

# Setting up a document

The initial setup for a document is important

You need to:

- setup at the **right size**
- use the right **image resolution**
- use tools to help with creating the image

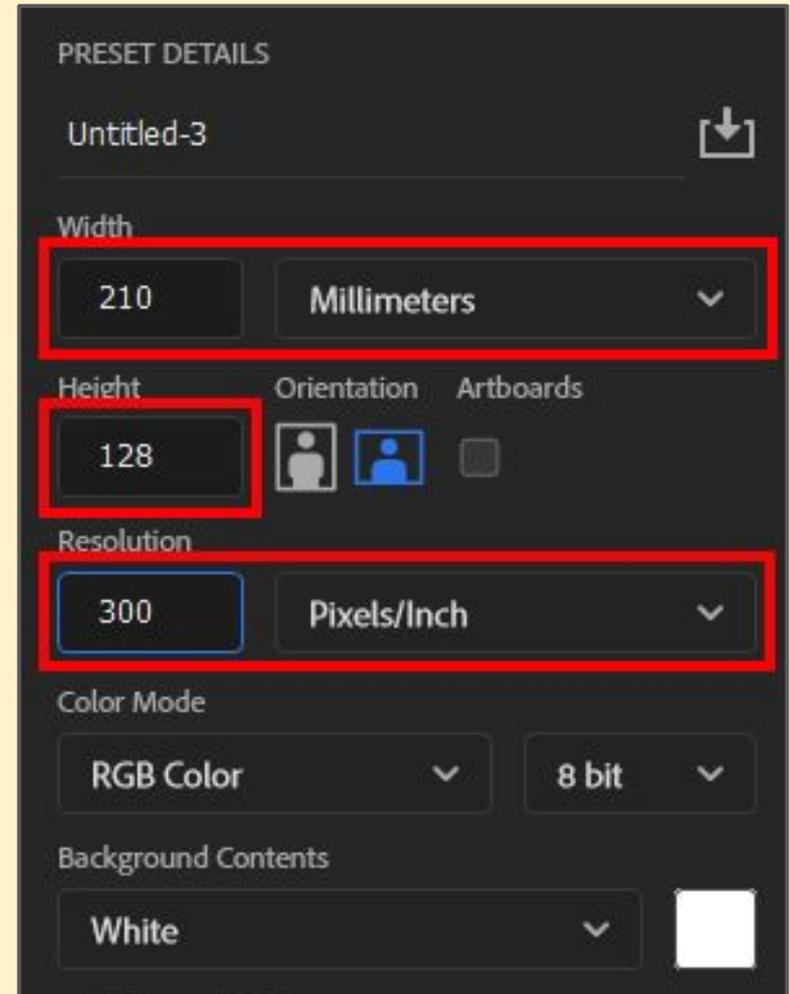
Usually you'll need to setup for commercial printing. That means using a high image resolution

# Setting up a document

Susana's advert needed to be **210 mm wide** and **128 mm high**

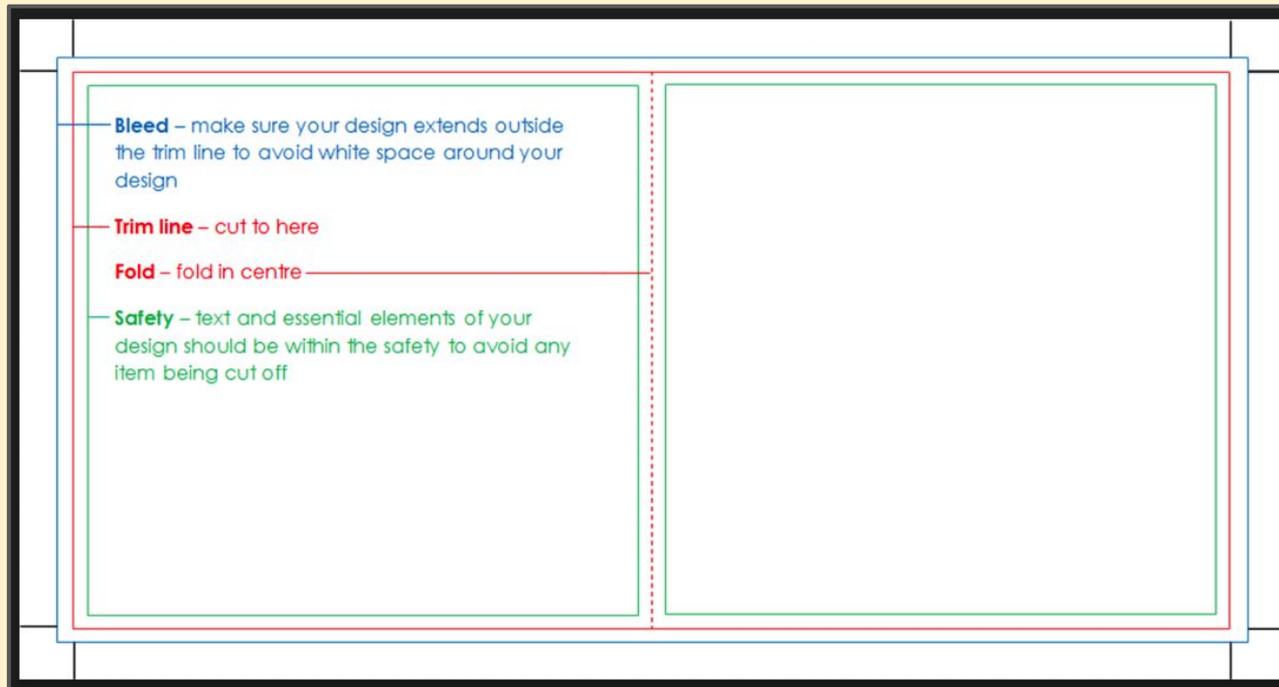
It needed to be for **use in print** - so needs a high resolution. That means **300 pixels**

