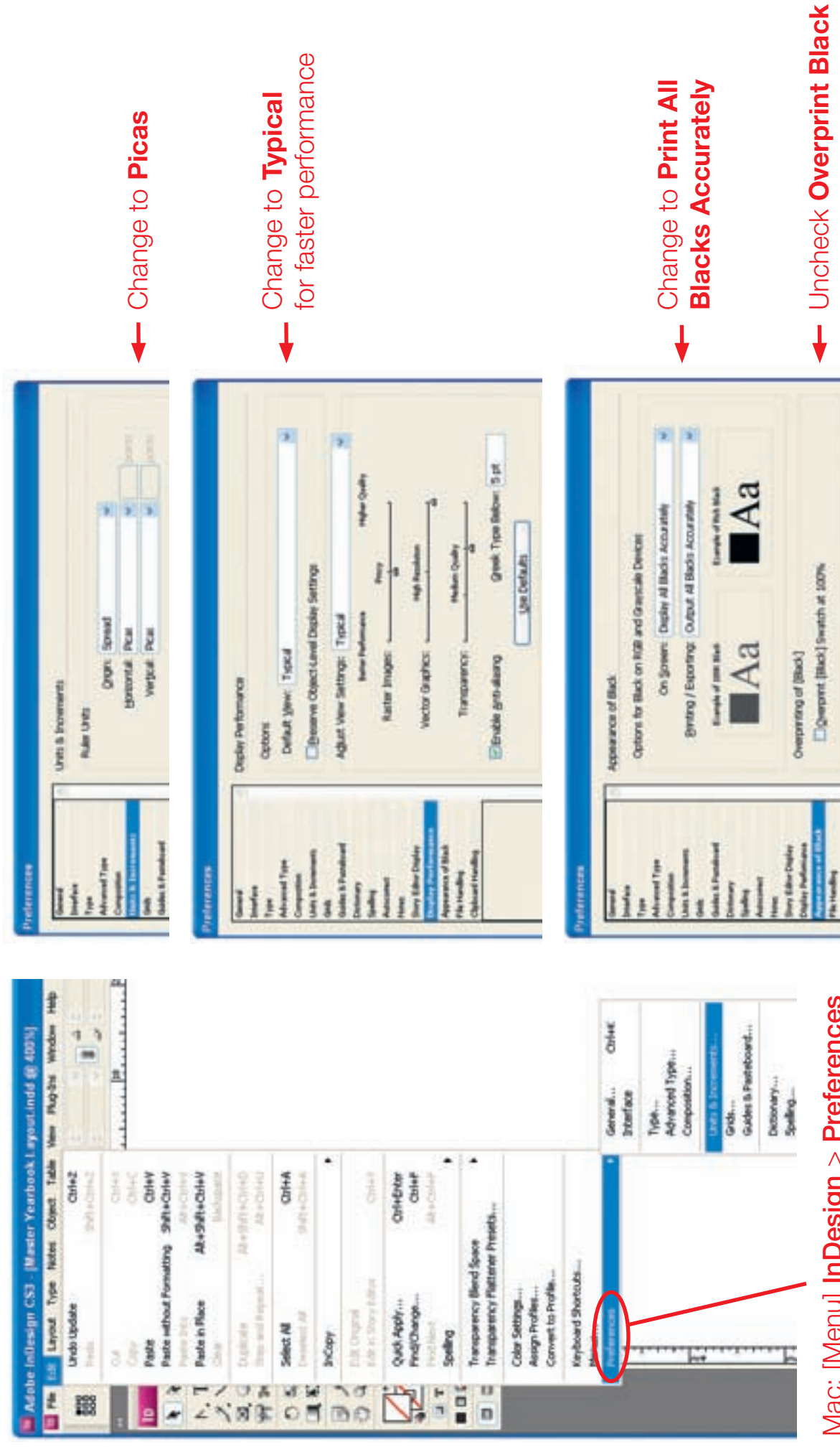


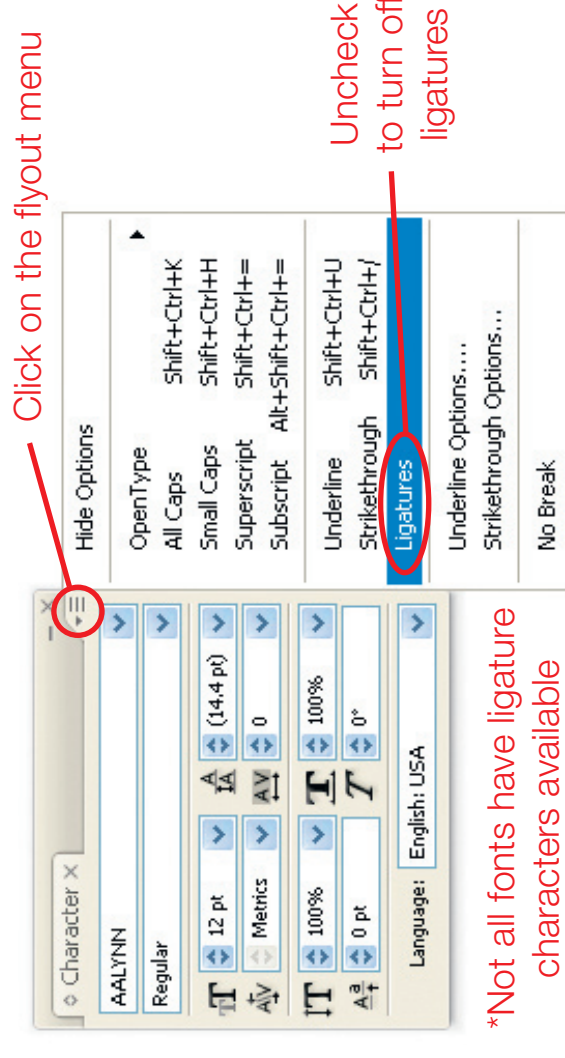
## Step 1 Set InDesign Default Preferences

