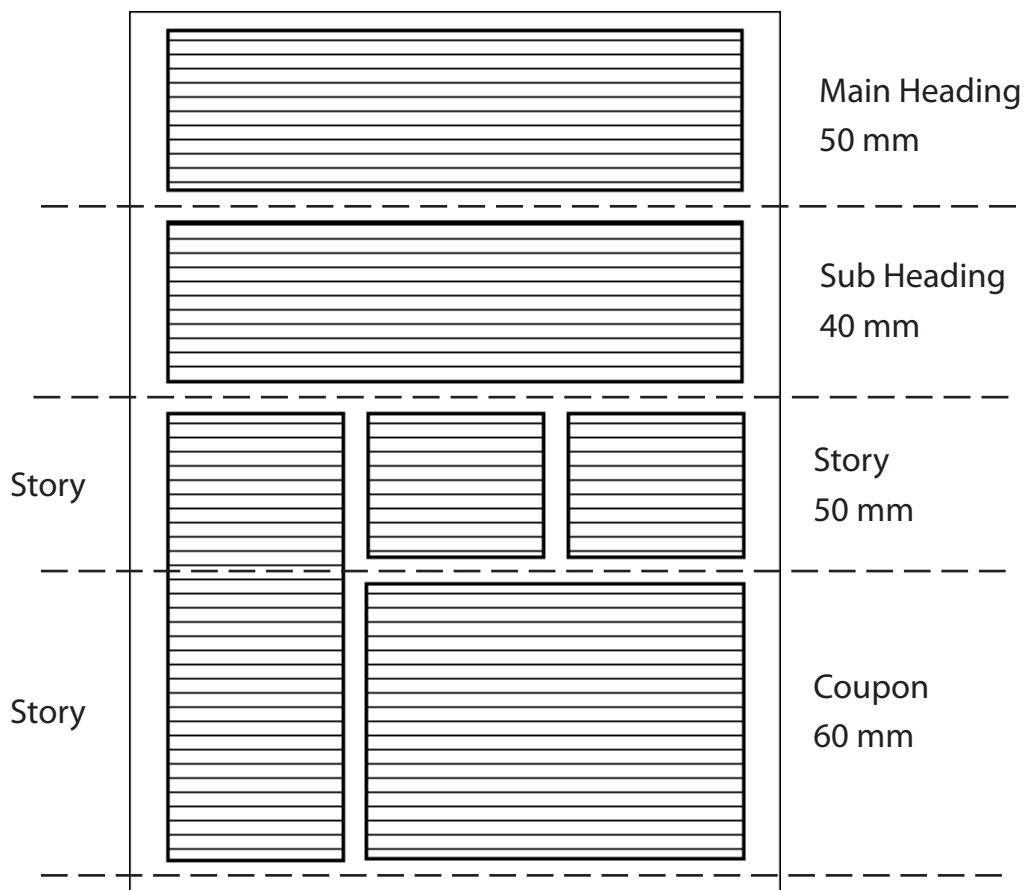


# Laying Out Pages Using Frames

So far you have created text blocks and placed graphics to produce publications. When you did this a frame was set around the text or image, InDesign also offers the alternative of inserting FRAMES first to store either text or graphics. The advantages of setting frames are that they can be set to a variety of different shapes. For example, you can place text in a circular frame. Frames can also be used as place holders where a new graphic or story can be entered into a set area of the screen. Frames are used in publications where the structure needs to stay the same, but the content is updated from time to time.

You can turn on borders or apply shading to frames, flow text from one frame to another, adjust the size of graphics within the frame, etc. To illustrate the use of frames you will create the publication shown on the next page. The text has been prepared for you and its thumbnail sketch is shown below.



# MicroArts is pleased to announce

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*OptiScan* is a new Optical Character Recognition program that will read text in any font from 5-point fine print to 72 point headlines. It intelligently analyses the document for context and spelling, making smart decisions on hard to read characters. All you need is a scanner and a PC.

Some of the features of *OptiScan* are:

- its full word processing features allows editing to be done within the program.
- you can train *OptiScan* to recognise special symbols or characters.
- it can scan both text and graphics on the same page.

