

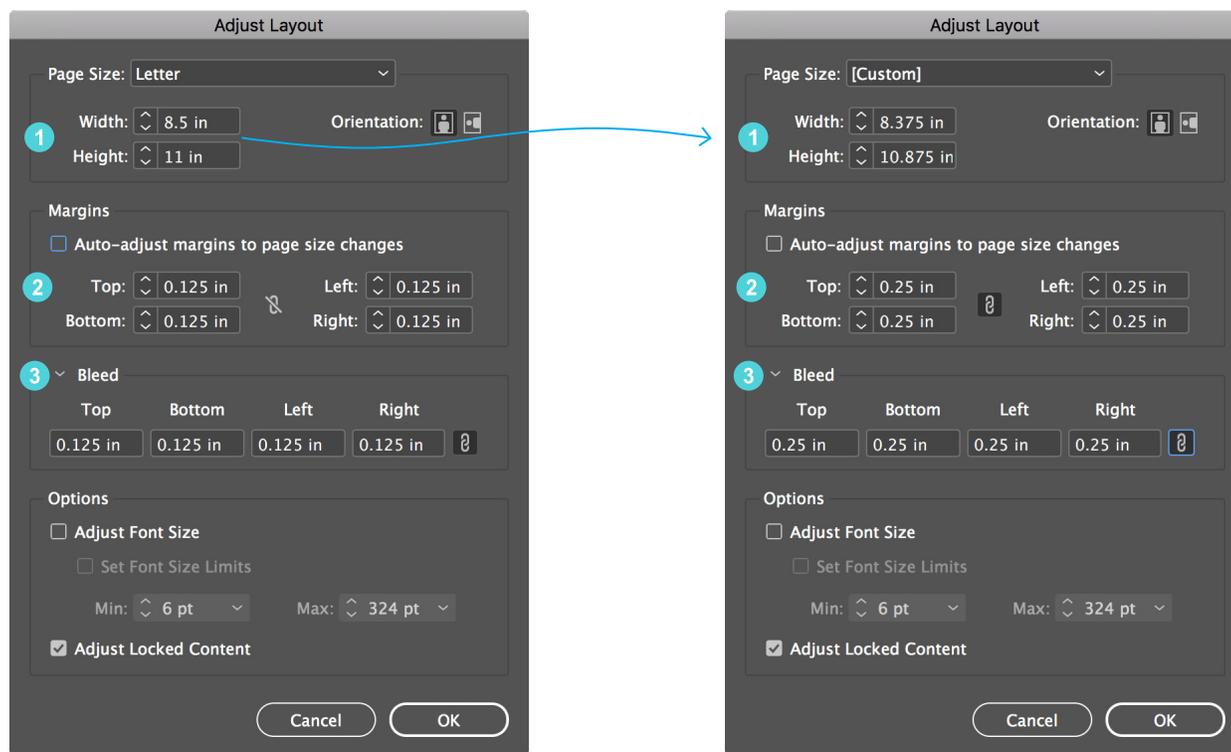
# TechLines

## Adjusting Page Size, Margins and Bleed.

The October 2018 release of Adobe InDesign introduced a new feature called Adjust Layout. You can use this feature to adjust the page size, margins and bleed along with text and other page items.

### Adjust Layout

You will find Adjust Layout in several places, but lets start with the File menu. When you choose Adjust Layout from the File menu, the following dialog box will open.



**1 PAGE SIZE**  
 In this example we are adjusting the page size from 8.5 in x 11 in to the final trim size which is 8.375 in x 10.875 in.

**2 MARGINS**  
 Next, we are adjusting the existing margins from .125 in to .25 in.

**Note:** All live matter to final trims, including copy in bleed tabs and page numbers: ¼ (.25 in) preferred, ⅜ (.1875 in) minimum.

