

Setting up the Document Using Master Pages

Starting the document

Launch InDesign by clicking on the icon in the Dock

Choose File>New>Document

In the New Document box set:

Number of pages 3.

Facing pages

Width 8 1/2", Height 11.

Columns - 4

Margins Top and bottom .5 in., Inside, Outside .25

Click OK.

Look at the back of this page for an example of the layout.

If the Pages palette is not open go to Window>Pages.

Choose File>Save As, Name it Setup, then save.

Editing Master Pages

Images placed on Master pages will appear on all pages the master is applied to.

Double-click A-Master in the Pages palette.

Choose Layout>Create Guides

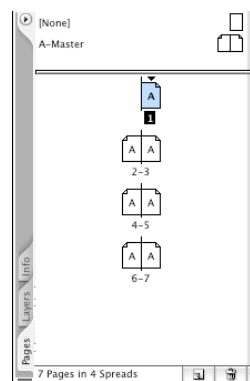
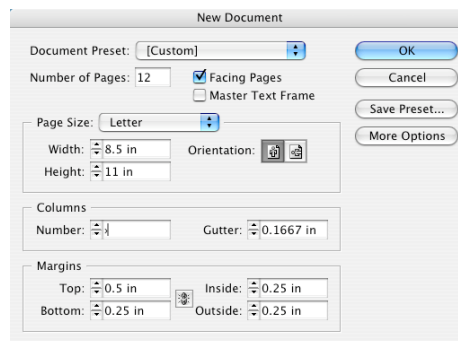
Under Rows type 8 for Number, and 0 for Gutter.

For Fit Guides To, select Margins. (This will set the guides to the margins instead of the page size.)

In the upper left and upper right of the Left hand master page drag a text box and type "Creating Pages and Masters", Justify flush left, and right accordingly. Set the type to 14pt bold Impact.

Adding pages numbers

This will automatically put the correct page number on each pages.



In the lower left of the left master page drag a text box, goto Type>InsertSpecialCharacter>Markers>Current page #, followed by Graphic Communications.

In the right bottom of the right hand master page drag a text box and type Graphic Communications then go to Type>Insert Special Character> Markers> Current Page Number.

Save

Double click on page one in the pages palette.

Drag a text box in the first column.

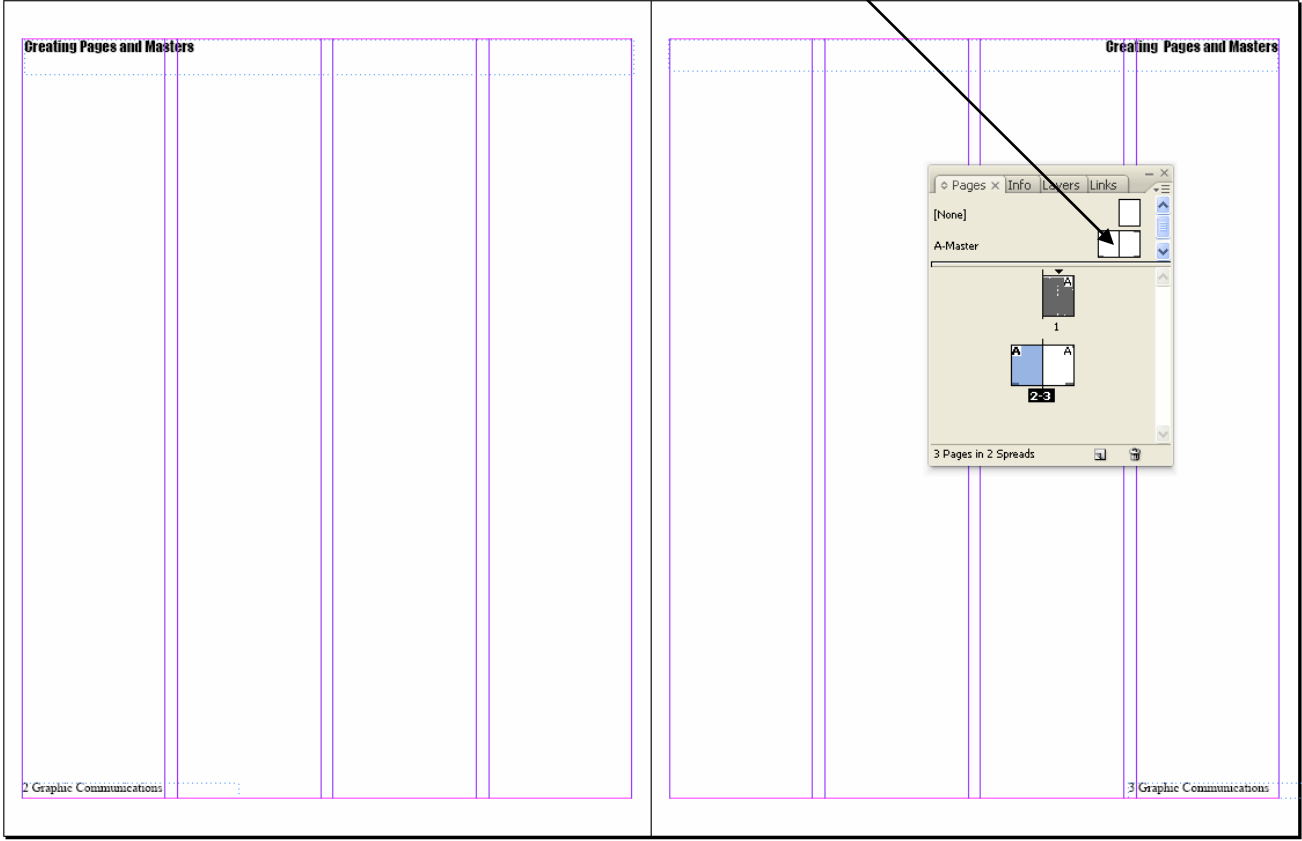
Go to Type>Fill with place holder text. (A column of gibberish will fill the column>)

Repeat for all four columns.

Save

Print one copy with your name on it.

All of this text goes on the A-Master Pages



Page 1

Creating Pages and Masters

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