

MASTER PAGES W/ INDESIGN
instructions for recreating on
your own, from scratch

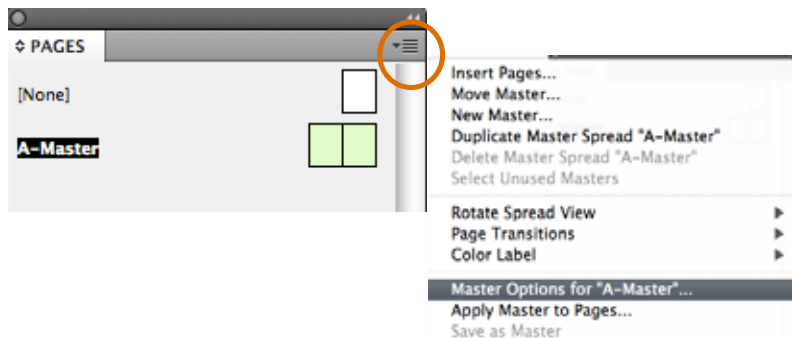
What's the purpose of Master pages?

To provide you with easily accessible grid-based templates that you can use to easily format your multi-page projects.

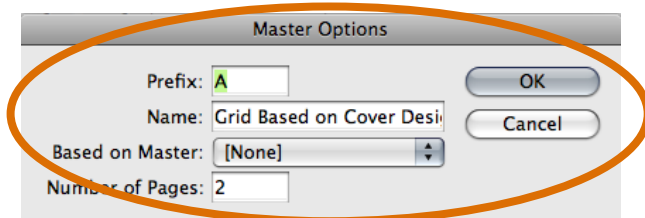
Creating New Master Pages/ Spreads From scratch

To access Pages and Master Pages Palette go to:
Window>Pages

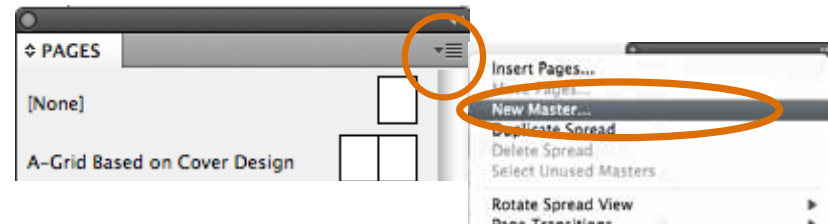
To **START, RENAME** existing **A-Master** page: select spread and right click and select in Pages Palette, select, "Master Options for..."



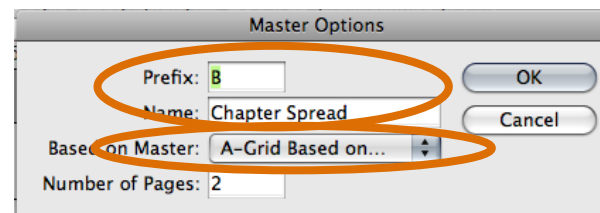
Pop-up window will appear. Change name to "Grid Based on Cover Design."



TO ADD NEW MASTER PAGES/SPREADS, click on upper right hand arrow pull-down menu in pages palette and Select "New Master"

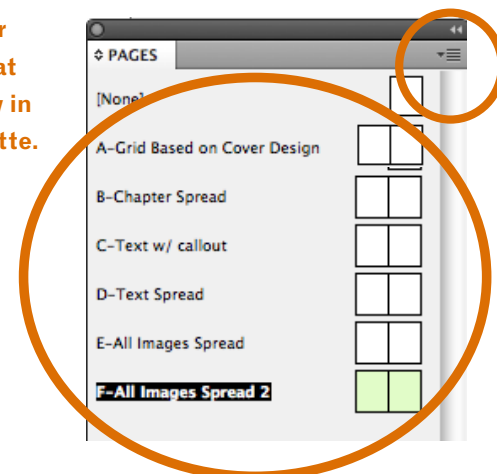


Name your masters appropriately based on the content a master page will house, and repeat process as necessary.



Base subsequent masters on A Grid Based on Cover Design master though.

As you build your master pages that section will grow in your pages palette.



So now what? I've got a bunch of blank Masters...

Now turn them into graphic templates.

