

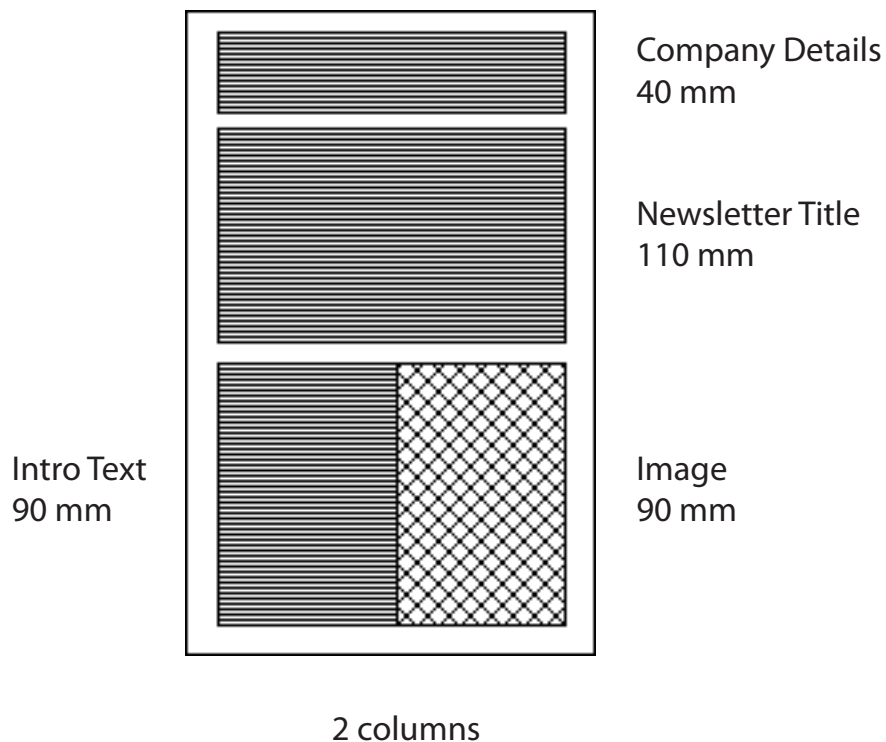
## Multiple Page Newsletters

---

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 2013

# PASSPORT TO THE WORLD

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

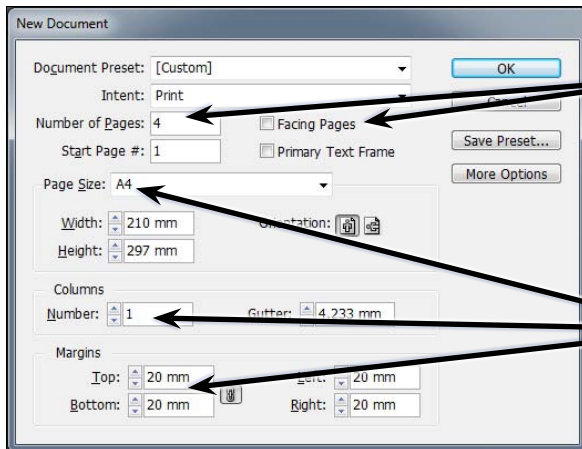
*The most romantic trips the world has to offer.*

*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.



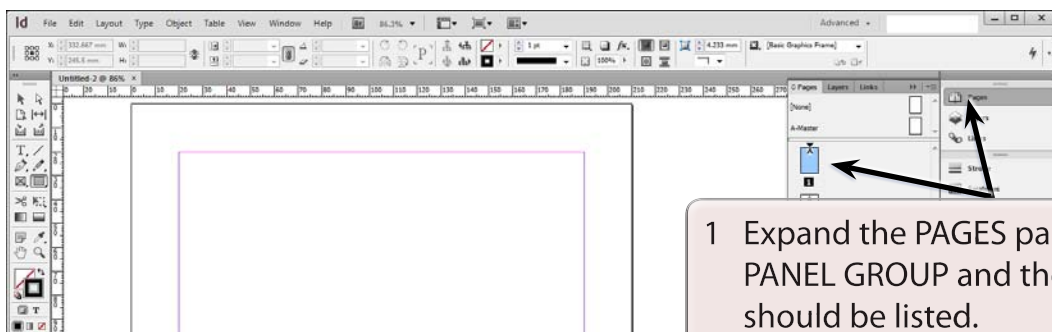
3 In the NEW DOCUMENT dialogue box turn off FACING PAGES and enter 4 in the NUMBER OF PAGES box.

