

LAYOUT TASK: To create a four-page newsletter template with automatic page numbers and master objects.

To create the layout in Figure A we'll use the Step and Repeat command to For this project we'll create a four-page newsletter with numbered pages and master page objects. We'll then edit the objects on the master pages and on the document pages and reapply the master pages.

What's the same as QuarkXPress?

Master pages

Automatic page numbering

Master items

Arrange commands

What's different from QuarkXPress?

QuarkXPress

Adobe InDesign

▲ Select master items on document pages	Command/Ctrl-Shift to select master items on document pages
▲ Control-3 or Ctrl-3 to create automatic page number symbol	Type/Insert Special Character command to create automatic page number symbol
▲ Keep Changes/Delete Changes	Changes are always applied

When you create a document and use master pages to ensure consistency of design on the document pages, you have the option of editing both the master pages and the document pages. If you reapply the master page to a document page, you have the option of leaving the edited objects on the page or removing them and creating a document page based entirely on the master page.

1. Create a new document with facing pages, san automatic text frame with 3 columns, and 4 pages. The file opens on document page 1. Display the Swatches and Pages palettes.
2. Ctrl-click or Command-click with the Selection tool to select the master text frame on the document page. Choose Object/Text Frame Options and type 2 in the Columns field. Click OK. Fill the text frame with yellow.
3. Drag the right master page icon over document page 1 to apply that master to the page. It applies the master objects beneath the edited object. Select the top, 2-column frame and move it to reveal the 3-column master object below (Figure A). This is just how it works in QuarkXPress. InDesign, however, remembers that this text frame was once a master object. If you select the yellow box and choose Remove All Local Overrides from the Pages palette men, you'll delete the yellow box and restore only the original master objects.
4. Go to page 2. Ctrl-click or Command-click on the master object, the 3-column text frame with the Selection tool and drag to make it fit within the 2-column guide. Fill the narrow text frame with red. With the edited frame still selected, choose Remove Selected Overrides from the Pages palette. The edited frame is restored to its original 3-column design. To do this in QuarkXPress, you would have had to select Delete Changes in the General Preferences dialog box before reapplying the master page.

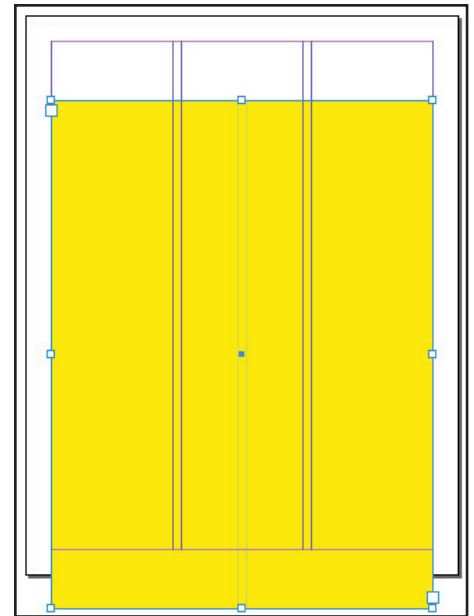


Figure A

Rules of Engagement

Edit a master object on a document page and reapply the master page.

Result: Edited objects remain and master objects are reapplied.

Edit a master object on a document page, select it and choose Remove Selected Overrides from the Pages palette menu.

Reapply the master page.

Result: Master objects only appear on the document page.

Edit a master object on a document page, select it and choose Detach Selection from Master from the Pages palette menu.

Reapply the master page

Result: Edited objects remain *and* the master objects are reapplied.