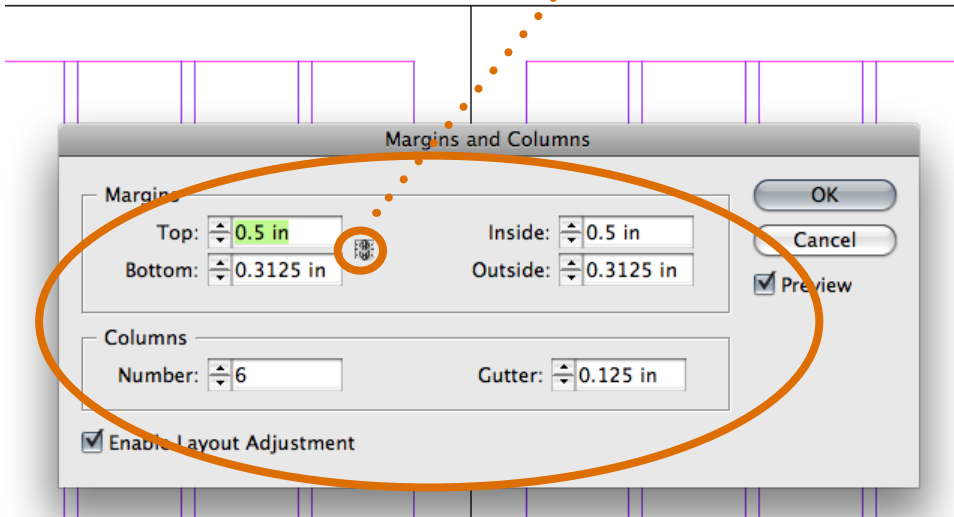
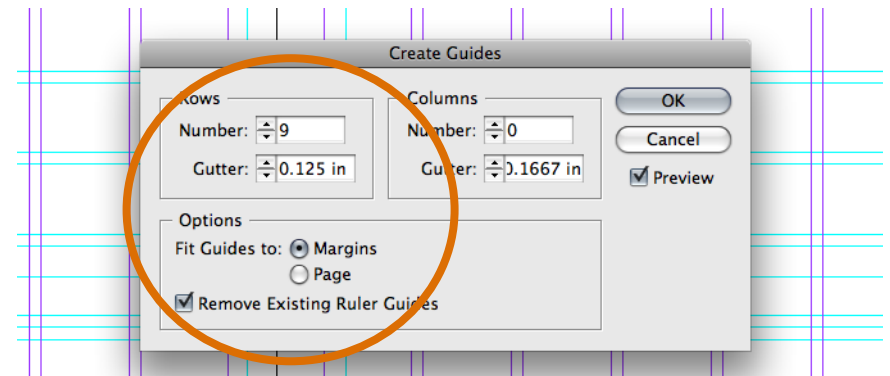
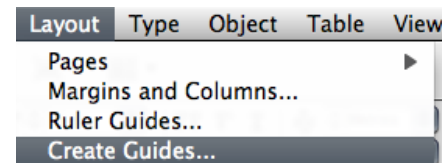
Setting columns, margins and horizontal guides on master pages.

You can make all masters have the same general grid such as columns, margins and horizontal guidelines. This will help ensure consistent use of your grid which will help unify your document. Since your other masters are based on your A-Grid master, making these adjustments to your A master will automatically apply them to your other masters.

Then Select Layout > Margins and Columns...
Then change all your settings as appropriate.



