

How to set up a document

When working in Adobe InDesign, your first step is often to create a new document. There's two easy ways you can create a new document in InDesign: select one of the many blank document presets with predefined dimensions and settings or create one from scratch using your own exact and custom set of specifications. You can also edit any of these settings after the document is created. In this guide, you'll review these two quick and easy ways to create new InDesign documents. You can download the assets used in [this tutorial here](#).

Creating a new document using presets

The Start workspace gives you quick access to your recent files, Creative Cloud libraries, and document presets (**Figure 1**). When you click one of the various blank document presets for print, mobile, or web, the document opens right away in the workspace.

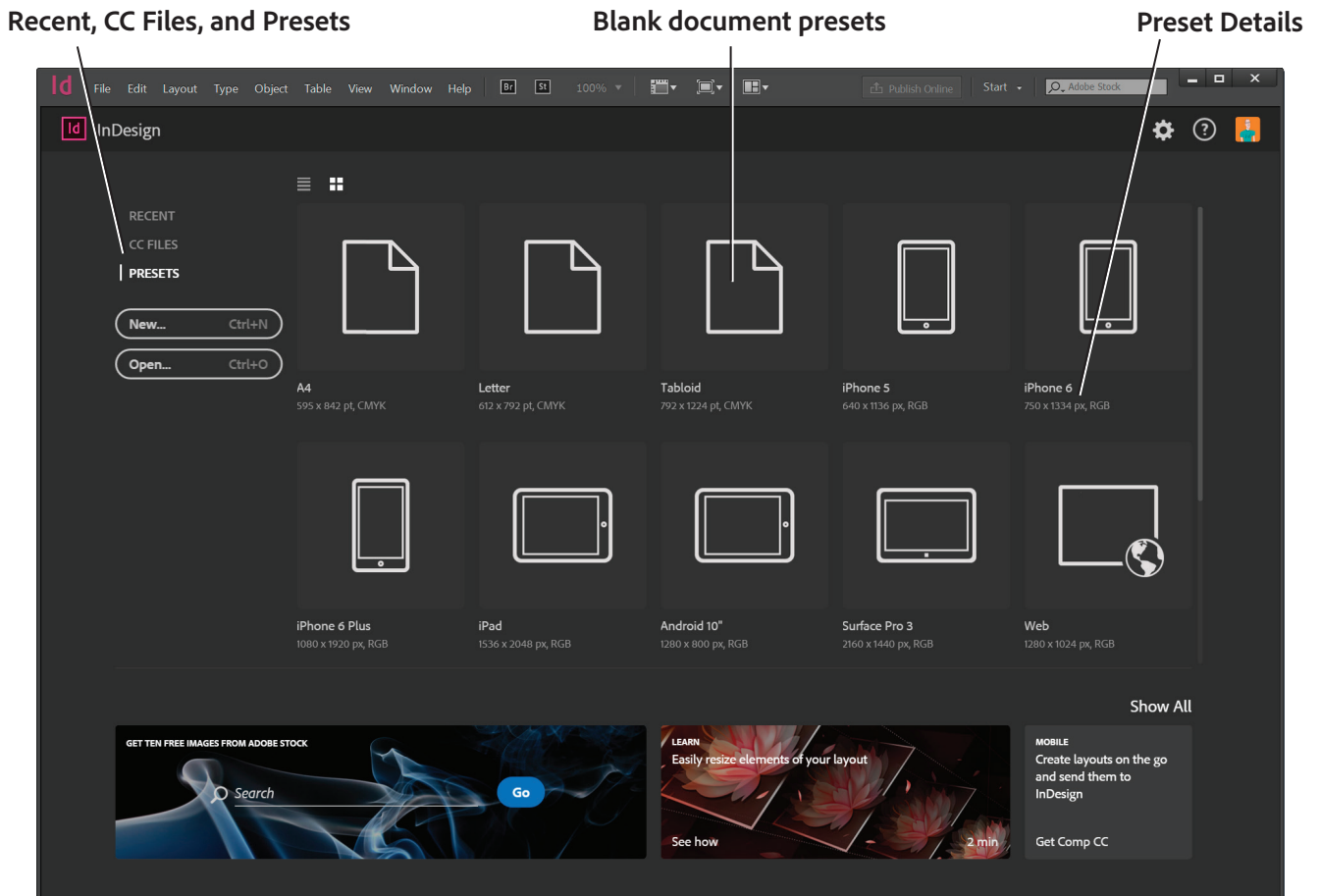


Figure 1 The Start workspace

You can select a category preset for creating new documents. These are optimized for their intended uses including:

- *Print*: Provides familiar print formats like letter, legal, tabloid, A4 and others in high-resolution
- *Mobile*: Provides for different device form factors such as iOS, Android, Surface phones and tablets
- *Web*: A list of common desktop browser window sizes at web-optimized resolution

To create a new document using a preset:

1. Start Adobe InDesign.

The Start workspace opens. If you've previously used InDesign, your recent files will be shown.

2. Click the **Presets** button to view the options (**Figure 1**).

Review the blank document presets for the range of devices including print, mobile, tablet, and web options.

3. Click a preset option, perhaps **Letter** (**Figure 2**).

The blank document opens (**Figure 3**).

4. Choose **File > Save** if you wish to continue working with the file, otherwise choose **File > Close**.

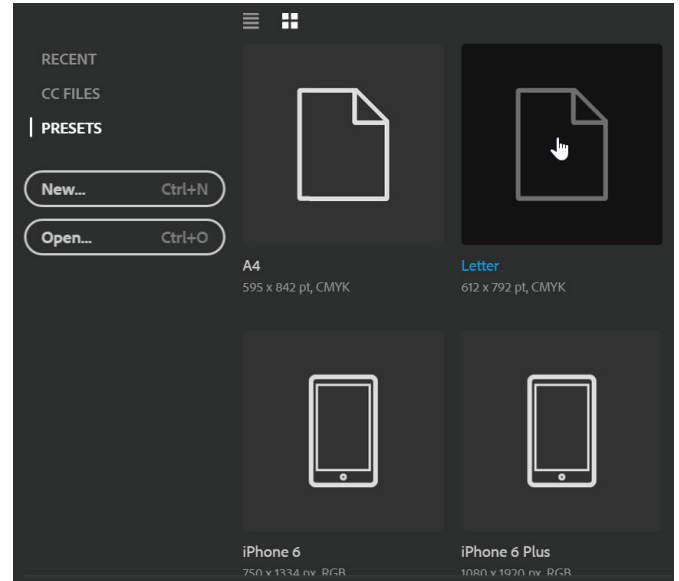


Figure 2 Selecting a preset option

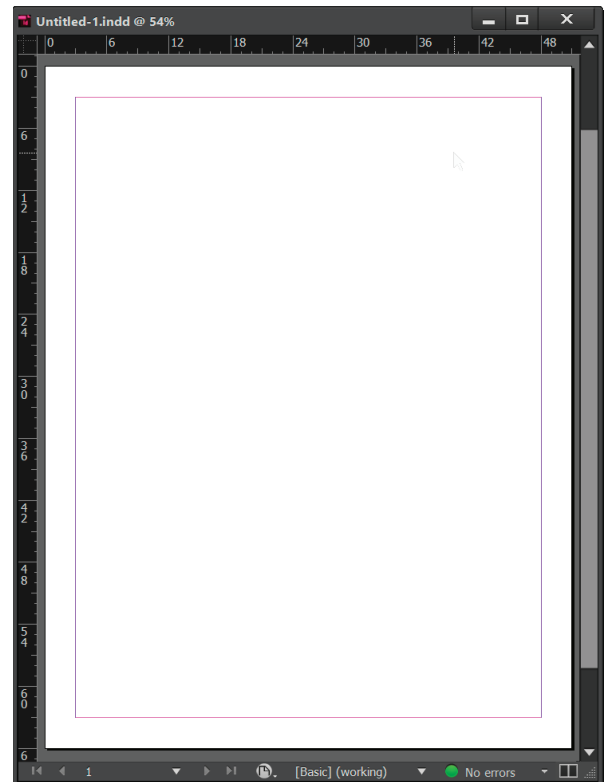


Figure 3 Blank document window

Creating a new document from scratch

In the following steps, you first change preferences so you view document dimensions in inches, and then create a new document. By default, InDesign measures documents in picas. Picas are a standard print measurement unit; there are 72 picas to an inch. As you advance in layout design, you may find it useful to work in picas. For new users though, it may be easier to think in terms of inches.

