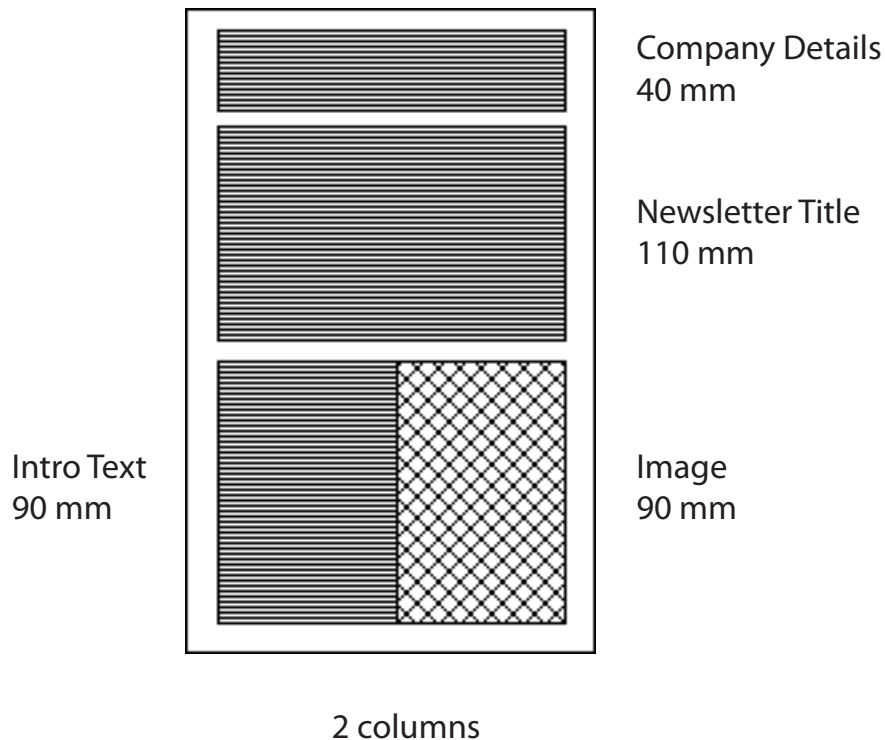


Multiple Page Newsletters

InDesign allows you set multiple pages in a document. Each page can act as a separate entity or pages can be linked to one another. To see how to use multiple pages you will create 2 pages of a 4 page newsletter for a travel agency. All the text and graphics required have been entered for you. Your task will simply be to incorporate them into well designed pages.

The Front Page

The first page of the newsletter is shown on the next page. Its thumbnail sketch is:



Madigans Travel Agency

24 Simpsons Road, South Melbourne, 3205

June 2018

PASSPORT TO THE WORLD

*This month we will be
looking at some places
for the honeymoon.*

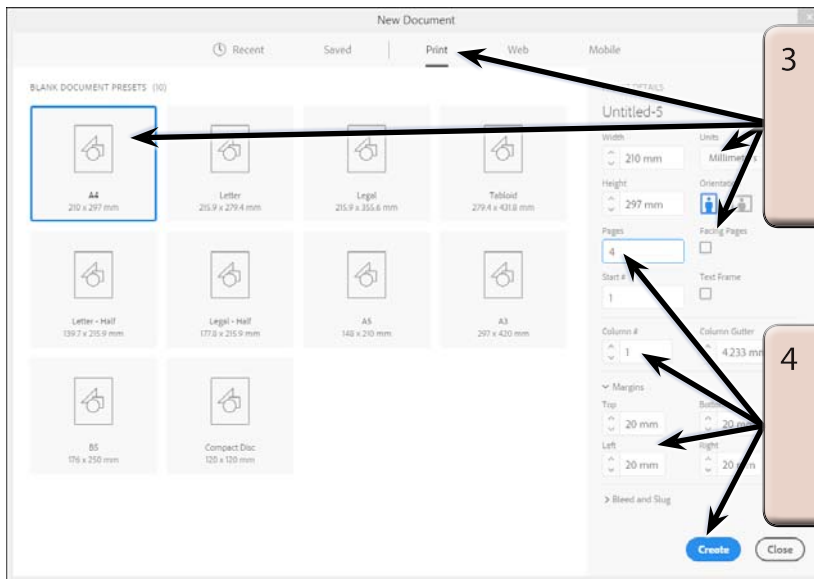
*The most romantic trips
the world has to offer.*

*Accommodation at five
star hotels, providing a
wide variety of elegant
cuisines, organised day
trips and an exotic
nightlife.*



Starting a New Publication

- 1 Load Adobe InDesign or close the current documents.
- 2 Select NEW in the WELCOME screen to start a new document.



