

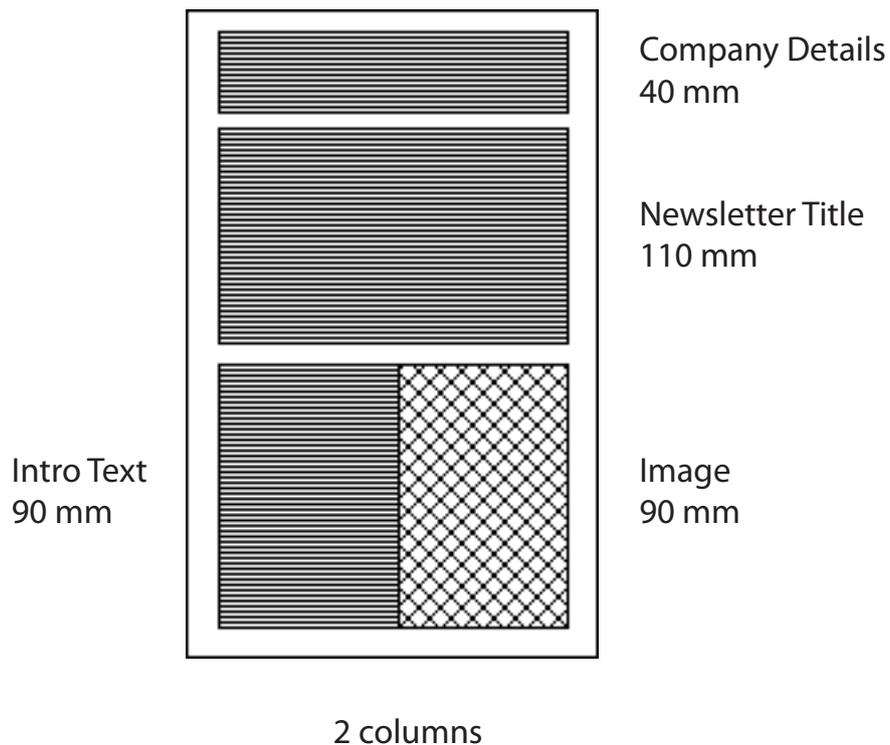
# Multiple Page Newsletters

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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 2009

# PASSPORT TO THE WORLD

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

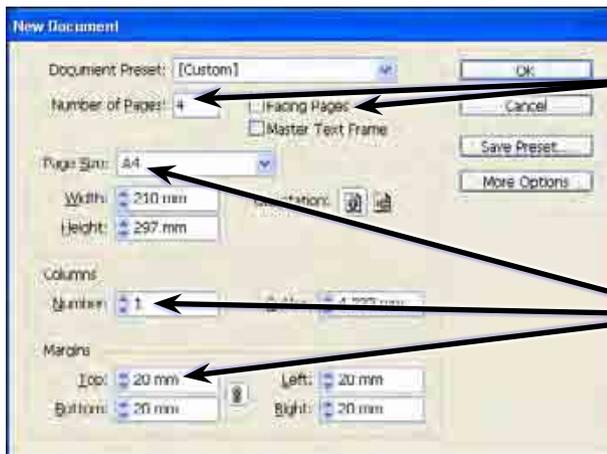
*The most romantic trips the world has to offer.*

*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 document.
- 2 Display the FILE menu and select NEW - DOCUMENT or select DOCUMENT from the CREATE NEW section of the START SCREEN.



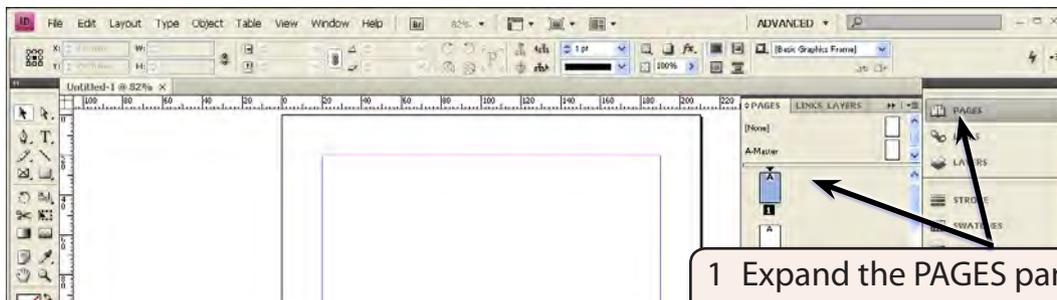
3 In the NEW DOCUMENT dialogue box turn off FACING PAGES and enter 4 in the NUMBER OF PAGES box.

4 Set the PAPER SIZE box to A4, leave the COLUMNS as 1 and set the MARGINS to 20 mm.

- 5 Select OK to start the new document and set the screen to the ADVANCED workspace.

