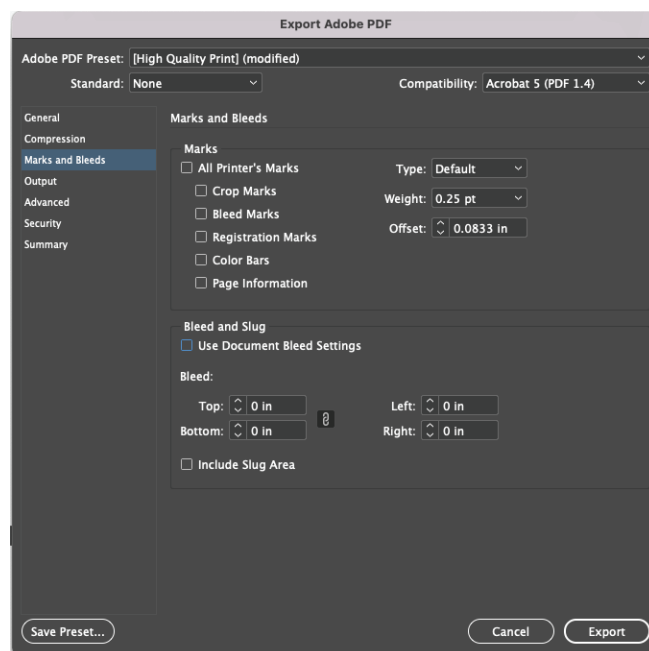SAFETY LINE

RULER GUIDES

TRIM LINE

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed into the margin area for the wrap, and text remaining within the margins and left and right of the hinge with the spine text reading top to bottom.

EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Remove Crop Marks, make sure document bleeds are 0
- Select Export

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Books
- From the drop-down menu select Case Wrap
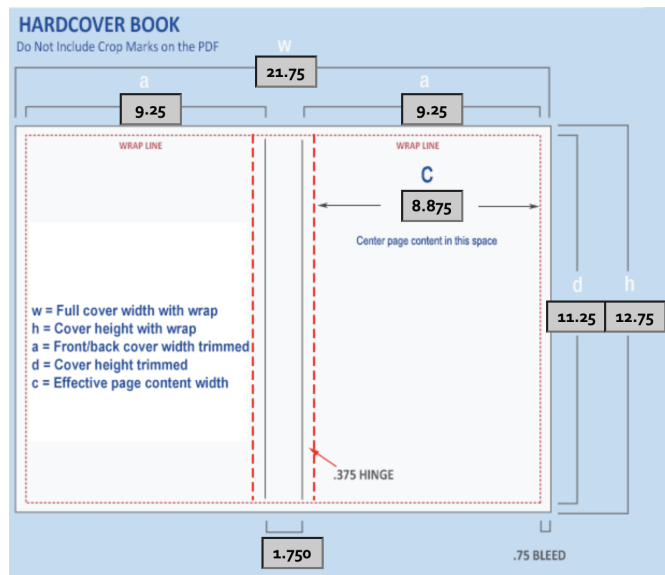- Enter number of pages and document size

Calculate Your Book Cover Dimensions

To calculate the dimensions of your book's finished cover size, use our calculator to determine the exact size of your cover.
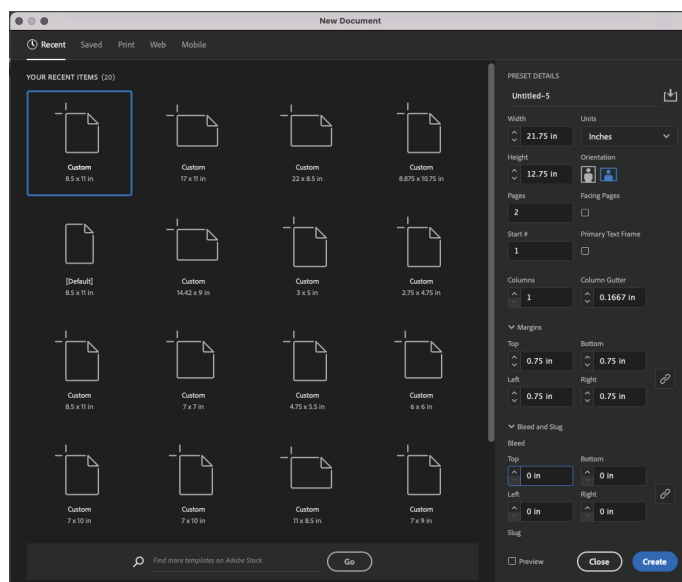
1. Type of book binding: `Case Wrap`

2. Enter # Pages: `400`

   This is the total number of pages in your book, not the number of sheets.

3. Enter Page width in inches (left to right): `8.5`

4. Enter Page height width in inches (top to bottom): `11`

5. Finished Cover Size in inches: Total Cover Width: `21.75`   Total Cover Height: `12.75`

Your book cover dimensions includes .75" wrap on all sides. Please include wrap and crop marks on your print files.

`Update`

HARDCOVER BOOK
Do Not Include Crop Marks on the PDF

w = Full cover width with wrap
h = Cover height with wrap
a = Front/back cover width trimmed
d = Cover height trimmed
c = Effective page content width

w `21.75`
a `9.25`   a `9.25`
WRAP LINE   WRAP LINE
c `8.875`
Center page content in this space
d `11.25`   h `12.75`
.375 HINGE
`1.750`   .75 BLEED

