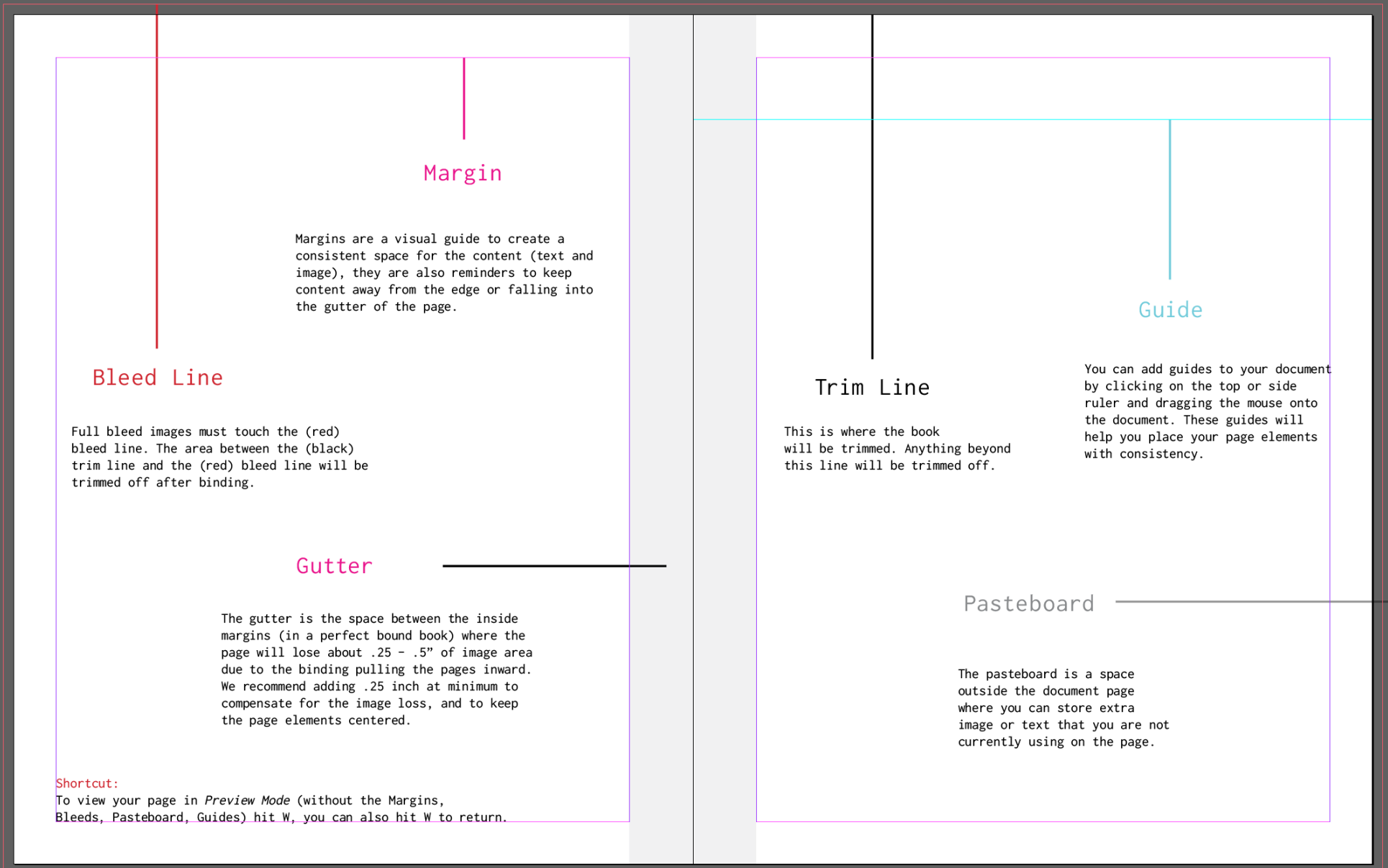


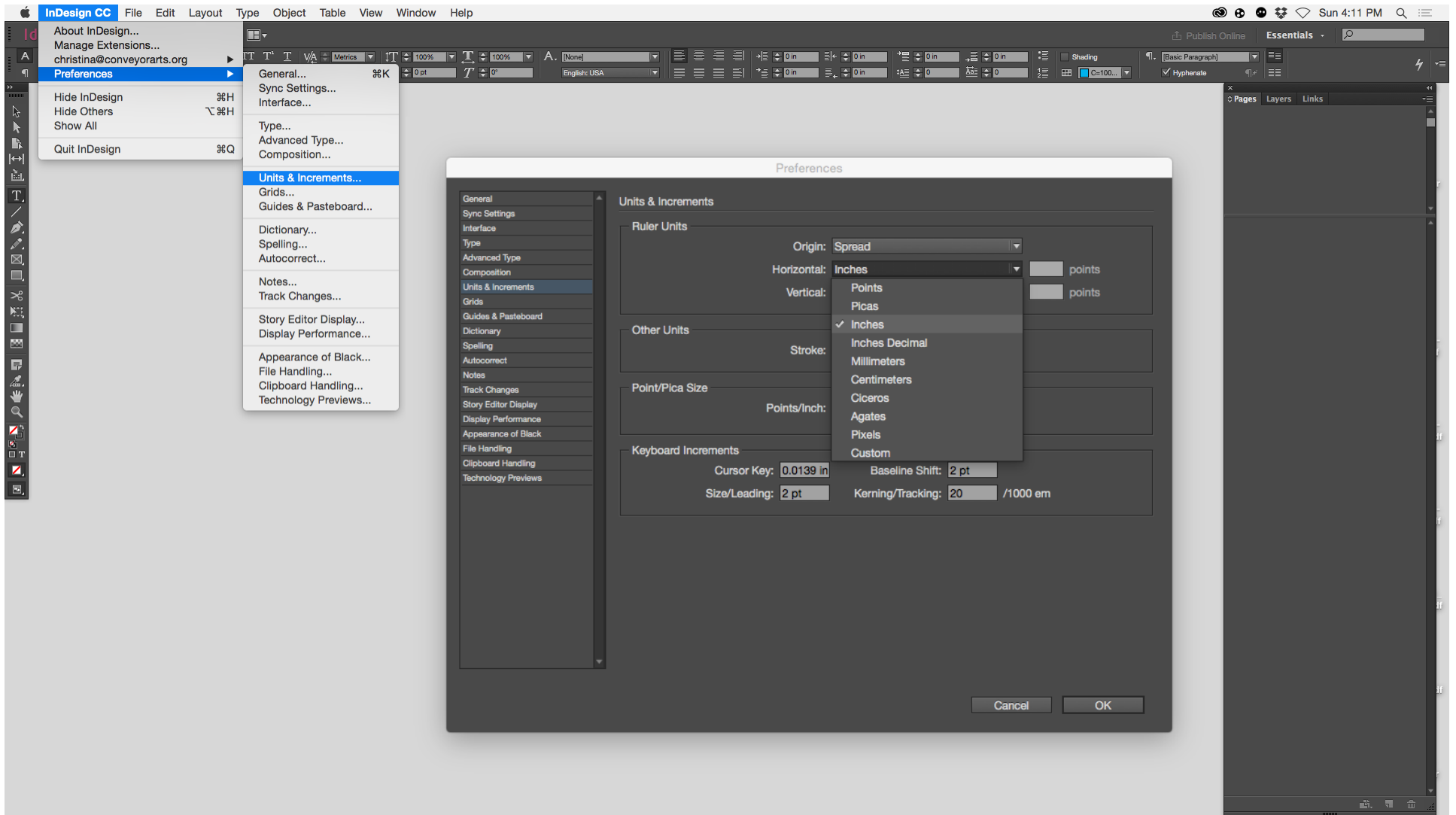
# Conveyor Arts

## InDesign Document Setup

The following instructions are mandatory settings for printing your book with Conveyor Arts.

Follow these instructions carefully to avoid mistakes in the final printed book and to keep the production of your project on schedule.

