

Quick start to InDesign

How to create a new document:

1. Launch InDesign
2. File > New > Document
3. New File Document dialog box will appear. Use the settings below.

New Document

Document Preset: [Custom]

Intent: Print

Number of Pages: 1 ☒ Facing Pages

Start Page #: 1 ☐ Primary Text Frame

Page Size: Letter

Width: 8.5 in Orientation:

Height: 11 in

Columns

Number: 1 Gutter: 0.1667 in

Margins

Top: 0.5 in Inside: 0.5 in

Bottom: 0.5 in Outside: 0.5 in

Bleed and Slug

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

- a. You can set the margins to whatever size you prefer or leave them the same.
4. The workspace.
 - a. Control panel
 - i. panel along the top and changes based on the tools you use. You can change font properties, colors, etc anything from here.
 - b. Tool panel
 - i. panel on the left and stores all your tools. Most frequently used tools - selection tool, type tool, shape tools
 - c. Page
 - i. Anything with in the black outline will be printed
 - ii. Anything is the pasteboard will not print.

SEE PAGE TWO FOR WORKSPACE PARTS.