- Create New Document in InDesign
- Use the larger dimension on the height and width of the template to determine the size that your document should be. (ex: 21.75" width and 12.75" height)
- Because there is .75" wrap on these covers, you will want to create a .75" margin on your design with no bleed.
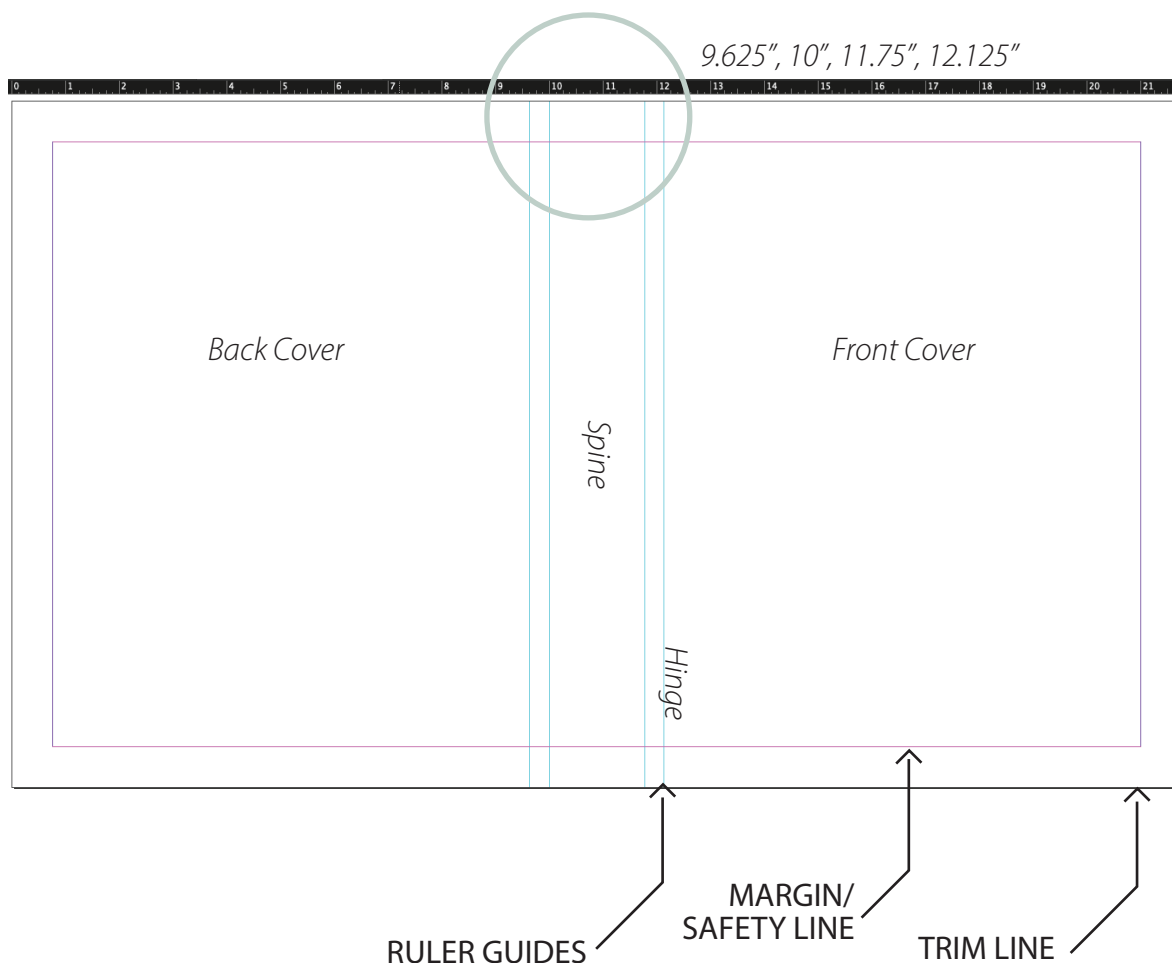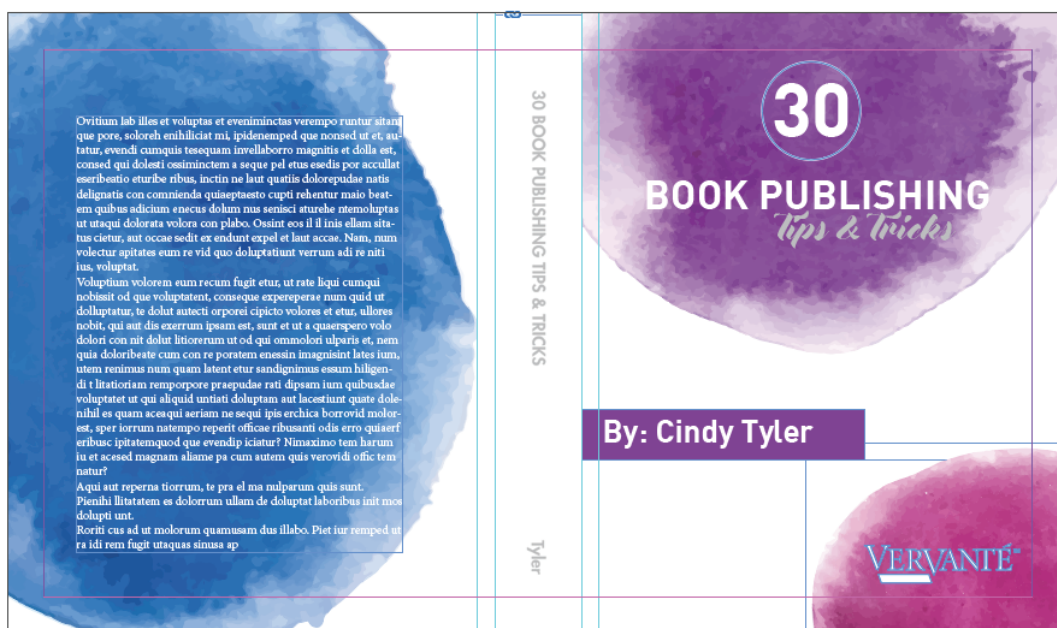- Click Create

MARGIN SET UP

• BLACK LINE: This is the trim line to the final size of your cover, anything beyond this line will be trimmed.

• PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it will wrap around the edge of the cover as a wrap.

• BLUE LINES: These are your ruler guides to show the binding area, where no text should be placed. Center all artwork to the right of this guide.

Use your ruler guides to create a template for the hinge & spine by dragging over ruler guides to these measurements. 10" and 11.75"for the spine and then add .375" to the outside edge of the spine on both sides for the hinge.

9.625", 10", 11.75", 12.125"

Back Cover

Front Cover

Spine

Hinge

MARGIN/
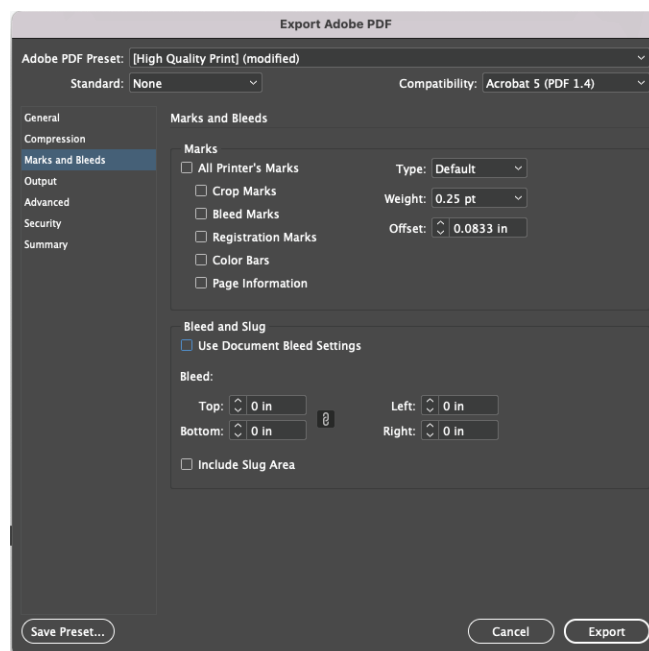SAFETY LINE

RULER GUIDES

TRIM LINE

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed into the margin area for the wrap, and text remaining within the margins and left and right of the hinge with the spine text reading top to bottom.
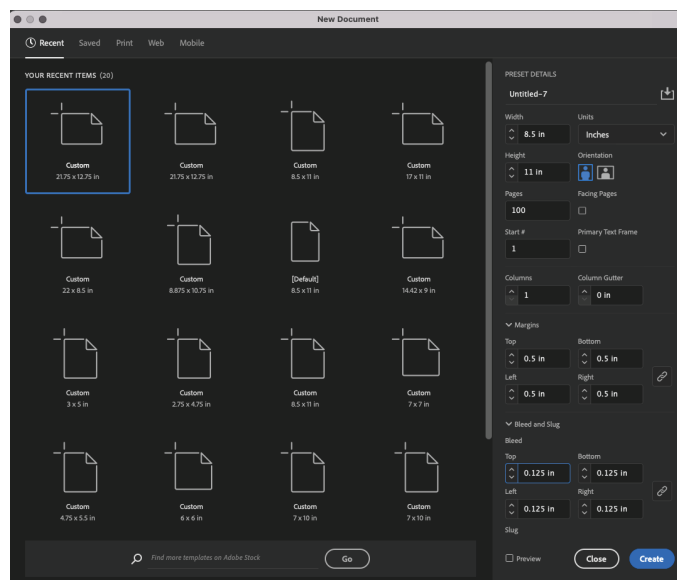

EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Remove Crop Marks, make sure document bleeds are 0
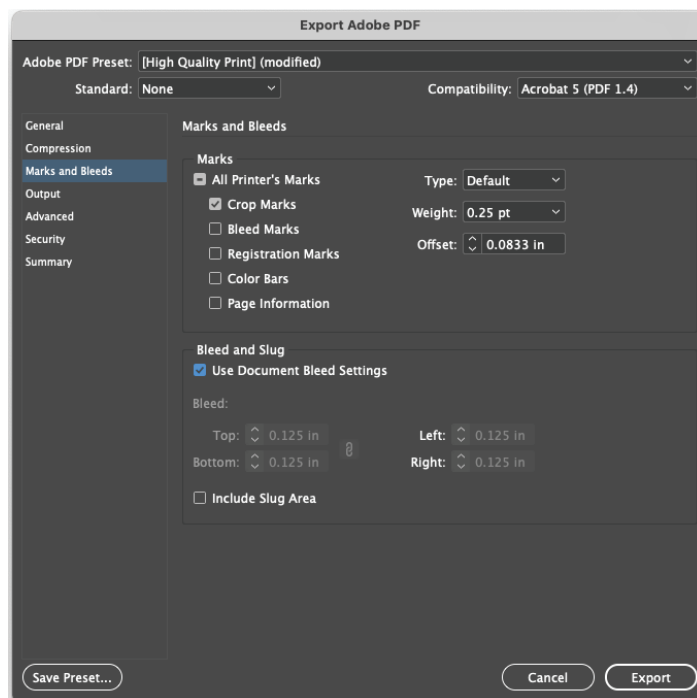- Select Export

INITIAL SET UP

- Create New Document in InDesign
- Make width of page size the trim size of your page, make height of page size the trim size of your page (ex. for an 8.5x11 book, your interior pages will be 8.5" wide by 11" tall)
- You will input the amount of pages in your document under the pages box
- Select 0.5" margin on all sides of the pages for binding
- Select 0.125" bleed on all sides for pages that need bleed
- Click Create

Page 1 is the first page of your document starting on the right side, page 2 is the backside of page 1 on the left then continued throughout your interior.
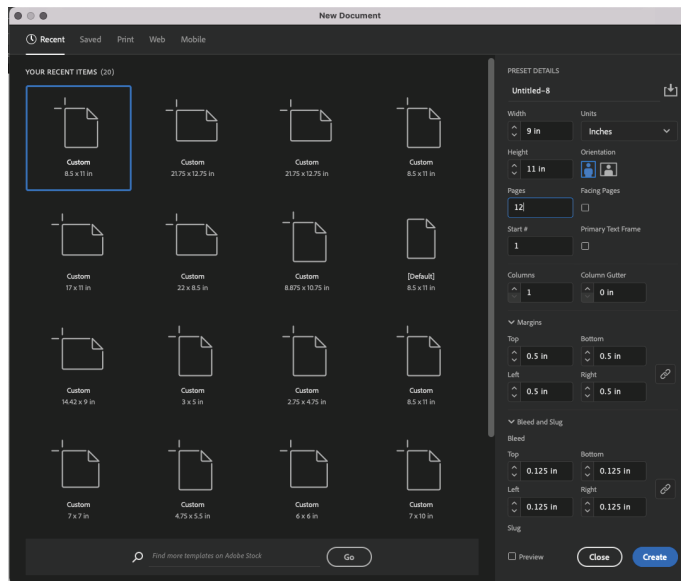
EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
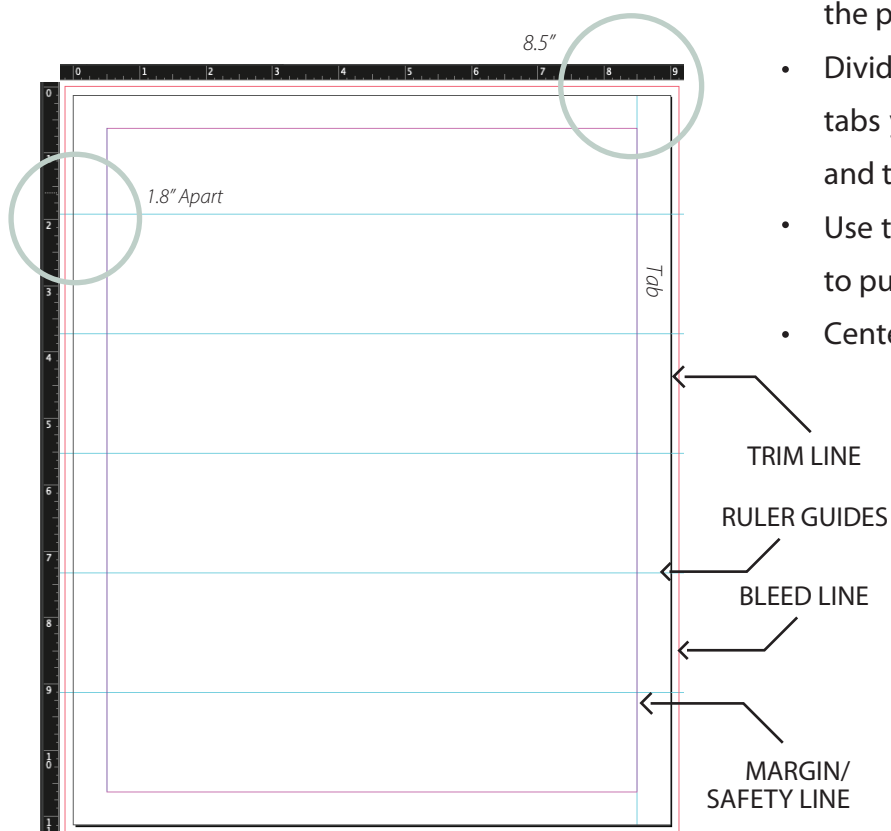- Select Export

