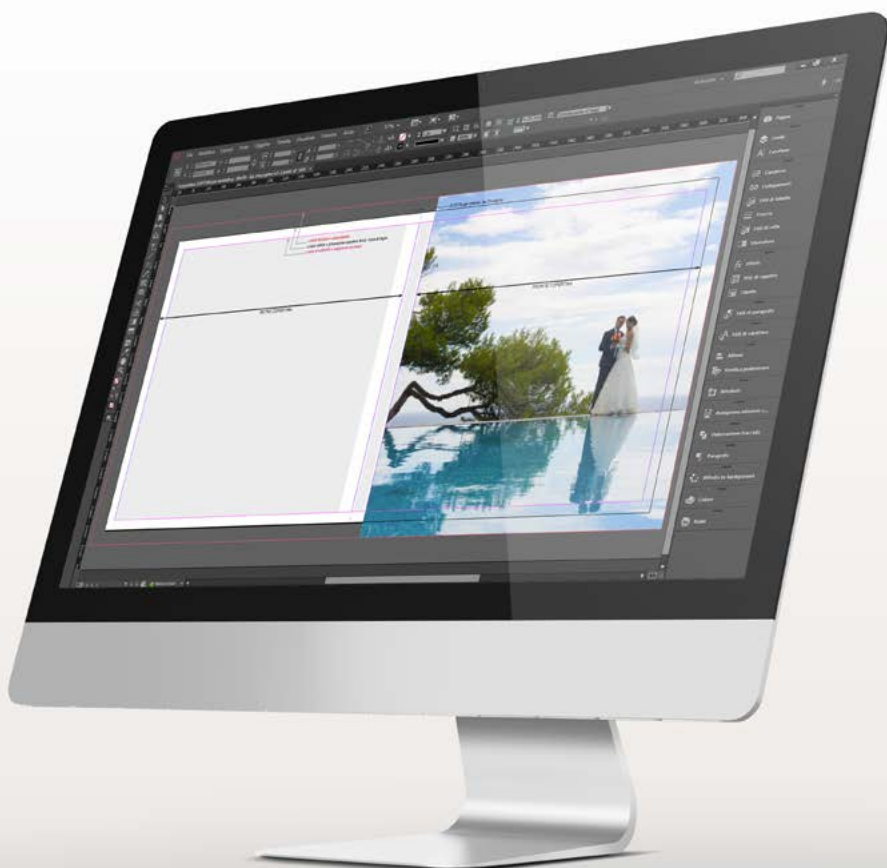


# GUIDE

## InDesign® Template

v2



**ilfotoa/**bum

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**N.B.: 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**

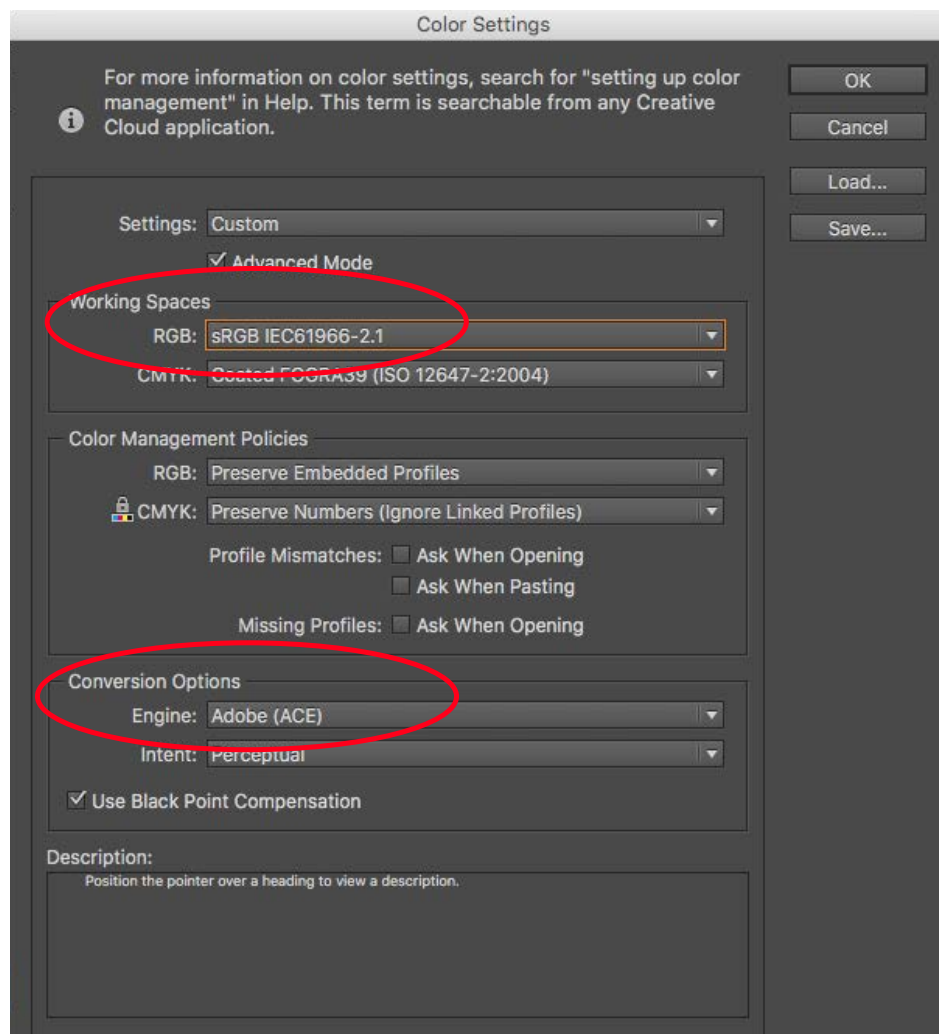
**Send the compressed file of the layout**

