

Taking measurements

You can measure a straight line in any direction.

Typical measurements you might take include:

- Gutter widths
 - Distance from text to trim
 - Backup misalignment for adjustment purposes
 - Distance from imposition or text to punch marks
 - Text margins
1. From the **Tools** menu, select **Measure Tool**.
The pointer becomes a cross and the **Measurement** palette is displayed.
 2. Click with the mouse at the point from which you want to start measuring.
 3. Hold down the mouse button and drag along the distance that you want to measure.

The measurements are displayed in the **Measurement** palette as you move the pointer. When you release the mouse button, the measuring line disappears but the final measurements remain.

To constrain the **Measure** tool to horizontal or vertical measurements, hold down the shift key while you measure.

To show or hide the **Measurement** palette, from the **Window** menu, select **Show Measurement Palette** or **Hide Measurement Palette**.

The unit of measure (points, picas, inches, millimeters, or centimeters) and number of digits after the decimal point in measurement values are set in the measurement preferences.

See Also

- [Tool shortcut keys](#)