[Menu] **Edit > Preferences > Units & Increments**



## Step 2 Turn Off Ligatures

[Menu] **Type > Character**



Example  
**Ligatures on**

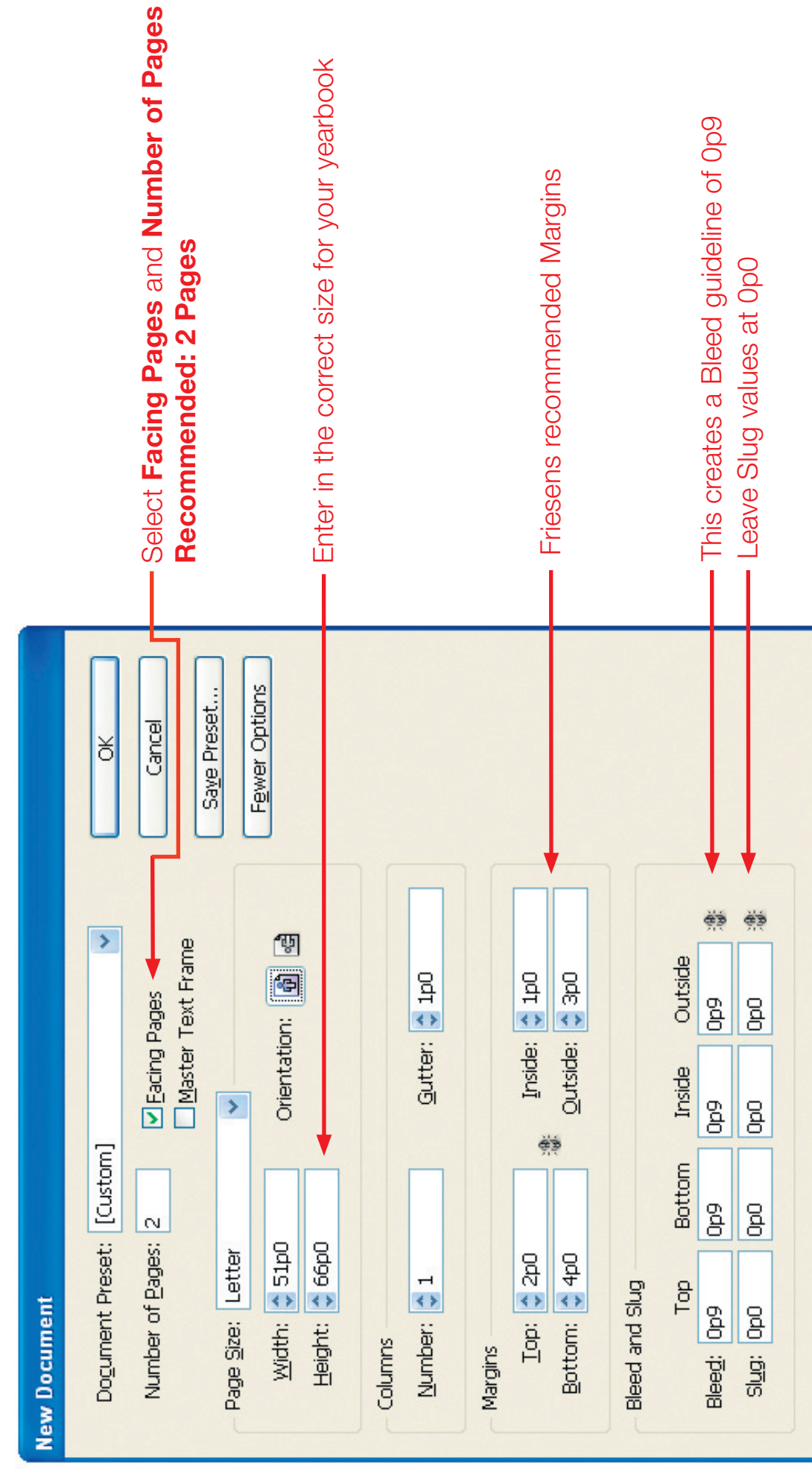
first

**Ligatures off**

first

