ATTRS=id: step-by-step-1; data-tags: typeset,stepbystep;

Step-by-Step Part 1: Setup

When you first sign up for Hederis, there are a few things you may want to do:

1. **Create a group.** (If you’re working on personal projects, you can probably skip this step.) “Groups” give you a way to organize all your projects, fonts, templates, etc., under a single entity, so that you can easily share resources between different projects. For example, you might create a group for your imprint or company, so that all your projects would be created within the group umbrella. This would enable you to share design templates between all the projects in your imprint, bill them all to the same credit card (attached to the group owner’s account), share fonts between all the projects or users in your group, and more. To create a new group, [follow the steps here](create-group.docx).
2. **Create your project.** Choose either the Typeset or Galley/Digital option (see an explanation of the differences here), fill out your project details, and press “Create New Project”. If you’re working with a group, make sure to choose your group name from the drop down menu in the project creation form!
3. **Add your billing information.** Once you’ve used up all your free-project codes, you can still create new projects but you’ll need to add your billing information before you can upload Word files for those new projects. To add your billing information, [follow the steps here](billing-info.docx).
4. **Invite collaborators to your project.** You can invite as many people as you like to collaborate on your projects, for no additional fee. For example, you could add a designer, production editor, proofreader, or even your comp vendor. [Learn how here](invite-collaborator.docx).