4 Set the PAPER SIZE box to A4, leave the COLUMNS set to 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

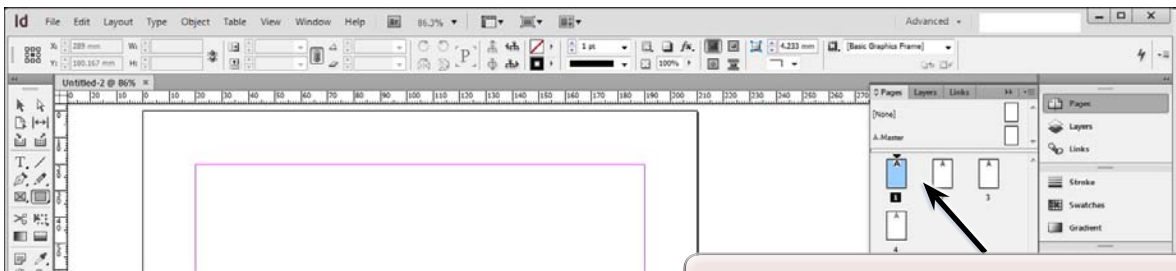
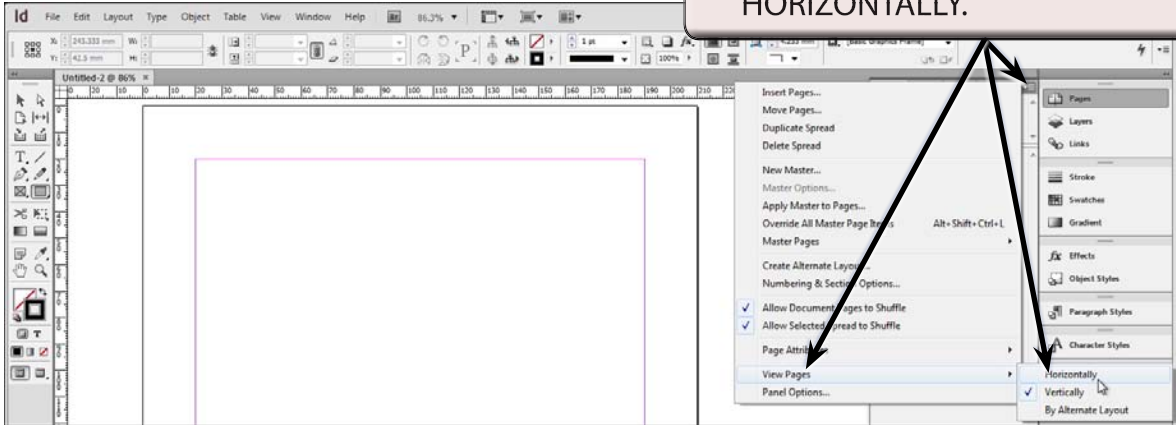
The pages in the document are controlled using the PAGES panel.



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.

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



3 The page icons are displayed next to one another.

**NOTE:**

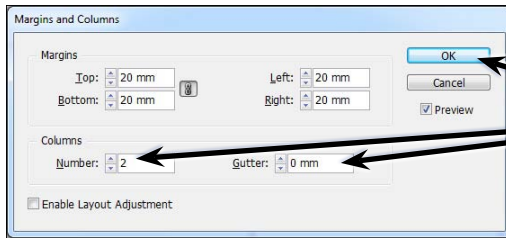
- i You can drag the left and bottom borders of the PAGES panel to alter its width and height.
- ii PANEL OPTIONS from the PANEL MENU can be used to change the size of the page icons and the position of the page and master page icons (the top icons).

## Laying out the First Page

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

### A Inserting the Column Guides

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

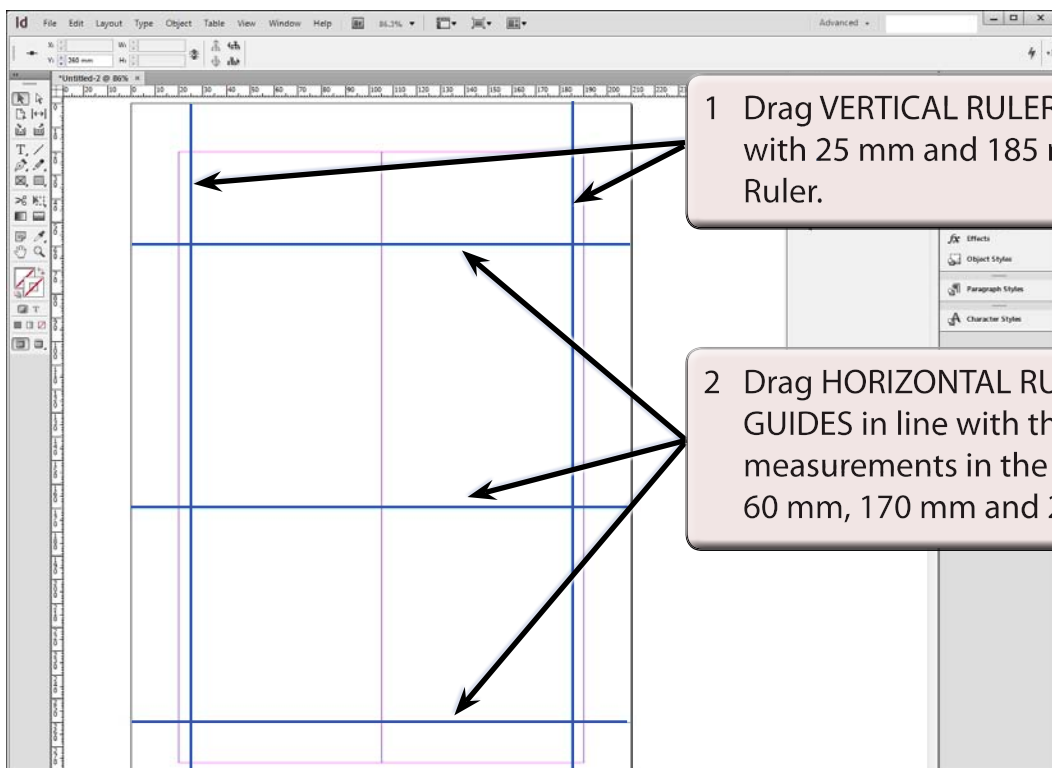


- 2 Enter 2 in the COLUMNS NUMBER box, 0 in the GUTTER box and select OK.

- 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. 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.