

# File Creation Checklist (working with InDesign)

- Create your new document** at the final trim size
- Set number of pages.** *If working on a saddle stitch, pages must be a multiple of four. Bound, Coil, and Spiral pages only need be a multiple of two*
- If creating a multi-page file, **check “Facing Pages”** to view spreads  
*Exceptions: Coil, Spiral and Perfect binding need bleed in gutter as well*
- Set margins** at minimum 1/8” (0.125”) to mark your print “safe area”  
*We recomend at least 1/4” (0.25”) margins or 7/16” (0.4375”) to 1/2” (0.5”) for Coil & Spiral depending on thickness. If you’re unsure, Ask HardingPoorman!*
- If printing goes to or past the edge, **add bleeds** at minimum 1/8” (0.125”)
- Click “Create”** button
- Check blacks by selecting **Edit > Preferences > Appearance of Black...**  
On Screen and Printing/Exporting should both be set to “Display All Blacks Accurately”. Overprinting of [Black] should be unchecked.
- Check color separations being provided by selecting **Window > Output > Separations Preview.** *Separations should include CMYK, Cyan, Magenta, Yellow, Black and and Spot colors*
- Ensure **View > Overprint Preview** is checked so that you can be confident your final result comes as close to your expectations as possible
- Verify file Color Mode** by checking the Swatches window.  
*You should see CMYK builds, not RGB or Lab*
- Set your workspace windows to your preferred layout and **begin creating!**