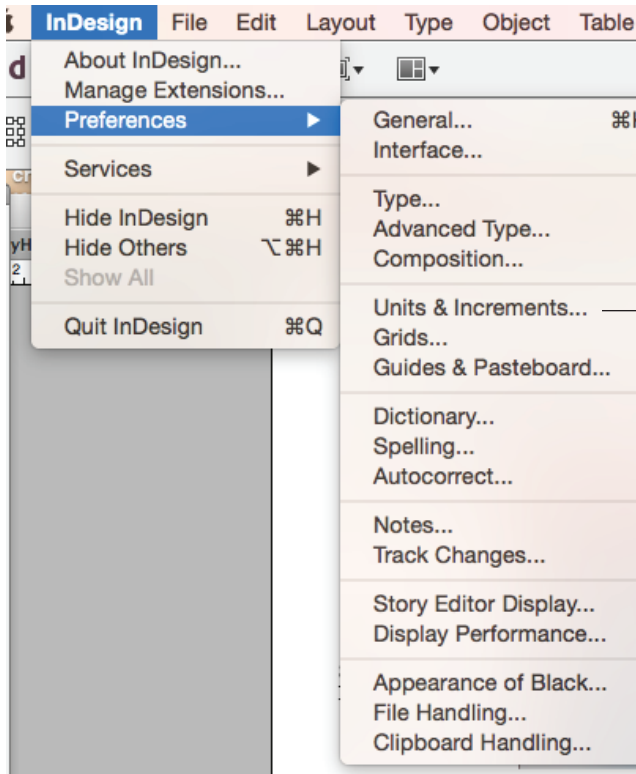
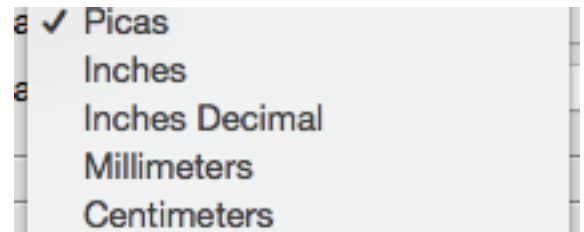
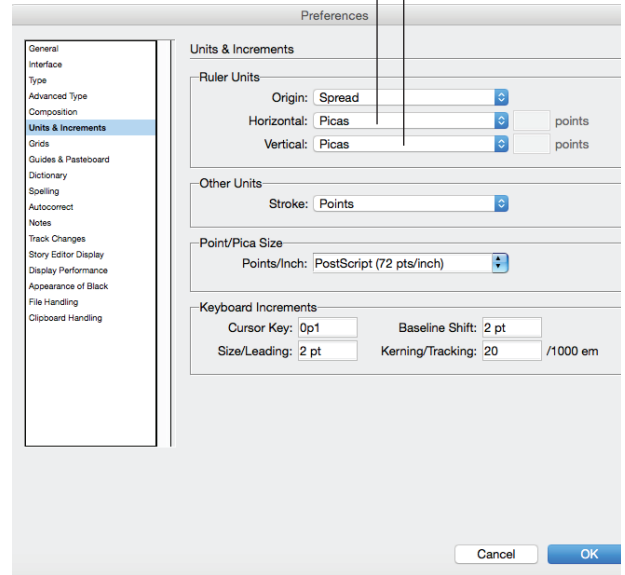


