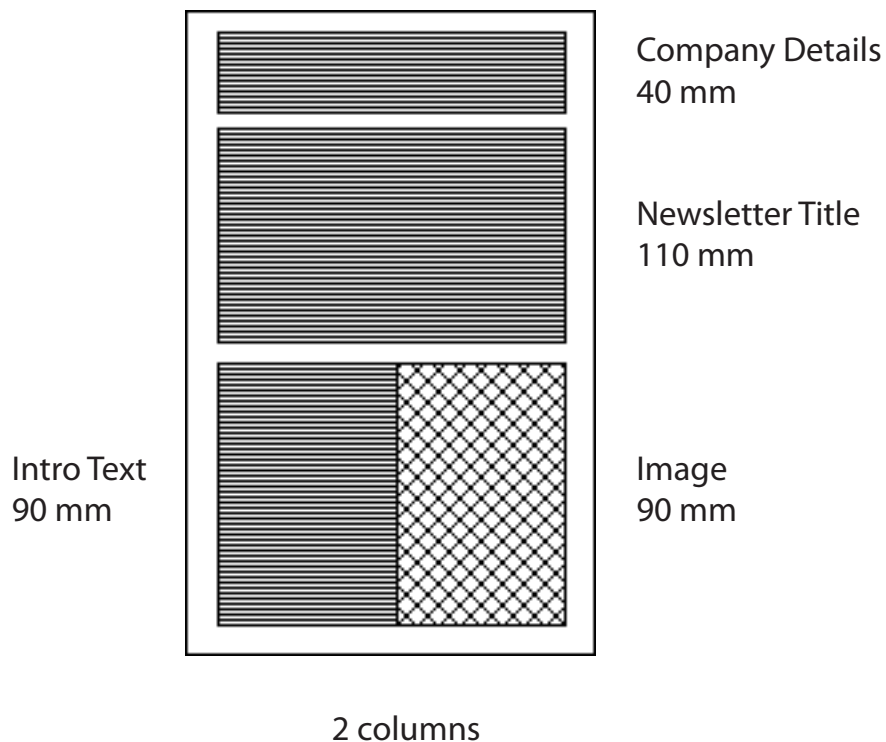


Multiple Page Newsletters

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 2012

PASSPORT TO THE WORLD

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

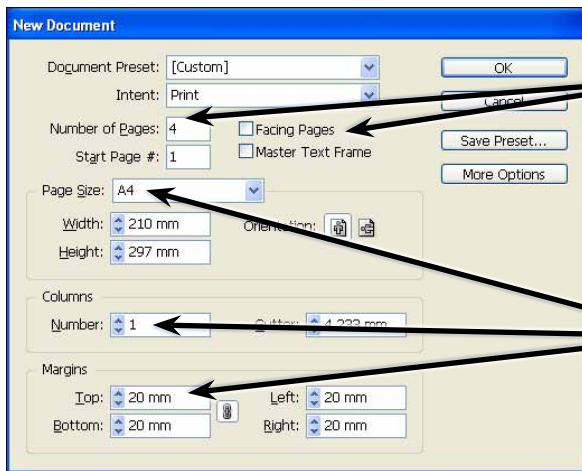
The most romantic trips the world has to offer.

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 WELCOME SCREEN.



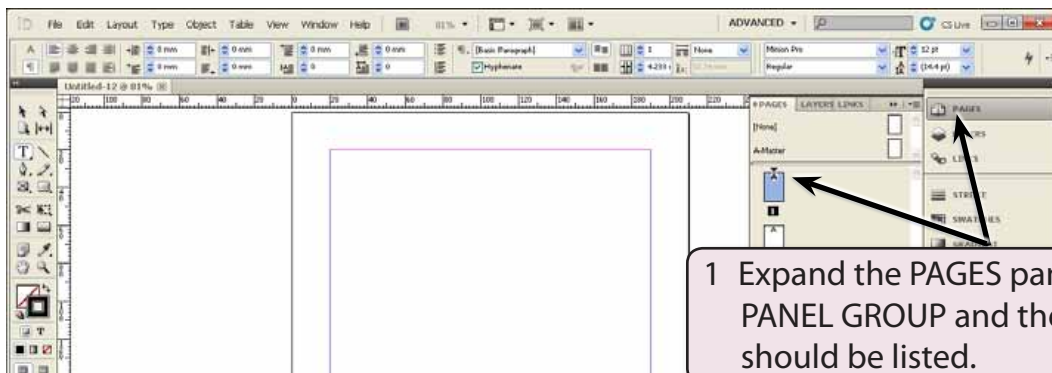
3 In the NEW DOCUMENT dialogue box turn off FACING PAGES and enter 4 in the NUMBER OF PAGES box.

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.

