

Hot tip

Choose Web from the Intent pop-up menu to set a page size of 800x600 pixels and to convert measurement settings to pixels. This can provide a quick option for starting a SWF for the web or a PDF presentation. Choose other standard pixel dimensions from the Page Size pop-up.

You cannot change Intent settings after you OK the New Document dialog box.

Hot tip

Click the More Options button to reveal controls for setting additional Bleed and Slug guides. These are non-printing guides: content placed in these areas should not appear when the page is trimmed to its final size. Enter Bleed values to define the size of the bleed area for any objects that cross the page edge and 'bleed' off the page. Enter values for Slug to define an area outside the page area where instructions to the printer or other information relating to the document can appear:

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

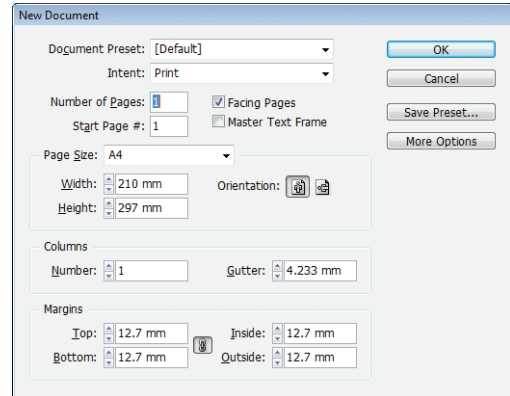
The Intent pop-up menu and the Start Page # option are new features introduced in InDesign CS5.

Document Setup

Launch Adobe InDesign as you would any other application (from the Start menu – Windows, or from the Applications folder or Dock – Mac). When the InDesign splash screen and workspace appear you can create a new document.

Size and Orientation

- 1 To create a new document, choose File>New. The New Document dialog box appears. Use the Page Size drop-down list to choose a standard page size, if appropriate.

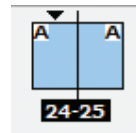


- 2 Select Master Text Frame to automatically create a text frame on the A-master that fits to the margins and matches the number of columns and gutter specified in the dialog box (see Chapter 10 for information in Master Pages).

- 3 Enter the number of pages you want in the document. If you are unsure of the number of pages you need, you can always add or delete pages when you are working in the document.

- 4 Choose the Facing Pages option to create a publication such as a magazine, brochure or book which will consist of double-page spreads. If you choose Facing Pages, Left and Right in the Margins area change to Inside and Outside, allowing you to set a wider inside margin to accommodate any binding edge in your document.

- 5 Use the Start Page # entry field if you want to start a document with a left hand page (in which case you enter an even number), or if you want to create a section as you set up a document. For example, if you enter an even number, InDesign creates a left hand page to begin the document, instead of the default right hand page. If you subsequently set up automatic page numbering (see page 145 for further details) the pages start numbering from the value you enter in this field.






...cont'd

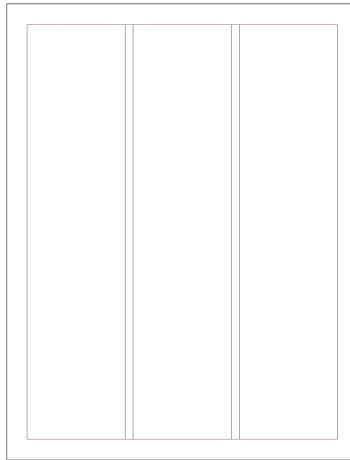
- 6 To create a non-standard page size, make sure the Width entry field is highlighted, and then enter the page width you require. Then, do the same with the Height entry field.
- 7 Click the Landscape icon if you want to create a landscape page orientation. Portrait is selected by default.

Margin Guides

Set margin guides to define the main text area of your document. Margin guides are non-printing and appear as magenta lines on the screen. Margin guides are only guides – objects can be placed across margin guides or completely outside the margin guides.

- 1 Either enter values for Top, Bottom, Left/Right, Inside/Outside.
- 2 Or click the “Make all settings the same” button () to make it active, and then enter a value in one of the Margin entry fields. Press the Tab key to make all values the same as the first value you enter.

Orientation:  



Column Guides

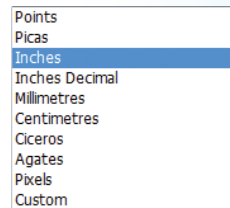
Column guides are non-printing and appear on screen as purple lines. They serve as a grid for constructing a publication. You are not constrained to working within the columns – all InDesign objects can cross column guides as necessary to create the page design you require.

- 1 Enter the number of columns you want. Specify a Gutter – the space between columns. InDesign calculates the widths of columns based on the overall width of the page, the number of columns, and the values entered for margins and gutters.
- 2 When working in a document, to change margin and column settings for the currently selected master page, spread or page, choose Layout>Margins and Columns. Enter new values as required. OK the dialog box.

Hot tip



To set the default measurement system for all new documents, launch InDesign, but do not start a new document. Choose Edit>Preferences>Units & Increments (Windows), or InDesign>Preferences>Units & Increments (Mac). Change the Horizontal and Vertical Ruler Units pop-up menu to the unit of measurement you want to use:



Hot tip



In any dialog box, press the Tab key on your keyboard to move the highlight from entry field to entry field. Once the value in an entry field is highlighted, simply enter a new value to replace the original value.