

Adobe® InDesign *Working with Master Pages*

How Master Pages Work

A master is like a background that you can quickly apply to many pages. Objects on a master appear on all pages with that master applied. Changes you make to a master are automatically applied to associated pages.

Masters commonly contain repeating logos, page numbers, headers, and footers. They can also contain empty text or graphic frames that serve as placeholders on document pages.

Elements on the Left (even-numbered) Master Page will display *only* on Left (even-numbered) document pages.

Accordingly, Right (odd-numbered) Master Page elements will display *only* on Right (odd-numbered) document pages.

Benefits of Master Pages

Master Pages save time and help keep design style consistent.

By setting up a template with Master Pages (see our TechKnow Lesson: Working with Templates), standing elements will automatically be in each new file you create with that template. This saves the designer the time spent placing the elements and also keeps style consistent because the same elements are used in each issue.

Master Page Links

IMPORTANT: The image links on Master Pages work just like image links on any other page. Therefore, it is very important to make sure those links are preserved. The best way to do that is to save all Master Page image files in one central location, then do not move or rename them after they are placed on the page.

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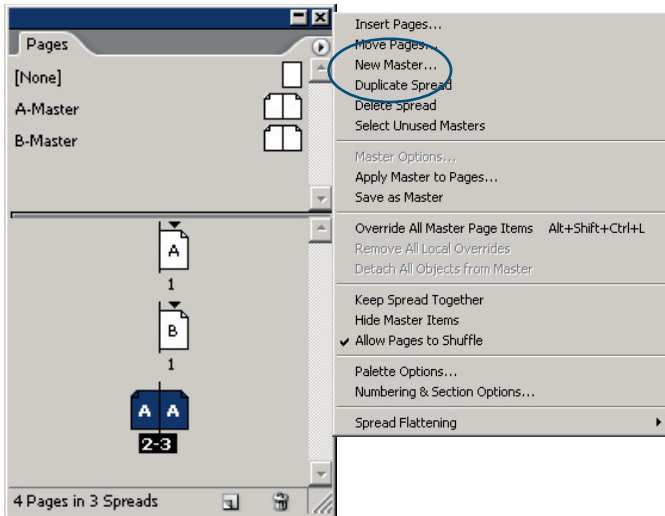
1. Creating Master Pages

You can create a new master from scratch, or base a new master on an existing master. Any changes made to the source master carry forward to the masters that are based on it. With careful planning, this provides an easy way to make layout changes to multiple pages across your document.

To create a master and specify options for it:

From the **Window** menu, select **Pages** to open the Pages palette.

Click the arrow in the upper corner to open the Pages drop-down menu and select **New Master**.



Specify the following options, and click OK:

For **Prefix**, type a prefix that identifies the applied master for each page in the Pages palette. You can type as many as four characters. InDesign's default is to prefix each set of Master Pages with a letter. For example, each document has a blank A-Master spread by default.

For **Name**, type a name for the master spread. InDesign's default is to name each set Master.

For **Based on Master**, choose an existing master spread on which you'll base this master spread, or choose None.

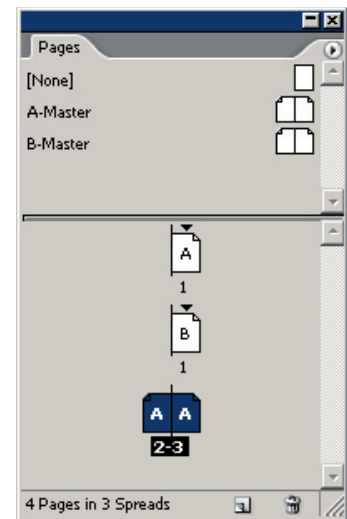
For **Number of Pages**, type a value for the number of pages you want in the master spread (as many as ten).

2. Creating a Master based on an existing page or spread

Drag an entire spread from the Pages section of the Pages palette to the Masters section. Any objects on the original page or spread become part of the new master. If the original page used a master, the new master is based on the original page's master.

