

Layout task: To set up a document grid for a 2-page magazine spread.

Application: Adobe InDesign 2.0

WHAT WE NEED:

Master page objects:
text frames
graphic frames
lines
automatic page numbers
running footers

TOOLS WE'LL USE:

Type tool
Rectangle tool
Rectangle Frame tool
Line tool

COMMANDS WE'LL USE:

Type/Insert Special Character/Auto Page Number
Type/Insert White Space/Em space
Type/Insert Special Character/Right Indent Tab
View/Show Ruler
text formatting commands

1. Create a new facing pages document with half-inch margins and without a master text frame. Double-click on the A Master icon to get to the master page. You'll set up the grid for a cooking store catalog on the left and right master pages.
2. The grid calls for 3 columns of different widths separated by a vertical rule on each page.
3. Use the Text tool to draw a text frame below the bottom margin on the left master page. Use the Auto Page Number command and Em space command. Then type a name for the catalog. Duplicate the text frame (running footer) and drag it to the right master page. Reverse the catalog name and page number so the page number is at the right margin.
4. Drag a horizontal ruler down about a quarter inch above the bottom margin. All the lower frames will snap to this guide, leaving a space between the frames and the running footer.
5. Use the Rectangle tool to draw three rectangles on the left and right master pages. Draw another smaller rectangle 3.75" wide (gutter frame) and position it between the first and second frames on the left master page. Draw a vertical line down the center of this gutter frame and then drag vertical rulers on each side of the frame. The text and graphic frames will snap to these ruler guides. Drag the 3.75" box between the second and third frames, draw another line between the frames and drag vertical rulers on either side of the gutter frame.
6. Select all the objects and Option/Alt drag to the right master page.
7. Use the Line tool to draw a large graphic frame spanning the 2-page spread. Draw text frames and graphic frames on the two pages, using the Align palette to align the frames. Frame 7 is a graphic frame that runs the length and width of the column.
8. Use the Rectangle tool to draw placeholder frames to separate the text and graphic frames. Draw one frame and then Option/Alt-drag the frame to create copies where you need them. In Figure A the numbered frames are graphic frames and lettered frames are text frames.
9. Draw a horizontal line below frame 3 and above frames E and F. Figure 2 displays the frames without the placeholder frames.

