

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 document was created to help.

Build your document to the final trim size. **Live Area**, indicated by a gray rectangle in the example below, must be a minimum of an 1/8" (.125 in) inside the trim. **Bleed**, images and backgrounds intended to extend to the edge of the page, must be extended an 1/8" (.125 in) beyond trim to the bleed guide.

1. Document Trim Size
Build your document to the final trim size.

2. Live Area
Is 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.

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.

What's New

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
Once you have entered the Page Size, Margins and Bleed amounts, 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
Height: 10.875 in
Orientation: [Portrait]

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
Bleed: Top: 0.125 in Bottom: 0.125 in Inside: 0.125 in Outside: 0.125 in
Slug: 0 in 0 in 0 in 0 in

Preview Cancel OK



Adobe InDesign

Download our Adobe PDF Preset.

Exporting PDF as Pages or Spreads

In most cases you should choose Pages. One example where you should choose Spreads is a perfect bound cover built as spreads with the correct spine width.

Quick Start Guide

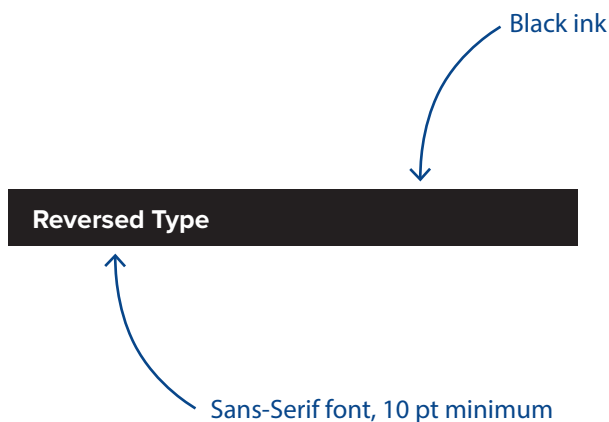
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Additional Tips

We recommend a **minimum line weight** of .5pts

For reversed out type, we recommend using a Sans-Serif font no smaller than 10 pt. There are several considerations: font, font size, stock and press. Reach out with any questions.

From Wikipedia—In typography and lettering, a sans-serif, sans serif, gothic, or simply sans letterform is one that does not have extending features called “serifs” at the end of strokes. Sans-serif typefaces tend to have less stroke width variation than serif typefaces.



Quick Start Guides

We created a series of Quick Start Guides (PDFs) on various topics for the Creative Professionals. Visit our [website](#).