## Setting the colour profile

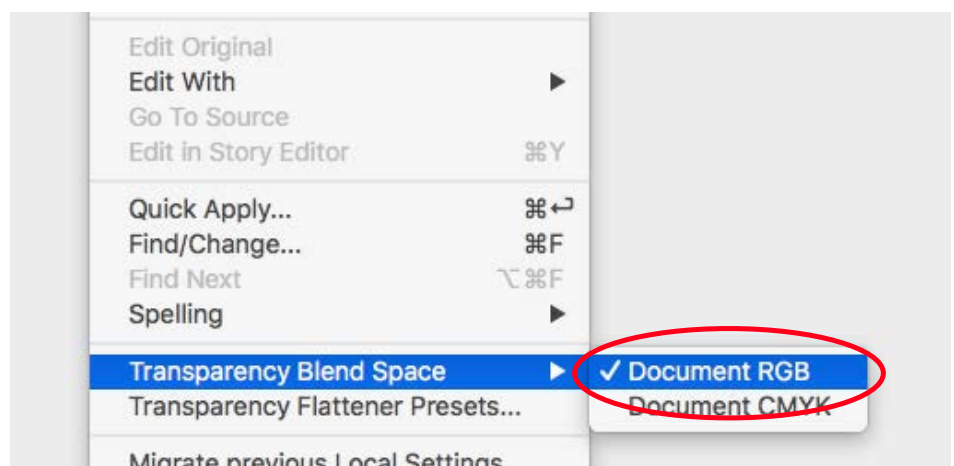
The reference profile for all the prints in our laboratory is sRGB and it must be used as workspace in all the applications that allow it (Photoshop, Lightroom, InDesign, etc.) for a perfect match between (calibrated) monitor view and print.

### 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.



Each folder includes the specific files for InDesign.

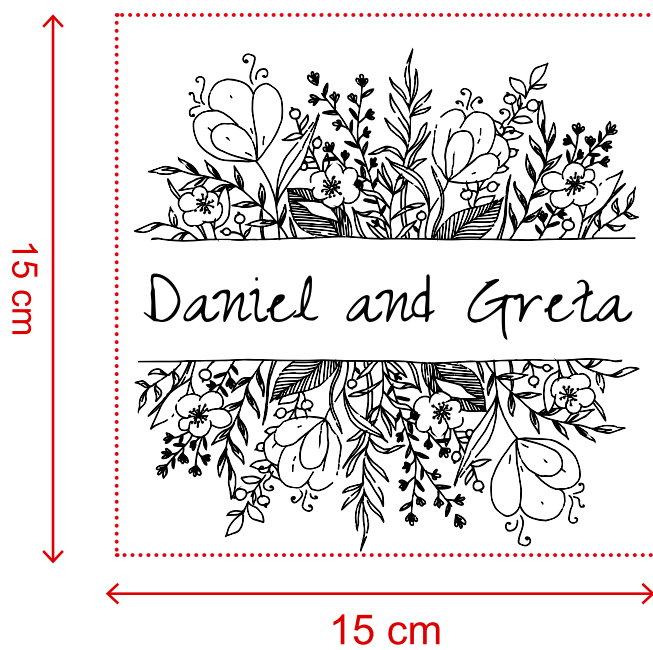
N.B.: the templates can be opened (by opening the .idml files found in each folder) up to version CS4. There are no templates available for earlier versions.