## Step 3 Prepare a New Document

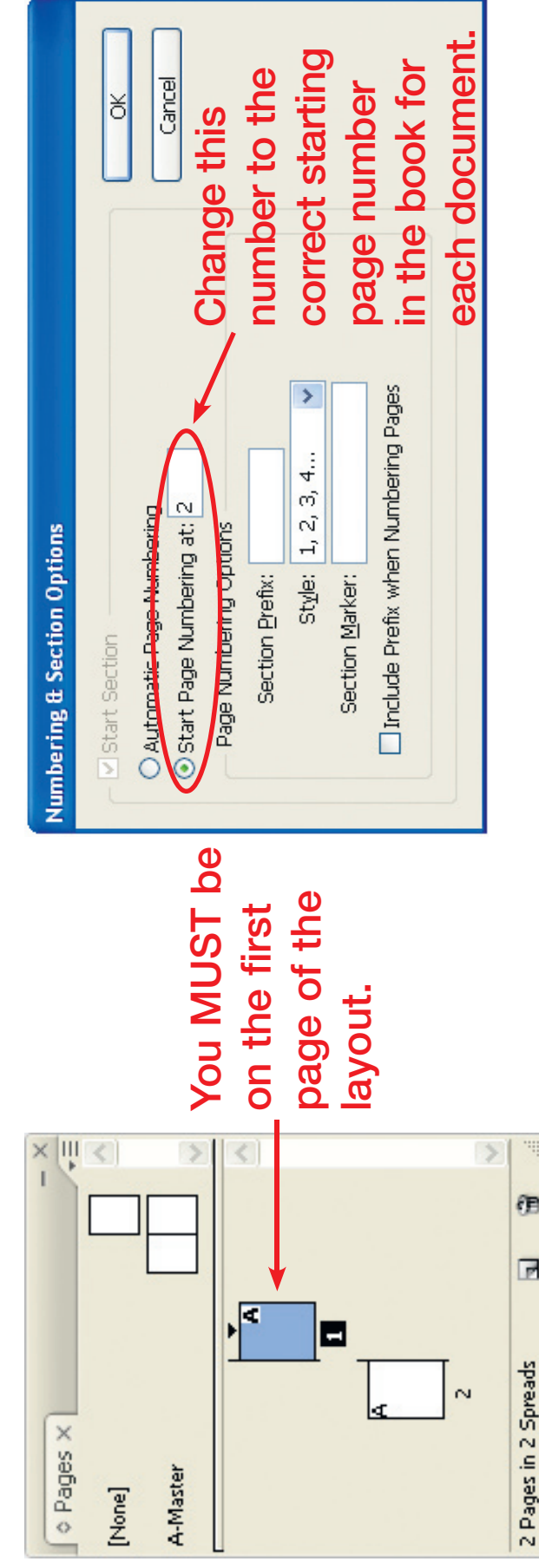
[Menu] **File > New Document**



Follow the above guidelines when creating a document

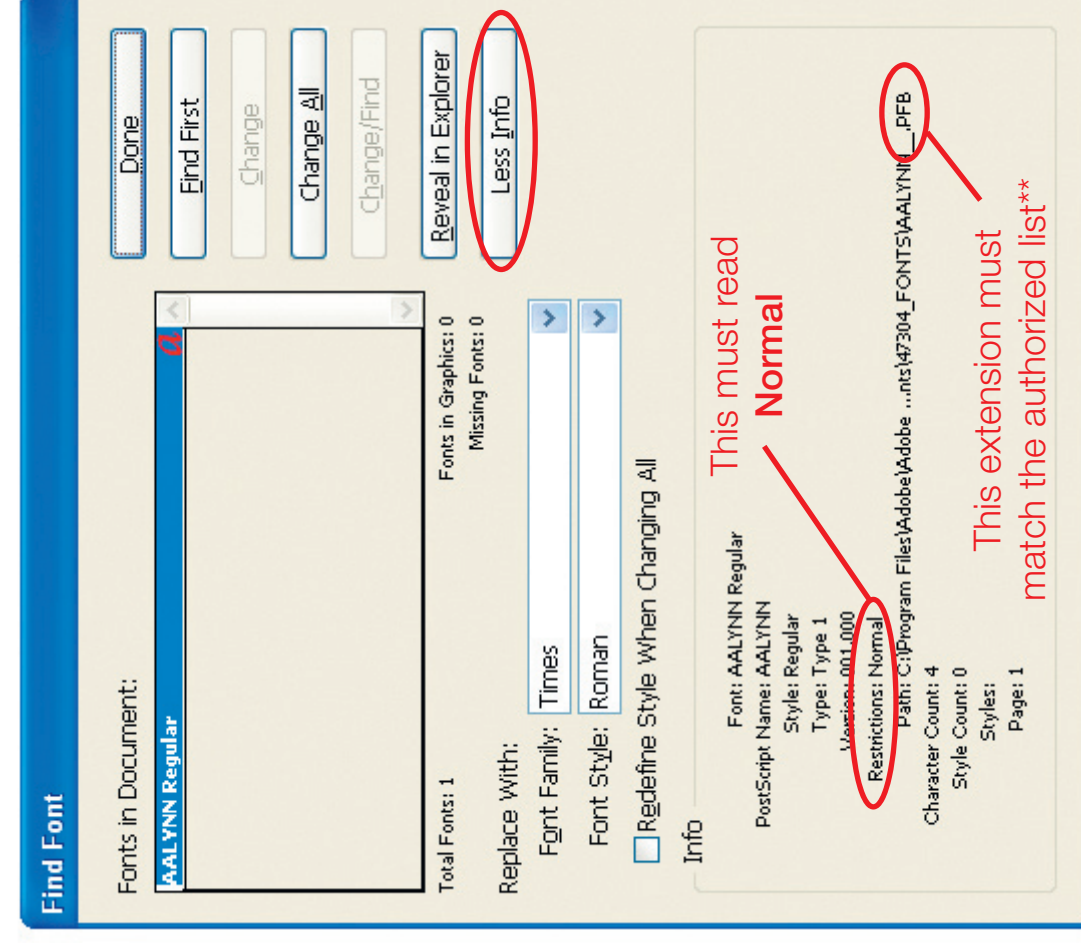
## Step 4 Set the Start Page Number

[Menu] **Layout > Numbering & Section Options**



## Step 5 Choose Valid Non-Protected Fonts

[Menu] **Type > Find Font**



- 1) Select the font in the list
- 2) Select **More Info**
- 3) Restrictions must read **Normal**

