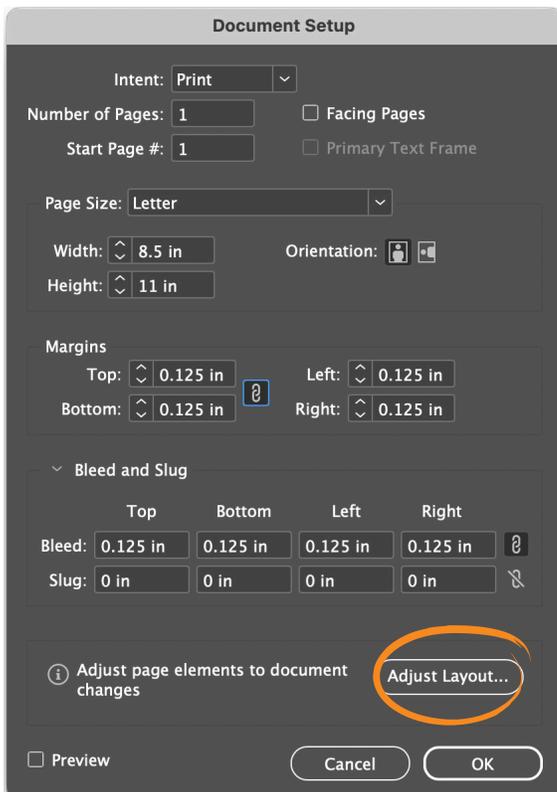


InDesign–Adjusting your Document

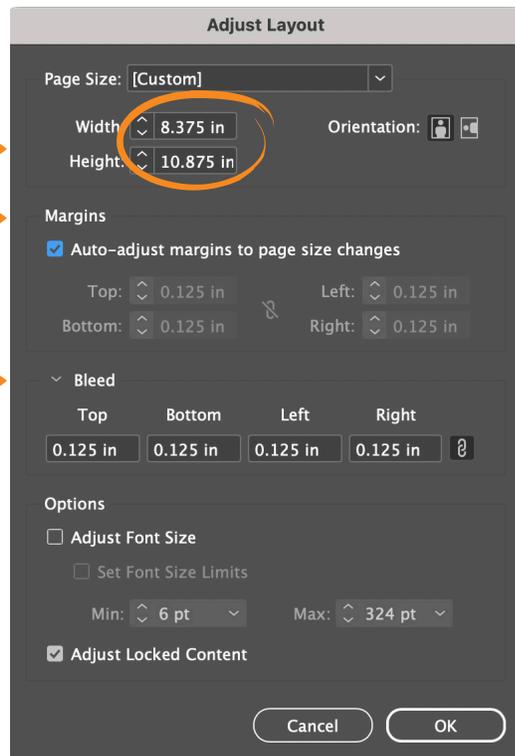
Adjust Layout

When you need to adjust the size of your document, the **Adjust Layout** feature can do much of the work automatically by adjusting the page elements in your document layout when the page size, page margin, or bleed of the document changes.

1. Choose **Adjust Layout** (**File > Adjust Layout** or **File > Document Setup** and click **Adjust Layout**).
2. Change the **Page Size** to match the **Width and Height** of the final trim size **which may be different than this example**.
3. Margins must be a minimum of an **1/8” (.125 in)** inside the trim, including **Page Numbers**.
4. **Bleed, images and backgrounds** intended to extend to the edge of the page, must be extended an **1/8” (.125 in)** beyond trim.



- 2.
- 3.
- 4.



Review your document after making any adjustments.



Quick Start Guides

We have created a series of Quick Start Guides for Creative Professionals. Visit: walsworth.com/quick-start