Changing between inches and picas



Select Units & Increments

Change horizontal and vertical



Setting Page Dimensions

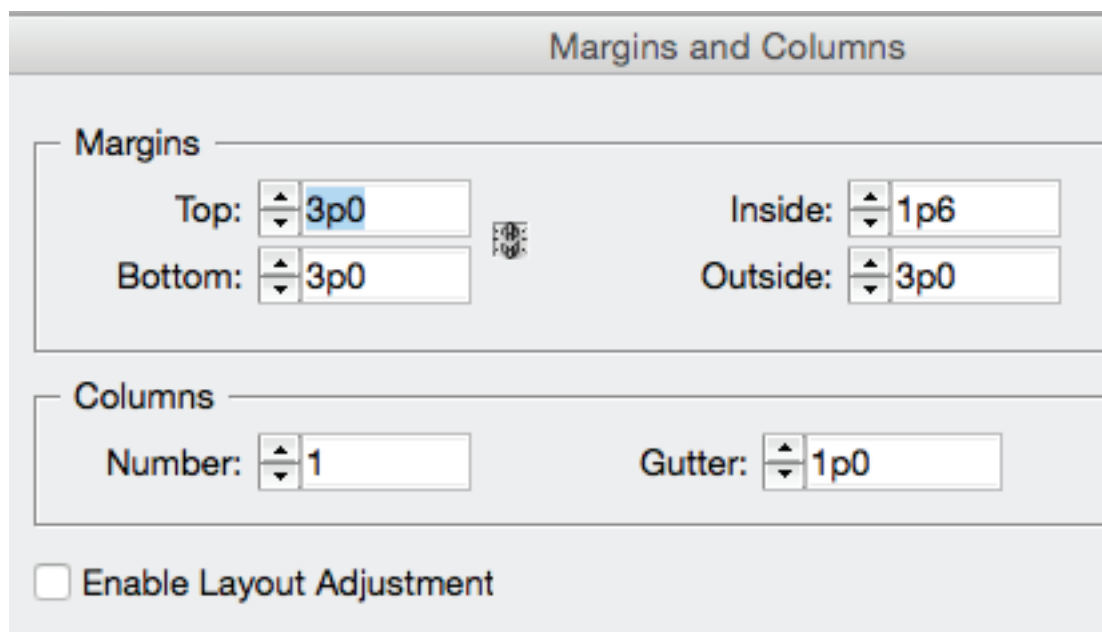
File -> Document Setup

Picas:
Width: 58p6