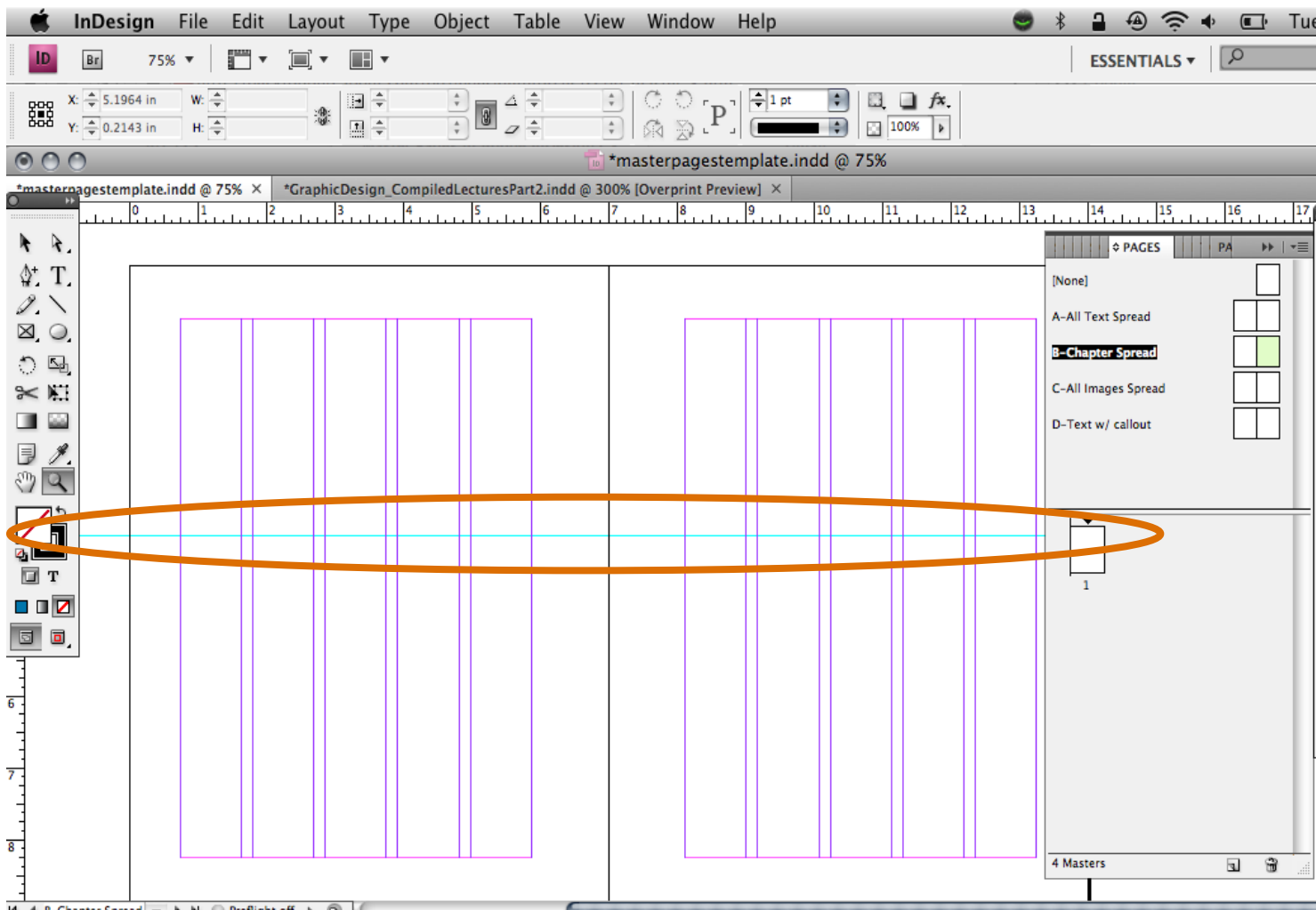
Unlink to not constrain proportions when setting margins, this is important since spine should be different.



Adding Manual Guides

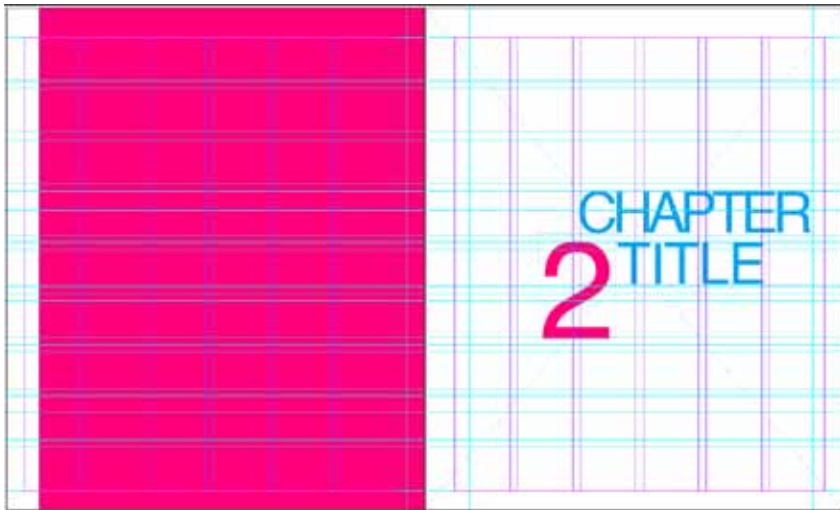
You can add horizontal and vertical guides manually to all masters. Drag them from rulers or double click at a point in ruler.

Hold down **Command (mac)** or **Control (pc)** if you want the guide to go across the entire spread instead of just the page.

