

# GUIDE

## InDesign® Template

v7



**ilfoto**al/um

## Older versions of InDesign

N.B.: the templates can be opened (by opening the .indd files found in each folder) up to version CS4. There are no templates available for earlier versions.

**Download preset to create a PDF suitable for our printing systems**

**Send the compressed file of the layout**

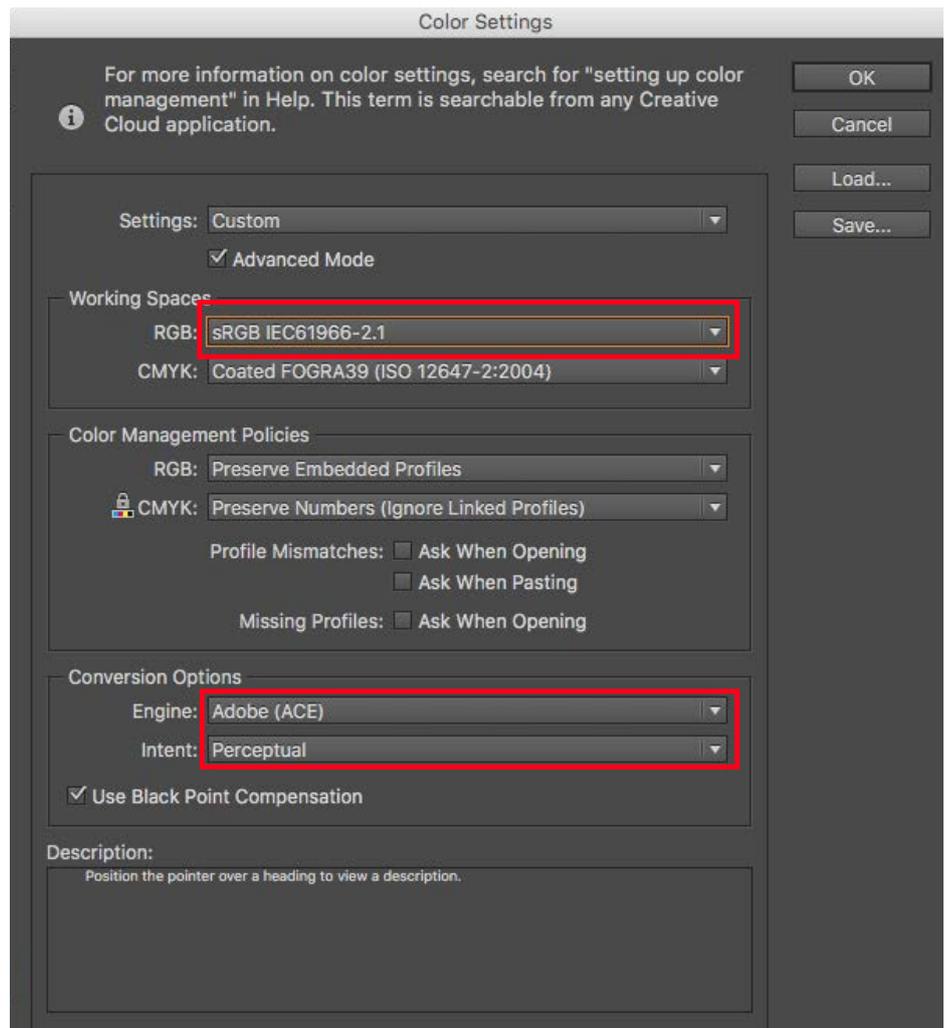
*Or in our website [www.ilfotoalbum.com](http://www.ilfotoalbum.com) log in to the section > **Photographers***

