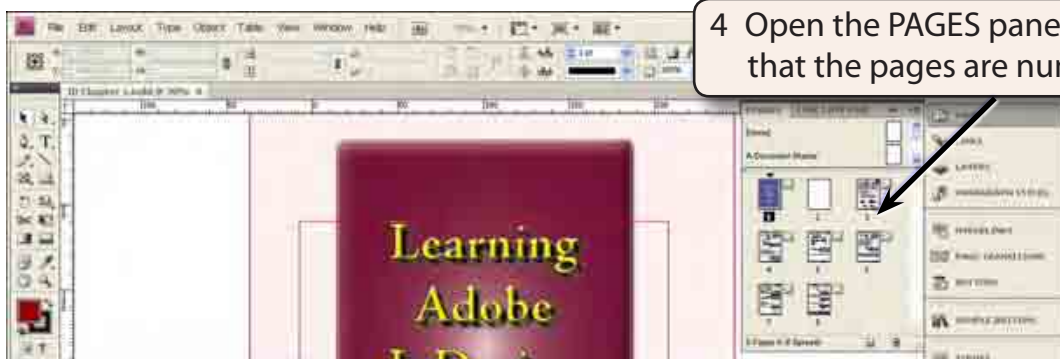# Creating Books

Books are usually quite large documents. InDesign provides a BOOK file that allows large documents to be broken down into smaller manageable sections (for example, chapters) and combined into a BOOK, which basically combines all those documents into one document. This means that you can create the individual sections then combine them together at the end of the process.

To illustrate how the BOOK file operates, sample pages from the first three chapters of these tutorials will be combined into a book.

Loading the Sample Files

The sample documents have been prepared for you and they will need to be loaded from the IDcs4 SUPPORT FILES.

1   Load InDesign or close the current document.

2   Display the FILE menu and select OPEN or click on the OPEN icon in the START SCREEN.

3   Access the IDcs4 SUPPORT FILES, open the CHAPTER 15 folder and load the ID CHAPTER 1 file.
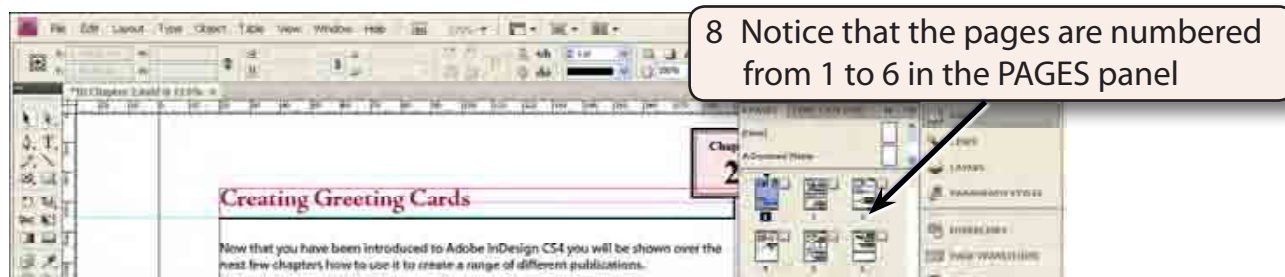

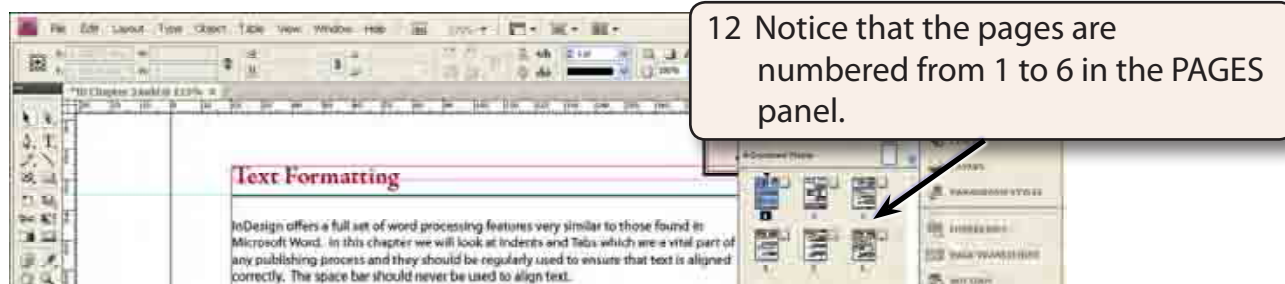4 Open the PAGES panel and notice that the pages are numbered 1 to 8.

NOTE: If a missing font message appears, select OK as it won't affect the activity. It just means that one or more fonts in the document are different to the ones in your system.

5   Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

ID Chapter 1

6   Close the file, display the FILE menu again and select OPEN.

7   In the IDcs4 SUPPORT FILES, open the CHAPTER 15 folder and load the file:

ID CHAPTER 2

8 Notice that the pages are numbered from 1 to 6 in the PAGES panel

9   Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

ID Chapter 2

10   Close the file, display the FILE menu again and select OPEN.

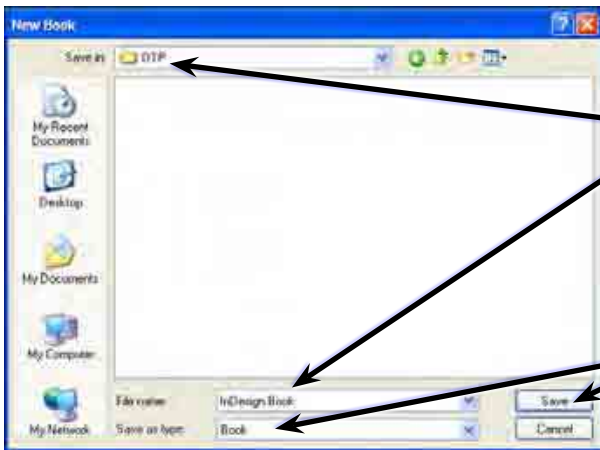11   In the IDcs4 SUPPORT FILES, open the CHAPTER 15 folder and load the file:

ID CHAPTER 3

12 Notice that the pages are numbered from 1 to 6 in the PAGES panel.

13   Use SAVE AS from the FILE menu to save the document in your STORAGE folder as:

ID Chapter 3

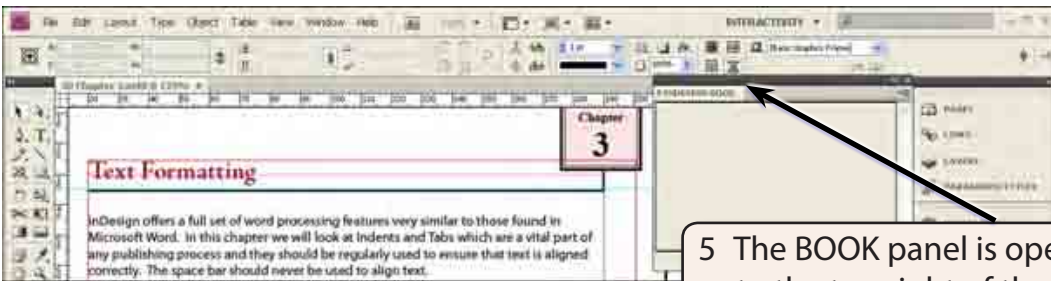14   Collapse the PAGES panel.

Starting the Book

A BOOK file will combine the three documents.

1   Display the FILE menu, highlight NEW and select BOOK.

2   You will be asked to save the BOOK.

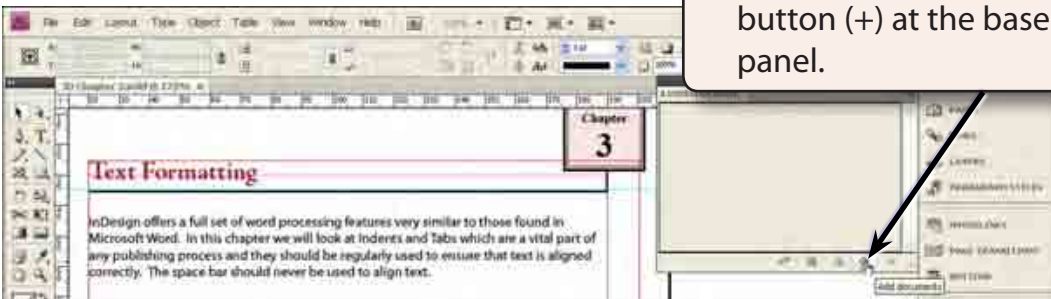3 Access your STORAGE folder and name the book:

InDesign Book

4 Notice that the SAVE AS TYPE or FORMAT box is set to the BOOK format. Click on SAVE to save the book.

5 The BOOK panel is opened. Move it to the top right of the page.

Adding Documents to the Book

The documents that are going to make up the book need to be added to the BOOK panel.
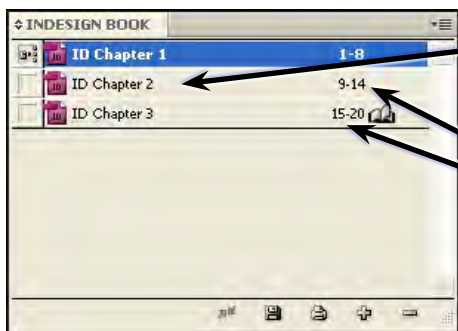
1 Click on the ADD DOCUMENTS button (+) at the base of the BOOK panel.

2 Access your STORAGE folder and SHIFT+CLICK on the files:

ID Chapter 1
ID Chapter 2
ID Chapter 3

NOTE: **If the three files are not next to one another in your STORAGE folder, use the CTRL or COMMAND key to select them.**
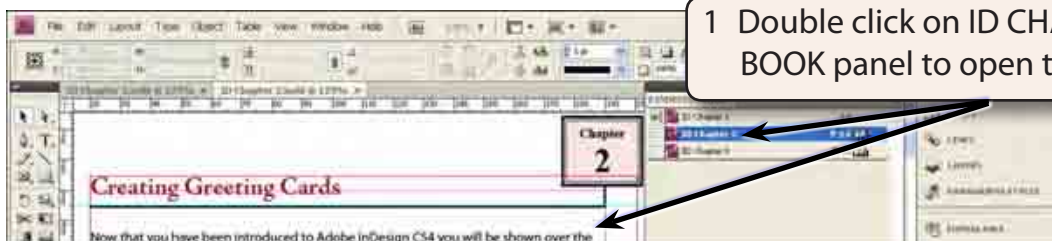

3 Click on OPEN and the files will be added to the BOOK panel.

4 Notice that the page numbers of the second and third files have been adjusted to be continuous.

Adjusting the Page Numbers

The page numbers of each document can be adjusted. For example they can be set to start at 1 for each document or include a prefix such as 1-, 2-, etc. as the numbers in these tutorials have been set.

1 Double click on ID CHAPTER 2 in the BOOK panel to open the file.

NOTE: **Once a BOOK file has been created, it is best to open its files from the BOOK panel so that the BOOK file can keep track of any changes made to its individual files.**