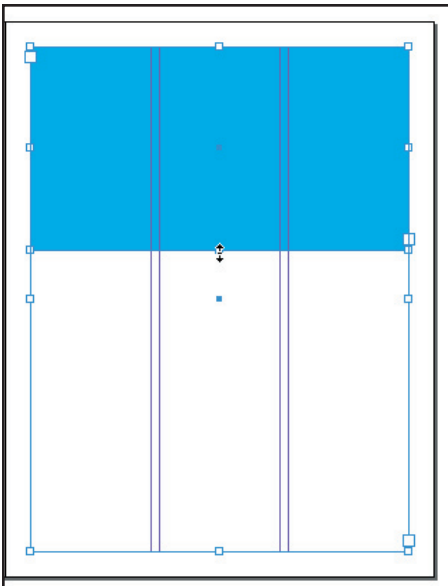


Figure B

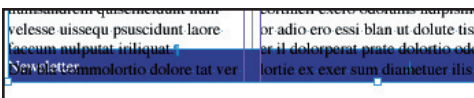


Figure C

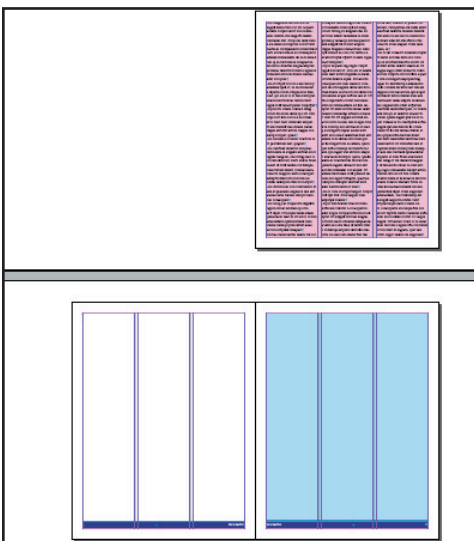


Figure D

5. Go to document page 3. Ctrl-click or Command-click on the 3-column text frame and drag using the Selection tool to drag it up so it's half the height of the page. Fill it with blue. Keep it selected.
6. Choose Detach Selection from Master from the Pages palette. Now the only object on the page is the free agent blue frame. InDesign treats this object like a free agent with absolutely no connection to any master object.
7. Choose Apply Master to Page from the Pages palette menu. Select A Master and type 3 in the To Pages field. Click OK. The edited blue text frame remains, but the 3-column text frame from the master page also appears behind it (Figure B). To do this in QuarkXPress, you would have to select Keep Changes in the General Preferences dialog box before reapplying the master page.

Numbering Pages

1. Double-click the Master A name in the Pages palette to display the spread. On the left master page, use the Type tool to draw a box about 2 picas high across the width of the column at the bottom of the column inside the bottom margin guide. Give it a dark fill. Type *Newsletter*. Select the text and give it a light fill color.
2. Choose Type/Insert Special Character/Right Indent Tab. This is just like pressing Alt-Tab or Option-Tab in QuarkXPress to create a right indent tab flush with the right side of the text box. Then choose Type/Insert Special Character/Auto Page Number. This inserts the code letter A (for Master A) just as QuarkXPress inserts the <#> for the automatic page number symbol.
3. Duplicate the footer text frame, drag it to the right master page. Cut and paste the Newsletter text and page number code to reverse their positions in the text frame.
4. Scroll through the pages and notice how the page number symbol translates to actual page numbers.
5. Go back to page 1 and Ctrl-click or Command-click on the 3-column text frame to select it. Choose Type/Fill with Placeholder Text. Notice how the text runs behind the footer box (Figure C). Not good.
6. Double-click on the Master A name to display the entire spread and drag the bottom of the text frame up to the top of the footer box on the left and right master pages. Go back to page 1 and Ctrl-click or Command-click on the footer box and delete it. Use the Selection tool to drag the 3-column text frame down to the margin, thus overriding a master object on a document page.
7. Go back to the right master page (double-click its icon) and fill the 3-column text frame with a light color. The color updates on pages 1 and 3 because resizing the text frame on the document page unlinked only its size from the master object on the master page, not its fill color. You can't do this in QuarkXPress. Change the fill color of the 3-column text frame on page 1 to a shade of red.
8. Go back to the right master page and change the fill color of the 3-column text frame to a shade of blue. Notice that the color updates on page 3 but not on page 1 because you unlinked that attribute (fill color) from its master object when you changed it to red (Figure D).

9. If you select the text frame on page 1 and choose Remove Selected Overrides, the frame will update to the shorter blue frame, but you'll lose the text. If you select the page and choose Apply Master to Page or drag the right master page icon down over page 1, the longer (empty) blue text frame will appear behind the current red text-filled frame (Figure E). To transfer the text from the red frame to the master blue frame, select it with the Type tool, and cut and paste it inside the blue frame. Be sure to Ctrl-click or Command-click to select the frame before pasting the text. Otherwise, InDesign will create another text frame.



Figure E