**Creating a Document Using InDesign**

Name: Name Here

New Document

1. What are "Web" documents used for? **(1)** Answer Here

2. What are "Digital Publishing" documents used for? **(1)** Answer Here

3. When would we choose "Facing Pages" (i.e. what kind of document would we create using that option)? **(2)** Answer Here

4. What kind of document would not use that option? **(2)** Answer Here

Margins & column guides

5. What do I have to do before I can change my margins & column guides? **(2)** Answer Here

6. What does "Enable Layout Adjustment" do? **(2)** Answer Here

7. What kinds of things are affected when this is turned on? **(2)** Answer Here

Putting Ruler Guides on the Page

8. How do I add a page guide? **(2)** Answer Here

9. How do I add a pasteboard guide? **(2)** Answer Here

10. What is the difference between a page guide and a pasteboard guide? **(4)** Answer Here

11. What does pressing Command + Option + G do? What's it useful for? **(2)** Answer Here

Bleeding colours or images off the side of the page:

12. What kinds of documents need to use a "bleed"? **(2)** Answer Here

13. Why is this done? **(4)** Answer Here

14. What is a "slug" / what's it used for? **(2)** Answer Here

15. What do I need to do to make sure that the bleeds/slugs are going to print? **(4)** Answer Here