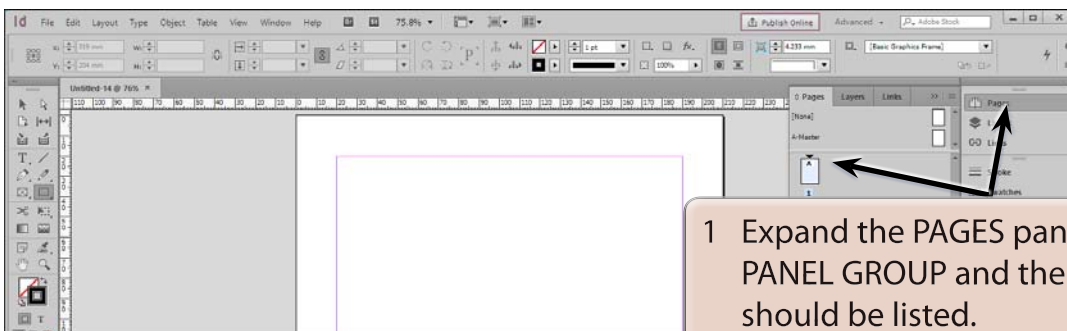
3 Select the PRINT category, the A4 PRESET, set the UNITS to MILLIMETRES and turn off FACING PAGES.

4 Set the PAGES box to 4, leave the COLUMNS set to 1, set all the MARGINS to 20 mm and select CREATE.

- 5 Set the screen to the ADVANCED workspace.

Formatting the Pages Panel

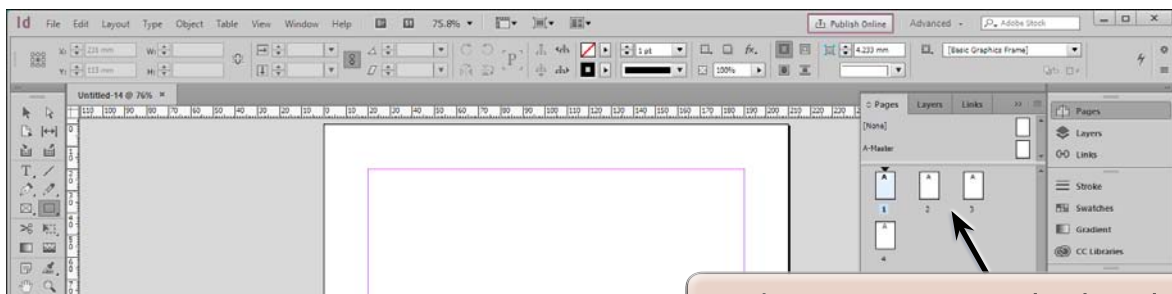
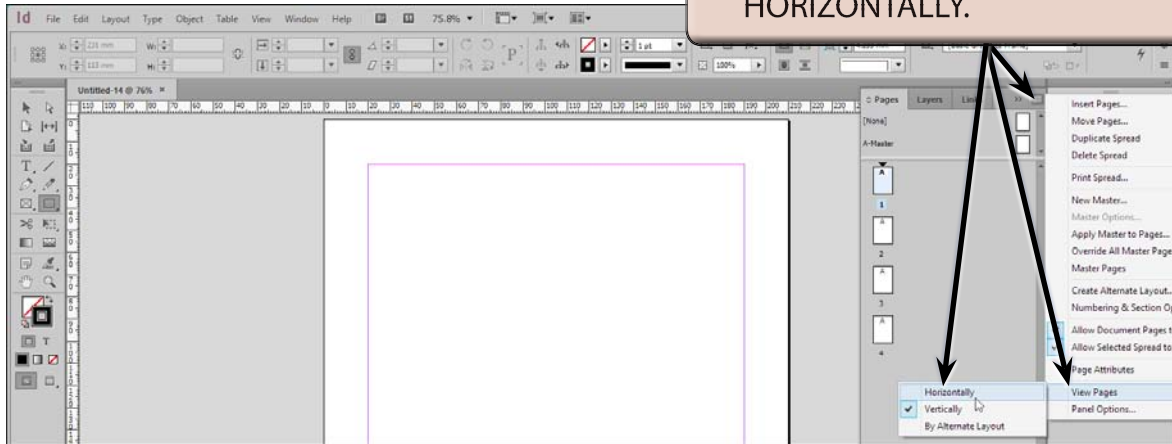
The pages in the document are controlled using the PAGES panel.