INITIAL SET UP

- Create New Document in InDesign
- Enter in your print document size trim height and add 0.5" to the width (ex. If your document size is 8.5x11, your tab design file will be 9x11)
- You will input the amount of pages in your document under the pages box (ex: 12 tabs pages for 12 months)
- Select 0.5" margin on all sides of the pages for binding
- Select 0.125" bleed on all sides for pages that need bleed
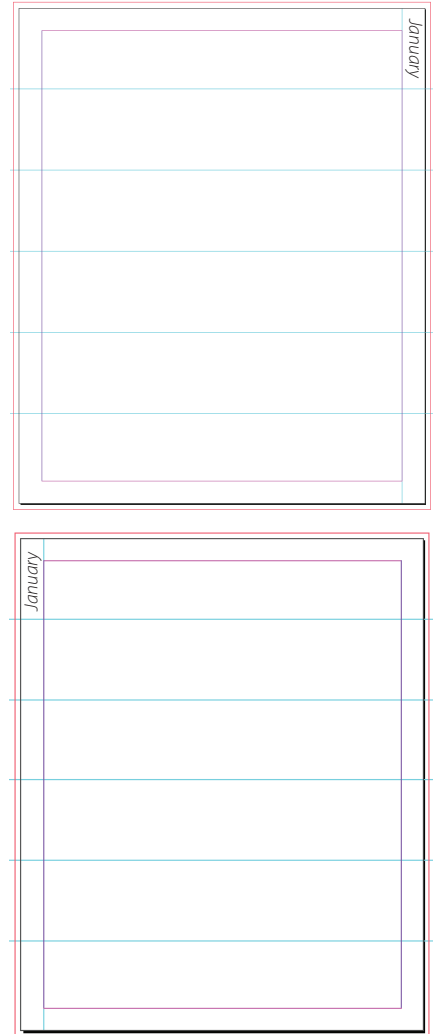- Click Create

DETERMINE TAB SIZE

- To calculate the spacing of tabs, divide the height of the page by the number of tabs in your bank
- Divide the height of the document by the number of tabs you want in your document (ex: Divide 11" by 6 and that would make each tab 1.8")
- Use the ruler guides to create the spacing of the tabs to put the tab titles in
- Center content on page in the 8.5x11 space

8.5"

1.8" Apart

Tab

TRIM LINE

RULER GUIDES

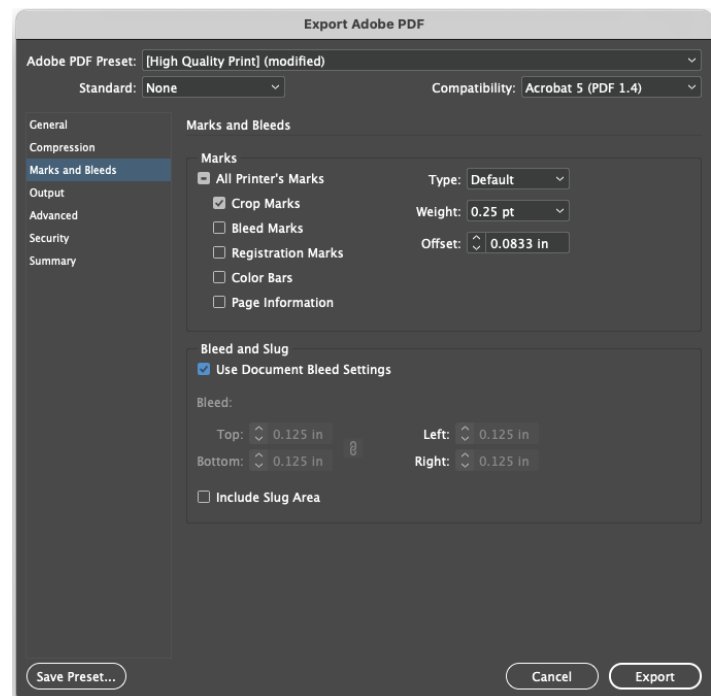BLEED LINE

MARGIN/
SAFETY LINE

2-SIDED TABS

- Tabs can be printed single-sided or 2-sided. The body of the tab can contain graphics, or just the tab extension can be printed

- For side 1 of the tabs, 1/2" for the tab to the right side of the. Center the content for the body of the tab within the page size – not the width of the tab.

- For side 2 of the tabs, add 1/2" for the on the left side of the page. Center the content for the body of the tab within the page size – not the width of the tab.

  * Remember that ½" will be trimmed from the tab side of the sheet.

Tabs are inserted before an odd-numbered page in your PDF. Even numbered pages in a PDF are side two of a sheet of paper so a tab cannot be inserted before an even page number.
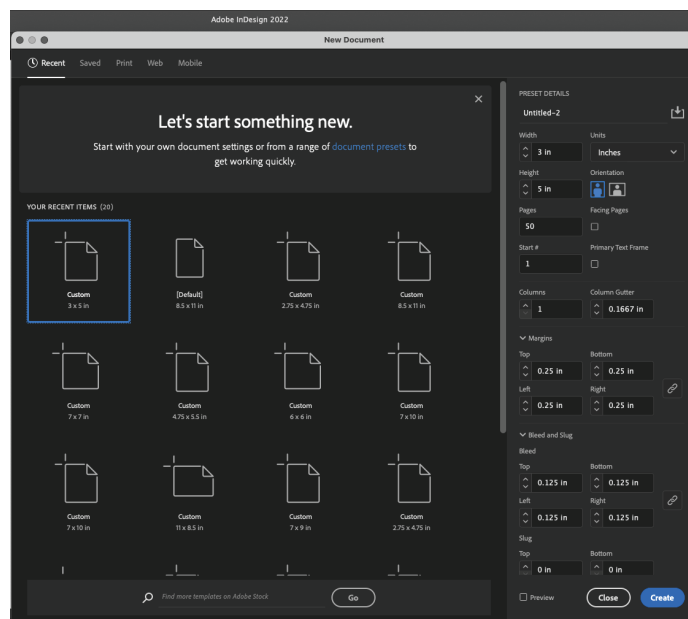
EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
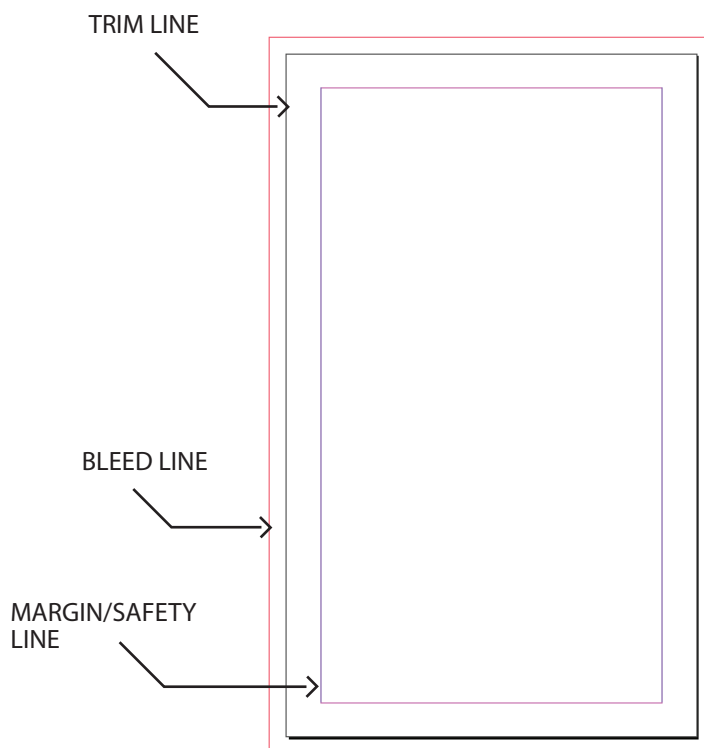- Select Export

INITIAL SET UP

- Begin by creating a new document
- Choose the size of your cards height and width
- Select number of cards in your deck, including the back cards as well. If there are 25 cards in your deck, you will input 50 pages.
- Uncheck "Facing Page" if selected
- Select 0.25" margin on all sides of the cards
- Select 0.125" bleed on all sides of the cards
- Click Create

BLEED AND MARGIN

- RED LINE: This is your bleed line this refers to an extra 1/8" (. 125 in) of image or background color that extends beyond the trim area of your printing piece. If your card is full color it will give the appearance that the image is "bleeding" off the edge of the paper.

