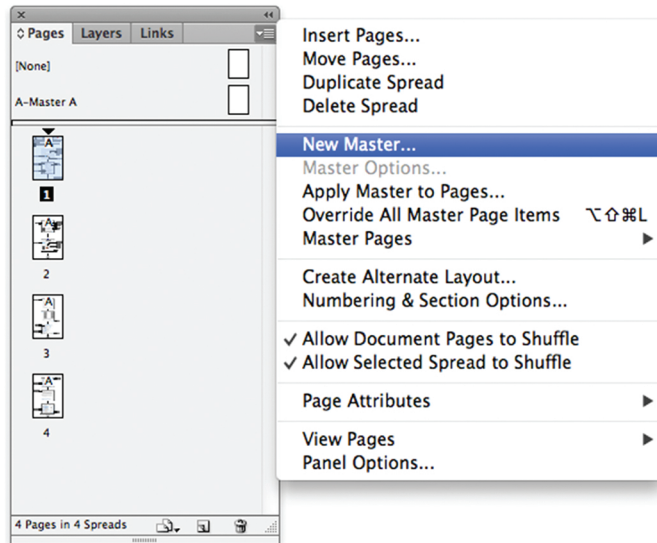


The Master Pages in Indesign are a template or background you can apply to one or more pages at a time. You can recognise a Master Page by it's dotted-lined frames (as supposed to the solid lined frames you get when creating a layout). Master Pages can contain repeating elements like page numbers, logo's, headers/footers, placeholdering text or image frames.

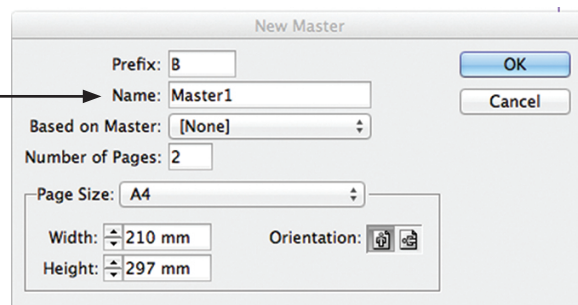
**To Create a Master Page :**

- 1 Click inside the Master Pages area of the Pages Panel (>Window >Pages) to activate to the 'Master Page Mode'.
- 2 Click on the little icon in the top right of the Pages Panel, and choose >New Master.



Name your new Master

3



5

Press OK.

Check the number of pages and the dimensions of your new Master

4

- 6 You can now design your new Master Pages as you would do when laying out in Indesign, using the Frame Tool for making image placeholder Frames or using the Type Tool to create a placeholder Text Frames.





When you have finished creating a Master Page, just click back on into the Pages area of the Pages Panel and your Master page will be displayed in the Master Pages area (upper part of the Pages Panel). You can go into a Master Page to change things anytime.

### Adding Page Numbering to a Master Page :

- 7 Create a Text Frame by using the Type Tool, and type a prefix to your Page Numbering, if you want. Otherwise, just leave the Textbox blank for the time being.
- 8 Align the content of the Text Frame with the Align Panel (> Window > Object & Layout >Align ).
- 9 Click inside the Text Frame with the Type Tool, until you see a flashing cursor.
- 10 Add the Page Number: >Type >Insert Special Character >Markers >Current Page Number.
- 11 Select the Text Frame with the Selection Tool and copy & paste it to the opposing page, don't forget to align the content of the Text Frame .

### To Apply a Master Page :

- 12 Click the Pages Panel Menu and choose 'Apply Master to Pages'



Choose the Master **13**

Enter the range of pages you want to apply your new Master to. (Eg. 1,3,4-9,10) **14**

Apply Master: A-Master

To Pages: 2-3

OK

Cancel

A4 V

All Pages

### To Override a Master Page :

- 15 First, select the pages you want to change in your Pages Panel.
- 16 Click the Pages Panel Menu, and choose 'Override All Master Page items'.
- 17 Now, the dotted lines of the Master Page on your Page will change to solid lined frame boxes. This means you can edit and delete items. This won't effect your original Master Pages.