## Setting the colour profile

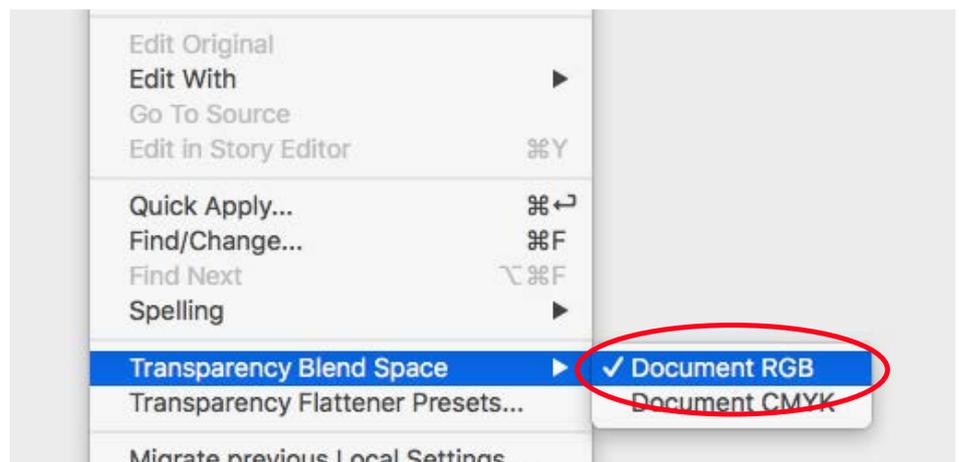
The reference profile for all the prints in our laboratory is sRGB and it must be used as workspace in all the applications that allow it (Photoshop, Lightroom, InDesign, etc.) for a perfect match between (calibrated) monitor view and print.

### Setting the workspace in InDesign

The Colour Settings panel (menu: 'Edit' > 'Colour settings') in InDesign must be set as shown in the screen below. This way we will be able to read your photographs correctly and to reproduce them as faithfully as possible on all the printers in our laboratory.



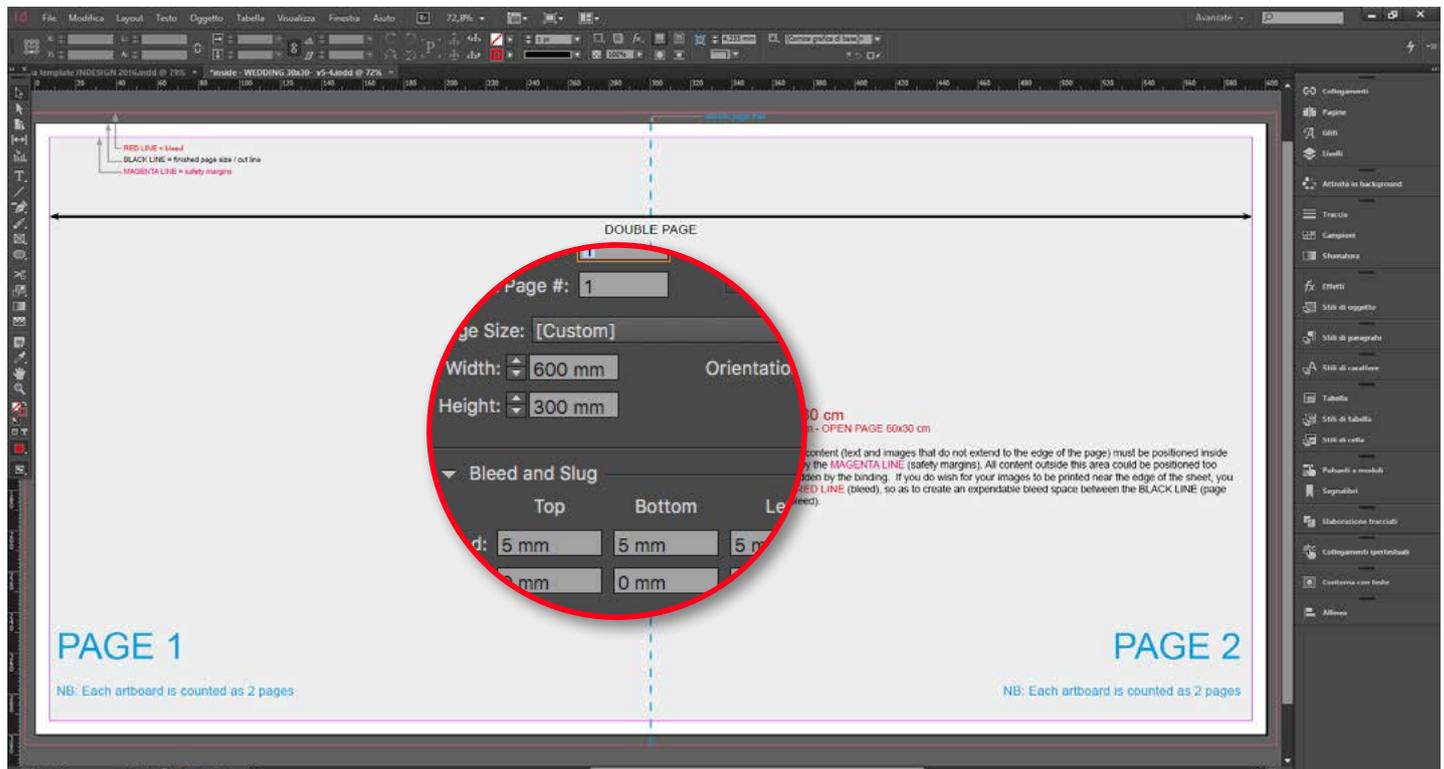
If you wish to apply transparency effects to the layout, it is important to set the transparency blend space on "RGB document", so as to avoid printing problems.