## Personalisation of cover and slip-case

You can personalise the UNIQUE cover and slip-case with the only limitation that the texts and graphics must be 100% black (R=0 G=0 B=0).



Personalisation covers an area of around 15x15 cm.



## Pre-set graphics

You can find all the pre-set graphics in the "Cover Style" file. Install the font, personalise the texts and export the PDF with our "ilfotoalbum" preset.

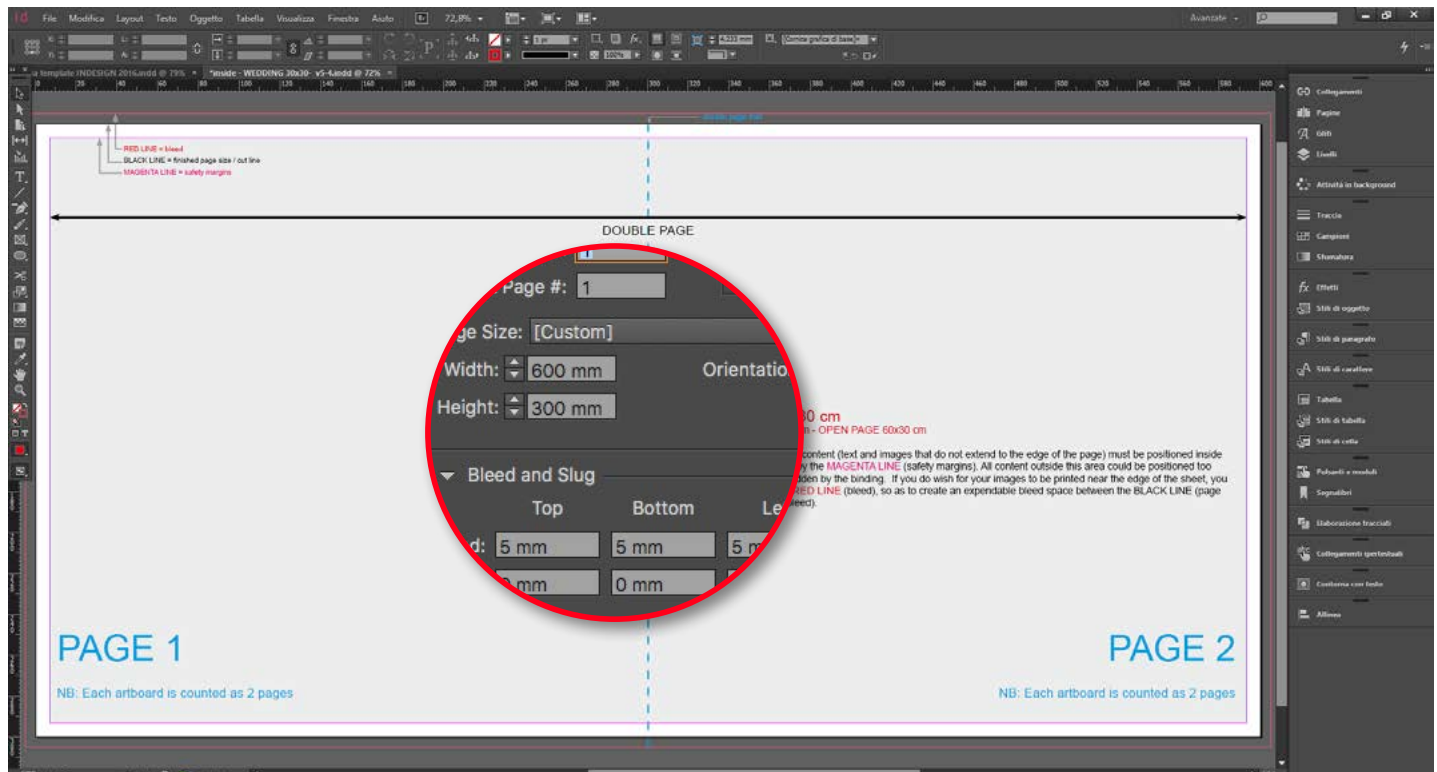




# How to start designing the layout with InDesign

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)**.