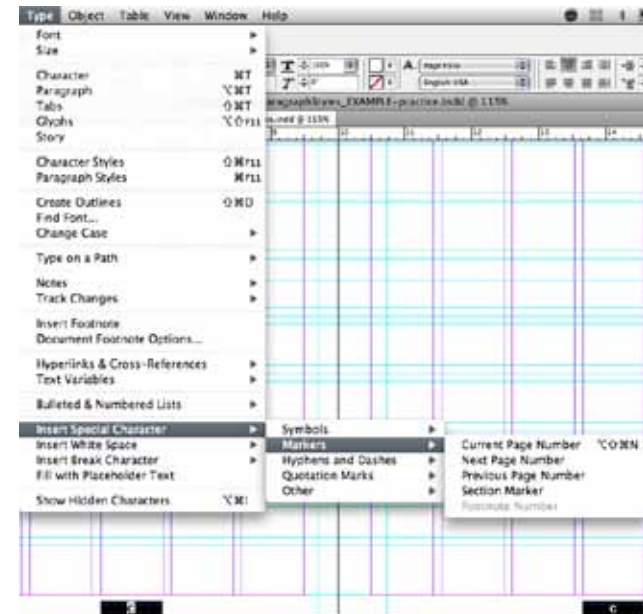


Building Masters' Templates Content

Build masters' templates more by adding text and image place holders and text for consistent elements, as necessary.

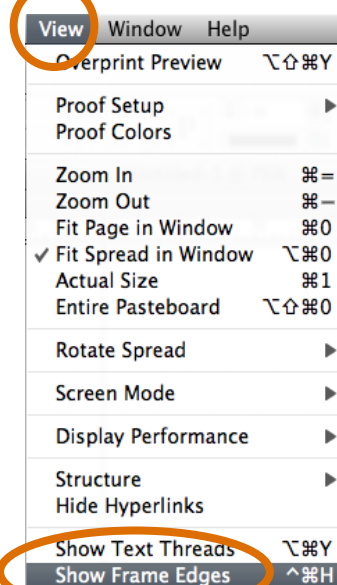


Automatic Page Numbers

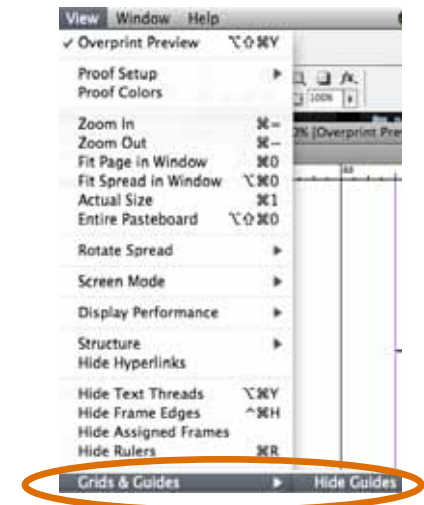


PREVIEWING YOUR PROGRESS.

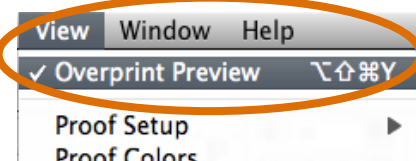
To Show Frame Edges
View > Show Frame Edges