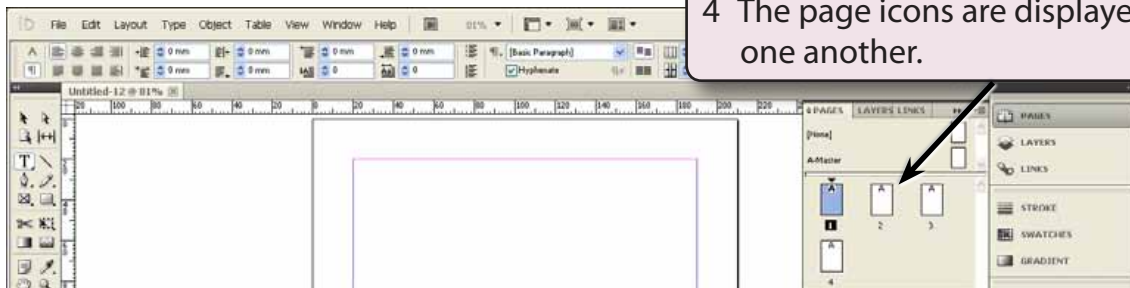
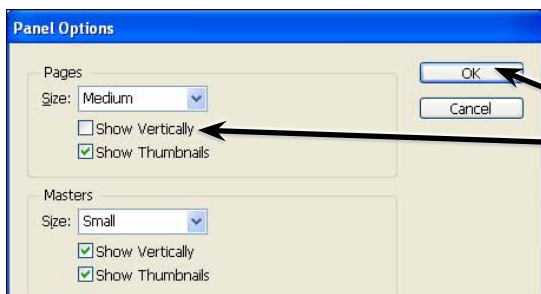
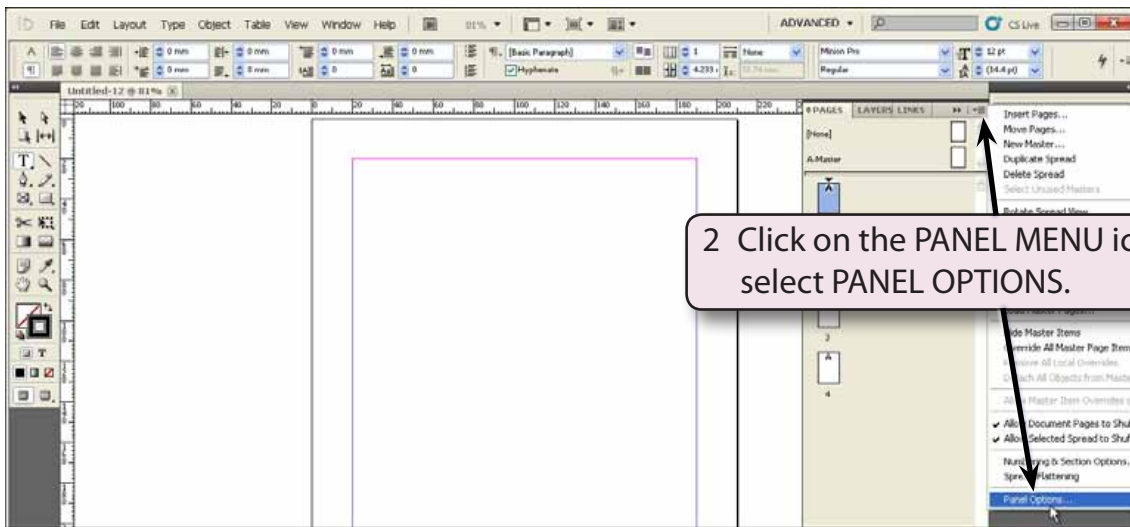
Formatting the Pages Panel

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



1 Expand the PAGES panel in the 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.



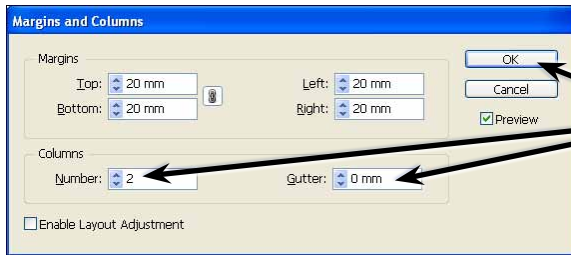
NOTE: You can drag the left and bottom borders of the PAGES panel to alter its width and height.

Laying out the First Page

We will 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.

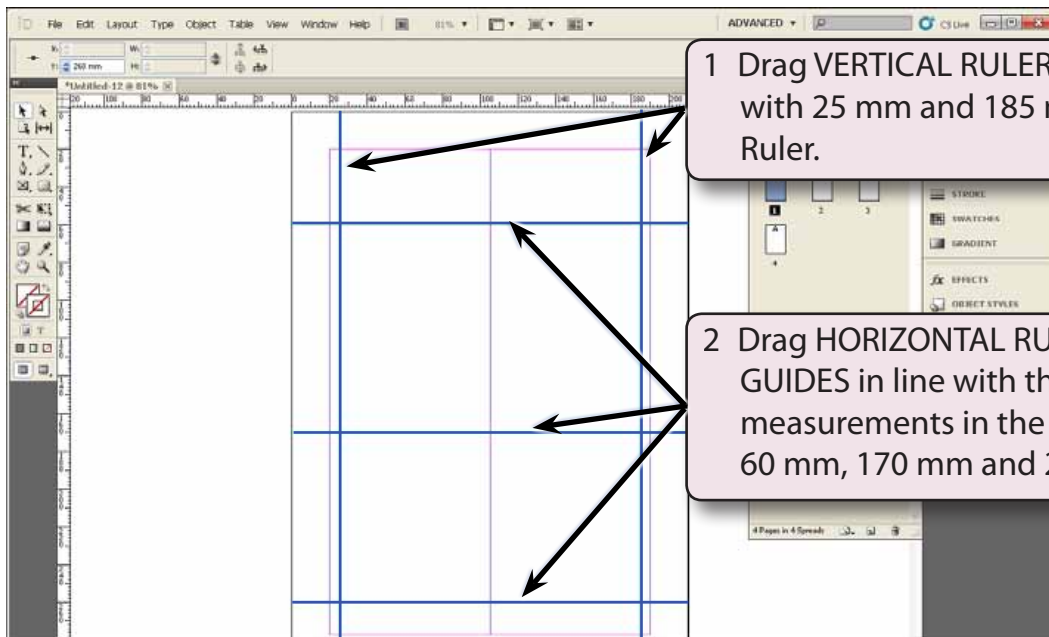


- 2 Enter 2 in the COLUMNS NUMBER box, 0 in the GUTTER box and select OK.

- 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.



- 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.

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