- BLACK LINE: This is the trim line to the final size of your card, anything beyond this line will be trimmed

- PURPLE LINE: This is your margin line or Safety Line There should be no text beyond this line because it could run the risk of being trimmed off.

TRIM LINE

BLEED LINE

MARGIN/SAFETY LINE

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.
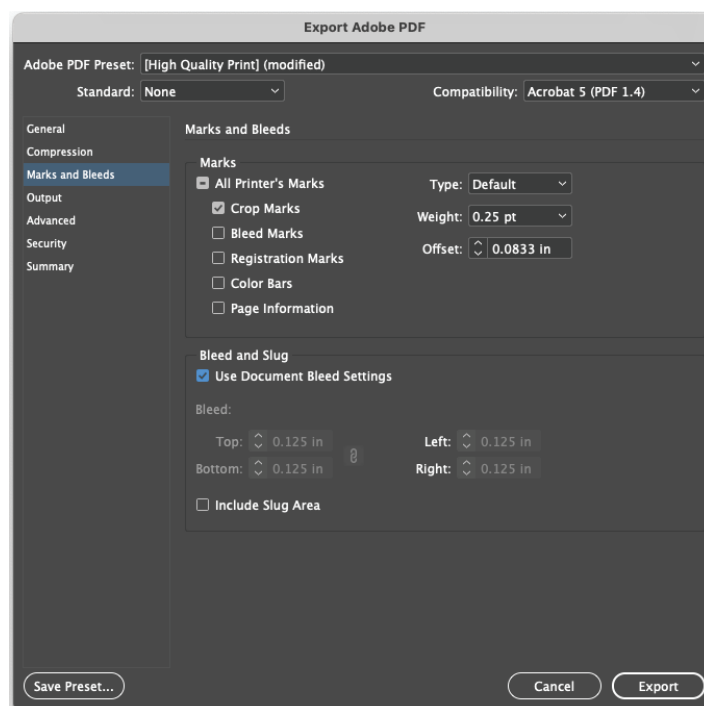
Page 1 will be Card 1, Page 2 will be the back of Card 1, Page 3 will be Card 2 and Page 4 will be the back of Card 2 and so on.

If your card deck has the same back card for every card, you will simply copy and paste the back card every other card through the entire document. By right clicking on the blank page and selecting "Paste in Place"

EXPORTING TO PDF

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- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
- Select Export

INITIAL SET UP

- Begin by going to the Vervante Website
- Click on Help > Print Specs & Templates > Cards, Card Decks, Bookmarks
- From the drop-down menu select Tuck Box
- Enter number of cards and card size

Calculate Your Tuckbox Dimensions

Start Here:

To calculate the dimensions of your tuckbox finished size, use our calculator to determine the exact size of your tuckbox. NOTE: The box image is not to scale. Please use dimensions provided when creating artwork. Image is for layout configuration.

1. Enter # Cards: `50`

    This is the total number of cards in your deck.

2. Enter Card width in inches (left to right): `3.5`

3. Enter Card height width in inches (top to bottom): `5`
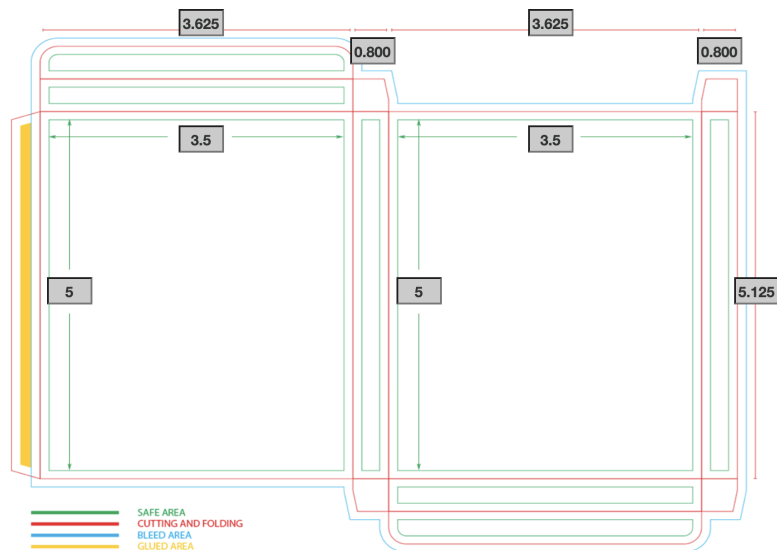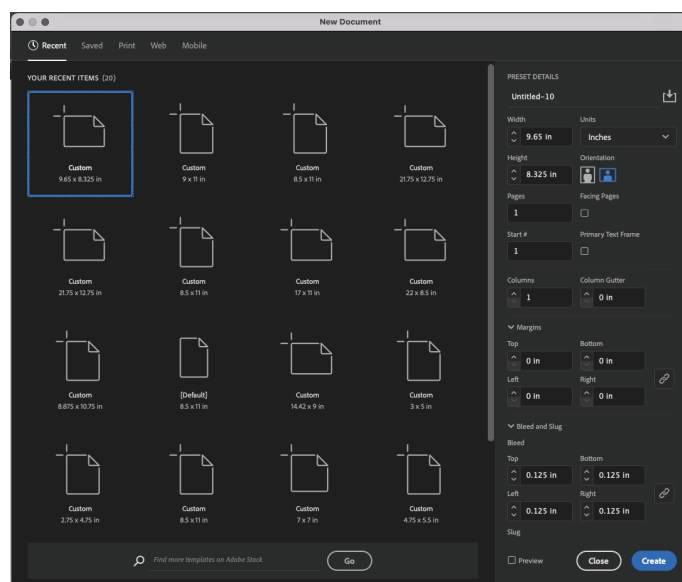
4. Finished Box Size in inches:

    Total Box Width: **3.625**

    Total Box Height: **5.125**

    Total Depth: **0.800**

`Update` `Generate PDF`

SAFE AREA
CUTTING AND FOLDING
BLEED AREA
GLUED AREA

NOTE: The box image is not to scale. Please use dimensions provided when creating artwork. Image is for layout configuration.
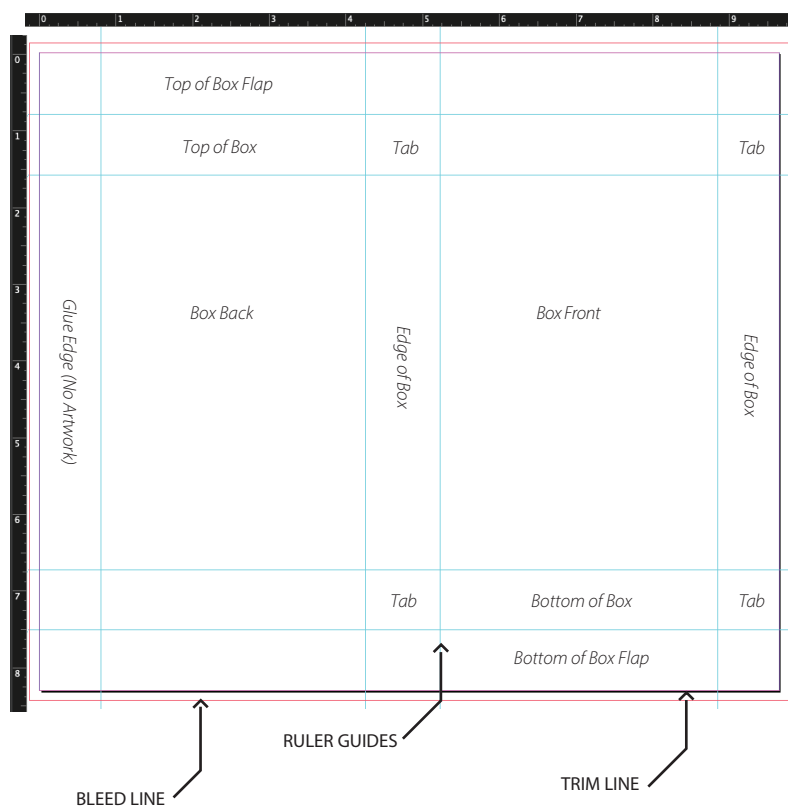
- Create New Document in InDesign
- Add both card size width to depth size (x3) to get the correct width of document, Add card size height to depth size (x4) to get the correct height of document (ex. for a card deck that is 5x3.5 with 50 cards, your cover width will be 9.65" wide by 8.325" tall
- Select .125" bleed on all sides of the document
- Click Create

TEMPLATE SET UP

- There are two ways you can create your template using Indesign.
- The first way you can use your ruler guides and create your template by dragging them over from the edges into the correct measurements

For this certain size of tuck box dragging over left to right to .8", 4.425", 5.225", and 8.85." Then from top to bottom drag the guides to .8", 1.6", 6.725", 7.525", and 8.325." Delete template before uploading final design.

Top of Box Flap

Top of Box | Tab | Tab

Glue Edge (No Artwork) | Box Back | Edge of Box | Box Front | Edge of Box

Tab | Bottom of Box | Tab

Bottom of Box Flap

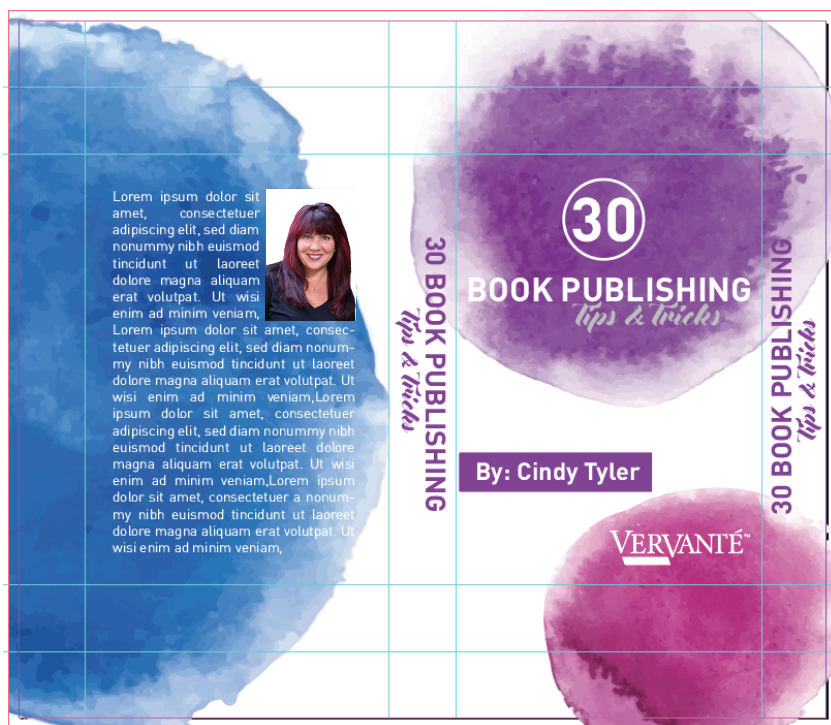RULER GUIDES

BLEED LINE

TRIM LINE

- The second way you can use your rectangle tool and create the size of boxes you need to build the template

For this certain size of tuck box you would create 4- .8"x.8" squares for the tabs, 4- 3.625"x .8"" rectangles for the top and bottom and flaps of box, 3- 5.125"x.8" for the glue edge, and design edges of box and 2- 3.625"x5.125" for the front and back of the box. Place them all together and delete template before uploading final design.

Top of Box Flap

Top of Box | Tab | Tab

Glue Edge (No Artwork) | Box Back | Edge of Box | Box Front | Edge of Box

Tab | Bottom of Box | Tab
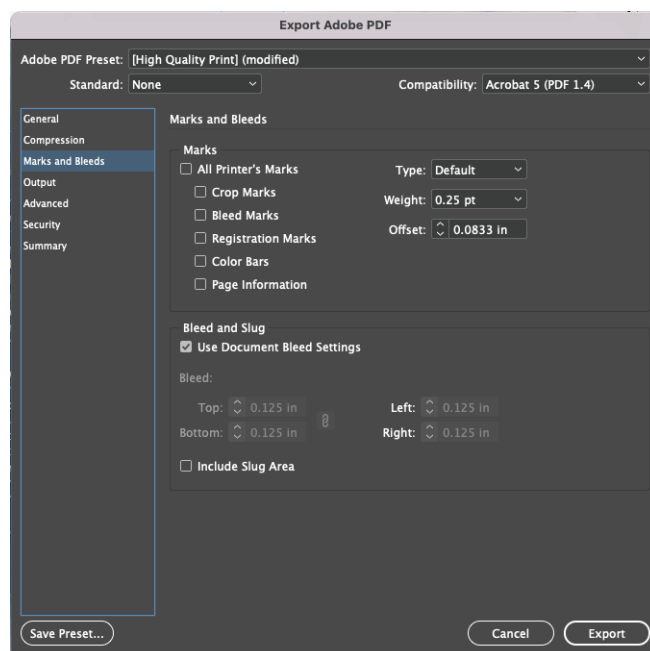
Bottom of Box Flap