In this section, you'll create a custom-sized set of documents including a business card, letterhead, and envelope.

To create a new document:

1. Start InDesign and choose **Edit > Preferences > Units & Increments** (Windows) or **InDesign > Preferences > Units & Increments** (Mac OS).

The **Preferences** dialog box appears with the **Units & Increments** section selected (Figure 4).

2. Select Inches in the **Horizontal** and **Vertical** pop-up menus.

This sets the document's horizontal and vertical unit of measurement to inches.

Note: If you are used to working with points and picas, keep the measurements at their default.

3. Leave other settings unchanged, and click **OK** to close the **Preferences** dialog box.
4. Choose **File > New > Document**.

The **New Document** dialog box opens (Figure 5). Because you changed ruler units to inches, the **Page Size, Margins**, and the other dimensions appear in inches.

5. Deselect **Facing Pages**.

Because this document is only one page, you do not need facing pages.

In a facing page spread, pages sit opposite one another. Books and magazines usually have facing pages.

When you select the **Facing Page** option, InDesign treats each pair of facing pages as one spread, and you can work on laying out both pages at once.

6. In the **Width** box, type **3.5**. In the **Height** box, type **2**.
This is the standard dimension for a US business card.

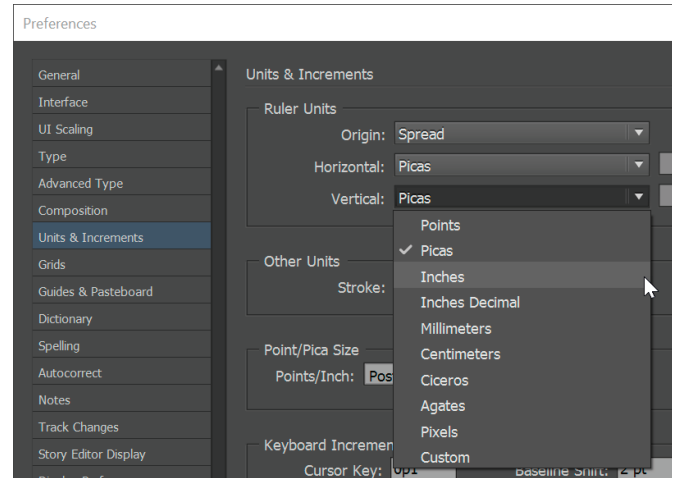
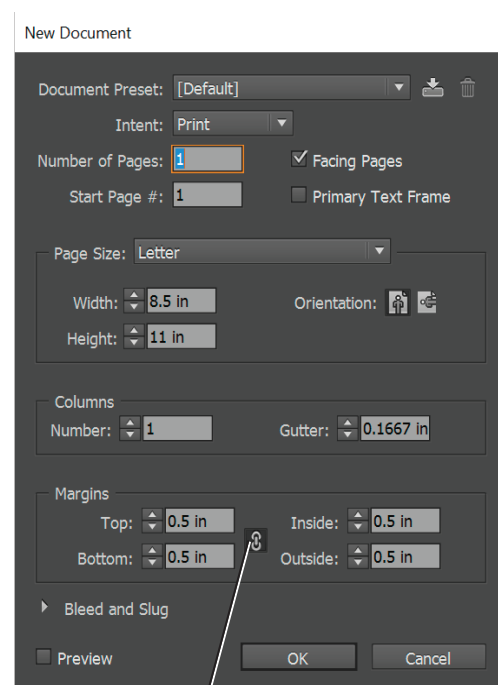


Figure 4 Units & Increments section of the Preferences dialog box



Make All Settings
The Same

Figure 5 New Document dialog box

For other documents, of course, you would enter different settings. For example, a standard page in the United States is 8.5 inches by 11 inches.

7. Leave **Columns** set to 1.

If this were a document with multiple columns of text, you could set multiple columns here.

8. In the **Margins** section, make sure the **Make All Settings The Same** icon (the chain link) is selected.

This setting tells InDesign to set all margins to the same value.