## How to start designing the layout with InDesign

The size of the worksheet corresponds exactly to the chosen model, with a 5mm bleed space on the document.

**Please note: To obtain a correct file for printing, please do change the preset values set of the document.**

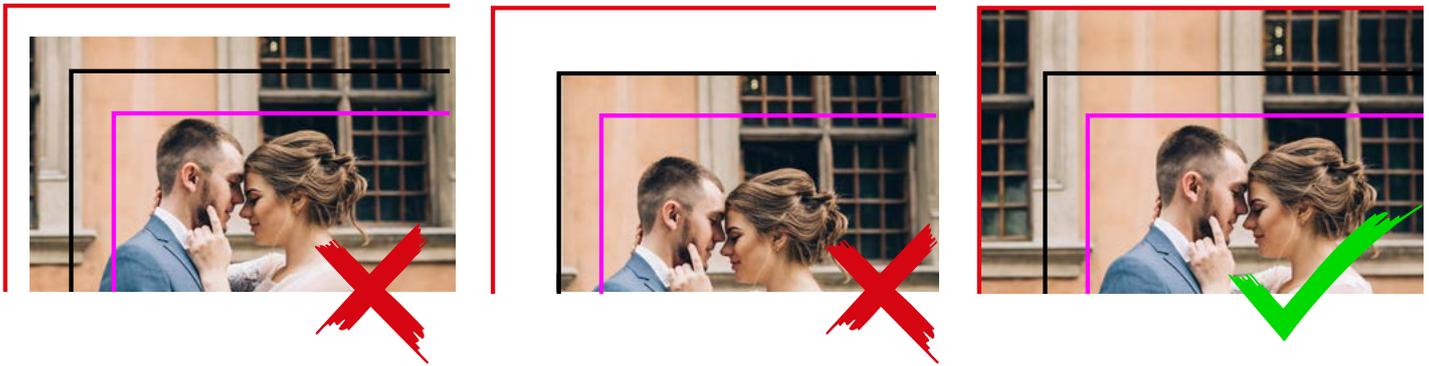


All our templates include guide lines for the correct positioning of photos and text. It is very important to adhere to these margins in order to avoid white borders or cropped images. All relevant content (text and images that do not extend to the edge of the page) must be positioned inside the **MAGENTA LINE (safety margins)**. All content outside this area could be positioned too close to the cut or be hidden by the binding. If you do wish for your images to be printed near the edge of the sheet, you must drag them to the **RED LINE (bleed)**, so as to create an expendable bleed space between the **BLACK LINE (page cut)** and the **RED LINE (bleed)**.

