

# Tech Note 31: Document Setup

Revised: December 2009

## InDesign

Document setup is foundational to good desktop publishing. Setting up margins and bleed prior to PDF creation will ensure a constant output. These settings are for "Facing Page" set up.

### 1. Document Preset:

Select File / Document Presets / Define.



### 2. Select New:

A new document preset window will open. Name the preset for the trim size. Please set the "Paper Size" to your magazine's trim size. The rest of the settings should be set to the example shown. Then select OK.

Name the preset here.

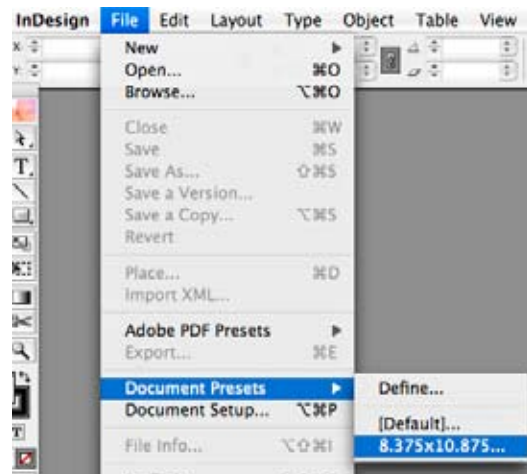
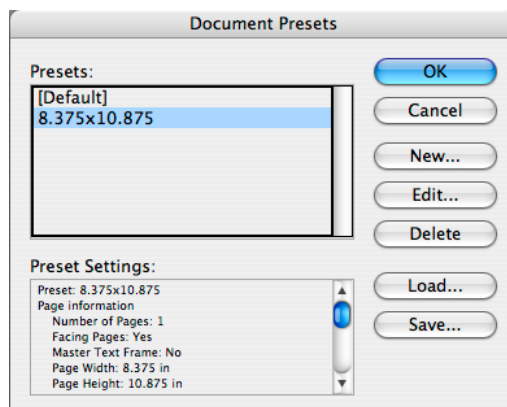
Page size is the trim size of the magazine.

This is the "live" safety margin

Bleed and Slug need to be set to these settings

### 2. Select Preset:

You now have a document preset to use for any new documents.

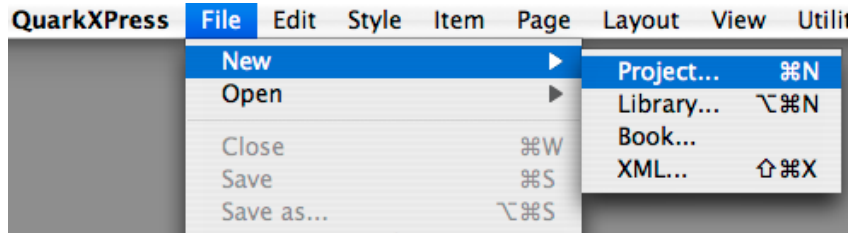


# Quark

QuarkXpress has no preset capability. When creating a new document, use the follow steps.

## 1. New Project:

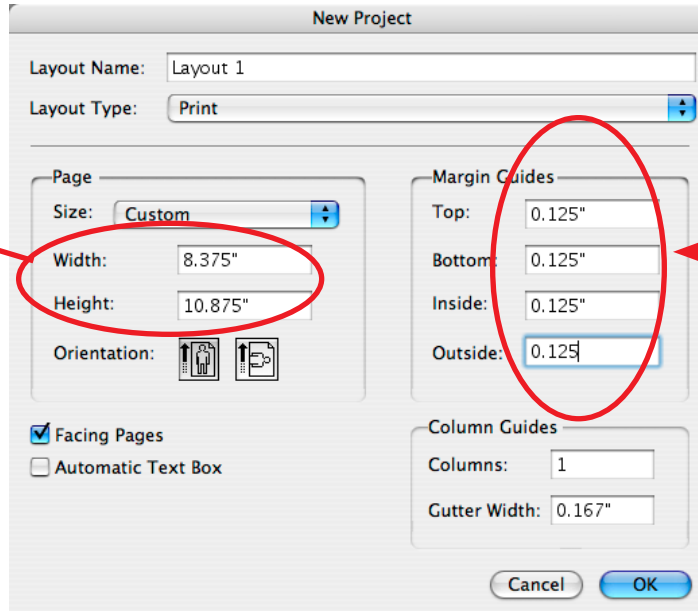
Select File / New / Project.



## 2. Setup:

The "Page Size will be the trim size of your magazine. The rest of the settings should be like the example below. Then select OK.

Page size is the trim size of the magazine.



This is the "live" safety margin

## 3. Save As Template:

Now select File / Save As and name the document for the trim size. In the "Type" drop down list choose Project Template. Use this template for any new documents to ensure the proper document settings.