BLEED LINE

TRIM LINE

DESIGN LAYOUT

Here is an example of how a design layout should look when completed with having the background design bleed off the edge, text remaining within the margins.
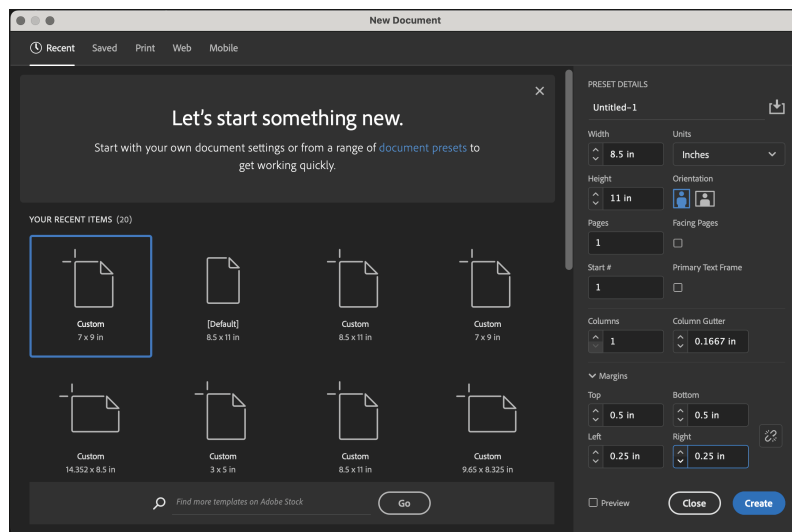

EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Remove Crop Marks, make sure document bleeds are .125"
- Select Export

INITIAL SET UP

- Create New Document in InDesign
- Make width of page size the trim size of your page, make height of page size the trim size of your page
- Select 0.5" margin on top and bottom of sheet
- Select 0.25" bleed on left and right side of sheet
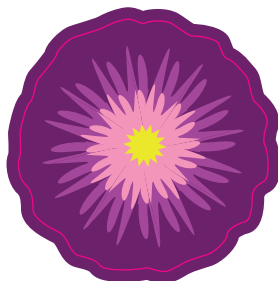- Click Create

BLEED AND MARGIN

- If your sticker has a bleed, please make sure the sticker design is 1/8" outside of cut line
- If your sticker does not need a bleed, please make sure the sticker is 1/8" inside the cut line
- There needs to be 1/16" between each stickers cut line

Example of sticker with no bleed and the design 1/8" inside cut line
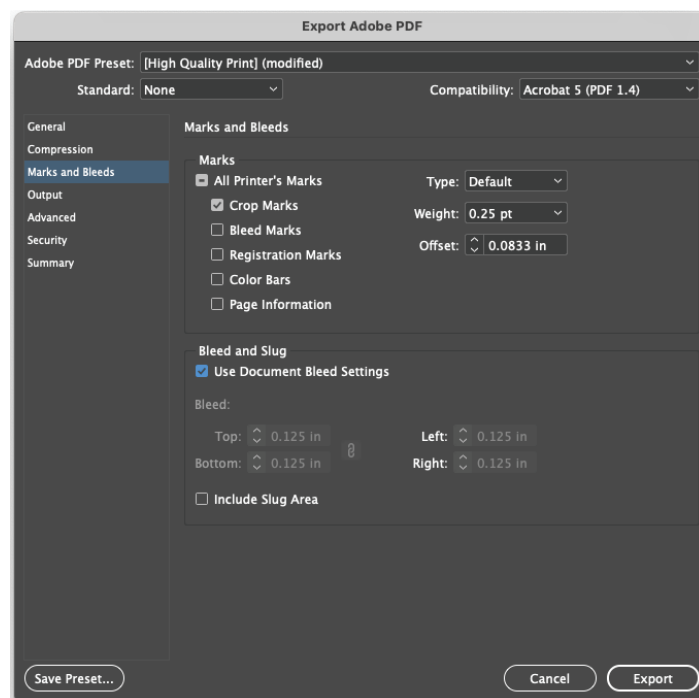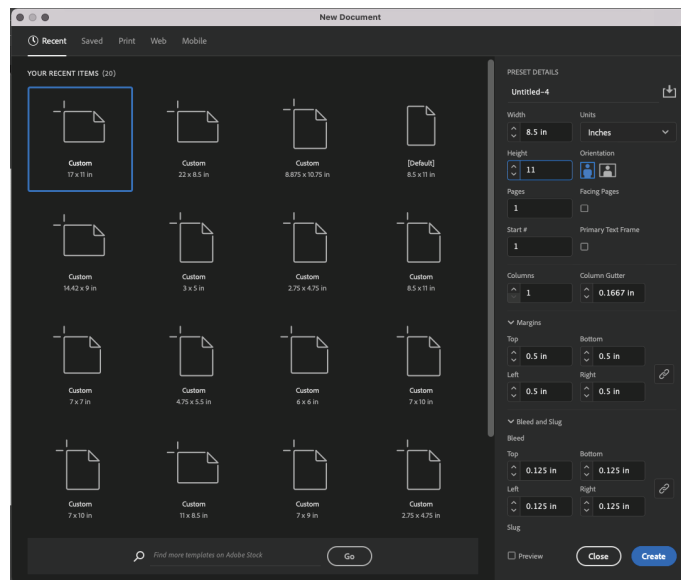
Example of sticker with 1/8" bleed

DESIGN LAYOUT

Here is an example of how a design layout should look with the magenta lines outlining the stickers and correct measurements between the stickers and around the edge of the document.

Note: InDesign is not a vector based software. You will not be able to add the vector cut lines correctly. If you cannot add the magenta cut line in another program, such as Adobe Illustrator, we'll be happy to add this for you.

EXPORTING TO PDF

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- Click Save (this will save the InDesign file)
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
- Select Export

INITIAL SET UP

- Create New Document in InDesign
- Choose the size of your product cover (For this example I will be using a 8.5x11 spiral cover)
- Make pages say 2, one for you cover, one for you foil overlay cover
- Select 0.5" margin on all sides of the cover
- Select 0.125" bleed on all sides of the cover
- Click Create

PRINTED COVER SET UP

- Open your original cover file
- Identify which parts of your cover you would like to be foil (ex: The outline around 30 and Tips and Tricks will be foiled in this front cover design)
- When you submit your cover design these elements will not be included (see example)
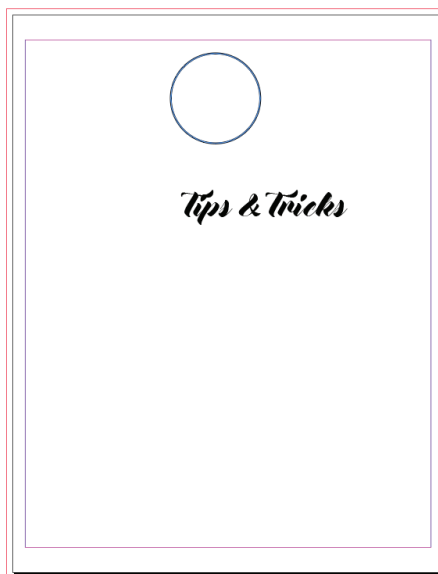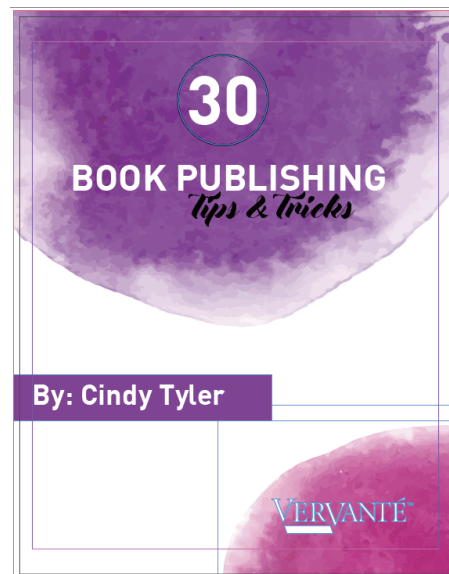

1. Original Cover   *2. Cover with Foil Elements Removed*

FOIL COVER SET UP

• Select the foil elements from the printed cover design, Copy them.