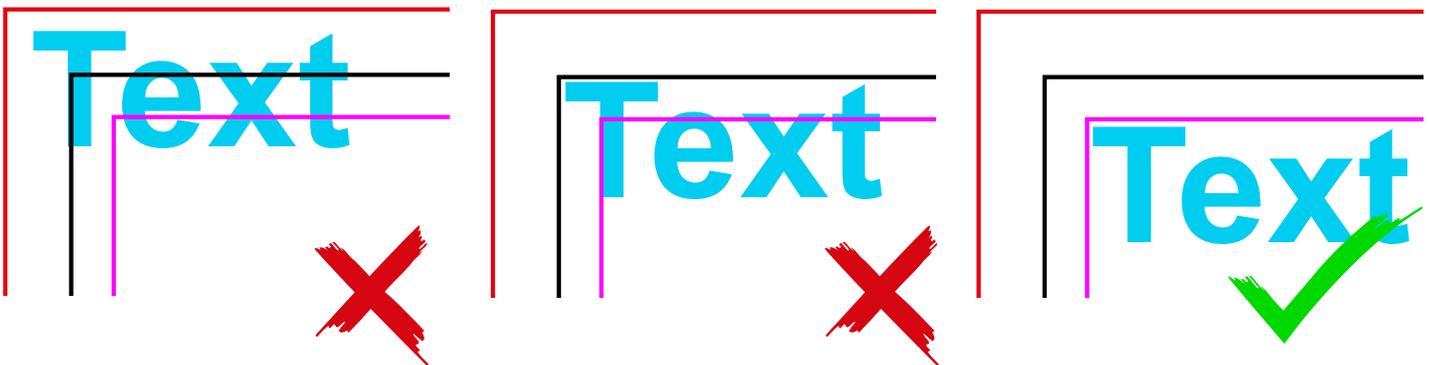


Positioning images and text correctly

**BLEED** - The edge of the photo must not be positioned flush with the black line, or between the black and red lines. The photo must cover all the spaces up to the red border.



**SAFETY MARGINS** - To avoid cropping important parts of the photo it is important to keep the subject (text and photo) within the safety margins and NOT go over or keep flush with the cut line (BLACK LINE).



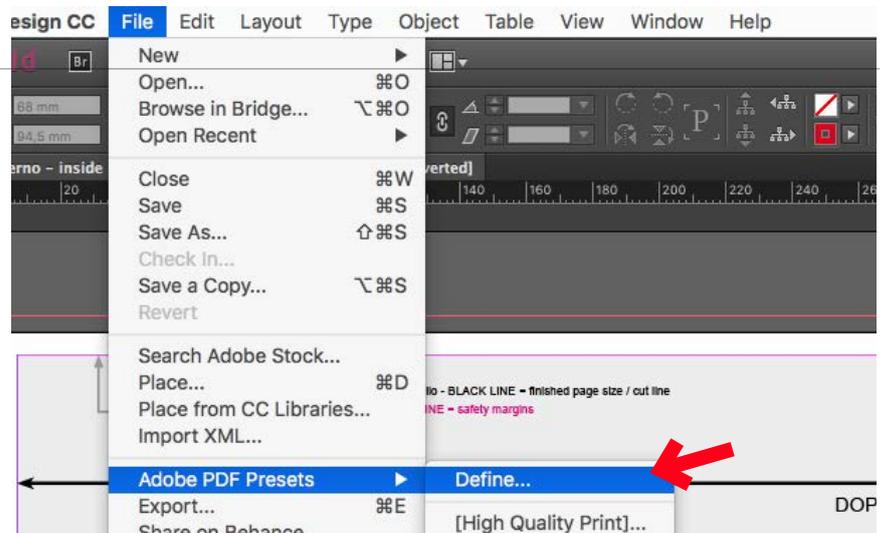
## Exporting and sending the project

Once the layout is complete, PDFs of all the necessary documents must be created (inside pages, cover of the main album, cover of parents pack - if selected) by using our PDF export preset, which can be downloaded at this link:

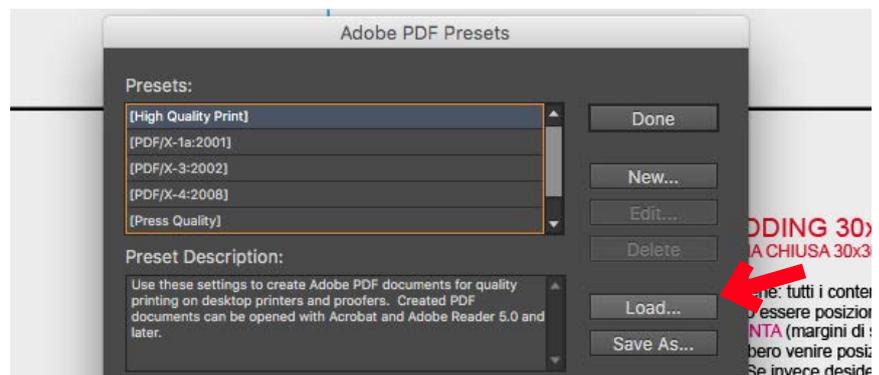
**Download preset to create a PDF suitable for our printing systems**

### Install the preset

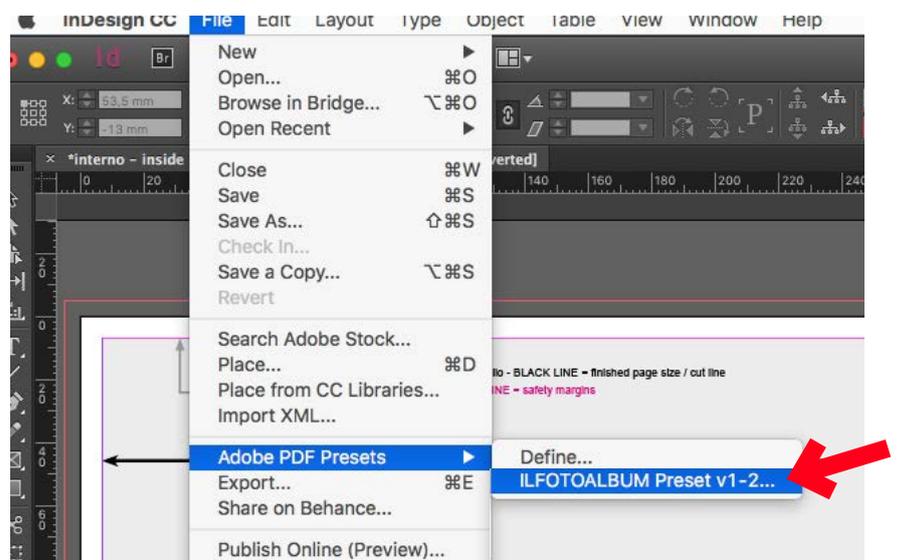
Open InDesign, select “File” > “Adobe PDF Presets” > “Define...”



Select “Upload” in the Adobe PDF Presets window and select the ILFOTOALBUM preset file.



Once the layout is complete, to create the PDF select “File” > “Adobe PDF Presets” > “ILFOTOALBUM preset...”  
N.B.: do not change any items in the export options.