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Prices:  
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Please send me more details about *OptiScan*

Name:.....

Company:.....

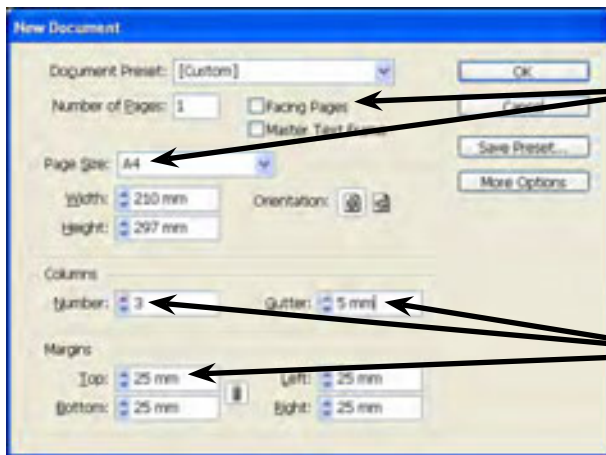
Address: .....

.....

Postcode:..... Phone:.....

## Starting the New Publication

- 1 Load Adobe InDesign or close the current document.
- 2 Display the FILE menu and select NEW - DOCUMENT or click on DOCUMENT in the CREATE NEW section of the START SCREEN.



3 In the NEW DOCUMENT dialogue box set the PAPER SIZE box to A4 and turn off FACING PAGES.

4 Set the COLUMNS to 3, set the GUTTER to 5 mm and set the MARGINS to 25 mm.

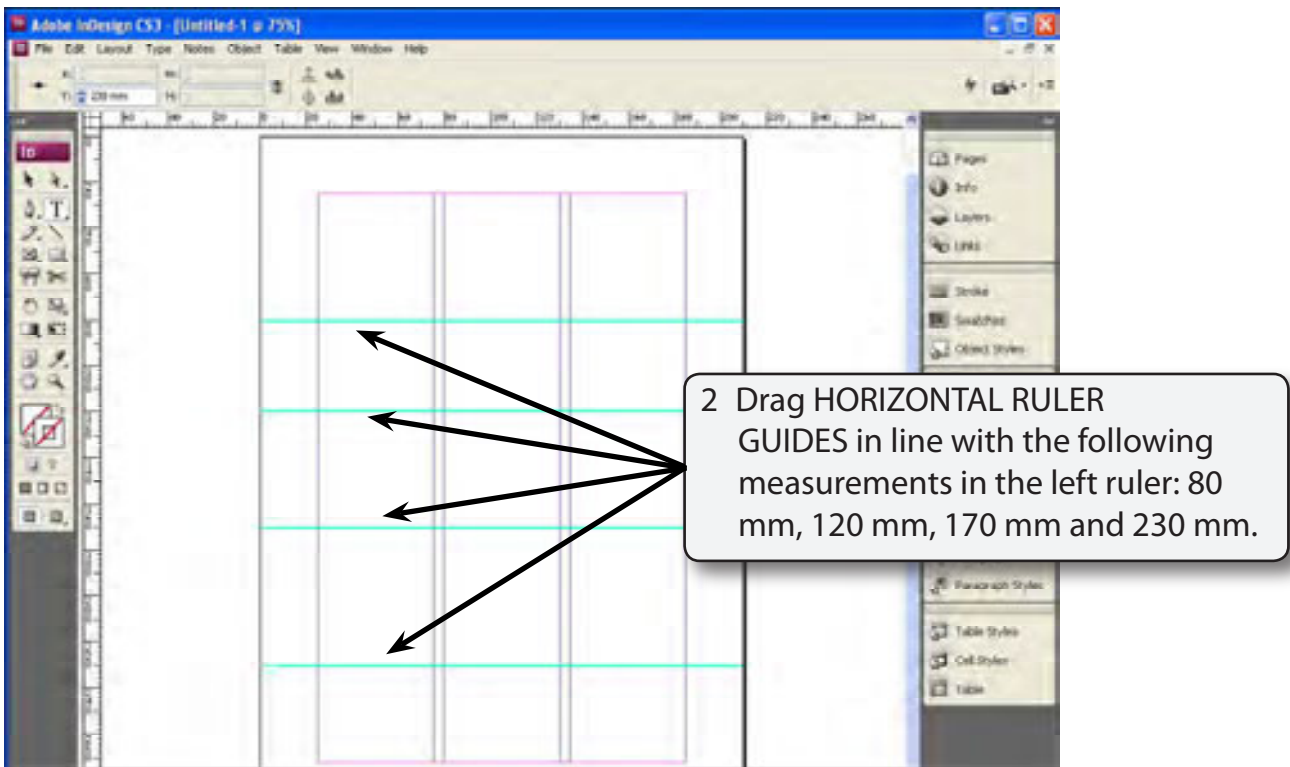
**NOTE:** A page border at 20 mm will be inserted after the page is complete. This will be 5 mm from the set margins.