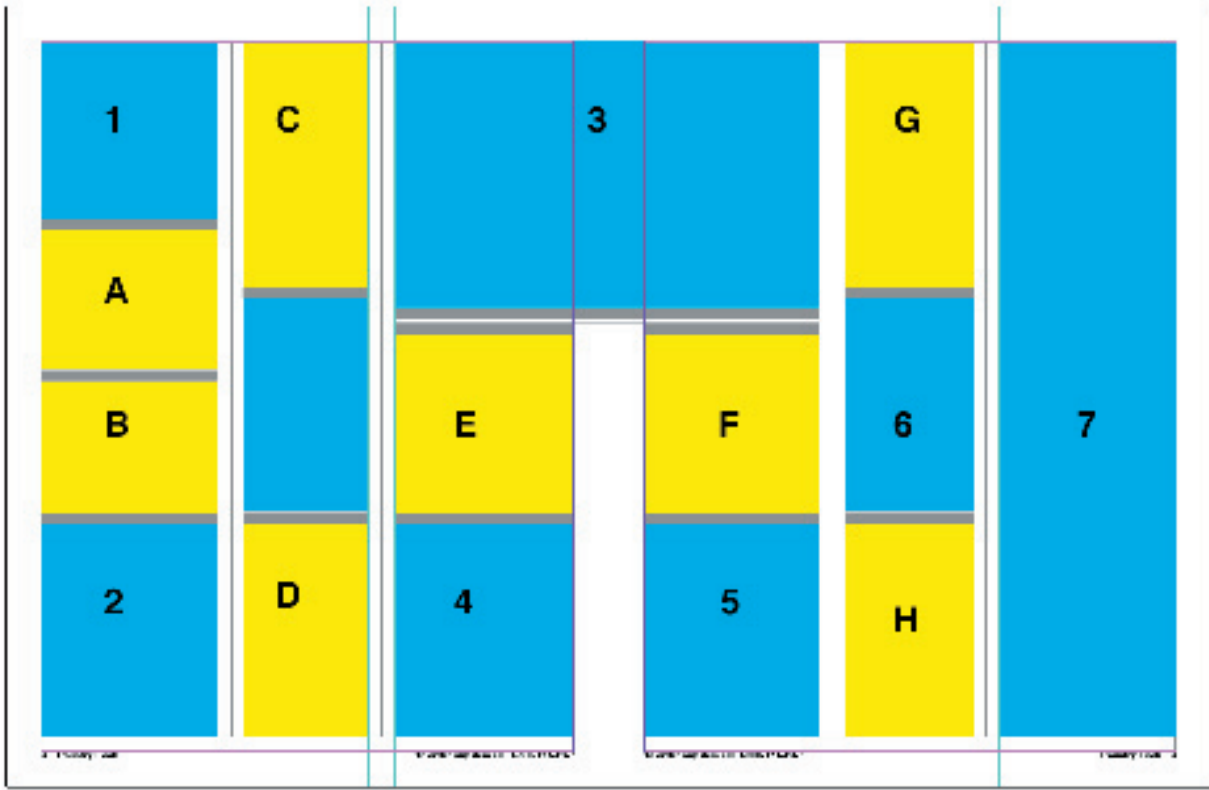


Figure A. The text frames (letters) and graphic frames (numbers) snap to the guides on either side of the gutter frame. The running footers contain the automatic page numbers.

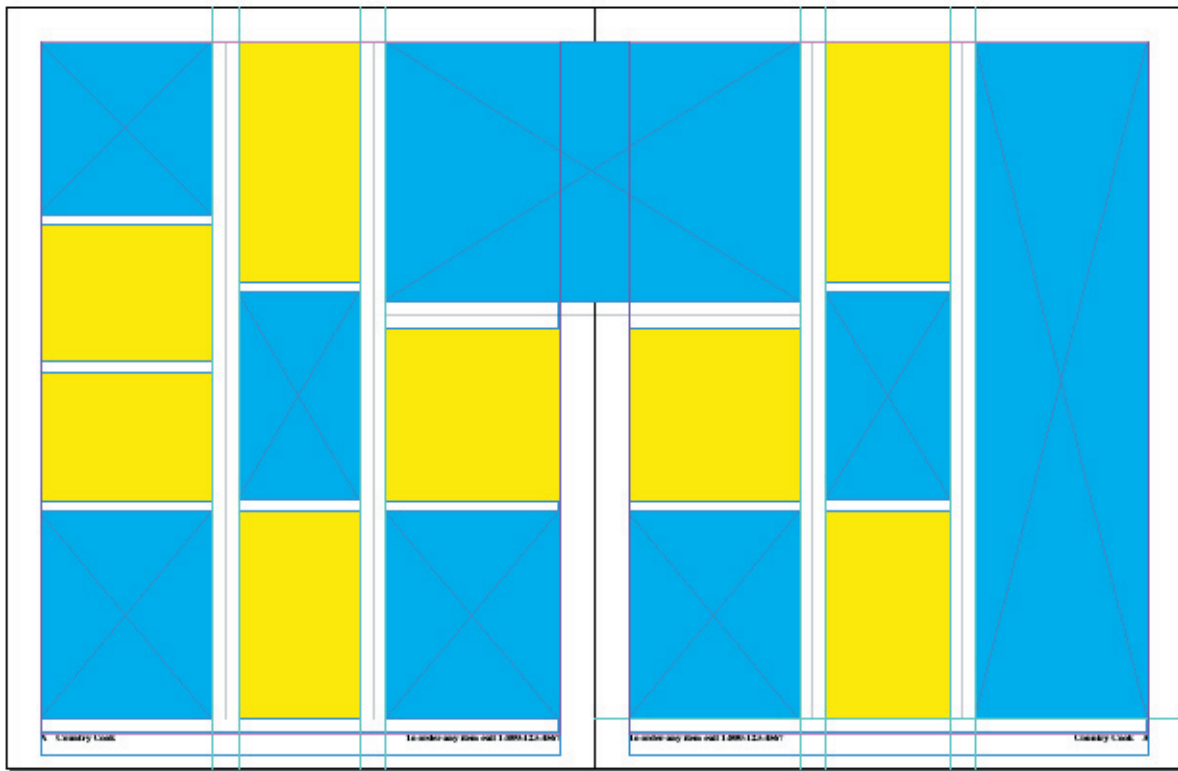


Figure B. The text and graphic frames, lines, and running footers appear without the placeholder frames.