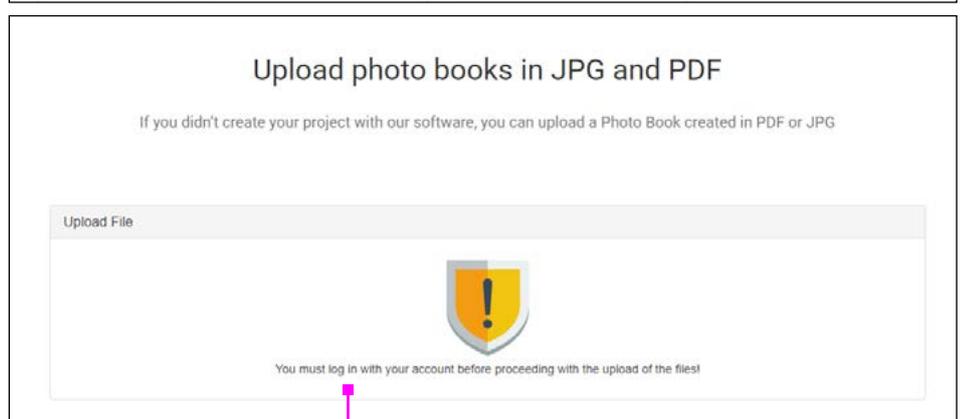
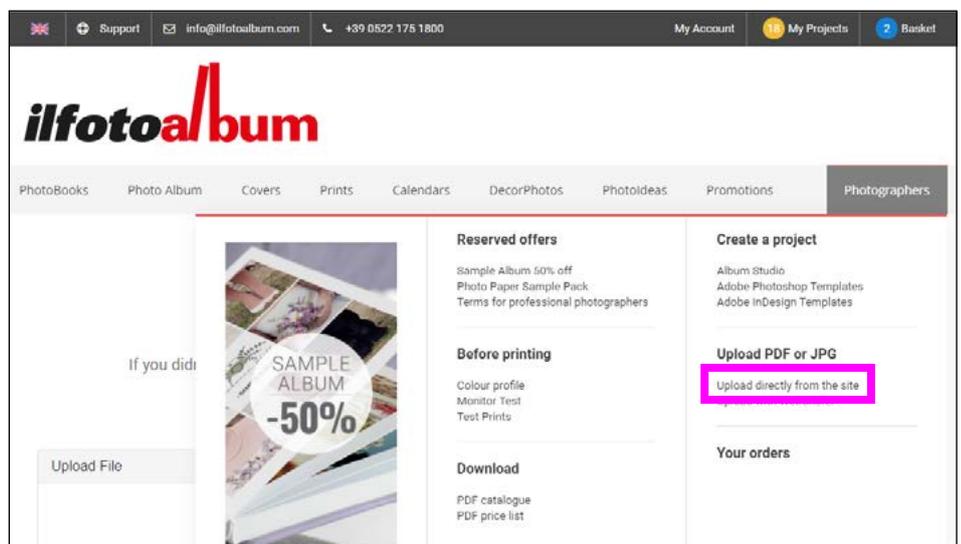


## How to send the layout and confirm the purchase

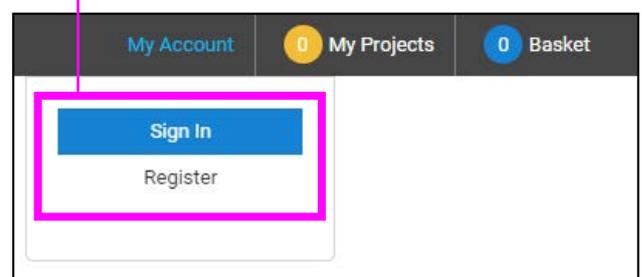
Create a compressed folder (zip file) containing all the PDFs exported with our preset (inside pages, cover, etc.)

## Send the compressed file of the layout

Or on our website  
www.ilfotoalbum.com in the  
**Photographers** menu select **Upload**  
**directly from the site**



*If you have not yet accessed,  
Access with your data or  
Register*



## Upload photo books in JPG and PDF

If you didn't create your project with our software, you can upload a Photo Book created in PDF or JPG