Top: Master Pages section

Bottom: Document pages section



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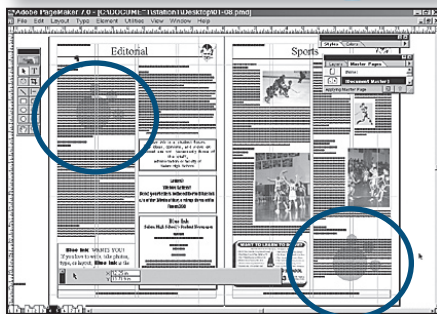
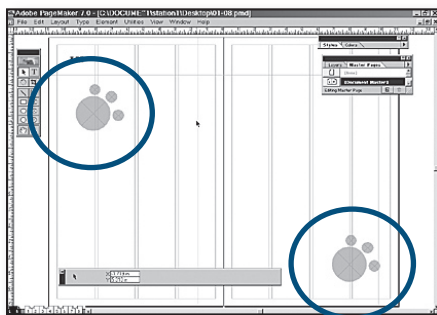
1. Open the Master Pages

Open the InDesign document. At the bottom left corner of your document you will see an index of pages. Click the drop-down menu to select the Master Pages. The default is A-Master.



2. Layout Master Page

Everything that you place on these two pages will appear on the other pages of your document. All content placed on the left master page will show up on all left pages and all content on the right master page will be on all right pages. Place images, frames, and text on these pages as you want to see them on all pages. You can create columns and guides here also. Be careful not to create your entire document on these pages because this can cause printing problems, especially if you have a centerspread that is laid out entirely on the Master Pages.



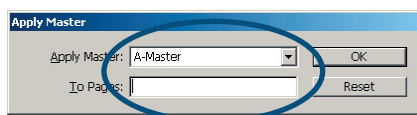
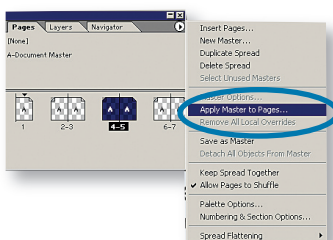
By placing a paw print on both Left and Right Master Pages, every page in the document will have the paw print.

3. Automatic Page Numbers

On the Master Page, create a text box in the place where you want to see the page number on all pages. Make sure it is the font and size that you want. Select **Type>Insert Special Character>Auto Page Number**. The letter A will be placed in the box on your Master Page, but the correct page number will display on your document pages. You will have to do this step on both Left and Right Master Pages.

4. Avoid Master Page Elements

You can choose to hide the Master Page elements on certain pages, or assign different Master Pages. Select **Window>Pages** to open the pages palette. From the palette's drop-down menu, select **Apply Master to Pages**. In the window that opens, type in the page numbers and from the drop-down menu select **None** or another Master.



5. Detach Master Page Elements

On a document page, you can detach (disassociate) a master object from its master. When you do this, the object is copied to the document page and its association with the Master Page is broken. Detached objects do not update with the master.

To detach a master object from its master:

When viewing a spread, press **Ctrl+Shift** (Windows) or **Command+Shift** (Mac OS) as you select any Master Page object.

Then, choose **Detach Selection from Master** in the Pages palette menu.

6. Override Master Page Elements

You can selectively override one or more attributes of a master object to customize it without breaking its association with the Master Page. Attributes that you do not override, such as color or size, continue to update with the master. Overrides can be removed later to make the object match the master.

Attributes you can override for a Master Page object include strokes, fills, contents of a frame and any transformations (such as rotating, scaling or skewing).

To override a master object:

While viewing a spread, press **Ctrl+Shift** (Windows) or **Command+Shift** (Mac OS) as you select any Master Page object.

Change the object as desired. The object can now be selected as any other page object but retains its association with the Master Page.

TIP: For instructions on how to set up a centerspread, read our TechKnow Lesson: Setup and Organization.