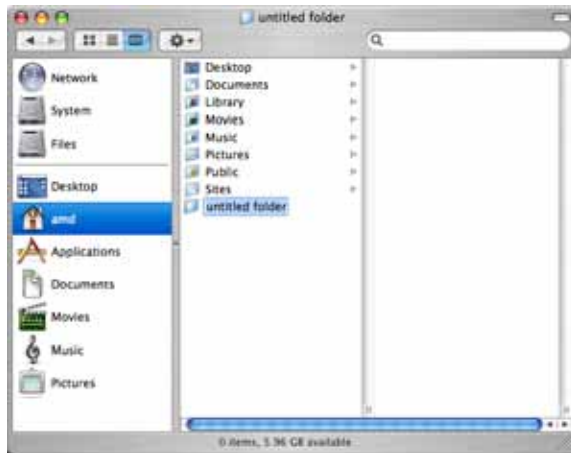


This handout has been written to provide you with a quick guide to setting up a new blank document using Adobe InDesign.

Before you do anything else, create a new folder in the AMD home folder. To do this Click on the Finder in the dock (fig.1). A new Finder window should appear. Find the AMD icon in the lower half of the far left hand column. Select it by clicking on it. It should be highlighted by a blue band to indicate it is selected. From the File menu choose New Folder. A new Untitled Folder will appear in the Finder window (fig.2). Click into the name field of the folder and give your project a name. Everything you use to create your new document should be kept in this folder. It is important that you manage your files carefully when using any page layout program, by keeping everything in one folder it will prevent a lot of potential problems when you come to print your document.



(fig.1)



(fig.2)

Click on the InDesign icon in the dock at the bottom or side of the screen to launch the application. From the menu bar at the top of the screen choose **File > New > Document**. The **New Document** window should appear (fig.3)

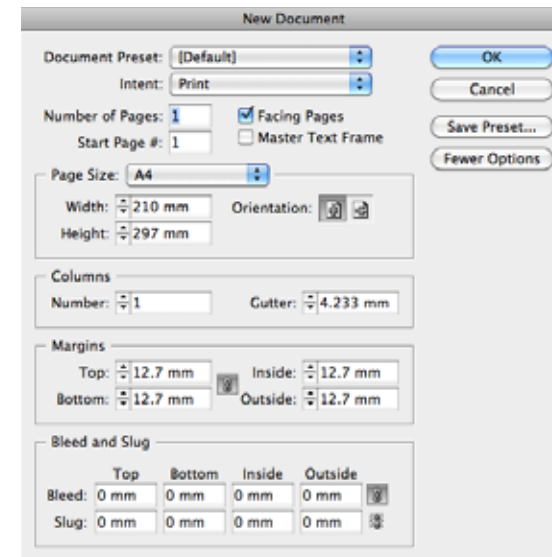
Intent: Set to Print

Number of Pages: To specify the number of pages in your document click in the field and type in a figure. If you don't know, don't worry you can add some or all extra pages later if necessary.

Facing Pages: By default Facing Pages is ticked, which will enable you to work on double page spreads. But remember each side of the spread is a separate page.

Page Size: There are several preset page sizes available from the Page Size menu, including A4 and A3. You can also set the orientation of each page, landscape or portrait.

These measurements refer to a single page, one side of a spread. If you choose A4 Portrait you will need to print each spread on a sheet of at least A3 size. It is likely because of the necessity for bleeds and printers marks when printing that you will need to make each page a custom size. To do this simply click into the Width and Height fields and type in a figure in mm.



(fig.3)

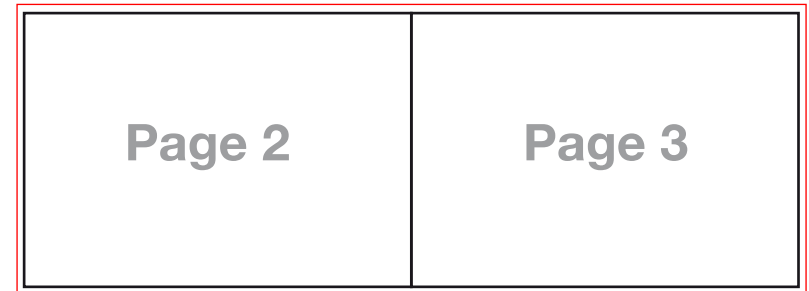
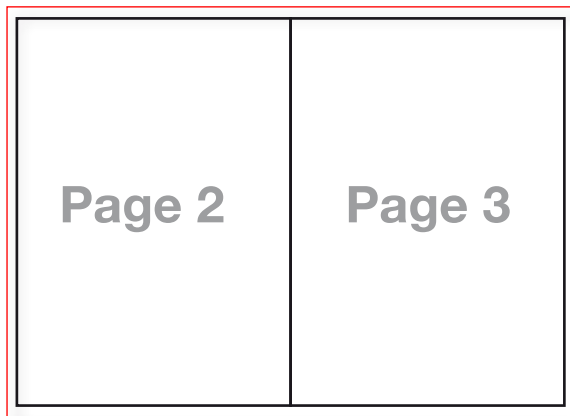
Columns: This allows you to create column guides in your document. These are merely guides and won't actively format your text.

Margins: Margins in InDesign are merely guides and do not in any way constrain your layout like they might in word processing applications like Microsoft Word.

Bleed and Slug: To get these more advanced settings, click on the **More Options** button. Bleed is the name given to an area, usually **3mm**, that prints beyond the edge of the document boundaries. This extra image area will be trimmed off after the document is printed. Bleed is only necessary in areas where an image or background colour needs to print to the edge of a page. If you do not include a bleed some printers will not print your documents. It is important if you need a bleed to include that extra 3mm in your page size calculations. Obviously where you are working with spreads that will be printed as spreads you will not need a bleed on the inside.

When setting up a two page spread, bear in mind that you can make your individual pages any size you want, as long as two pages with a bleed and printers marks will fit on the size of paper you are going to be printing on. It is likely that during your time as a student you will be printing one-off booklets and so will be using commercial copy bureaus to print and bind your work. Bureaus tend to use standard paper sizes like A4, A3 and A2. The table below gives the maximum page size appropriate for each size of paper you might print on. (These are maximum sizes and you can use smaller page sizes if you wish).

It is essential you know the size of paper onto which you are going to print your spreads, before you set up your document.



Page Dimensions		Bleed	Output Paper Size
Max width in mm	Max height in mm		
140	194	3mm	A4
202	280	3mm	A3
288	412	3mm	A2