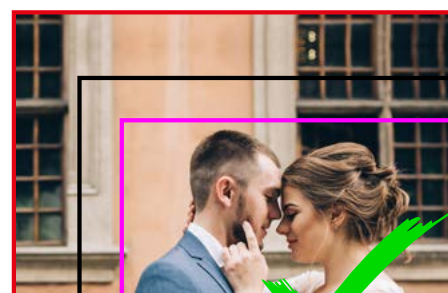
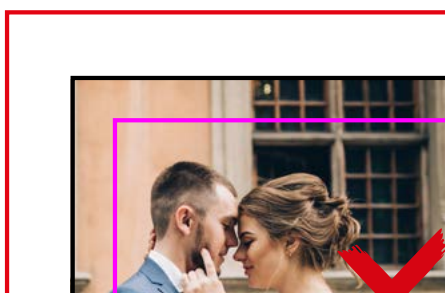
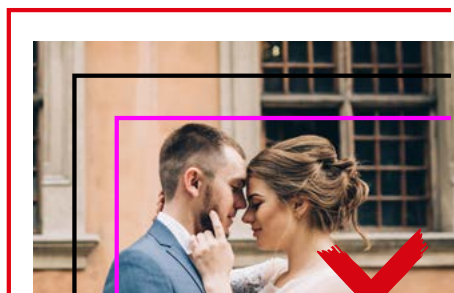
RED LINE = bleed

BLACK LINE = finished page size / cut line

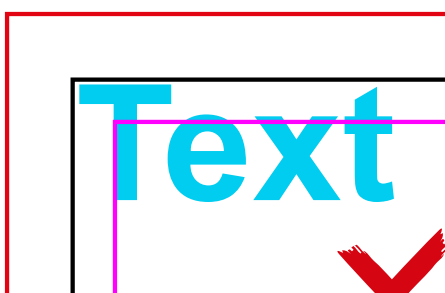
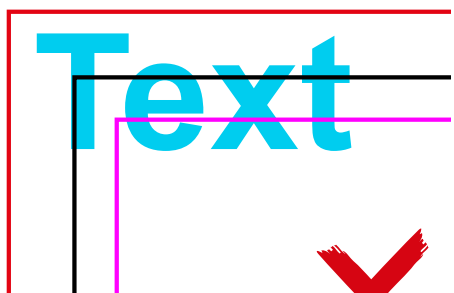
MAGENTA LINE = safety margins

## 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).





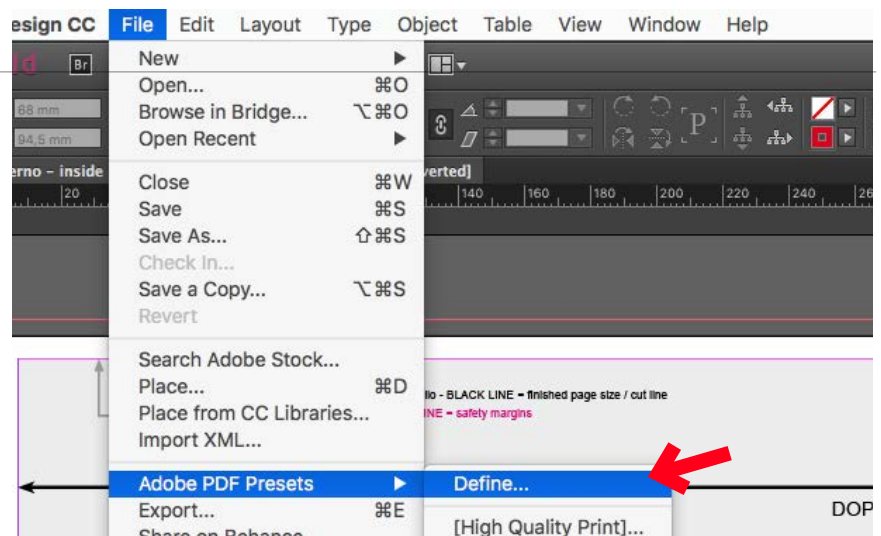
## Exporting and sending the project

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:

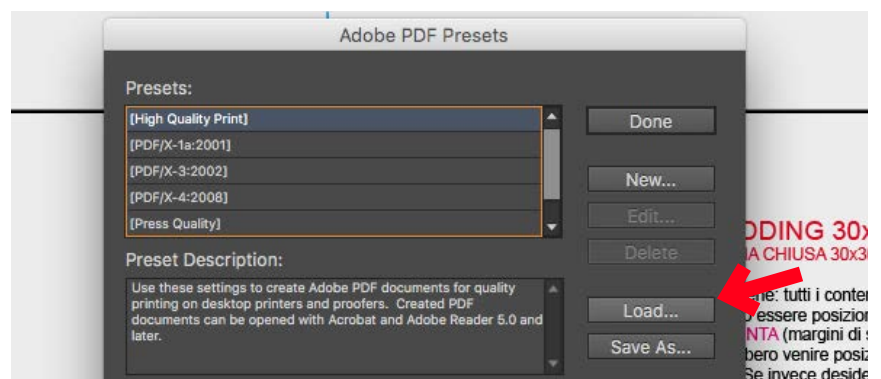
**Download preset to create a PDF suitable for our printing systems**

### Install the preset

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

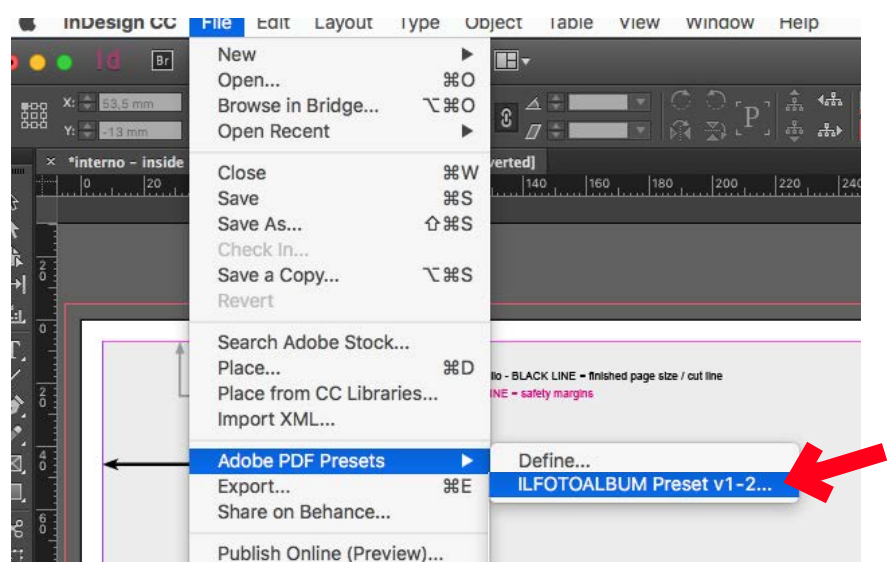


Select “Upload” in the Adobe PDF Presets window and select the ILFOTOALBUM preset file.



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.

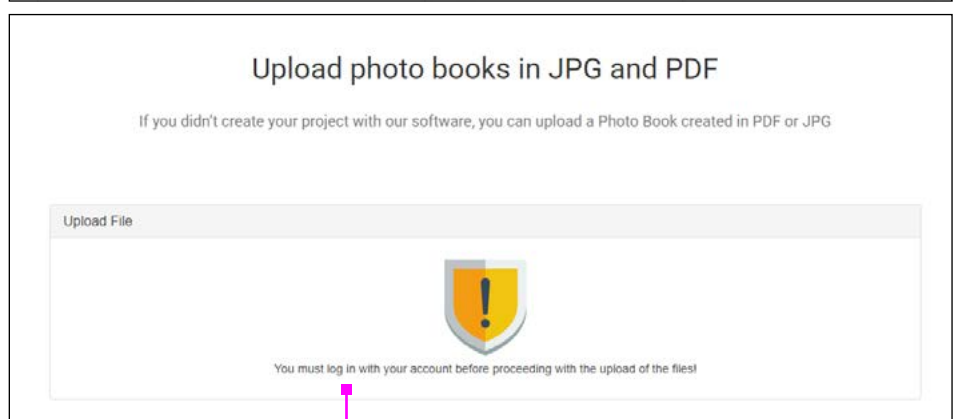
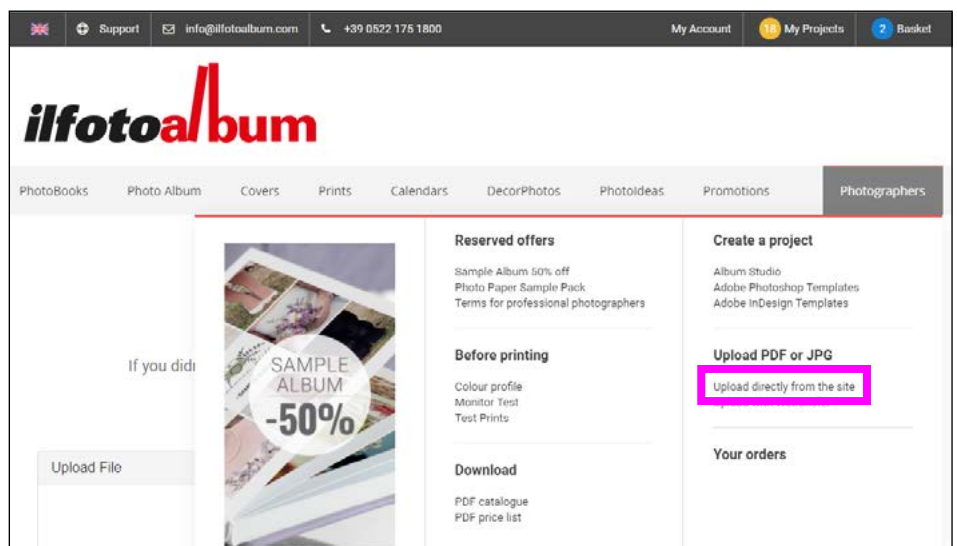


## How to send the layout and confirm the purchase

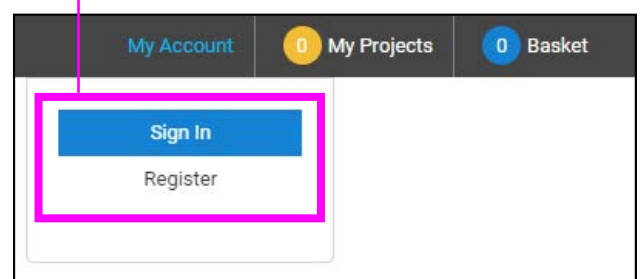
Create a compressed folder (zip file) containing all the PDFs exported with our preset (inside pages, cover, etc.)

## Send the compressed file of the layout

Or on our website  
[www.ilfotoalbum.com](http://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

DIGITAL Wedding 20,5x29 - copertina BASIC

Number of single sides

Number of single sides

Name

Name

Email

Email

Telephone

Telephone

Start File Transfer

Add the compressed file

Complete the fields and make the transfer

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

Project added to basket.