• Click on page 2 blank document, right click Paste in Place

• To double check your placement, you can realign them and double check that they are aligned correctly
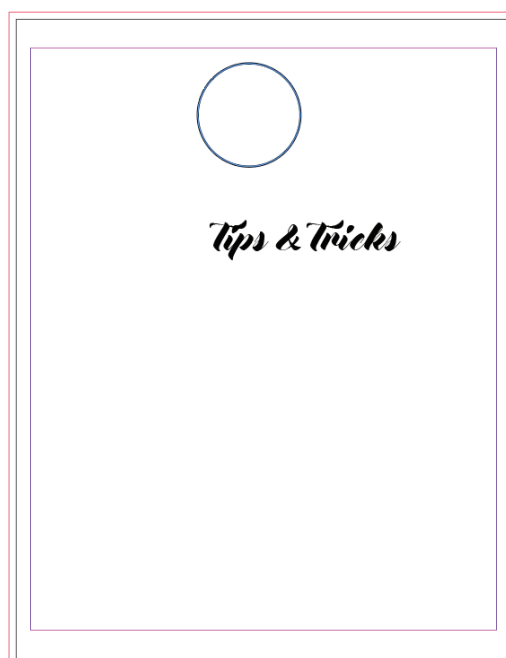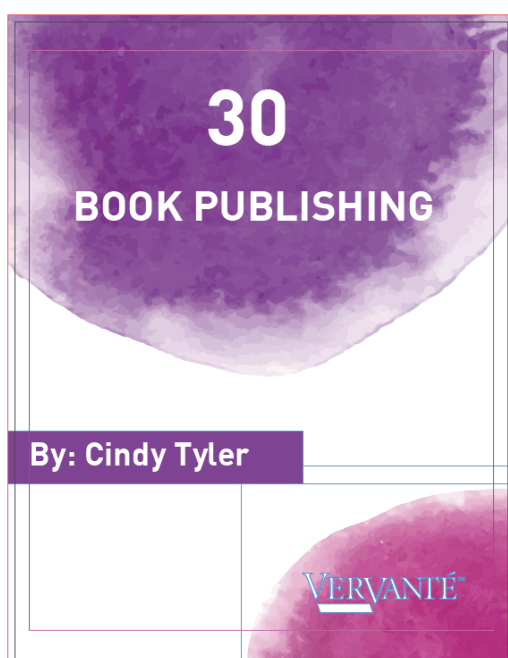

3. New Cover with Foil Elements

4. Double Checking Alignment

DESIGN LAYOUT

Here is an example of how the design layout should look for both documents submitted for the printed cover and the foil cover.
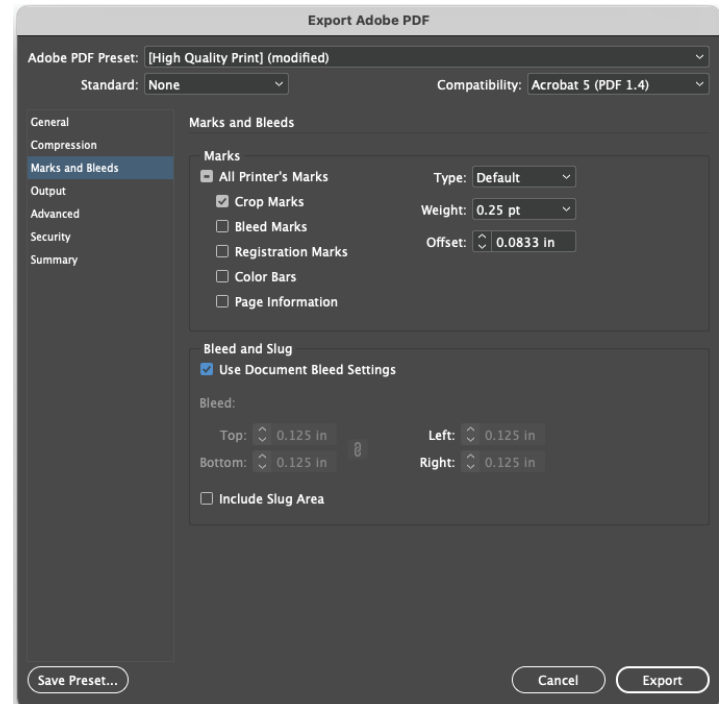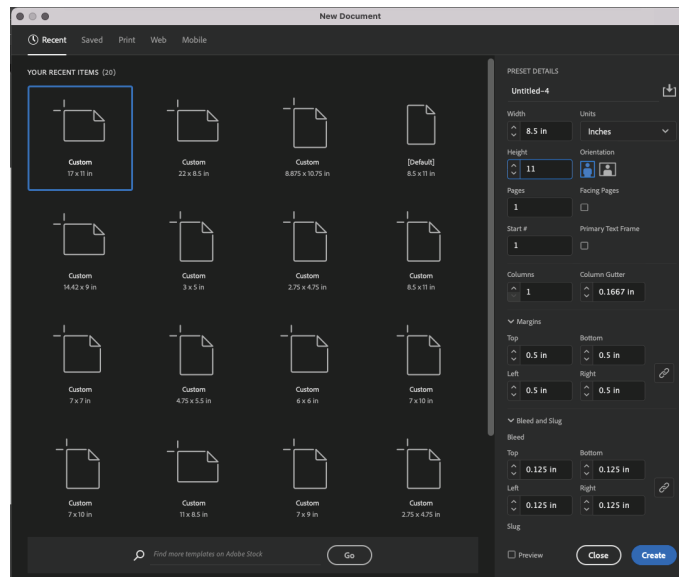
EXPORTING TO PDF

- File > Save As

- Choose Destination and Name your document

- Click Save (this will save the InDesign file)

- File > Export

- Select Adobe PDF (Print) for File Format

- Select Marks and Bleeds Tab on left hand side of dialog box

- Select Crop Marks and Use Document Bleed Settings

- Select Export

INITIAL SET UP

- Create New Document in InDesign
- Make width of page size the trim size of your page, make height of page size the trim size of your page (ex. for an 8.5x11 book with 400 pages, your cover width will be 8.5" wide by 11" tall
- Make pages say 2, if you have inside covers, this number will be 4.
  Select 0.5" margin on all sides of the cover
  Select 0.125" bleed on all sides of the cover
- Click Create

EXPORTING TO PDF

- File > Save As
- Choose Destination and Name your document
- File > Export
- Select Adobe PDF (Print) for File Format
- Select Marks and Bleeds Tab on left hand side of dialog box
- Select Crop Marks and Use Document Bleed Settings
- Select Export