Height 82p6

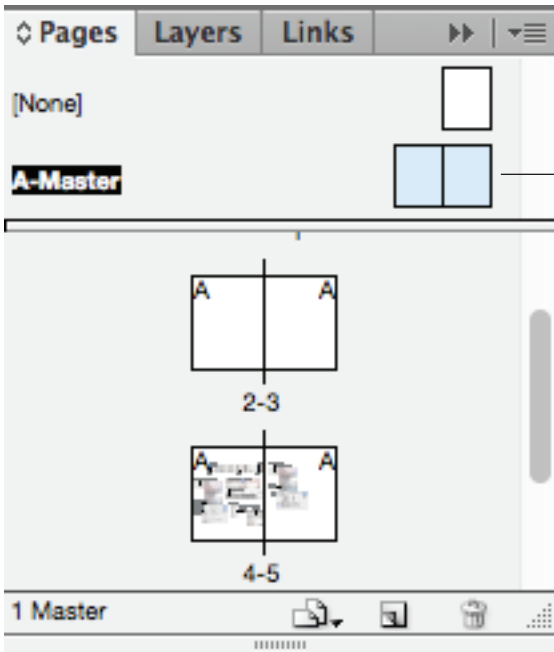
Inches:
Width: 9.75
Height 13.75

Margins Settings

Layouts -> Margins & Columns

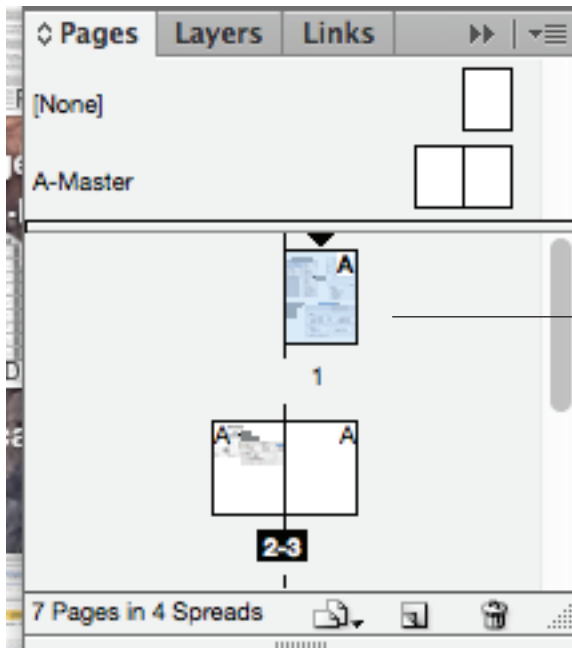
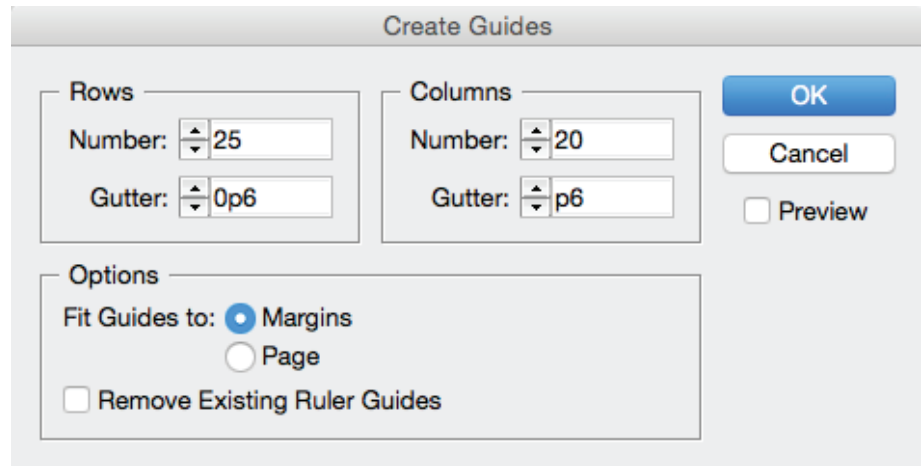


Setting the Grid



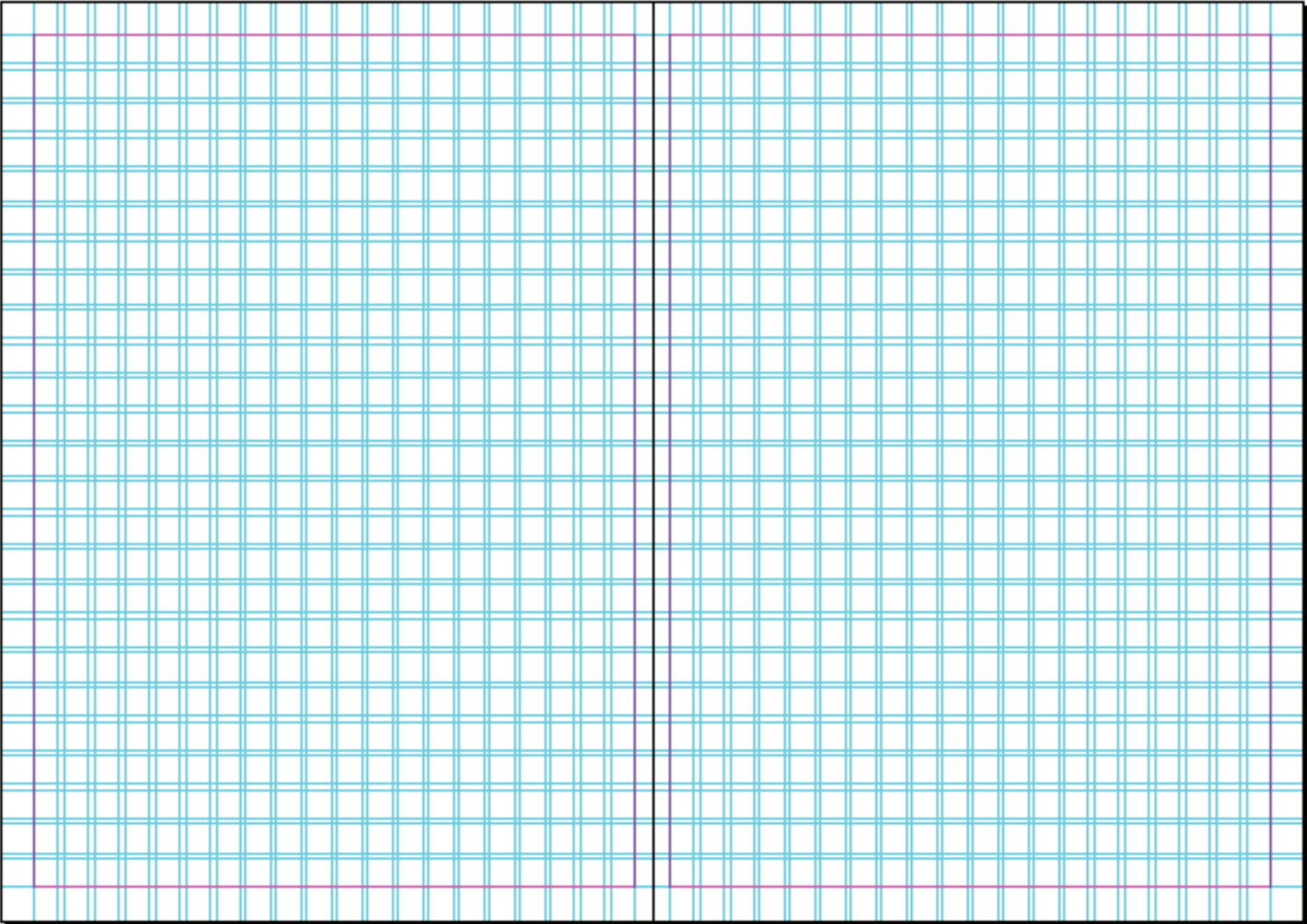
First select both
A-Master Pages

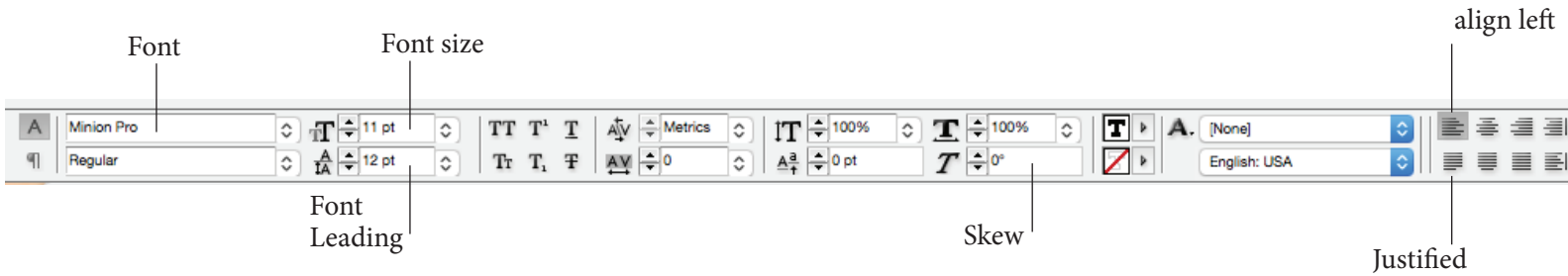
Then Layout-> Create Guides
Enter the following settings



Then click back in the page
you are designing before doing
anything

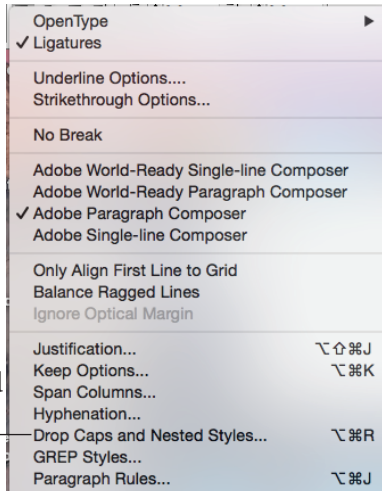
What the grid looks like:





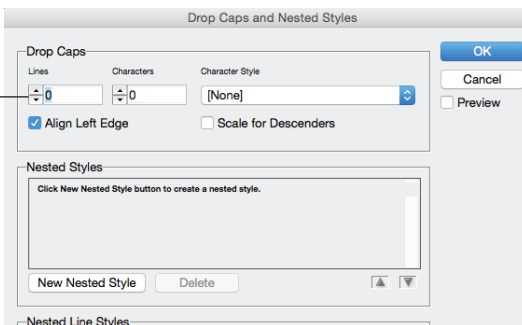
Making Drop Caps

Drop Down Arrow top right corner



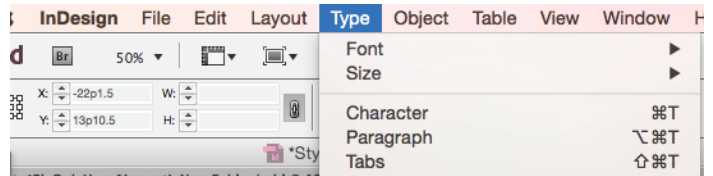
Select Drop Caps and Nested Styles

Enter correct number of lines 3 for briefs 4 for regular stories

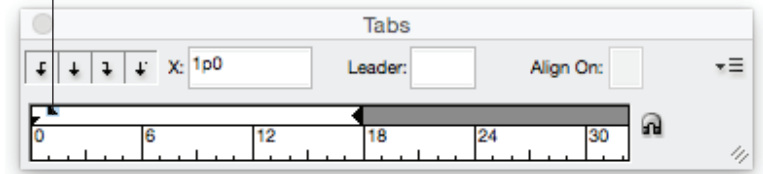


Setting Paragraph Tabs

Type -> Tabs

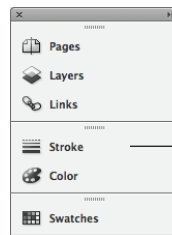


Drag Top Arrow to 1p0



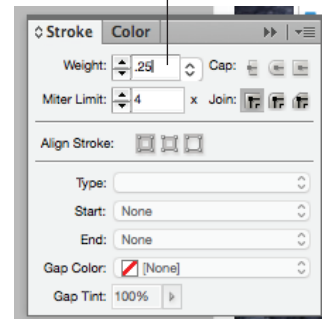
Stroke on Text

First: select the text



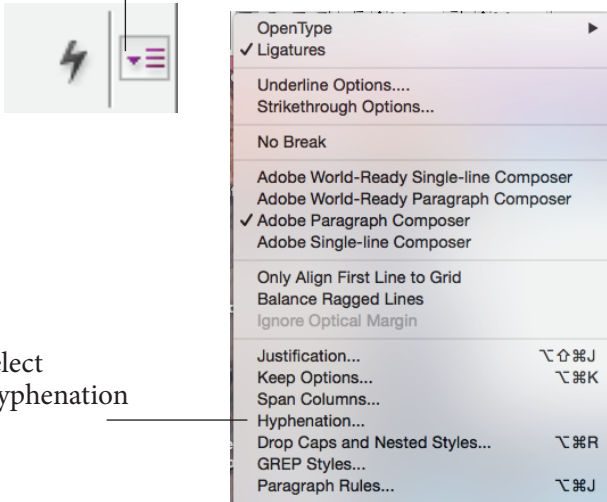
Click Stroke

Enter .25



Turning off hyphenation

Drop Down Arrow top right corner



Select Hyphenation

UNCHECK this box