Add more products

Checkout

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



My Account

18 My Projects

2 Basket

2

Empty Basket

DIGITAL Wedding 20,5x29 - copertina EDITOR

1518016981\_Clouds\_Mix.zip

×

Unique 30x30 cm

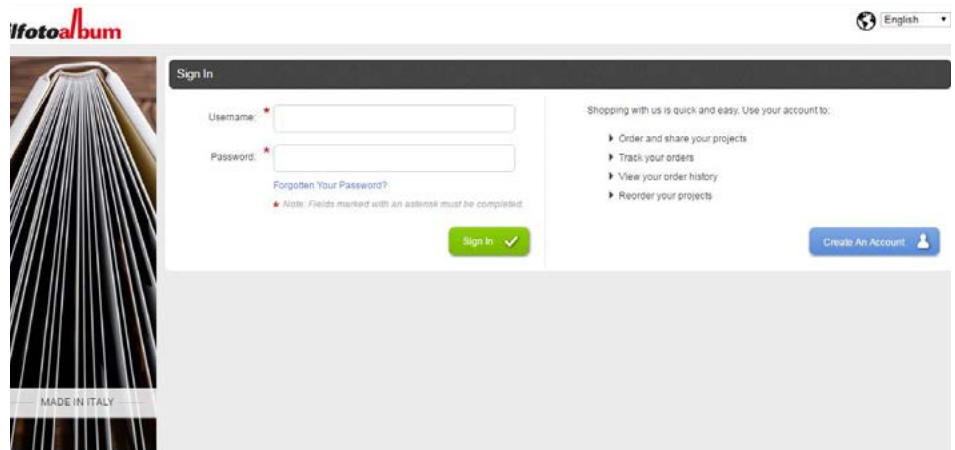
1518016994\_Clouds\_Mix.zip

×

Checkout

## Optional choices

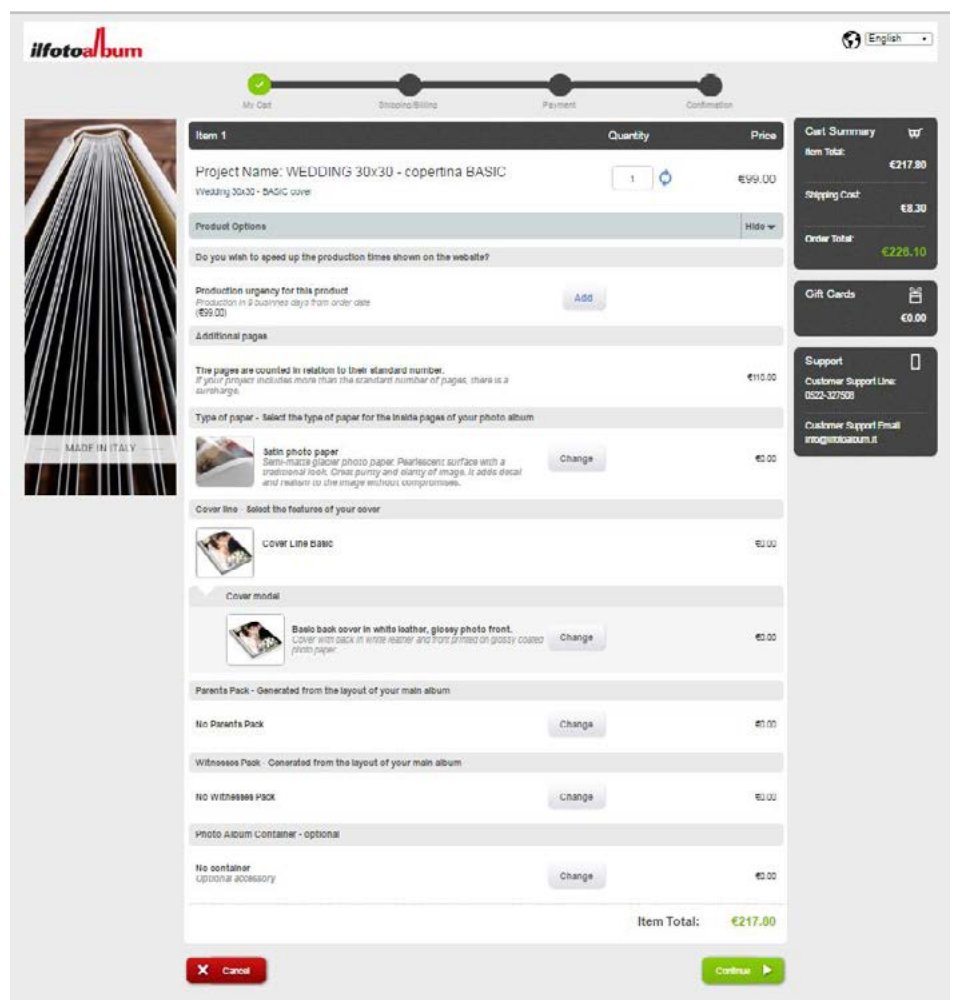
In order to access the product configuration interface you need to enter your personal data or register if you are a new user.