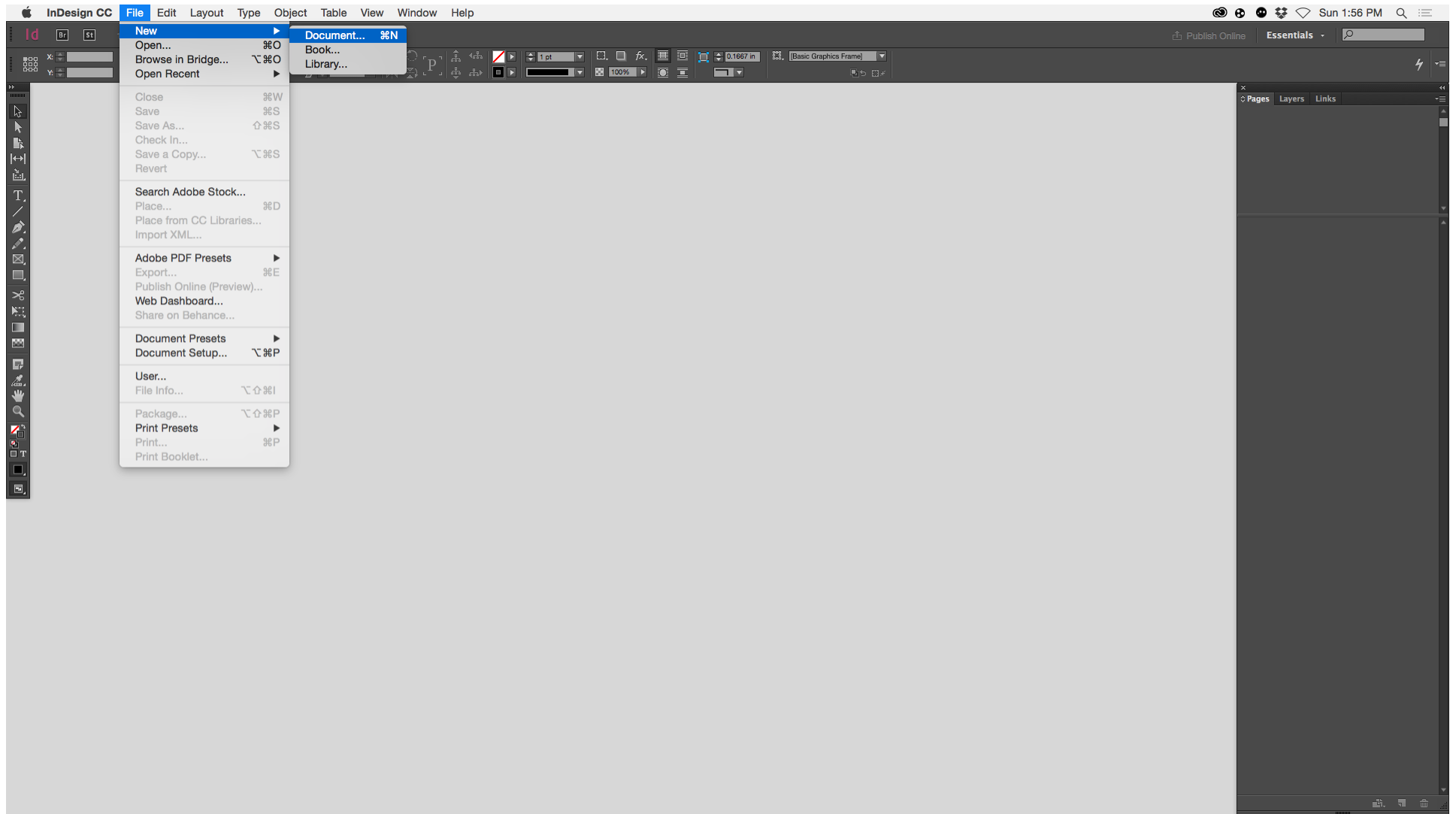




InDesign > Preferences > Units and Increments

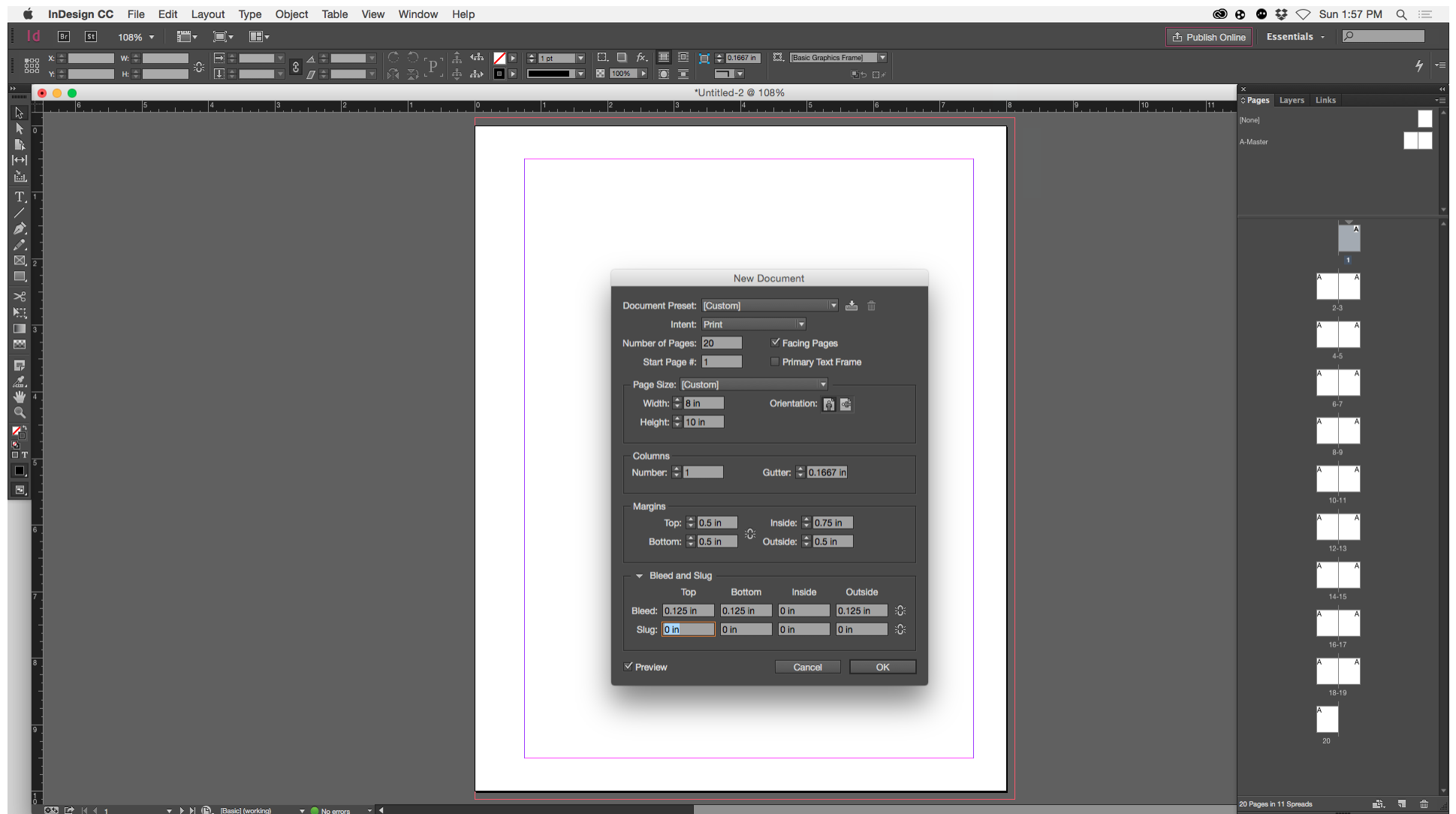
The program will automatically default to picas, change to inches, our preferred unit for the document. For good measure, you should also click through each menu, to set up your preferences as best for you.