Upload File

Send compressed files up to 2GB



**Product**

**Number of single sides**

**Name**

**Email**

**Telephone**

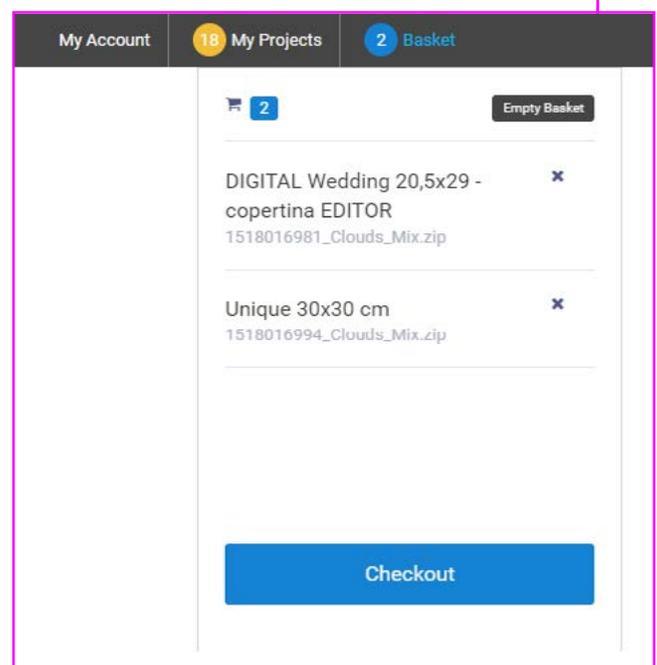
Add the compressed file

Complete the fields and make the transfer

Once you have completed the uploading select **Checkout**

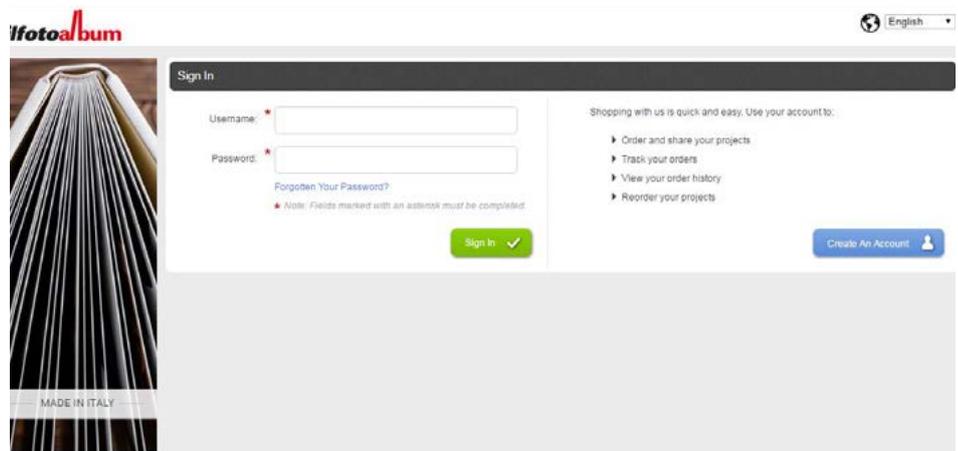
Project added to basket.

Or add other projects to the trolley to complete the multiple purchase of a number of products.