You will often want to set margins the same to give documents a uniform appearance. If you want to set different margins for top, bottom, left, and right, leave the **Make All Settings The Same** icon deselected, and enter widths for each margin.

9. Type **.25** in the **Top** box and press the **Tab** key.

All margins change to **.25** inches.

10. Click **OK**.

The new document opens in InDesign (**Figure 6**). Observe that the margins are marked by a margin guide. Also observe that the rulers along the left and across the top are marked in inches.

11. Choose **File > Save**. You will continue to work on this file in the next sequence.

Margin guide

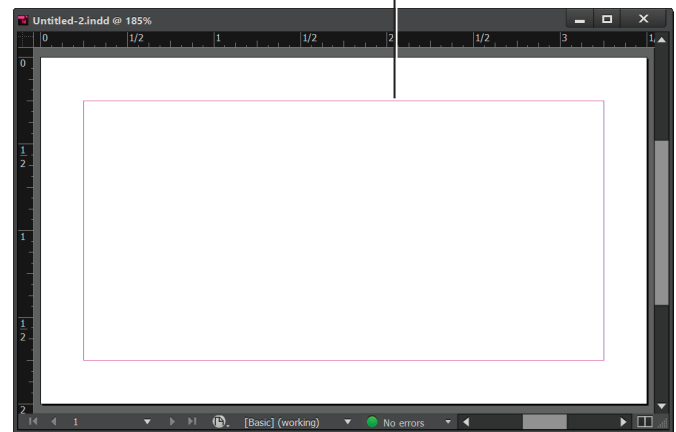


Figure 6 New InDesign document

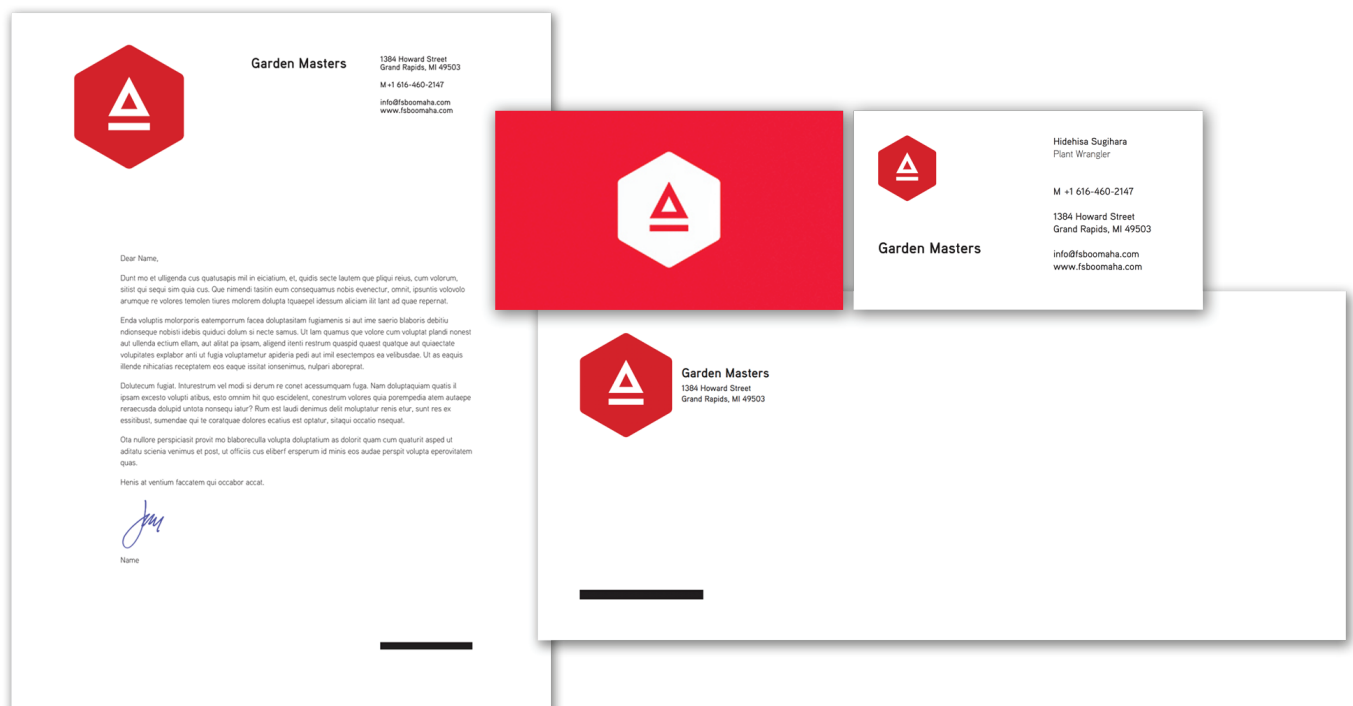


Figure 7 Multiple page sizes produced from the same document

Using multiple page sizes