Select Inches for both horizontal and vertical Ruler Units

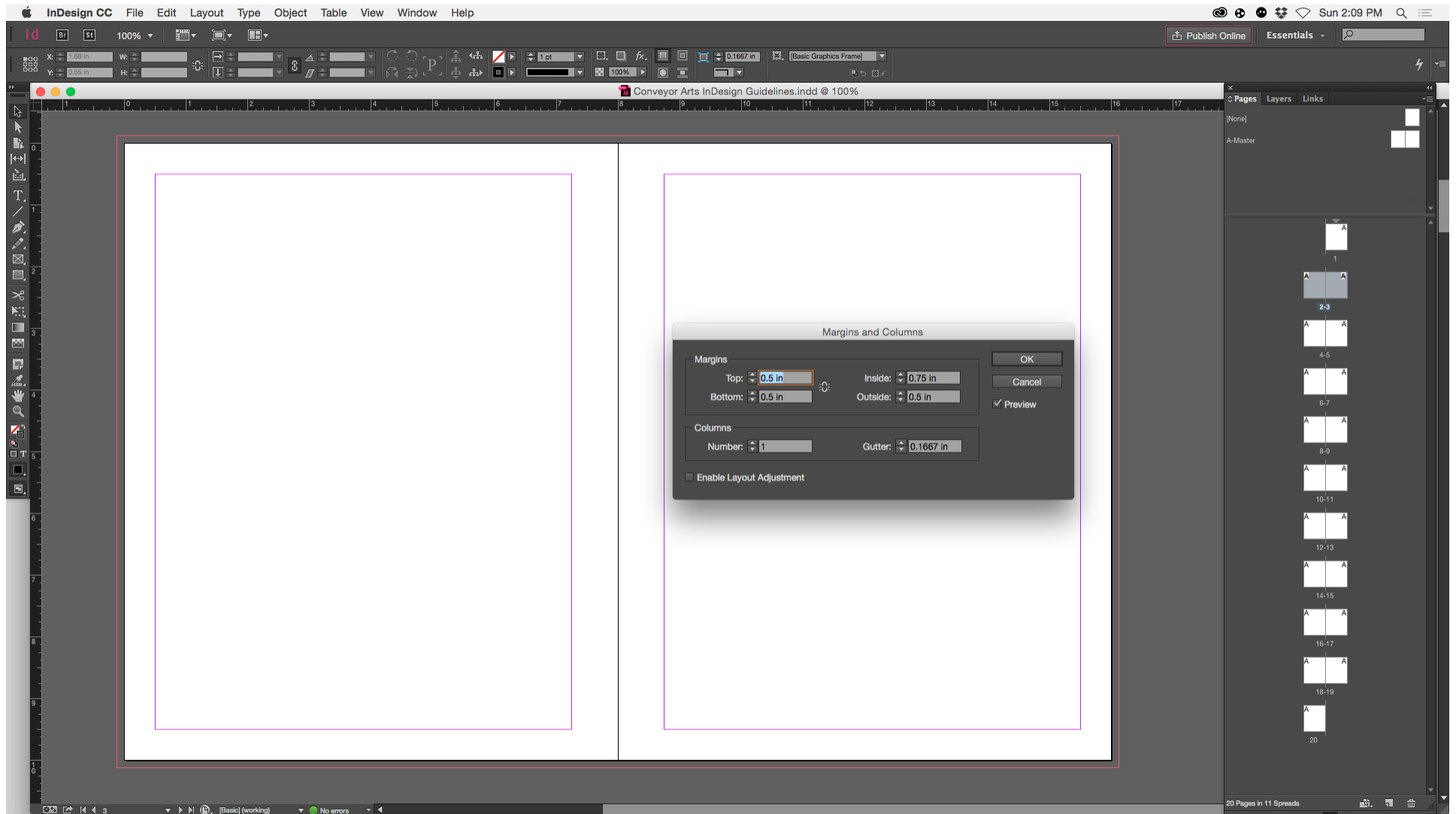


File > New > Document (Command + N)

Whether you are making a book, postcard, poster, business card, etc. you will choose Document.



1. From the Intent drop down menu, select: Print.
2. Enter the Number of Pages
  - Perfect Bound = **Multiple of 2**
  - Booklet or Smyth Sewn = **Multiple of 4**
3. Check Facing Pages.
4. Start Page #: Enter 1.
5. For Page Size enter final Trim Size of your book. **Round to closest .125in.**
6. Columns: Leave As Is, See Page 04
7. Margins: Leave As Is, See Page 04
8. Bleeds: **Important!**
  - Top, Bottom, and Outside: .125in & **Inside: 0in**
9. Slug: Leave at 0in
10. Click **OK**
11. To access this menu again File > Document Setup

