# Advanced Layout of Book Pages using In Design
(Week 8)

In week 7 we placed text from a Word file into InDesign using the automatic text layout (autoflow) feature. If, however, you would like to lay the text out one page at a time, you will need to link up each page that shows a box with a small red cross near the bottom right, as your teacher will demonstrate for you.

Importing text page by page

You can make notes about this **demonstration** (only) in the space below.

N.B. The official name for the **"black arrow tool"** is the **"main selection tool"**.
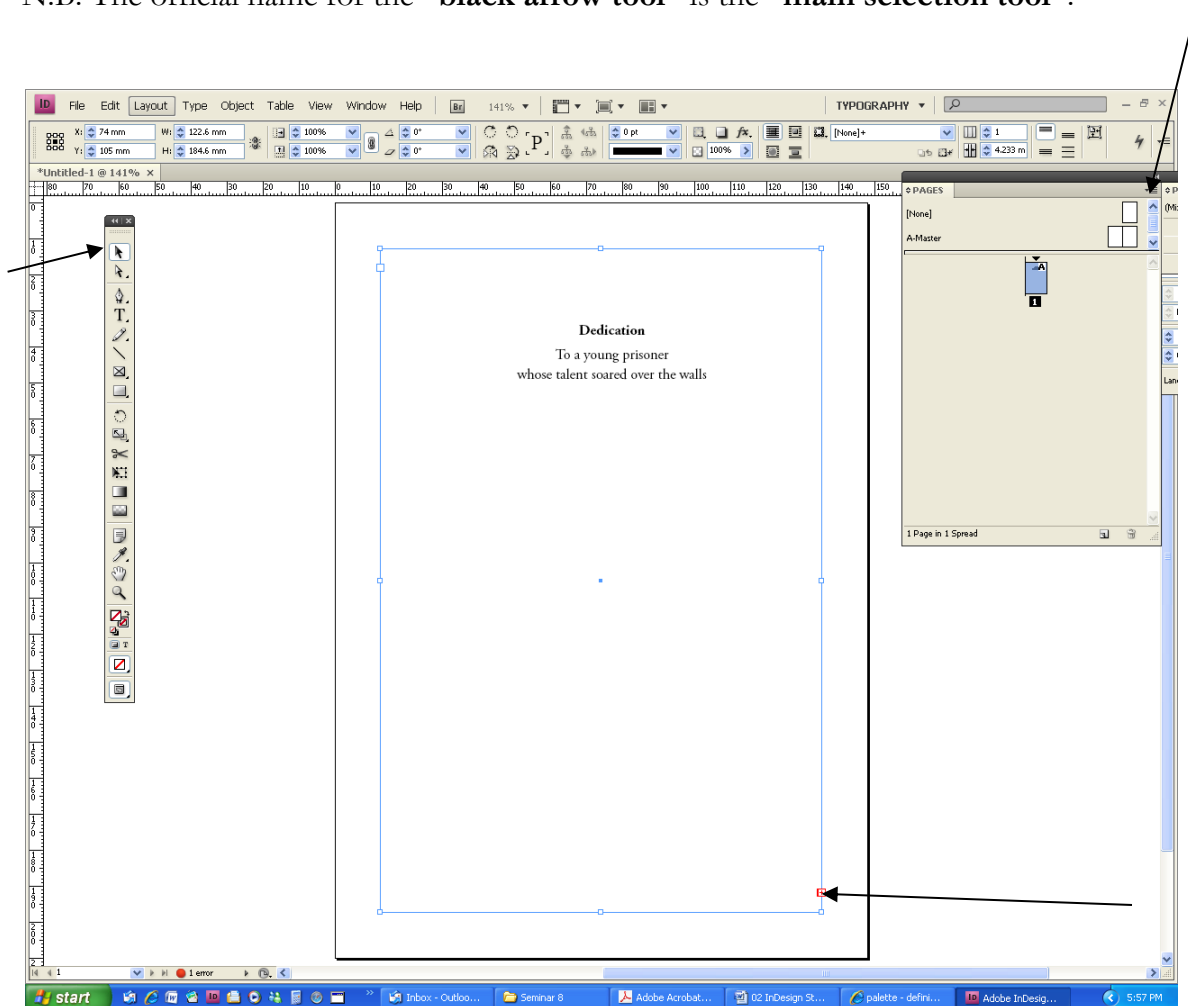
Now re-open your InDesign document from week 7 or import again into a new InDesign document. Remember to import a Word file: go File, Place, then via the dialogue box click on the Word file and Open, then hold down Shift before clicking on the top left corner of the first page.

