

Margins Settings

Layouts -> Margins & Columns

Setting Page Dimensions File -> Document Setup

Picas: Width: 58p6 Height 82p6

Inches: Width: 9.75 Height 13.75

	Margins and Columns			
Margins				
Top: ≑ 3p0	Inside: ≑ 1p6			
Bottom: 🗘 3p0	Outside: +3p0			
Columns				
Number: 📫 1	Gutter: ÷1p0			

Setting the Grid





What the grid looks like:





Making Drop Caps

Drop Down Arrow top right corner OpenType ► ✓ Ligatures • = Underline Options.... Strikethrough Options... No Break Adobe World-Ready Single-line Composer Adobe World-Ready Paragraph Composer Adobe Paragraph Composer Adobe Single-line Composer Only Align First Line to Grid Balance Ragged Lines Ignore Optical Margin Justification... ር የ የ ነ Keep Options... хжк Select Drop Caps and Span Columns... Hyphenation... Nestled Styles Drop Caps and Nested Styles... ₹₩R GREP Styles ... Paragraph Rules. τæγ



Setting Paragraph Tabs

Type -> Tabs

5	InDesign	File	Edit	Layout	Туре	Object	Table	View	Window	Н
d	Br 50% ▼ [■]▼			Font Size				•		
222	X: • -22p1.5 W: • Y: • 13p10.5 H: •		😨 🖥	Chai Para Tabs	racter graph			T光 T光了 T光分		

Drag Top Arrow to 1p0

Stroke on Text



Gap Tint: 100% 🕨

Turning off hyphenation

