

Creating a New Publication File

Step 1

Open up InDesign and enter the New Document Menu.
(File > New > Document)

Step 2

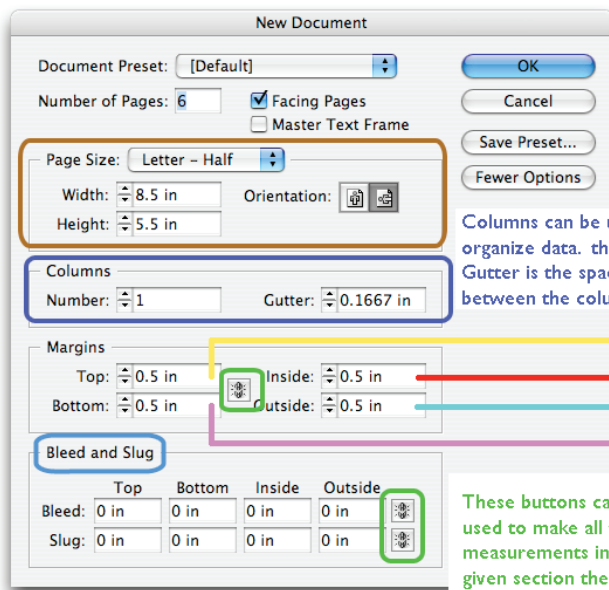
Fill out the fields to set up your document.

- Use the below chart to reference which fields correspond to which aspects of the document.
- Click OK to create the new document.

Use the drop-down menu to use preset page sizes, or set your own. Please note the difference between the page size and the SPREAD size. (Refer to right)

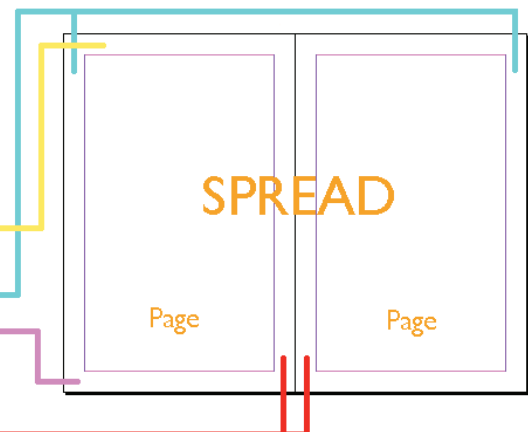
Refer to the next page on setting a Bleed.

The slug is an area around a page reserved for printers notes.



Columns can be used to organize data. the Gutter is the space in-between the columns.

These buttons can be used to make all the measurements in a given section the same.



Troubleshooting

- I'm still not getting the page size versus spread size.
- First, figure out what type of paper you want to be printing on, and what how is it going to be bound. If it is going to be saddle stitched, than you will want your pages you be **2-up** on a page (that means that there's two pages per side of paper). That means that your page must be **half the size of your paper**. Here's the quick cheat sheet:

If you want to print on: Letter (8.5"x11") use Half Letter
Legal (8.5"x14") use Half Legal
Tabloid (11"x17") use Letter

Feel free to see the Lab Tech to discuss various aspects of setting up your InDesign document.