**File > New** and use the settings shown

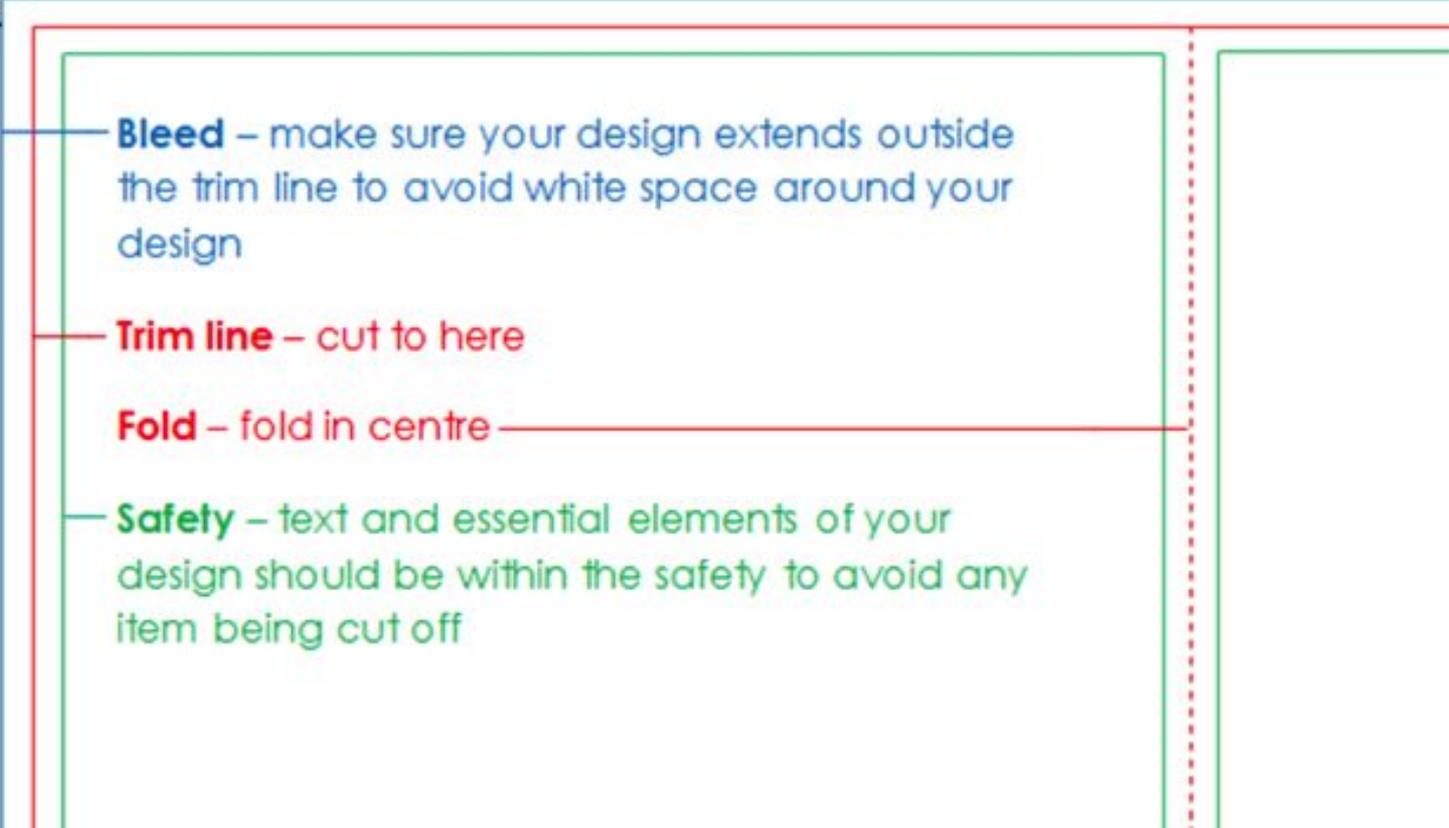


# Setting up a document

Using **guides** lets you make sure you don't place things too close to an edge



This is important to make sure things don't get cut off when you print. You need to work to a **tolerance** at an edge



The diagram shows a rectangular page layout with several nested lines. From the outside in, there is a blue line (bleed), a red line (trim), a green line (safety), and a vertical red dashed line (fold). Lines connect the text labels to their respective lines in the diagram.

**Bleed** – make sure your design extends outside the trim line to avoid white space around your design

**Trim line** – cut to here

**Fold** – fold in centre

**Safety** – text and essential elements of your design should be within the safety to avoid any item being cut off

The safety line is important. Use **guides** to create these. Make sure everything is within this.