You can define different page sizes within a single document. This feature is useful when you want to manage related designs in one file (**Figure 7**). Use the Page panel to select the page you want to resize, and then modify the settings.

To create different page sizes within a document:

1. If the Pages panel isn't visible, choose **Window > Pages** or click the **Pages** panel.
The **Pages** panel opens (**Figure 8**).
2. Click the Create New Page button twice to add two more pages to your spread.
3. In the document, select the first page by clicking it.
4. Click the Edit Page Size button in the **Pages** panel, and observe that page 1 is set to **US Business Card** in the menu (**Figure 9**).

If that is not the current setting, then select **US Business Card**.

5. In the **Pages** panel, select the second page and set its format to **Letter**.

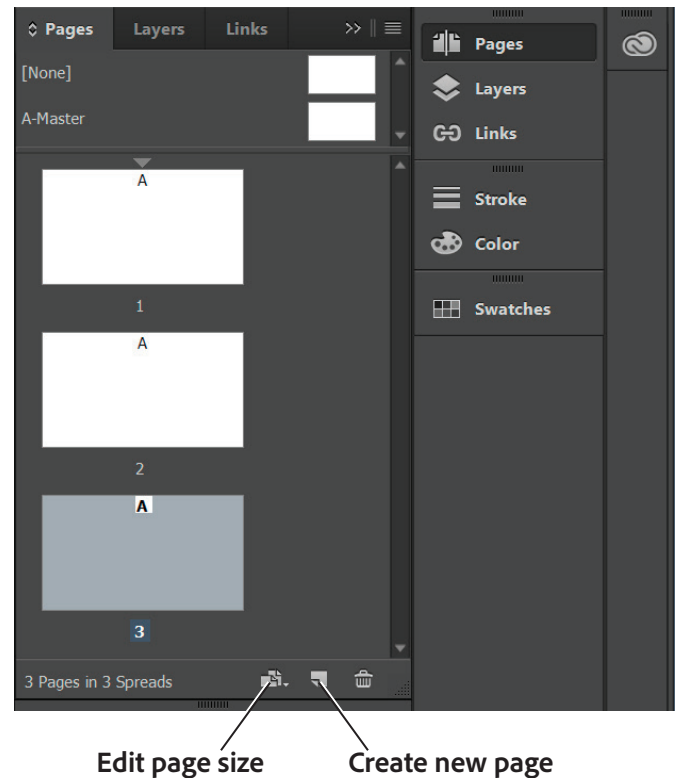


Figure 8 Pages panel

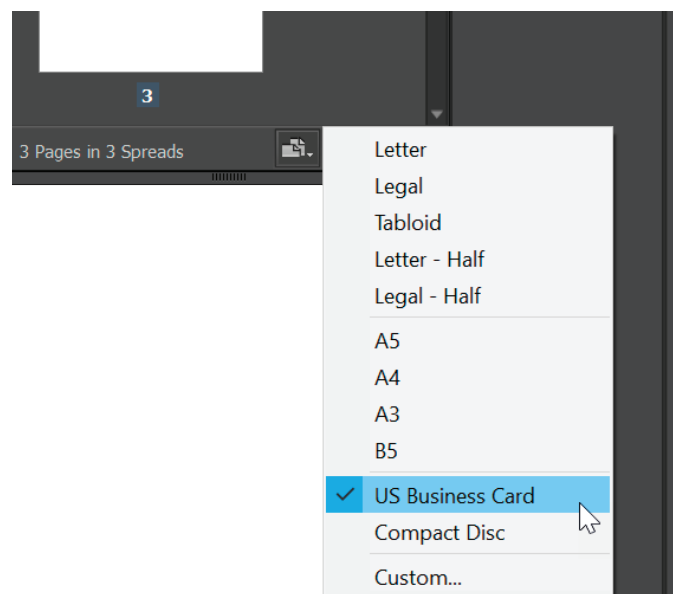


Figure 9 Pages panel

- In the **Pages** panel, click on the third page and select **Custom**.