YOUR NEXT TASK
Objective: To create six preliminary pages numbered in Roman numerals (i, ii, iii, iv …), followed by the other pages numbered in Arabic numerals (1, 2, 3, 4 …):

Step 1
Go to the Pages palette (if not showing open via Windows menu), double click on page 1 (not the master page, though). Find the **arrowhead near top right of the page palette,** click and find the **Insert Pages option** and insert **6 pages before page 1**.
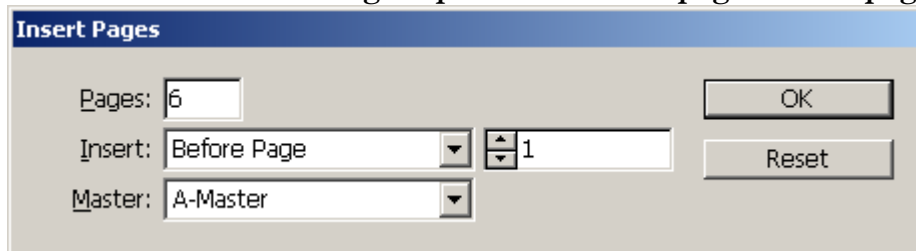
Step 2
1. On the **page layout palette**, **double click** on the new **page 1**.
2. Go to **Layout** Menu and select **Numbering & Section** options
3. Enter the follow values and click **OK**.
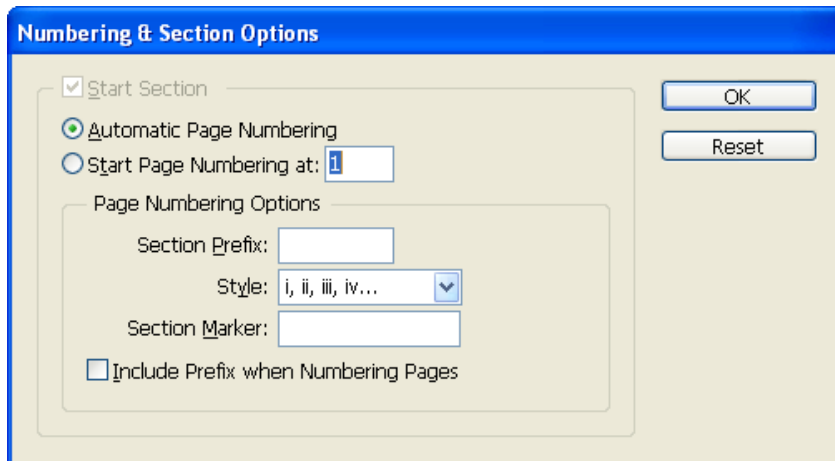
All the pages will now be numbered in Roman numerals.

To number the main body of text in Arabic (normal) numerals:
1. On the **page layout palette**, double click on page vii
2. Go to **Layout** Menu and select **Numbering & Section** options
3. Click on **Start Page Numbering**, ensuring the value remains at 1. (The Start Section box should be ticked)
4. Ensure **Section Prefix** is blank
5. In the **Style** box, **select 1,2,3,4…**
6. Click **OK**. then look at the way your pages appear in the page layout palette.
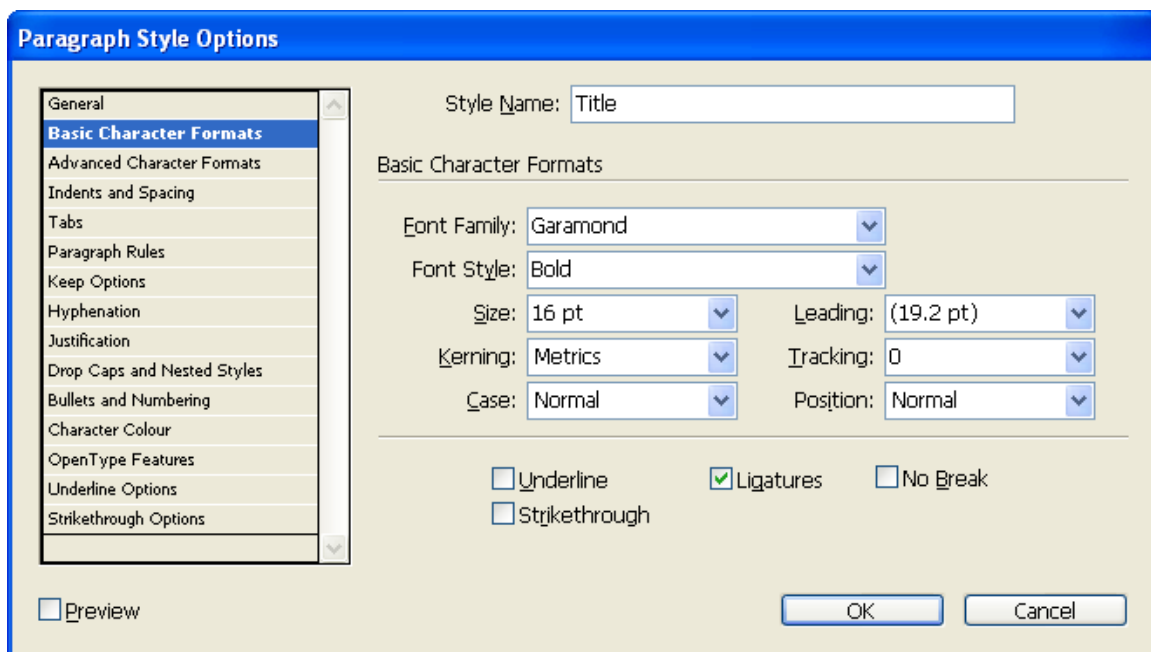
Paragraph Styles

