

Using master pages with InDesign

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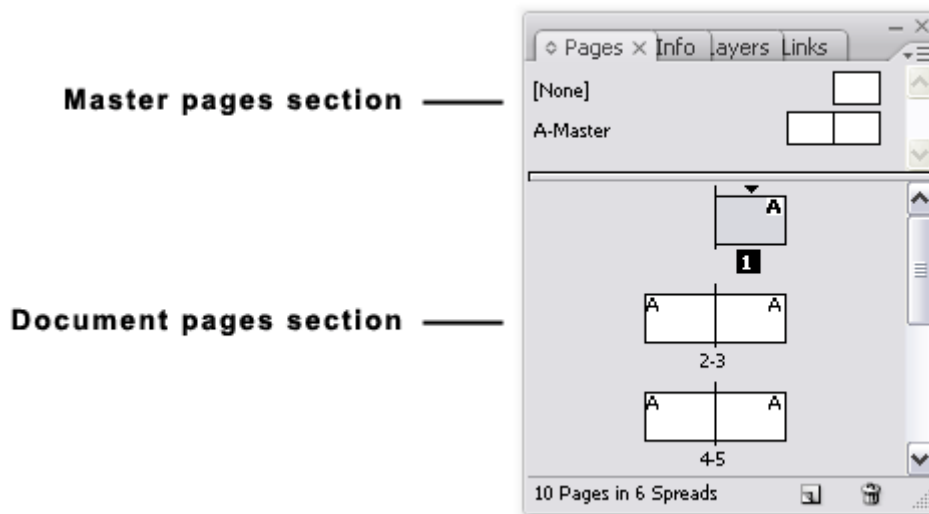
About master pages

Master pages are used to define common elements that will appear within the pages in your document. Elements can be placed in a master page instead of placing them on each page individually. These include items such as text frames, image frames, page numbers, running headers and guides.

Elements inserted into master pages are un-editable on document pages but you can override this to edit them. Changing elements on a master page updates these elements in pages except for elements that have been made editable.

More than one master page can be created for different pages in a document. New document pages can be created from master pages and master pages applied to, or removed from existing pages.

When a new document is created a master page is automatically entered into the Pages panel.



Pages panel set up for facing pages

The panel will display two masters: *[None]* and *A-Master*. *A-Master* is a master for placing elements to appear in document pages. *[None]* is a master for specifying no master elements. Any new master pages created can be based on existing masters or based on *None*. The *A* in the corner of the thumbnails for the document pages show that the *A-Master* is applied to these pages. Any content placed in *A-Master* would appear in these pages.

Adding elements to a master

In a typical work process, the first thing to do with a master is draw out any guides that may be required. These will appear on all pages based on that master.

To view a master page in the workspace, do one of the following:

- Double click on a master thumbnail in the Pages panel. In a facing page document this will bring the left or right page into view
- Double click on the name of the master in the Pages panel. With a facing page document this will display both left and right pages.
- At the bottom of the workspace, click on the fly out menu and select the master from the list.



Fly out menu

Any text or image frames that are required in pages can be established in the master page.

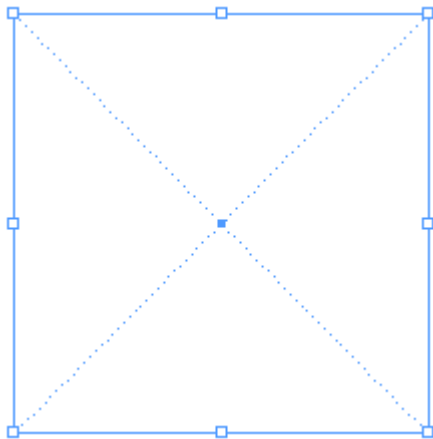
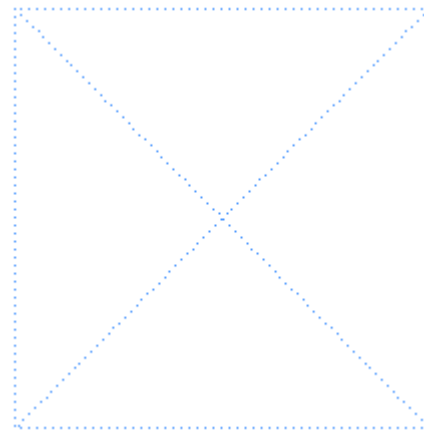


Image frame on master



As it appears in a document page

Editing master items

A frame that is inserted in a master will appear with a dotted outline in the document page and will not be selectable. To edit the item (e.g. to place an image), press *Control + Shift* (Windows) or *Command + Shift* (Mac) and click on it with the Selection tool.

Master page items that are made editable on document pages become unlinked to the master page. This does not affect other elements on the page that have not been made editable.

All master page items can be overridden on a particular document page. To do this, right click on the page in the Pages panel, or select the page in the Pages panel and open the panel menu and choose *Override All Master Page Items*.

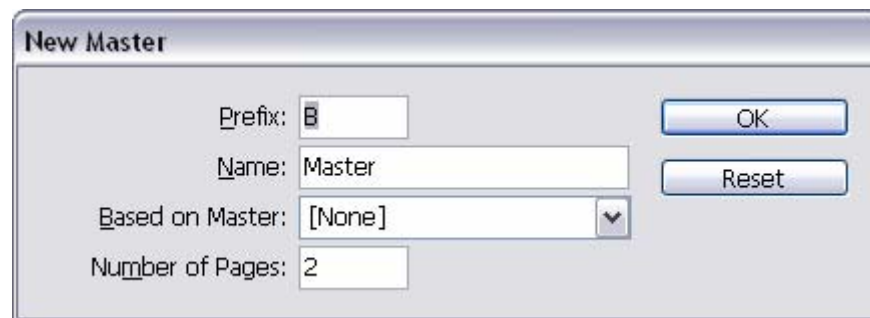
Text and master pages

Text frames placed in a master can be threaded (linked) so that text will flow from one to another. When entering the text in document pages be sure to make the text frames editable to make this work. Also, default text properties can be applied to text frames in a master.