- 5 Select OK and the InDesign work page should be displayed.

## Setting the Ruler Guides

A series of horizontal ruler guides can be set to help position the frames.

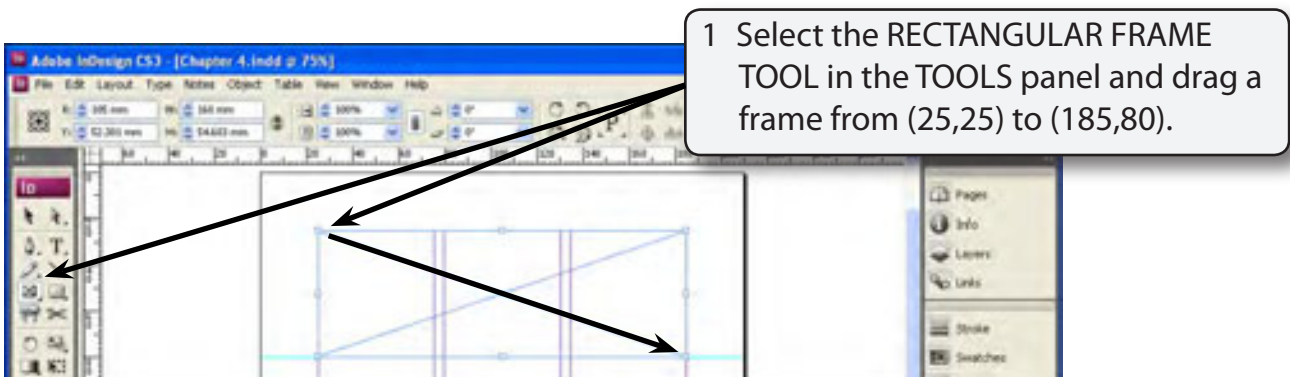
- 1 Refer also to the thumbnail sketch on page 4.1 and try to work out the positions in the sketch that each guide line is needed.

