

# SETTING UP AN IMPOSITON DOCUMENT FOR A 3.5 X 2" BUSINESS CARD ON 8.5X11".

## Directions:

### CREATE MULTIPLES

1. Set up impose document.

margins: **.125"**

bleeds: **.125"**

Click-drag a guide from the left ruler over to 4.25 to create a center vertical guide.

2. Place card PDF in upper left corner.

Make sure cropmarks and bleeds are in your pdf

Make sure your box doesn't have a border/stroke.

Select bounding box (blue frame NOT brown) menu coordinates should look like this:

4.0833 in x 2.5833 in

x: 0.1667 in y: 0.25 in

3. DUPLICATE business card (right column)

Holding SHIFT +OPTION, click and drag the business card to the right until it snaps into position.

bounding box menu coordinates should look like this:

x: 4.25 in y: 0.25 in

4. DUPLICATE business card (3 more rows)

Holding SHIFT +OPTION, click and drag BOTH business cards down past the previous bounding box.

Repeat 2 more times.