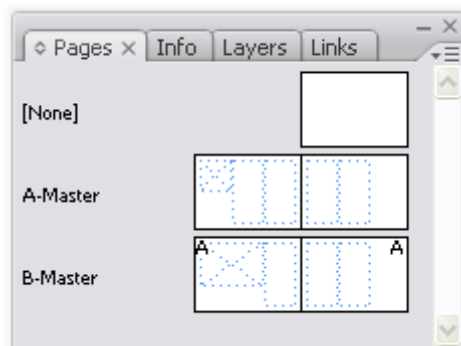
Creating a new master

Create master pages for different versions of pages that will appear regularly in the document, for instance, article or chapter heading pages.

To create a new master page, go to the Pages panel menu and choose New Master. The New Master opens.



From here it is possible to give it a name and to base it on an existing master. Basing a master on an existing one copies over any items on the existing master. The master can then be amended as required by adding and deleting master items. Items in a new master that are derived from a previous master are not editable until made so. If a master that has other masters based upon it is updated, those changes will appear in the masters derived from it.



A new master based on a previous master has the prefix letter of the master it is based upon showing in the thumbnail.

Applying a master to a page

To apply a master to a page, in the Pages panel, drag a master onto a page or right click on a page and choose Apply Master to Pages.

Adding page numbers

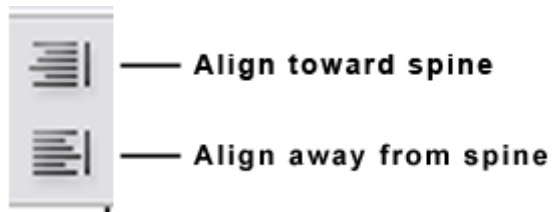
To add page numbers, in the master page draw a text frame where the page number is to appear. Right click in the frame or go to the Type menu and go to *Insert Special Character > Page Markers > Current Page Number*.



The letter A will appear in the master but in pages derived from the master a page number will appear.

Page numbers added to masters will appear in other masters derived from it.

Tip: When using facing pages, you can choose to align the number away from the spine from the Paragraph or Control panel.



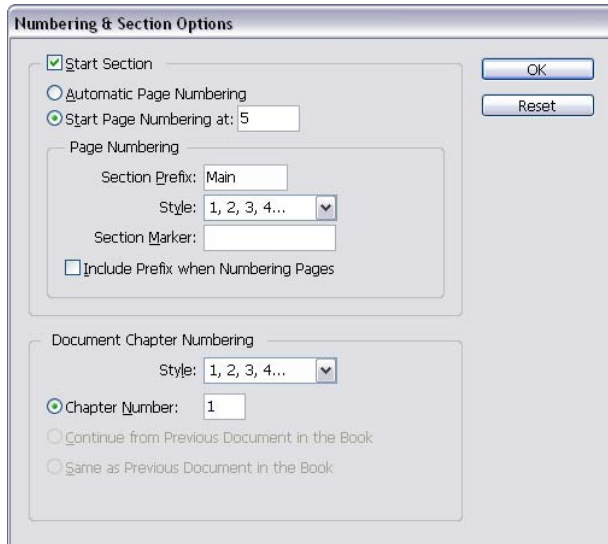
Section numbering

It is possible to change the page numbering options for pages. For instance, to have numbering start with a different number (e.g. numbering starts at 1 on the third page) or choose roman numerals for the first part and then continue with numbers for the main part.

To change the numbering, in the pages panel, do one of the following:

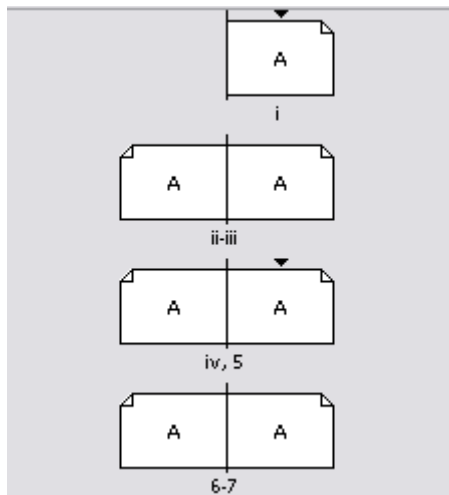
- Right click on a page
- Select the page and go to the panel menu
- Select the page and go to Layout in the main menu

From the resulting menu choose *Numbering & Section Options*.



- Under the Start Section, enter a number to commence numbering from.
- Choose a Section Prefix. This appears in the index of pages for the document e.g. in the fly out menu for choosing pages at the bottom of the workspace and when extracting pages from the document.
- Enter Section Marker if a section marker is to appear on the page.
- Choose a Style for numbering
- Enter a Chapter Number if chapter numbers are defined to appear on the page.

Sections that have been numbered this way are indicated in the pages panel by a pointer above the page in the Pages panel.



In the illustration above, the first section is defined by roman numerals and the second section by regular numbers.

If you do not want a page to display a page number, delete the frame containing the number from that page.