1 Expand the PAGES panel in the PANEL GROUP and the 4 pages should be listed.

NOTE: The 4 page icons are displayed in the PAGES panel with the PAGE 1 icon highlighted as that is the page that is on the screen.

2 Click on the PANEL MENU icon at the top right of the PAGES panel, highlight VIEW PAGES and select HORIZONTALLY.



3 The page icons are displayed next to one another.

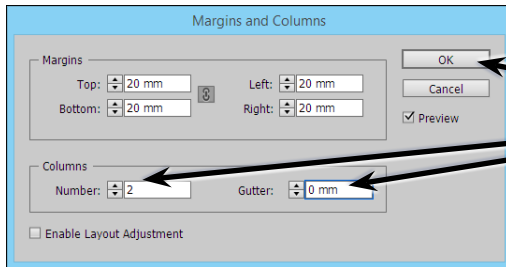
- NOTE:**
- i You can drag the left and bottom borders of the PAGES panel to alter its width and height.
 - ii PANEL OPTIONS from the PANEL MENU can be used to change the size of the page icons and the position of the page and master page icons (the top icons).

Laying out the First Page

We will use a two column layout to produce the first page of the newsletter.

A Inserting the Column Guides

- 1 Display the LAYOUT menu and select MARGINS AND COLUMNS.

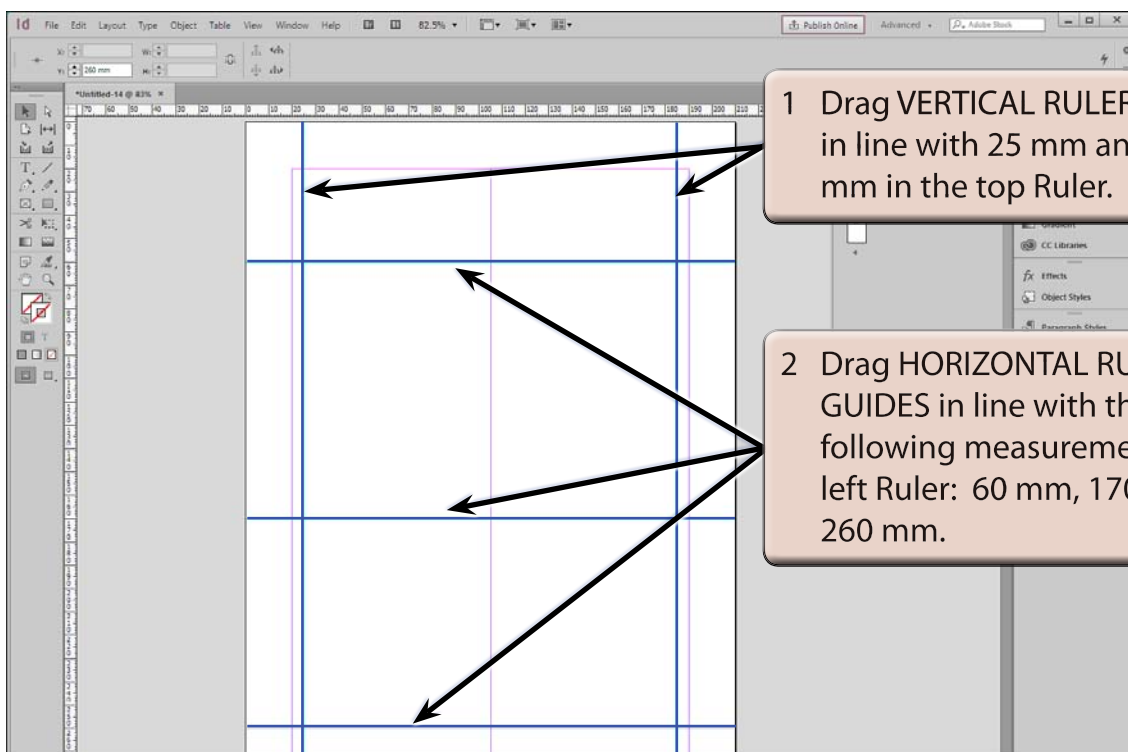


- 2 Enter 2 in the COLUMNS NUMBER box, 0 in the GUTTER box and select OK.

- 3 The column guide will be placed through the vertical centre of page 1 only.

B Setting the Ruler Guides

A series of vertical and horizontal ruler guides can be set to complete the page structure. The vertical guides will allow a border to be placed around the outside of the page.



- 1 Drag VERTICAL RULER GUIDES in line with 25 mm and 185 mm in the top Ruler.

- 2 Drag HORIZONTAL RULER GUIDES in line with the following measurements in the left Ruler: 60 mm, 170 mm and 260 mm.