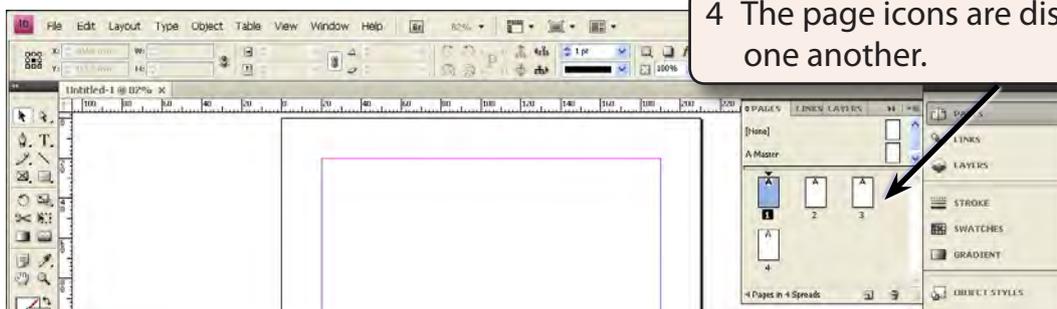
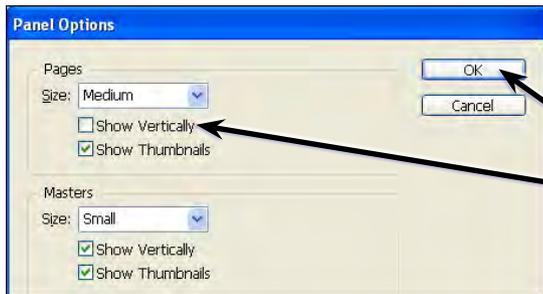
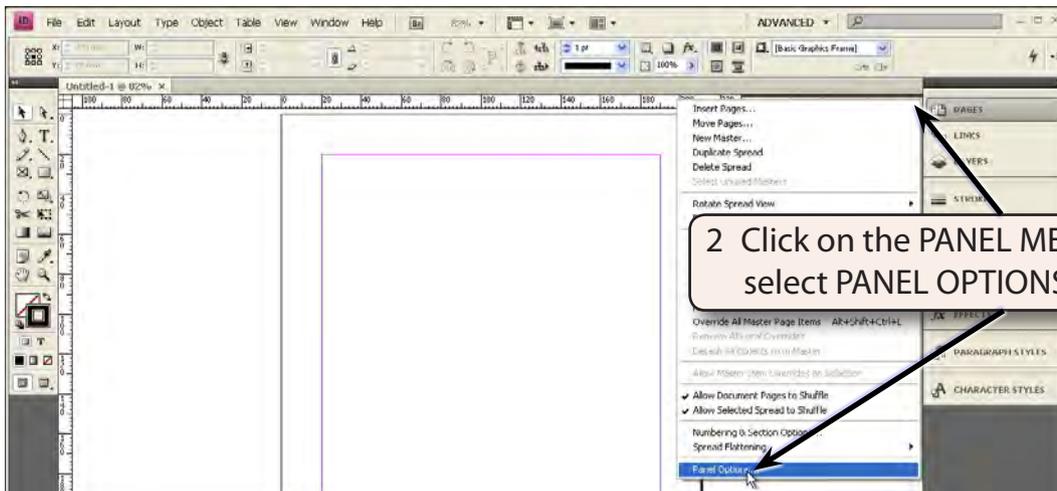
## Formatting the Pages Panel

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



1 Expand the PAGES panel in the GENERAL PANELS 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.



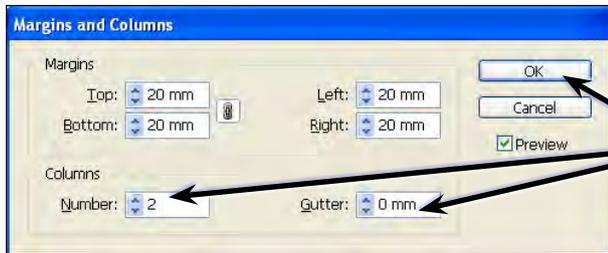
**NOTE:** You can drag the left and bottom borders of the panel to alter its width and height.