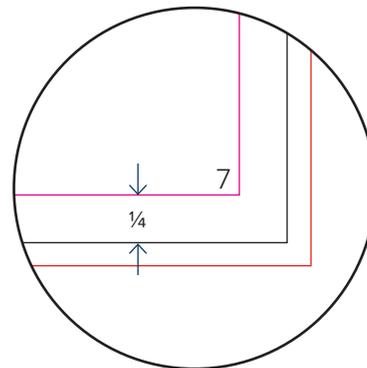
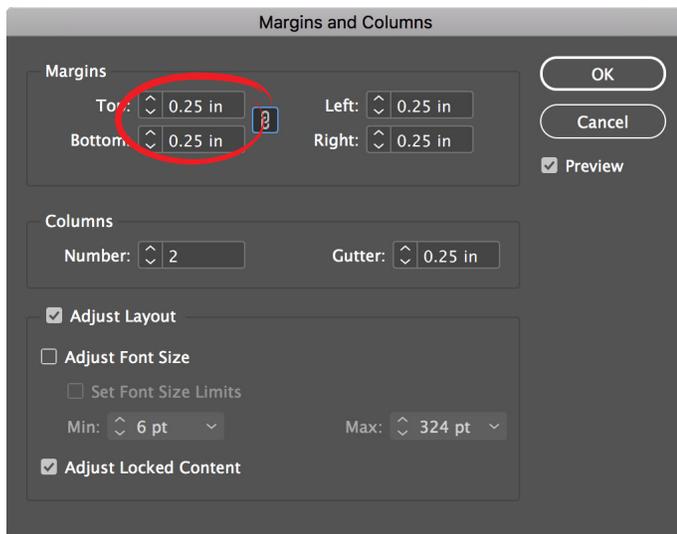
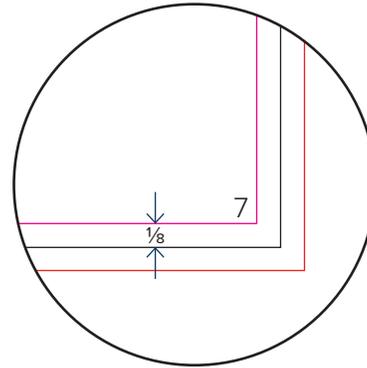
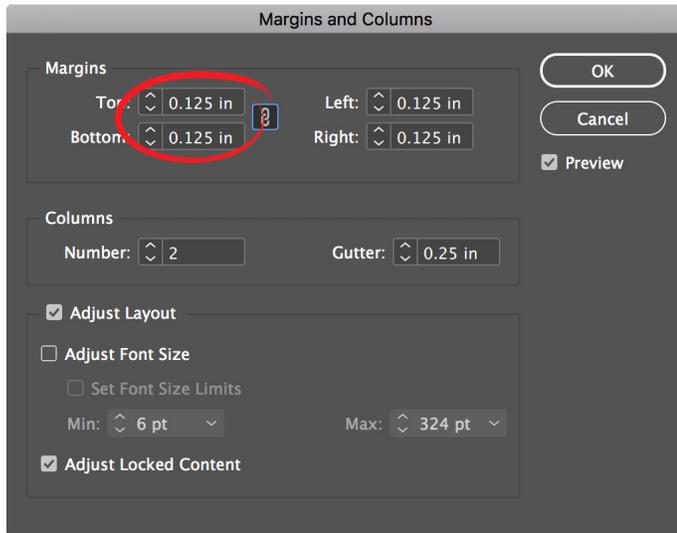
**3 BLEED**  
 Finally, we are adjusting the bleed form .125 in to .25 in. Unfortunately this does not work in every case. For example if an item is right at trim, Adjust Layout will not extend the bleed.

**Note:** ¼ (.25 in) strongly preferred, ⅜ (.125 in) minimum.

## MARGINS AND COLUMNS

In this example the document is the correct size, but the margins are only .125 in. To adjust the margins, open the Adjust Layout (Layout > Margins and Columns...) dialog box. Make sure Adjust Layout is checked then adjust the margins. This will typically result in the page elements adjusting to the new margins.

**Note:** You may still have to make some adjustments manually.



Margins: 1/4 (.25 in) preferred, 3/16 (.1875 in) minimum



656 S. Douglas Street  
Ripon, WI 54971-0006  
(800) 321-3136  
(920) 748-3136  
riponprinters.com

**Milwaukee office**  
16000 W Rogers Drive  
Suite 200  
New Berlin, WI 53151

**Indianapolis office**  
755 W Carmel Drive  
Suite 209  
Carmel, IN 46032