

# Adobe InDesign CS3

## Creating a New Document

# Quick Tips

### Sells Printing Company – Essential Prepress Tips

#### New Document

When creating a new document for commercial printing, there are several factors that need to be taken into account: Number of pages, final trim size, finishing and binding method (saddle stitched, perfect bound, wire bound, etc.). Due to manufacturing tolerances, the following guidelines are based on industry standards.

**If the following guidelines are not taken into account during the design process, both type and images may get trimmed off.**

The example below represents a 48 page catalog that is saddle-stitched with a final trim size of 8- $\frac{3}{8}$  x 10- $\frac{7}{8}$ . (8.375 x 10.875).

Notice the document is set-up to final trim size with Facing Pages.

**1 Live Area or Safe Area**  
Live area, also referred to as Safe area must be at least  $\frac{1}{8}$ " from trim, although a  $\frac{1}{4}$ " is preferred. This prevents text and images from being cut off either through the cutting process or the binding process.

**2 Bleed**  
Text and images must extend  $\frac{1}{8}$ " beyond trim, unless they are not meant to get trimmed off.

**3 Live Area or Safe Area**  
Live area, also referred to as Safe area must be at least  $\frac{1}{8}$ " from trim, although a  $\frac{1}{4}$ " is preferred. This prevents text and images from being cut off either through the cutting process or the binding process.

**4**