In our session on Microsoft Word, you were introduced to the concept of Styles. The equivalent in InDesign is called **Paragraph Styles.**

Paragraph Styles allow you to specify a whole range of typesetting options that can be applied with the click of a button.

You can find Paragraph Styles via **Type** (top menu) then selecting **Paragraph Styles**.

1. With the **Text tool** selected, click on the **title** of your text (story).
2. You should see in **Paragraph Styles** a field called **Heading 1**. **Double click** it.
3. A new dialogue box opens called **Paragraph Style Options**.
4. Play around with **General, Basic Character Formats; Indents and Spacing**.

After **OK**'ing your Heading 1 style, apply to chapter numbers in your document.

Now you can set up Paragraph Styles for **Body Tex**t:
1. Click on your **first body text paragraph**, then
2. Click on the little **arrowhead** near the top right of the paragraph styles palette
3. Select **New Paragraph Style**
4. New Paragraph Style dialogue box will open, enter **Body Text** as the Style Name. (If Body Text is already taken, add your intials, e.g. Body Text EM)
5. Enter **values** required in General, Basic Character Formats; Indents and Spacing.

After **OK**'ing the specifications for your Body Text, click on the second paragraph and set up another style called **Body Text Indent** which will be exactly the same except with a **paragraph indent of 5mm**.

Revise what you've just done but include this single change of indentation.

Multiple Master Pages

In week 8 we set up **Master Pages** with page numbers at the bottom of every page and alternating headers at the top.

But pages in books that are chapter opening pages usually do not include these headers.

We need to create a new master page for our chapter heading pages.

1. In the page layout palette, go up to the little **arrowhead** near the top right of the page palette, and click on it.
2. Click on this arrowhead and select **New Master**
3. The following dialogue box will appear:
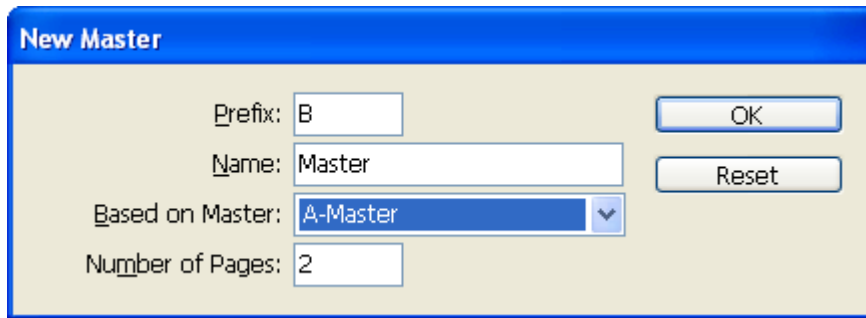
Choose **Based on A-Master**, click **OK**. A second pair of master pages appears below the original A-Master pages, called B-Master. (The single page [None] above the A-Master pages is a **blank** you can drag onto any page in the frame below if you want no pages nos, headers, footers, etc.)

In this way you can add C-Master, D-Master, etc as many as you need. Every master page can be set up differently.

If you click on B-Master page and drag it onto individual pages in the page layout palette, you will see each page take on the characteristics of a B-Master page, which may or may not have headers and/or page numbers depending on how you have set it up.

Final Procedure: A very useful control is **Override All Master Page Items**.

If you create an A-Master page with headers as well as footers with page numbers, but for the B-Master you don't want the headers, only the page numbers then:

1. Repeat the above procedure and when the **New Master** dialogue box appears,
2. Go to the **Based on Master** field and select **A-Master**.
3. Click **OK**.
4. Then double click on the left page of the **new B-Master page**.
5. Go back to the **arrowhead** near the top right and click
6. Select **Override All Master Page Items**.
7. Notice what letter appears as the **Auto Page** letter (leave as is).
8. Use the **Main Selection Tool** to delete header.
9. Repeat this procedure for the right-hand page.