The screenshot shows the ifotobum website's login and registration page. On the left is a vertical image of a photo album spine with the text "MADE IN ITALY". The main content area has a "Sign In" header. Below it are fields for "Username" and "Password", both marked with a red asterisk. A link "Forgotten Your Password?" is below the password field. A note states: "Note: Fields marked with an asterisk must be completed". There is a green "Sign In" button with a checkmark. To the right, a section titled "Shopping with us is quick and easy. Use your account to:" lists benefits: "Order and share your projects", "Track your orders", "View your order history", and "Reorder your projects". At the bottom right is a blue "Create An Account" button with a user icon.

## 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.



The screenshot shows the ifotobum product configuration interface. On the left is a vertical image of a photo album spine with the text "MADE IN ITALY". The main content area has a progress bar at the top with four steps: "My Cart" (checked), "Shipping-Billing", "Payment", and "Confirmation". Below the progress bar is a table with one item: "Project Name: WEDDINGS 30x30 - copertina BASIC", "Wedding 30x30 - BASIC cover", "Quantity: 1", and "Price: €599.00". Below the table are several sections for optional choices, each with a "Change" button:
 

- Product Options:** "Do you wish to speed up the production times shown on the website?" (Add button).
- Production urgency for this product:** "Production in 3 business days from order date (€59.00)." (Add button).
- Additional pages:** "The pages are counted in relation to their standard number. If your project includes more than the standard number of pages, there is a surcharge." (€115.00).
- Type of paper:** "Select the type of paper for the inside pages of your photo album." Options include "Satin photo paper" (€0.00) and "Satin photo paper" (€0.00).
- Cover line:** "Select the features of your cover." Options include "Cover Line Basic" (€0.00) and "Basic book cover in white leather, glossy photo front." (€0.00).
- Parents Pack:** "Generated from the layout of your main album." Options include "No Parents Pack" (€0.00) and "Parents Pack" (€0.00).
- Witnesses Pack:** "Generated from the layout of your main album." Options include "No Witnesses Pack" (€0.00) and "Witnesses Pack" (€0.00).
- Photo Album Container - optional:** Options include "No container" (€0.00) and "Uppholster accessory" (€0.00).

 At the bottom right, the "Item Total" is €217.00. There are "Cancel" and "Continue" buttons at the bottom. On the right side, there are three summary boxes: "Cart Summary" (Item Total: €217.80, Shipping Cost: €8.30, Order Total: €226.10), "Gift Cards" (€0.00), and "Support" (Customer Support Line: 022-327500, Customer Support Email: info@ifotobum.it).

## 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.

**ilfotobum**

My Cart Shipping/Billing Payment Confirmation

**Shipping / Billing Details**

Shipping Address Billing Address

Change Same As Shipping Address Change

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) €5.90
- ☐ 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

Cancel Back Continue

**Cart Summary**

Item Total: €217.80

Shipping Cost: €8.30

Order Total: €226.10

**Gift Cards**

€0.00

**Support**

Customer Support Line: 0522-327508

Customer Support Email: info@ilfotobum.it

## 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.

**ilfotobum**

My Cart Shipping/Billing Payment Confirmation

**Item 1**

Item 1	Quantity	Price
Project Name: WEDDING 30x30 - copertina BASIC Wedding 30x30 - BASIC cover	1	€50.00

Product Options Show

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

**Additional Information**

Customise your option

IF YOU WOULD LIKE AN INVOICE DOCUMENT PLEASE ENTER YOUR VAT NUMBER IN THIS FIELD  
If you do not provide a VAT number, no document will be issued.

ADDITIONAL ORDER NOTES:  
Please write in this field if you wish to add any information to your order.

**Payment**

Shipping Address Billing Address

Shipping (Express Courier): €8.30

**Payment details**

If you have been provided with a voucher code please enter it now and click the 'Redeem' button.

Voucher Code Redeem

If you have a gift card please enter it now and click the 'Redeem' button.

Gift Card Redeem

Amount To Pay: €204.32  
(Includes 22.00% IVA - €36.55)

**Payment Method**

- ☒ Credit card
- ☐ Bank transfer
- ☐ PayPal

Cancel Back Confirm Order

**Cart Summary**

Item Total: €196.02

Shipping Cost: €8.30

Amount To Pay: €204.32

**Gift Cards**

€0.00

**Support**

Customer Support Line: 0522-327508

Customer Support Email: info@ilfotobum.it