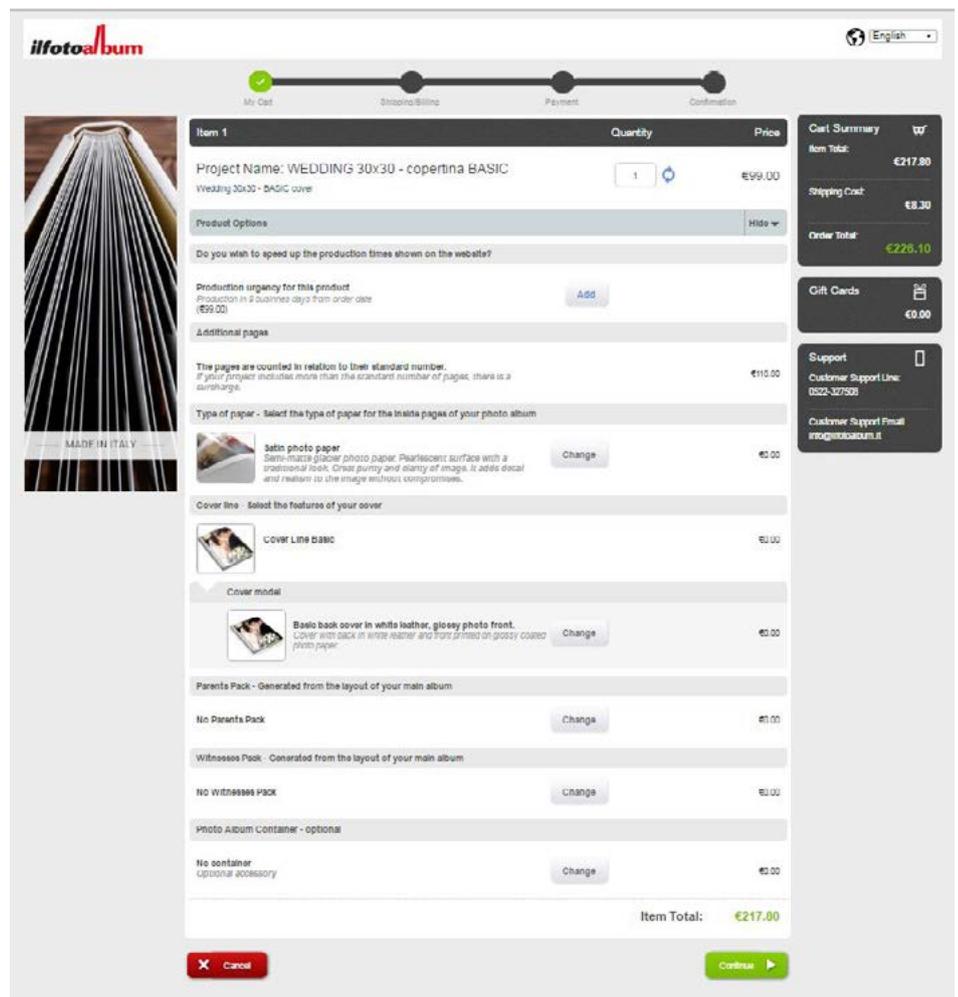
## Optional choices

In order to access the product configuration interface you need to enter your personal data or register if you are a new user.



## Selection of the type of paper, cover, cases, parents pack, etc.

The optional choices differ from product to product. Clicking on "change" will open a selection window showing all the available choices for that product. In this section you can add the parents pack or witnesses pack to your order.



## Selection of the shipping method

Next, you select your shipping address.

Please note: The option of payment upon delivery can be selected in the shipping method section, and not in the payment method section.

**Shipping / Billing Details**

Shipping Address: [Empty field] Billing Address: [Empty field]

Same As Shipping Address

Shipping Method (Shipping Cost (Euro))

- Express Courier - (Tracciata) €8.30
- Personal collection - (disponibile solo per i residenti a Reggio Emilia) €0.00
- Registered Mail - (Tracciata) €6.90
- Registered Mail + Payment Upon Delivery - (Pagamento alla consegna) €11.90
- Express Courier + Payment Upon Delivery - (Pagamento alla consegna) €13.30

Item Subtotal (including shipping): **€226.10**

Buttons:

## Selection of the payment method

Lastly, before confirming the order you need to select the payment method. In this page you can also enter any discount codes to take advantage of current promotions and your VAT number to request an invoice.

**Payment**

Item 1	Quantity	Price
Project Name: WEDDING 30x30 - copertina BASIC Wedding 30x30 - BASIC cover	1	€69.00

Subtotal: €217.80  
 pro: -€21.78  
 Item Total: €196.02

Shipping (Express Courier): **€8.30**

Amount To Pay: **€204.32**  
(Includes 22.00% IVA - €36.65)

Payment Method

- Credit card
- Bank transfer
- PayPal

Buttons: