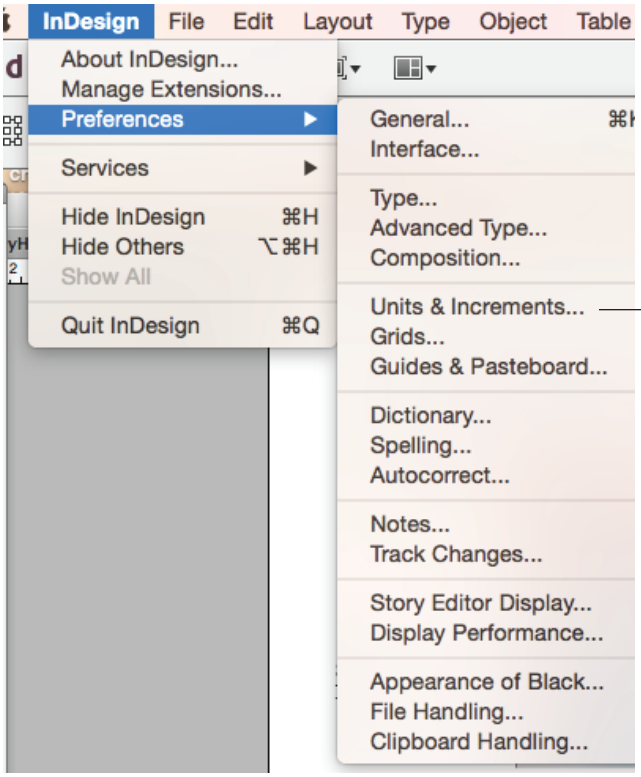
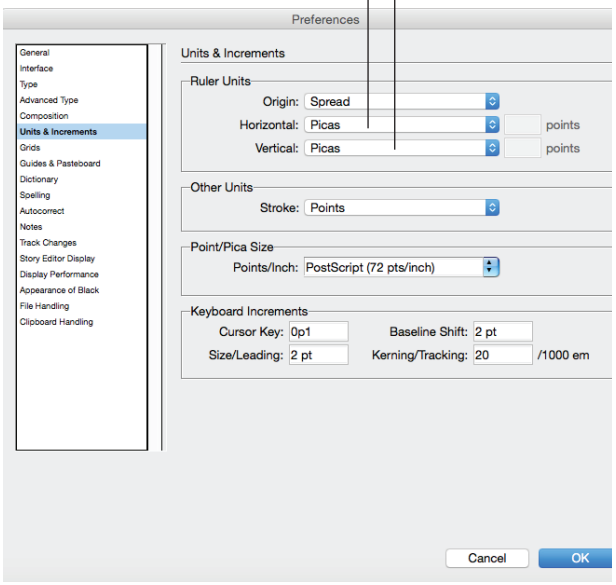
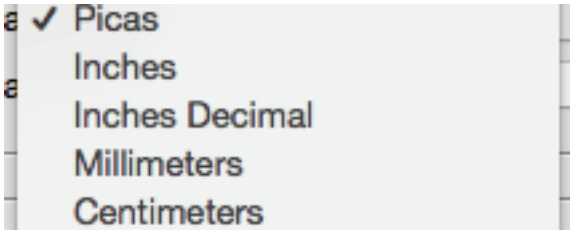
Changing between inches and picas



Select Units & Increments

Change horizontal and vertical



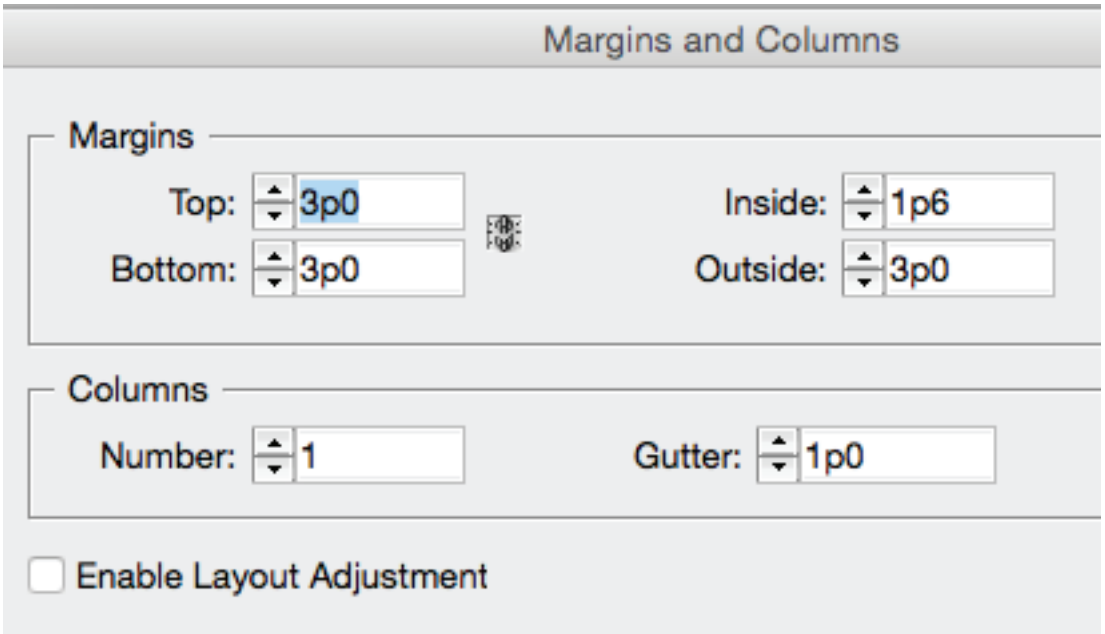


Setting Page Dimensions
File -> Document Setup

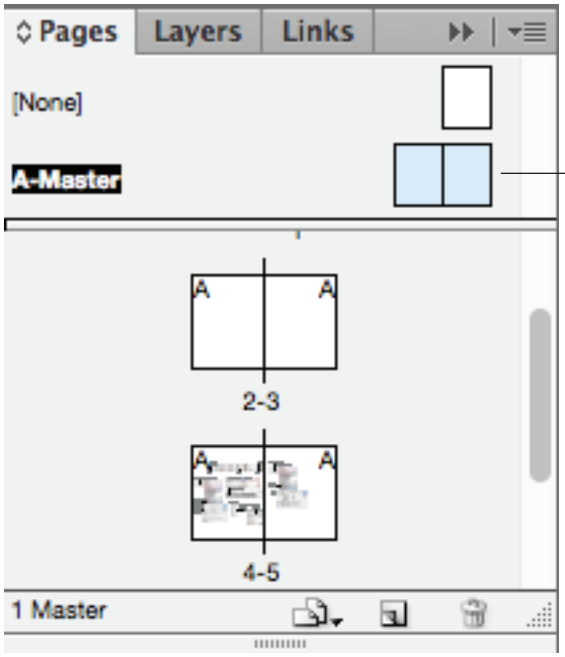
Picas:
Width: 58p6
Height 82p6

Inches:
Width: 9.75
Height 13.75

Margins Settings
Layouts -> Margins & Columns

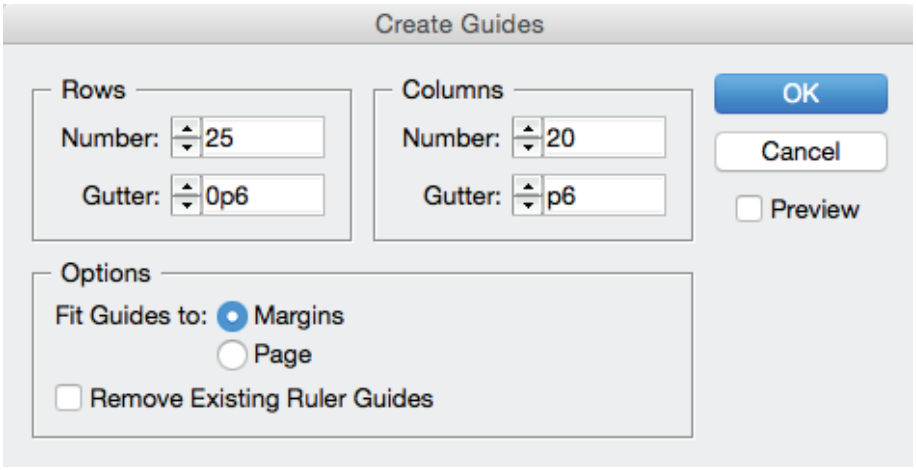


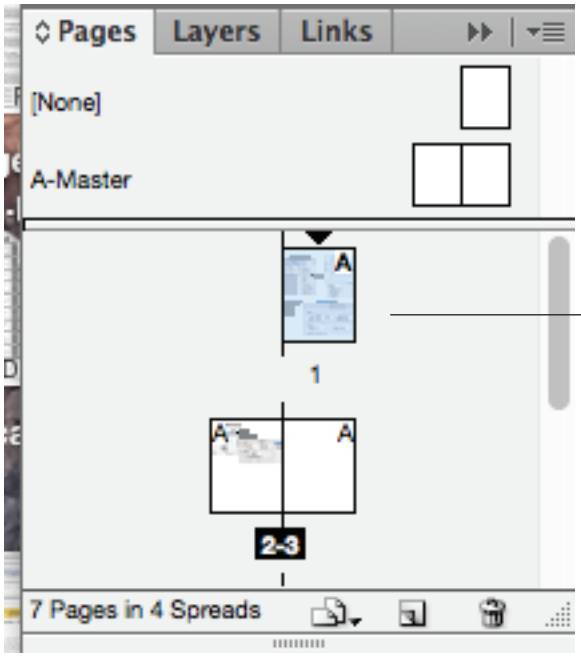
Setting the Grid



First select both
A-Master Pages

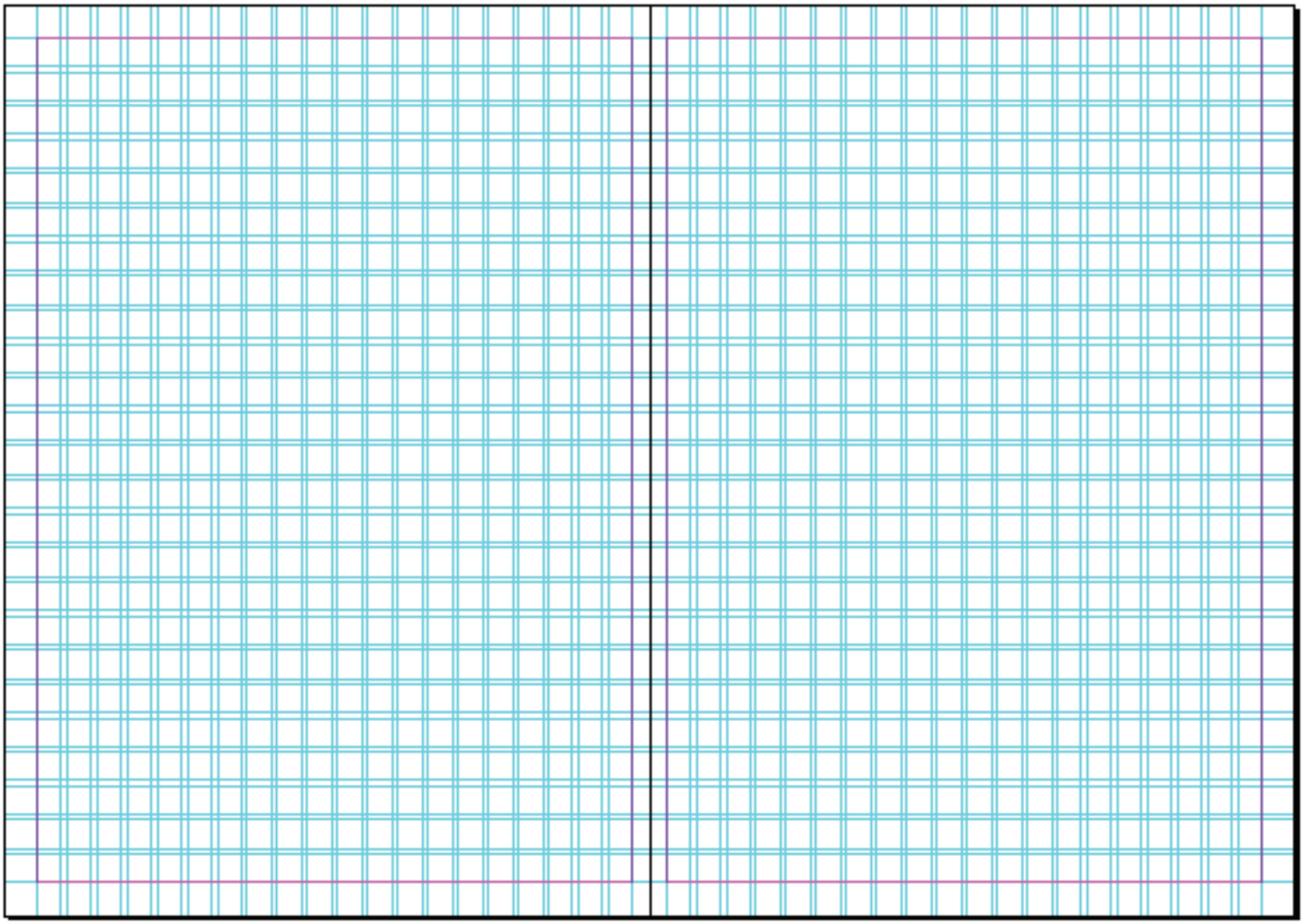
Then Layout-> Create Guides
Enter the following settings

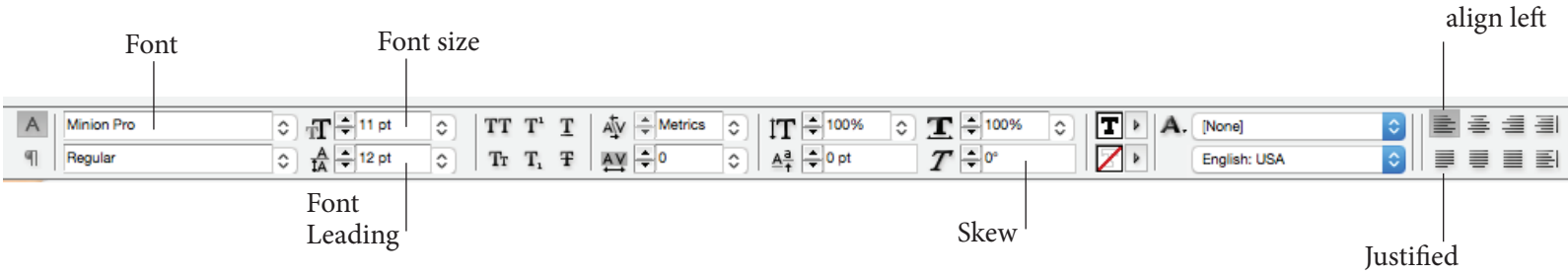




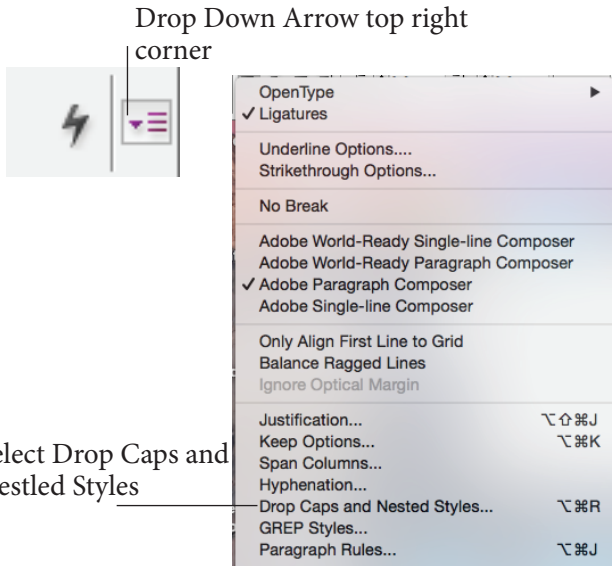
Then click back in the page
you are designing before doing
anything

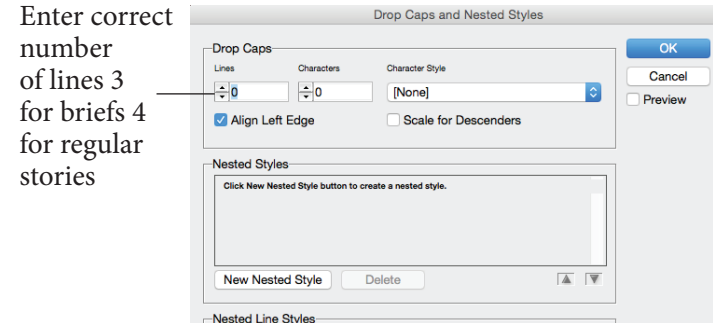
What the grid looks like:





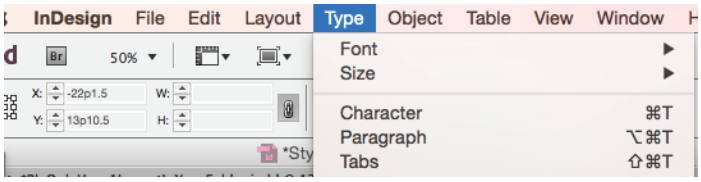
Making Drop Caps

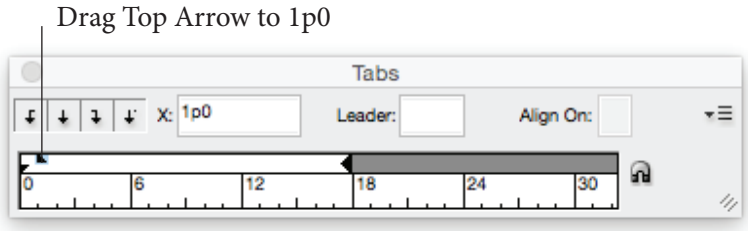




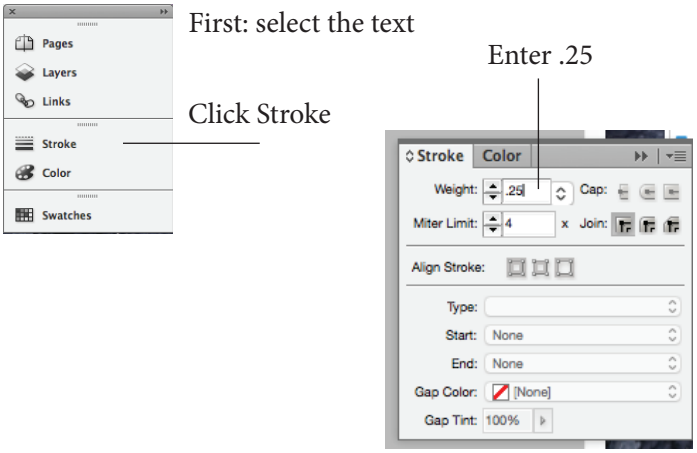
Setting Paragraph Tabs

Type -> Tabs



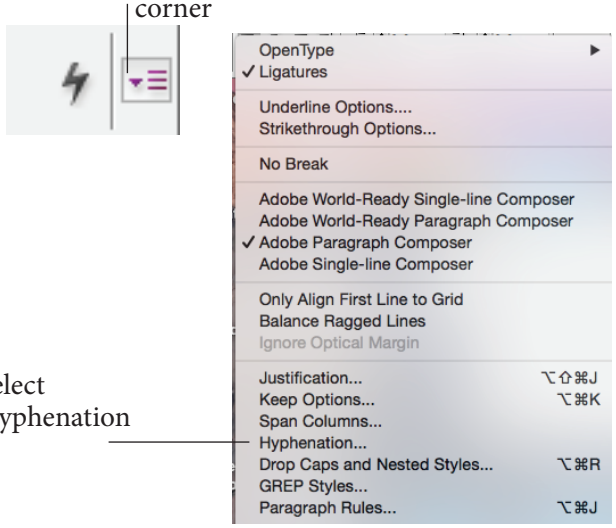


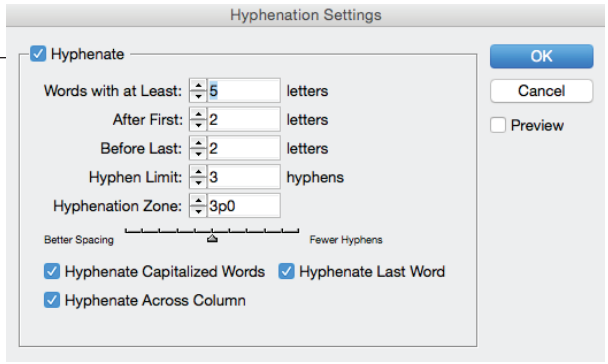
Stroke on Text



Turning off hyphenation

Drop Down Arrow top right corner



Select Hyphenation

UNCHECK this box