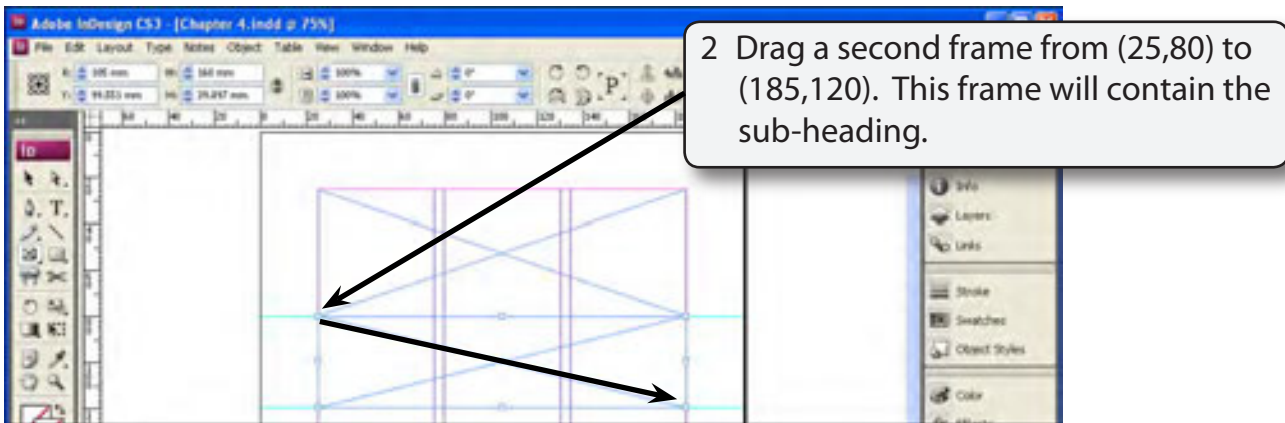


3 Save the document as CHAPTER 4.

## Adding the Frames

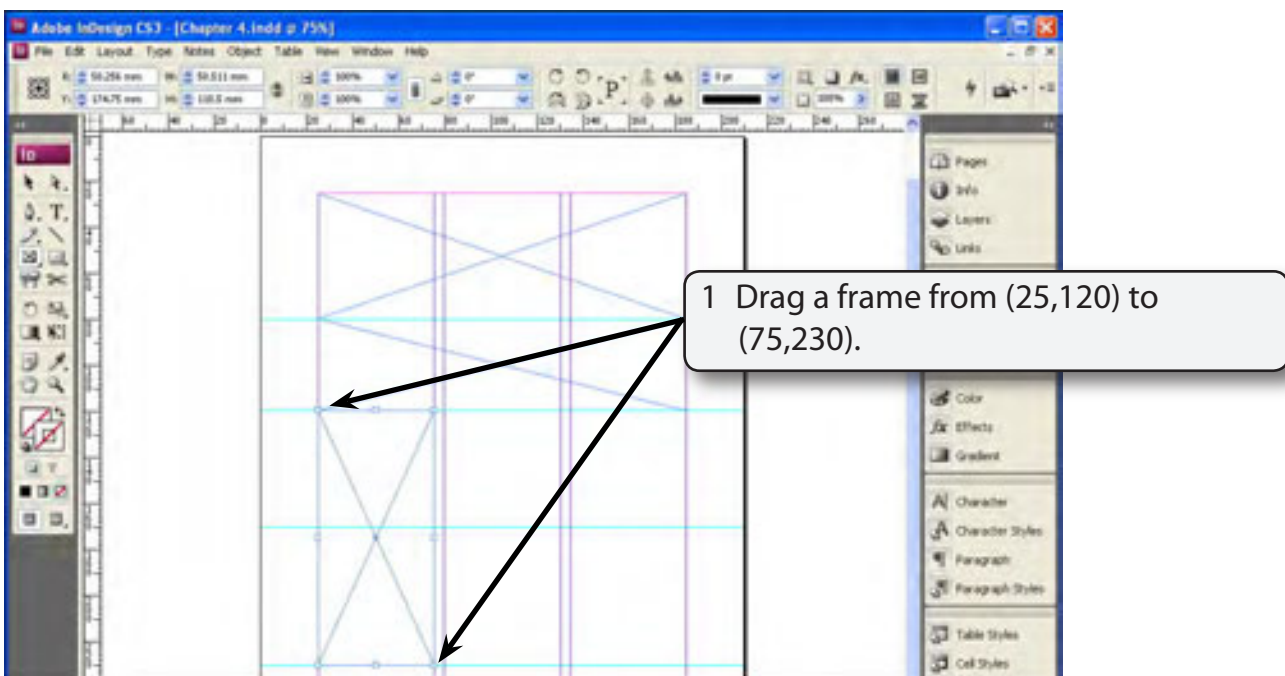
### A The Heading Frames

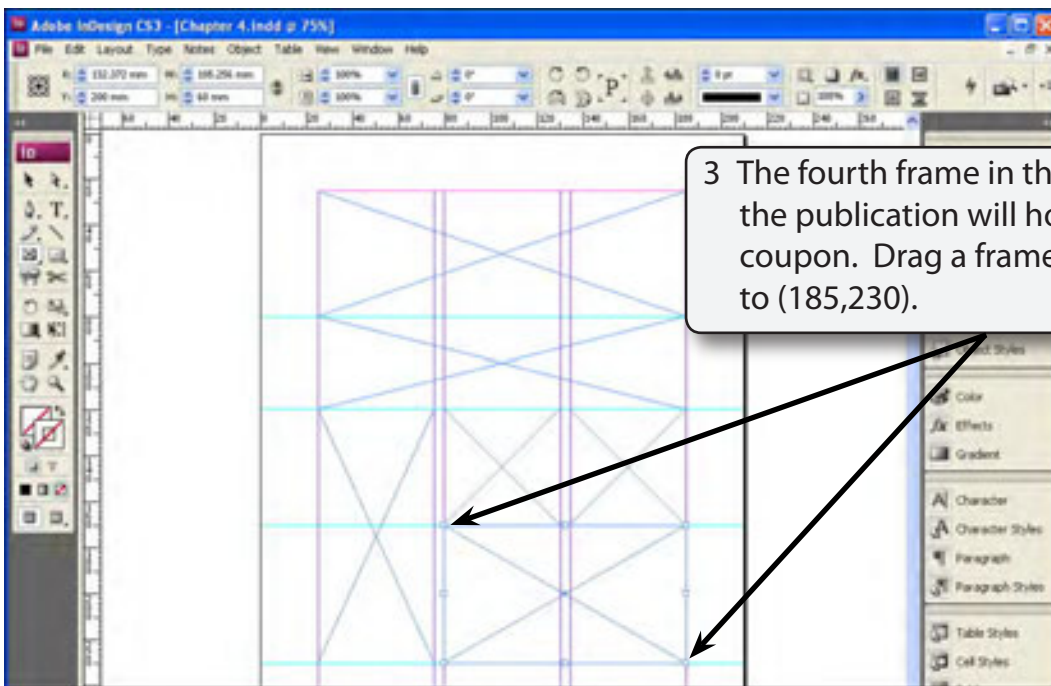
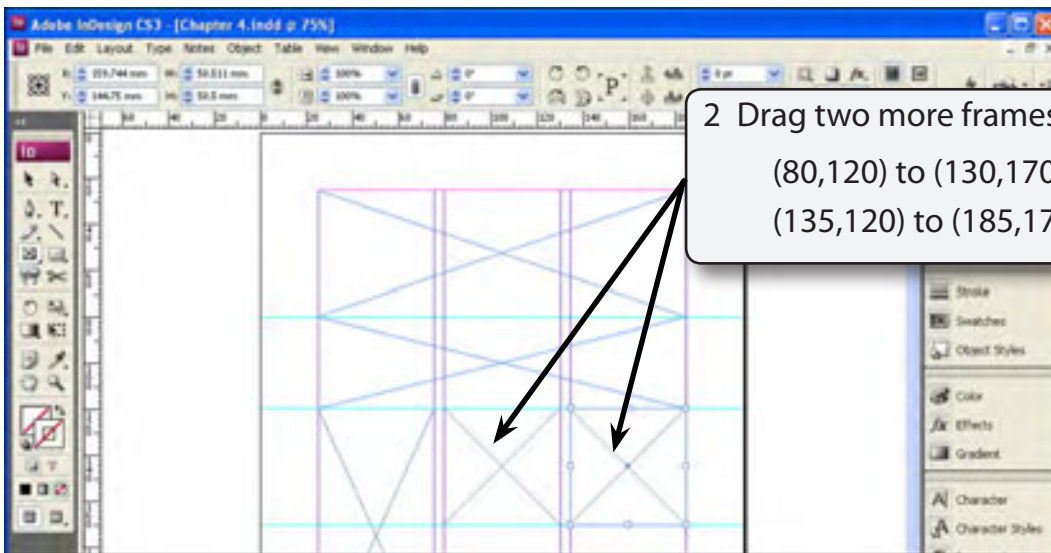




## B The Body Frames

The body of the publication will contain three columns of text in three separate frames. However, we will want the text to flow from one frame to the next. This is called threading or linking and InDesign allows you to thread the one story through several frames. We will set the frames first then thread the text through them when the story is imported.





4 Resave the publication.