Quick Start Guide

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.

Bleed, images and backgrounds intended to extend to the edge of the page, must be extended an 1/8" (.125 in) beyond trim.

Document Setup	Adjust Layout
Intent: Print Number of Pages: 1 Facing Pages Start Page #: 1 Primary Text Frame	Page Size: [Custom] ~ Width & 8.375 in Orientation: in Internation: in Internation: in Internation: in Internation: in Internation: int
Page Size: Letter Width: 3 8.5 in Orientation: 1 Height: 3 11 in	3. Margins ✓ Auto-adjust margins to page size changes Top: ○ 0.125 in Left: ○ 0.125 in
Margins Top: O.125 in Bottom: O.125 in Right: O.125 in V Bleed and Slug	Bottom: 0.125 in Right: 0.125 in Bleed Bleed Bottom Left Right 0.125 in 0.125 in 0.125 in 0.125 in 0.125 in 0.125 in
Top Bottom Left Right Bleed: 0.125 in 0.125 in 0.125 in 0.125 in Slug: 0 in 0 in 0 in 0 in %	Options ☐ Adjust Font Size ☐ Set Font Size Limits Min:
Changes	Cancel OK



Review your document after making any adjustments.



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