

InDesign—Getting it Right, Right from the Start

Document Setup

Before you begin your project, getting your document set up correctly is very important. This guide was created to help.

- 1. Document Trim Size**
Build your document to the final trim size **which may be different than this example.**
- 2. Live Area**
Live Area, indicated by a gray rectangle in this example, must be a minimum of an 1/8" (.125 in) inside the trim, including Page Numbers.
- 3. Bleed**
Images and backgrounds intended to extend to the edge of the page must be extended an 1/8" (.125 in) beyond trim.
- 4. Drill Holes**
If your job drills, we can provide the correct drill hole size and margins. If you prefer, we can provide a template with the drill holes and dimensions on a non-printing layer.

Tabs

If your tabs are 1/2" (.5 in), for example, you would add that amount to the width of the pages that get die-cut. All copy in tabs must be a min 1/8" (.125 in) from trim.

Document Presets

Click on the Save Document Preset icon.

New Document

Document Preset: Catalog ⌵ 📄 🗑️

Intent: Print ⌵

Number of Pages: 64 Facing Pages

Start Page #: 1 Primary Text Frame

1. Page Size: [Custom] ⌵

Width: 8.375 in ⌵ Orientation: 📄 📄

Height: 10.875 in ⌵

Columns

Number: 1 ⌵ Gutter: 0.1667 in ⌵

2. Margins

Top: 0.125 in ⌵ Inside: 0.125 in ⌵

Bottom: 0.125 in ⌵ Outside: 0.125 in ⌵

3. Bleed and Slug

	Top	Bottom	Inside	Outside	
Bleed:	0.125 in	0.125 in	0.125 in	0.125 in	<input checked="" type="checkbox"/>
Slug:	0 in	0 in	0 in	0 in	<input type="checkbox"/>

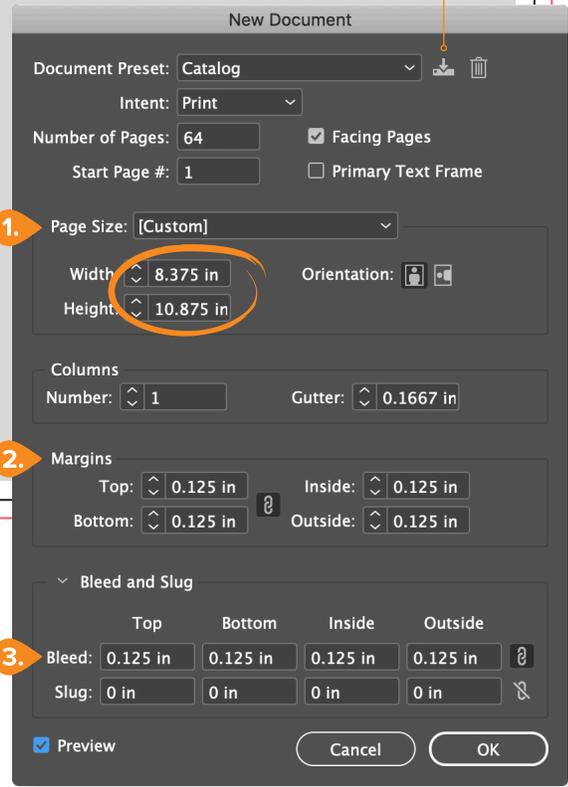
Preview Cancel OK

What's New

TIP Catalogs and Magazines are typically set-up as **Facing Pages** (two-page spreads), but PDFs should be Exported as **Pages, not Spreads**. Of course there are some exceptions. Please contact us with any questions.

Adobe InDesign

Download our Adobe PDF Preset. ⌵



Legacy 'New Document' Dialog

Quick Start Guides

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