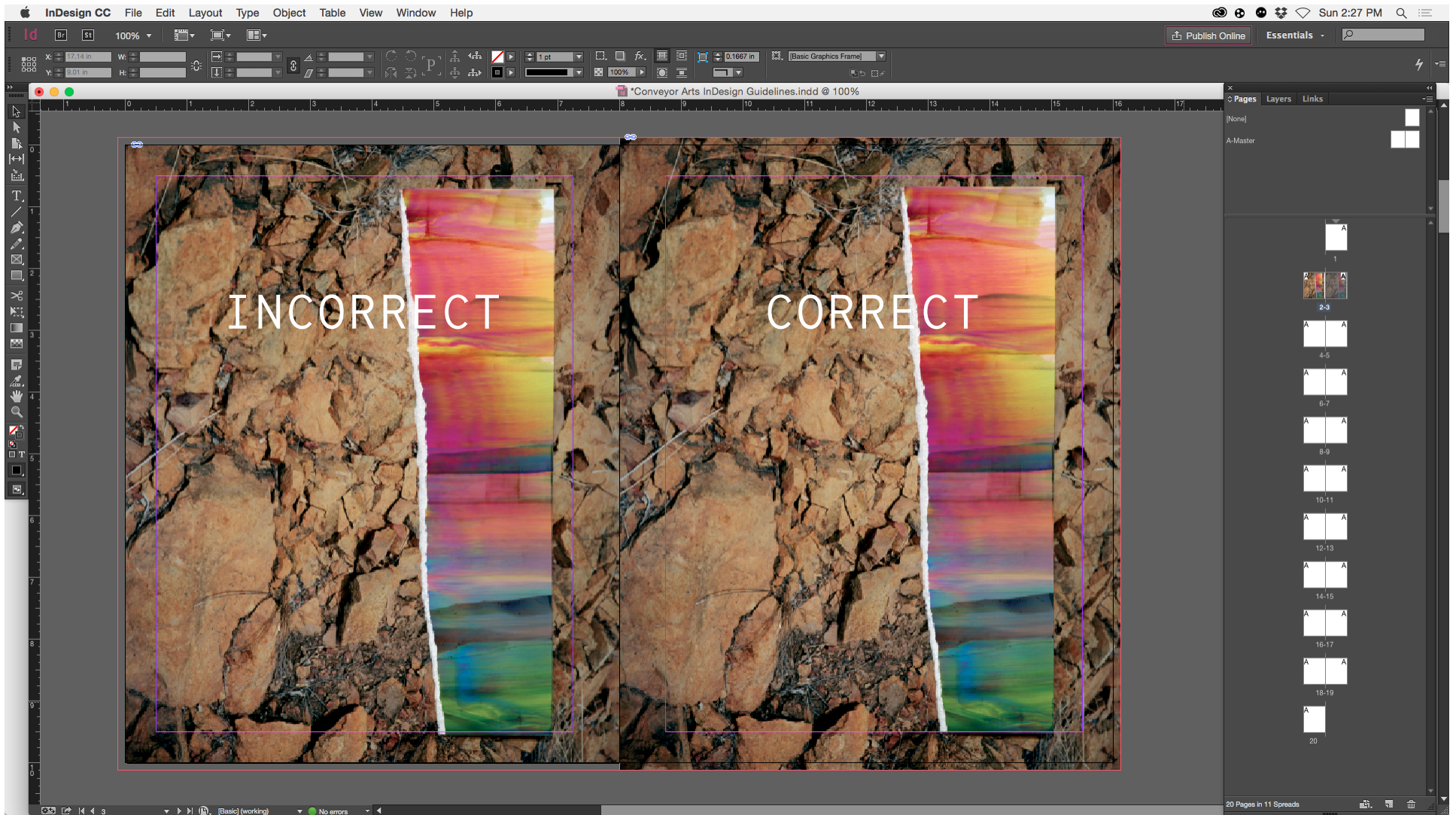


### Layout > Margins and Columns

You can set up your document Margins and Columns however you want for your design, these are guidelines for you to help with your page layout.

### Important Design Tips:

1. For Perfect Bound books add at least and extra .25" to the Inside Margin to compensate for image loss in the Gutter when the book is bound.
2. Keep your margins wide! Margins must be at least .375" in width or more.



File > New > Document (Shortcut: Shift > Command > P)

**Important!** Full bleed images or design elements MUST extend to the red line in your InDesign document. If it does not, you will risk the possibility of having a thin white line at the edge of your book.

Bleeds are an extension of color or another design element that extends beyond the crop marks and off the edge of the paper. Bleeds are trimmed after printing to give the effect of printing on colored paper or to maximize the visual impact and aesthetics of the design.