**Page Management Authorized Font Extensions:**

- .TTF
- .OTF
- .PFB

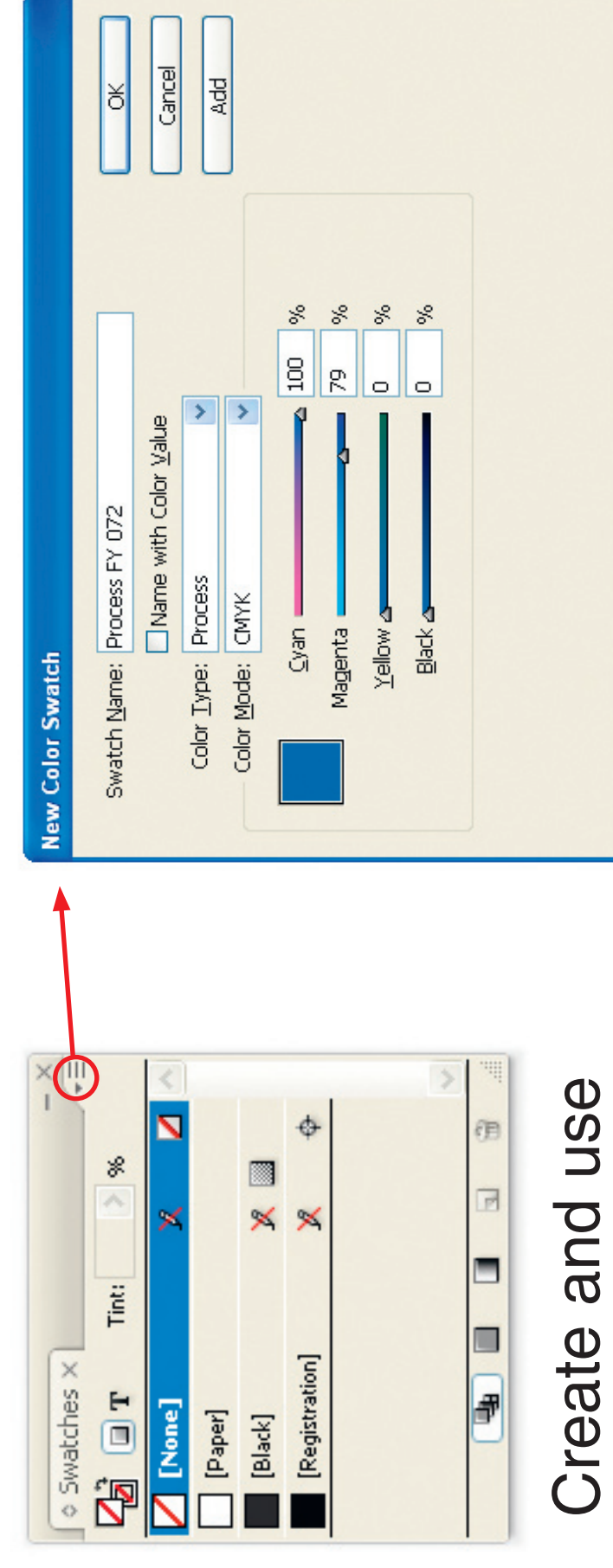
**MAC CANNOT USE .PFB FONTS IN PAGE MANAGEMENT**

Add the font to the layout first

\*\* All Friesens Fonts 200 are authorized for use on Mac/PC

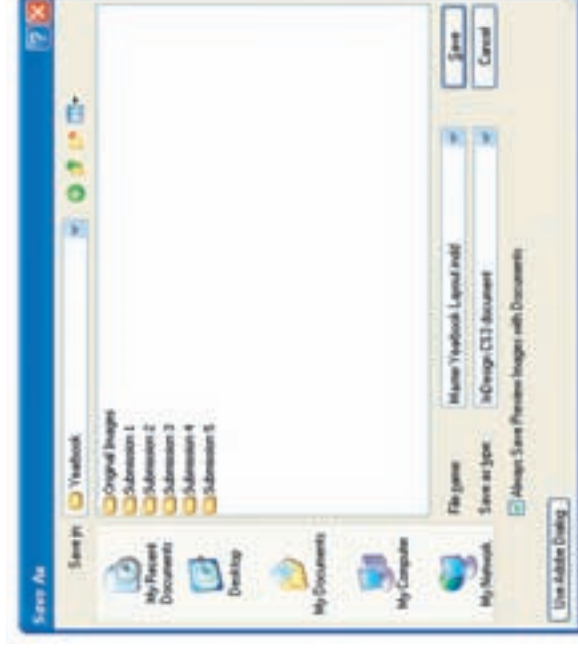
## Step 6 Create Default Colour Swatches

[Menu] **Window > Swatches**



## Step 7 Save as a Master Layout

[Menu] **File > Save As...**



## Bonus Check Effective Resolution

[Menu] **Window > Info**



Select any image on the page to reveal the true printing resolution as sized

**Avoid low resolution**

**Friesens Recommended DPi is 300**

\* Download the preformatted Jumpstart template from ConnectMe Downloads with all of the above settings already applied!