

Sizing

If your magazine, catalog or other publication is perfect bound, it is preferable to provide the cover pages as spreads. If you want anything other than a plain white spine, supply cover as a spread or supply single page files with a spine file. To determine the correct size to build your spread you need to know the final trim size of your publication and the spine size of the issue you are building. If you do not already know the spine size, please contact your customer service representative at Century Publishing and they can provide you with the correct size for the spine.

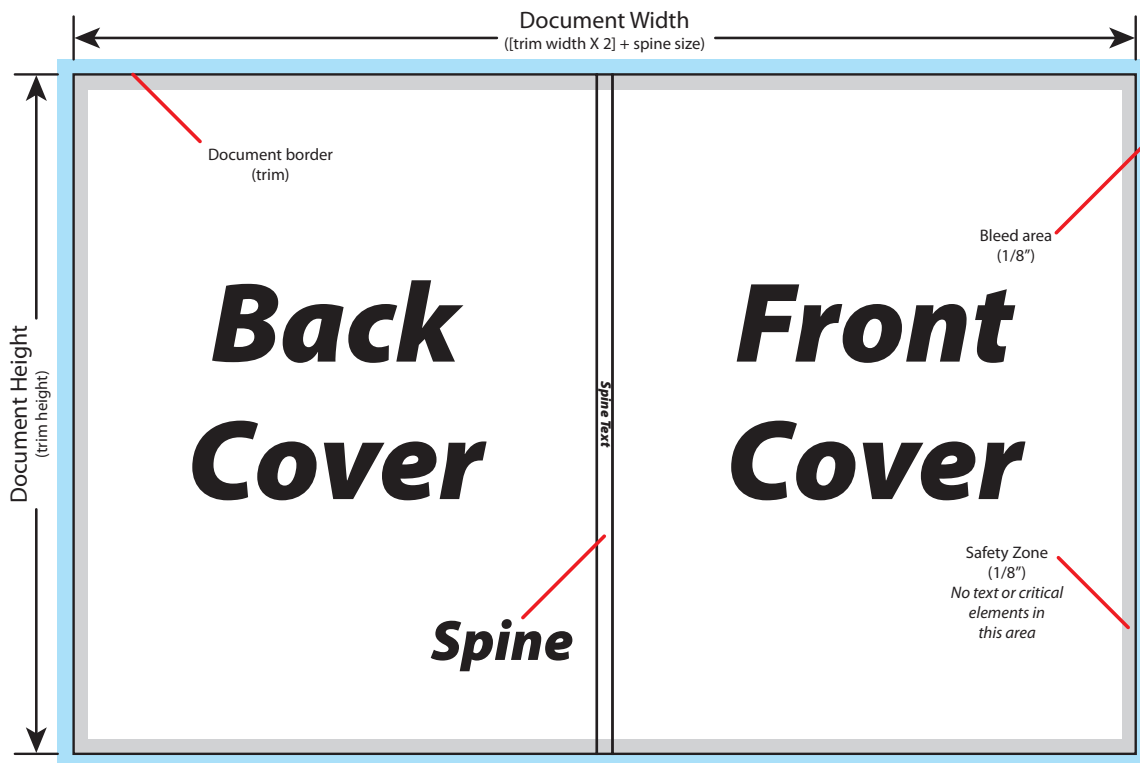
The width of the spread document you need to build will be twice the width of your final trim size plus the spine size. For example a magazine with a trim size of 8 3/8" X 10 7/8" and a 1/8" spine would require a spread document sized 16 7/8" wide ((8 3/8" X 2) + 1/8").

The height of the document you need to build will simply be the height of the final trim size of your publication.

Layout

When you build the document in your page layout program it is critical that the spine be centered between the back page and the front page and that the spine is the correct size. A simple trick to make this easier is to create a 2 column document and specify the gutter width be the spine width. If your page layout program will allow you to specify bleeds and margins when you create your document, set your margins and bleeds both to 1/8". This should give you all the guides you need to place everything correctly.

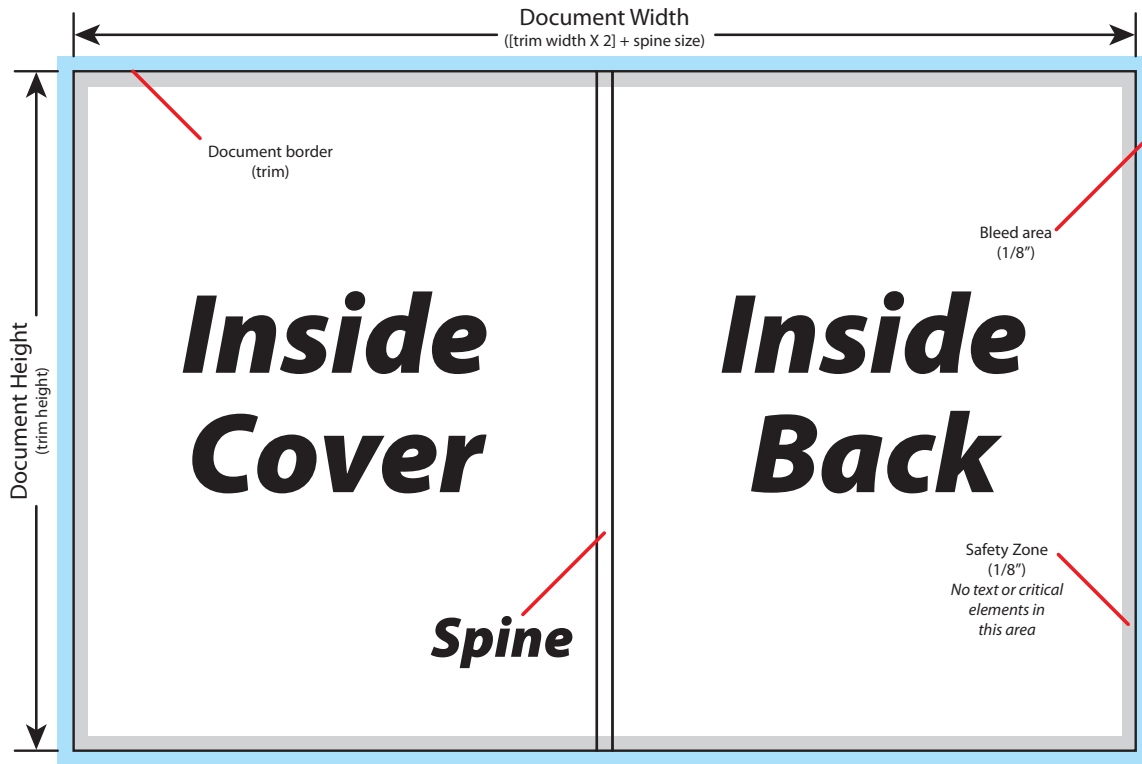
As for page placement, your spine will go right in the gutter area in the center of the page with the back page to the left of the spine and the cover page to the right of the spine. The illustration below shows layout details.



Outside Cover spread

Inside Cover spread

The previous page described how to build a layout for the outside cover spread. Providing a spread for the inside cover and inside back pages is optional. The mechanics of the page are identical to the outside cover spread. The only differences being that there should be no text or other critical elements in the spine section. The inside cover page will go on the left and the inside back page will go on the right. See illustration below for details.



Inside Cover spread