## Laying out the First Page

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

### A Inserting the Column Guides

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

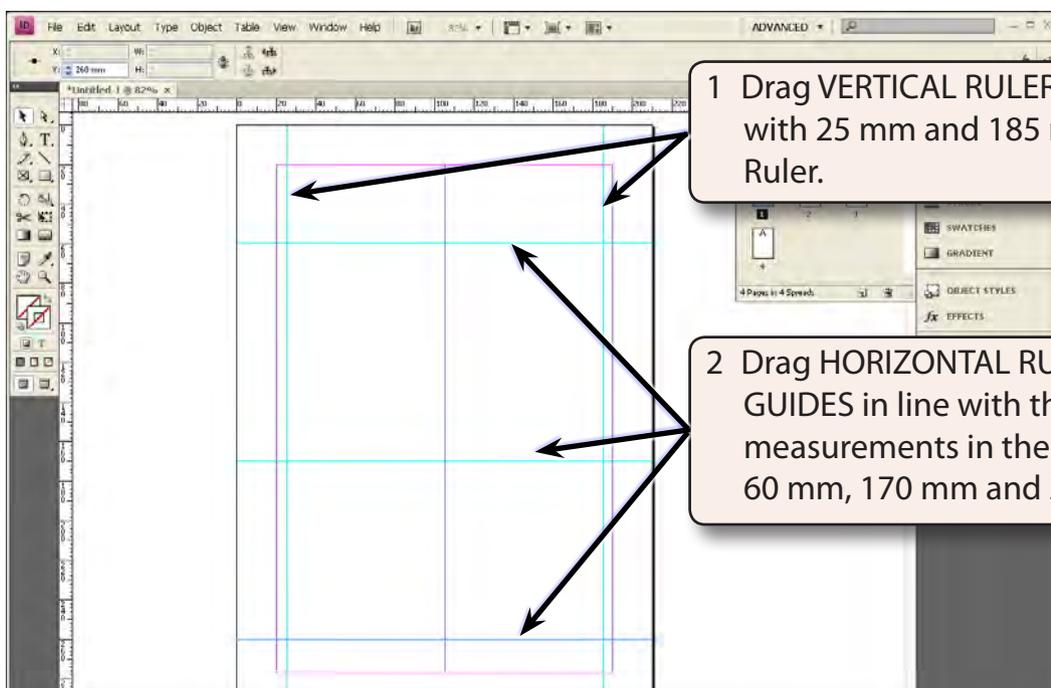


2 Enter 2 in the COLUMNS NUMBER box, 0 in the GUTTER box and select OK.

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

### B Setting the Ruler Guides

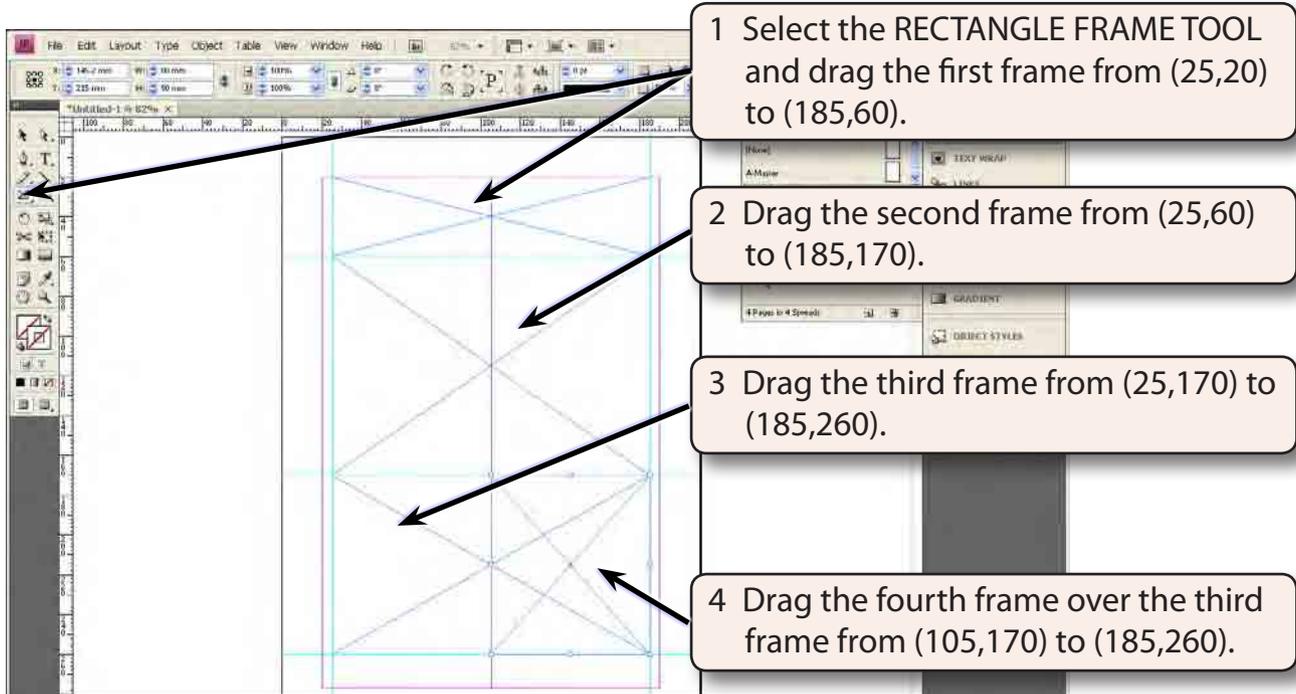
A series of horizontal and vertical ruler guides can be set to complete the page structure.



**NOTE:** The vertical guides will allow a border to be placed around the outside of the page.

## Inserting the Frames

Four frames will be needed between the ruler guides.



- Note**
- i The fourth frame will overlap part of the third frame.
  - ii The Frames have been set 5 mm in from the left and right edges of the page so that a border can be placed around the frames.

- 5 Save the document in your STORAGE folder as:  
Chapter 7 Newsletter

## Creating The Heading

### A Entering the Text

- 1 Select the TYPE TOOL and click the I-BEAM in the top frame.