

## InDesign Guides + Master Pages

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### 01. InDesign Guides, Margins & Keyboard Commands

#### 1. Ruler Guides and Margins

##### a. Guides

Draw ruler guides by dragging from rulers

To Show/Hide Guides use keyboard short cut : Command + Semicolon (just like Illustrator)

##### b. Customize Guide Color

Go to Layout > Ruler Guides

##### c. Margins

Begin by setting in New Document dialogue box

##### d. Change Margins

Go to Layout > Margins and Columns

#### 2. Important Keyboard Shortcuts

a. Show/Hide Guides = Command + Semicolon

b. Show/Hide Text Box Edges = Command + Control + H

c. Show/Hide Hidden Characters = Command + Option + i

d. Check Spelling = Command + i

### 02. Document Setup | Non Facing Pages & No Text Frame

#### 1. File > New> Document [Cmd + N]

Intent: Print - 300 ppi + CMYK

No Facing Pages

No Primary Text Frame

#### 2. Create text frame

Draw text frame with T (text) tool

#### 3. Open Lorem Ipsum.docx

Copy & paste this text from the Word file to the InDesign file

Keep this file open while we create another InDesign file

### 03. Document Setup | Non Facing Pages + Text Frame

#### 1. File > New> Document [Cmd + N]

No Facing Pages

Check the Primary Text Frame

#### 2. Open Lorem Ipsum.docx

Copy & paste this text from the docx file to the InDesign file

#### 3. What is the difference between a file with no primary text frame and one that has a primary text frame?

### 04. Text Threads - How to Link Text Frames

#### 1. InDesign file with No primary text frame

a. Make a second page in the document

b. Make a new text frame on the second page

c. Select black arrow tool and click on the red box at bottom right of the first text frame

d. Look for an icon of text to appear next to the arrow tool. This means the tool is "loaded."

e. Move to the new text frame and click inside of it to link the text frames

#### 2. Alternatively you may simply load your arrow tool as in step #c & d and click anywhere on the new page.

An automatic text frame will be created.

### 05. Show Text Threads

#### 1. To see text threads ...

Go to > View > Extras > Show Text Threads

### 06. Text Frame with Columns

#### 1. Text Frame Options

- a. Go to > Object > Text Frame Options (or Command B)
- b. Set the number of columns

### 07. Creating and Naming Master Pages

A file can have as many master pages as you want.

Elements on a master page will appear wherever the master page is located in the file.

#### 1. Insert a Master Page into the file from the Page Palette

- a. Drag Master page icon into bottom pane of the page palette
- b. or Go to page palette fly-out menu and select "Insert Pages"

#### 2. Apply a Master Page to an Existing Page in the document

- a. Select the master page that you want to apply
- b. Drag its icon on top of an existing page icon in the lower pane of the page palette

#### 3. Create New Master Page

- a. Go to page palette fly-out menu and select "New Master"

#### Rename a Master Page

- a. Select a Master Page in top pane of the palette and Go to page palette fly-out menu and select "Master Options"

### 08. Controlling Master Pages

#### 1. Moving a Page in the document

- a. In the lower pane of the pages palette, select the pages in the document that you want to move
- b. Go to page palette fly-out menu and select "Move Pages"

#### 2. Overriding Master Page Text Box

- a. To type on a page that has its text box placed on a master page, you must override the master page text box.  
On the page that you want to type on, select the text box and click Shift + Command. This will make the text box active and you can type into it.
- b. To override all Master Page items select Override all Master Page Items from the pages palette menu
- c. If you override items on a master page, and later decide you want to return to the defaults select the item that you overrode and go to the page palette and select Master Pages > Remove Selected Local Overrides

#### 3. Automatic Page Numbering

- a. Make text box on master page, then...
- b. Click in box with type tool and click Control for contextual menu, then...
- c. Choose Insert Special Character >> Markers >> Current Page Number or...
- d. Type Cmd + Opt + Shift + N in text box on master page
- e. The letter that corresponds to the master page (A, B, C, etc) will appear

#### 4. Numbering and Section Options

To change the numbering system within a single document use Numbering and Section Options in the page palette fly-out menu. For example, you want to number the fore matter of a book using Roman numerals, then on the first page of a chapter you want switch to Arabic numerals.

- a. Select the page you want to change, for example, you want page 1 to be "i"
- b. With page 1 selected go to Numbering and Section Options
- c. Check Start Page Numbering at 1
- d. From Style select the type of numbering that you want
- e. The start of a new section has a small triangle above the page icon