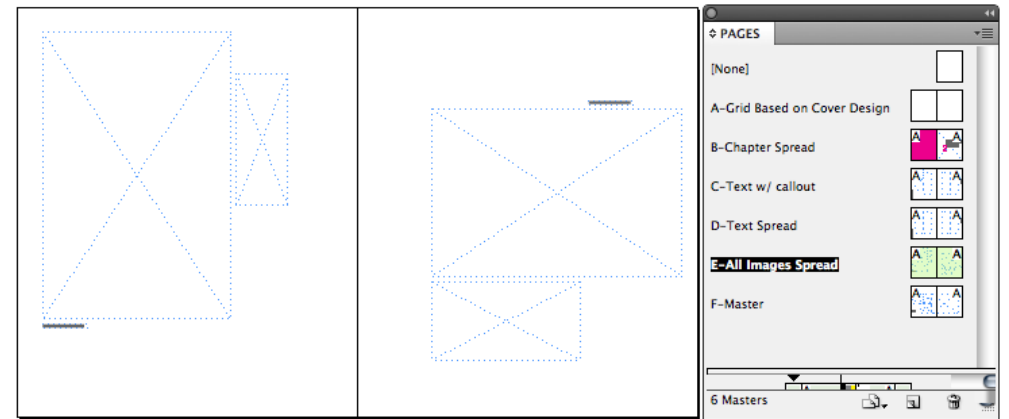
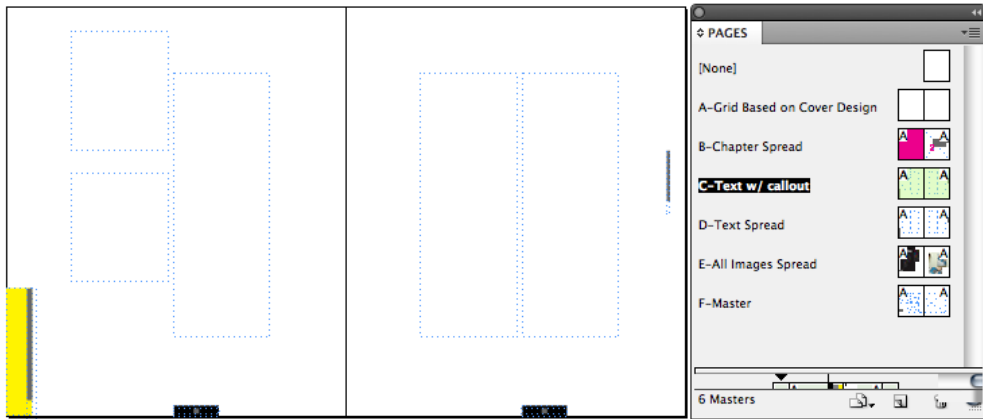
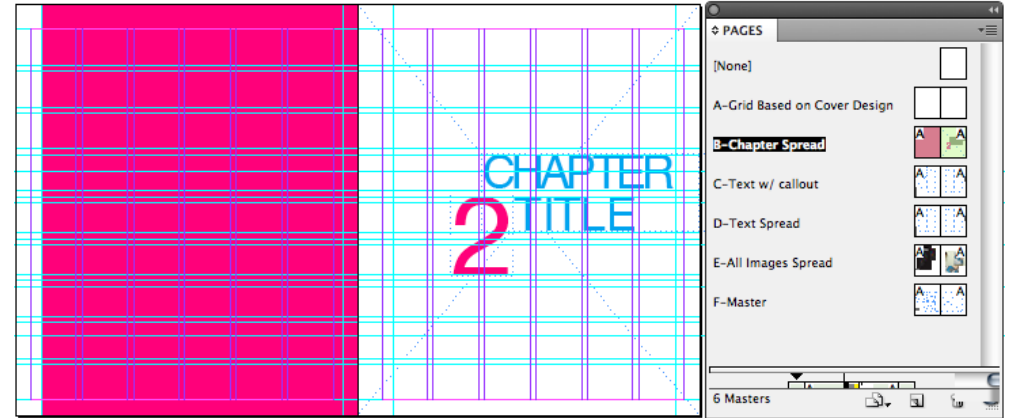
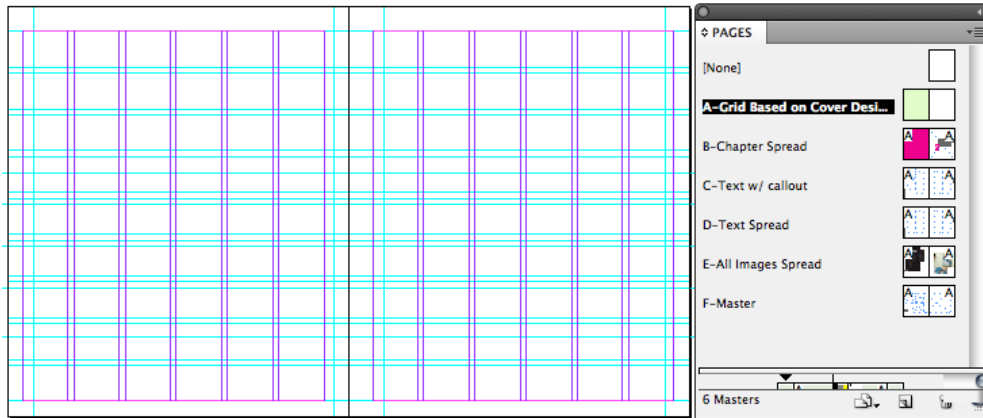
To Hide Guides and Margins
"Command (ctrl on PC) and ;" OR..



To Clean Layout
View > Overprint Preview



Masters with Content Placement



So what's the big deal?

I still had to manually create a bunch of grid based layouts.

Yes, but you can reuse them, or swap them around to create varying spreads. In a large project like a magazine or document, this is a huge timesaver!!