

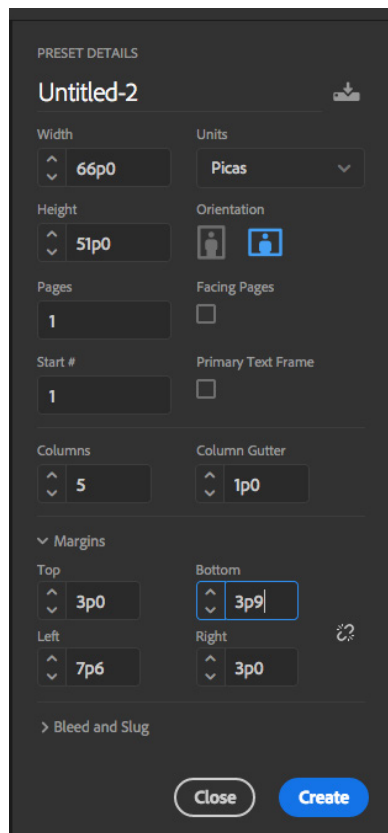
COMD1127 Type and Media

Project 1: Type Book

Creating an InDesign Document/ General Measurements

We will be creating a 20 page-book related to typography.

Please refer to this handout for size, margins, and column information.



FILE>NEW

Width: 66 picas x Height: 51 picas (11" x 8.5")

You can use Picas or Inches

Orientation: landscape

Pages 20

DO NOT select FACING PAGES

DO NOT select PRIMARY TEXT FRAME

columns: 5 and column gutter 1p (.167")

Margins:

top 3p (.5")

bottom 3p9 (0.625 in")

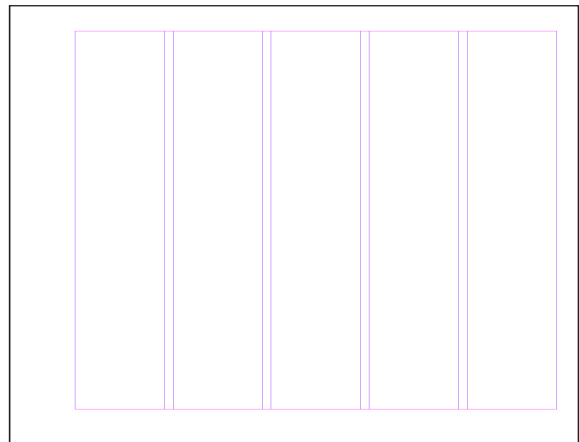
left 7p6 (1.25")

right 3p (.5")

CREATE

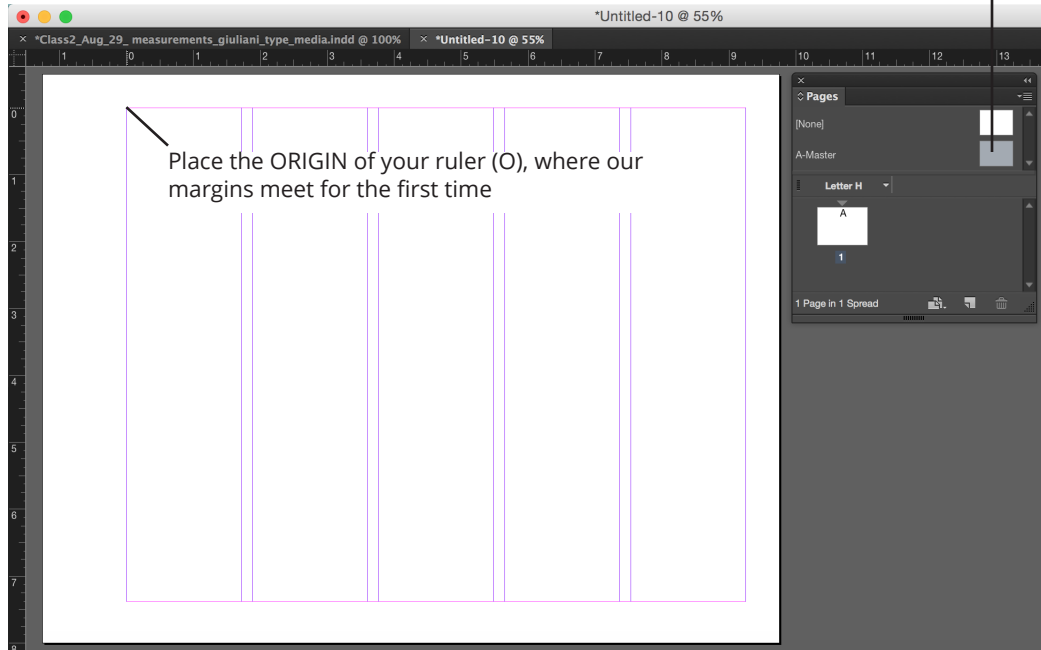
You should now have a document that looks like >
GO to VIEW > Show Rulers (Command R)

If you need to change MEASUREMENTS:
Go to the INDESIGN Menu on the top left
and select PREFERENCES > UNITS & INCREMENTS,
then change inches to picas



Adding Guides and Moving the Rulers

Go to **WINDOWS > PAGES** and make sure that you can see this window. Double click on **A- MASTER** so that it becomes grey



From your horizontal ruler click and drag down a guide . Place it 21.7 picas (3.6") below the top margin, then another guide 1 pica below that (will be 21.7 from bottom margin)