Aim for about **5mm tolerance** on each side

# Setting up a document

The advert is 210mm wide and 128mm high

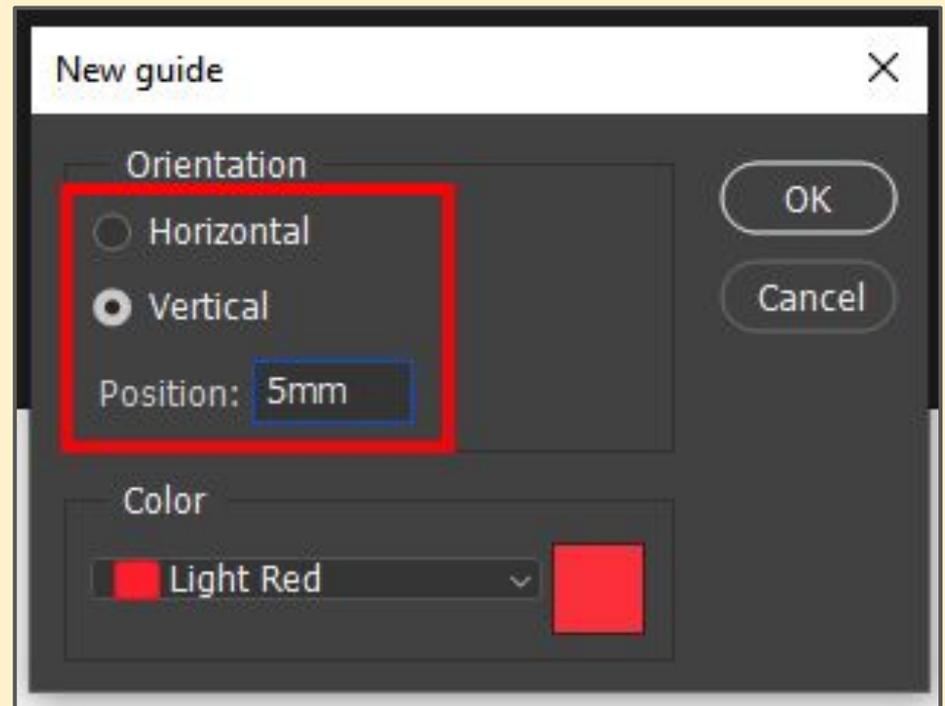
Use guides that are:

- 5mm vertical
- 205mm vertical
- 5mm horizontal
- 123mm horizontal

Click **View > Guides > New Guide**

Setup each guide

**Type mm each time**



# Setting up a document

It's important to evidence what you've do

You need to do this using **screenshots**

For a project like this you'll need:

- a screenshot showing the initial setup (like on slide 2)
- a screenshot showing the document with guides (like on slide 3)
- a screenshot showing an example of how you setup a guide (like on slide 5)

Make sure we can **read the details on the screenshots**. This is the only way we can give you marks for setup