The **Custom Page Size** dialog box opens (**Figure 10**).

Note: You can also give your custom document a name, and click the **Add** button to save it as a preset.

- In the Width box, type **9.5**. In the Height box, type **4.125**.

These are the standard dimensions for a #10 commercial envelope in the United States.

- Click **OK**.

The three-page layout is ready for use (**Figure 11**).

Note: If you want to further develop your business card, letterhead, and envelope design skills, consider trying out these Adobe InDesign CC tutorials and use the supplied sample files:

- [Create a business card](#)
- [Create a letterhead and an envelope](#)

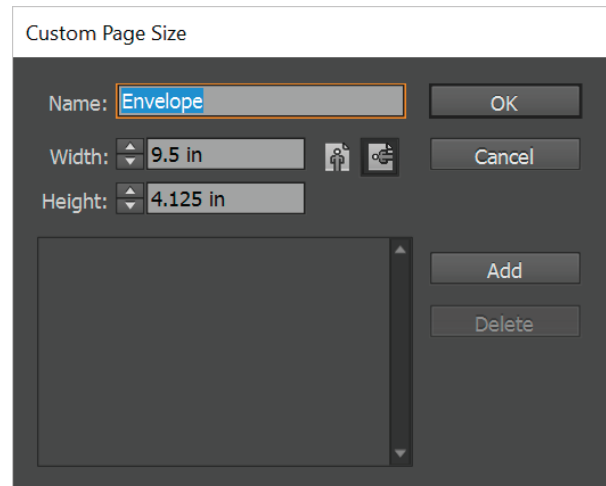


Figure 10 Custom Page Size dialog box

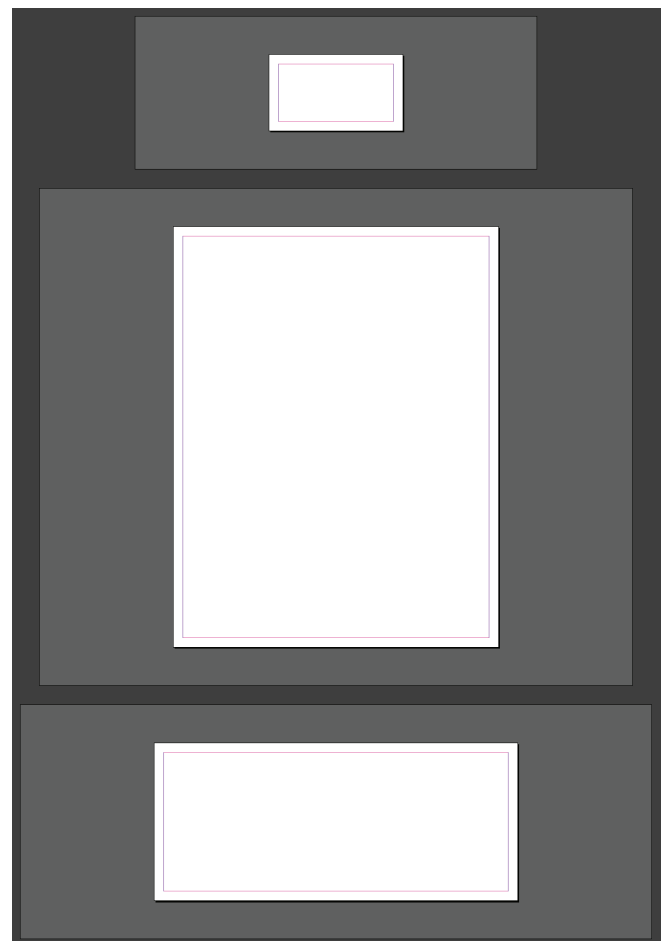


Figure 11 InDesign layout using multiple page sizes

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