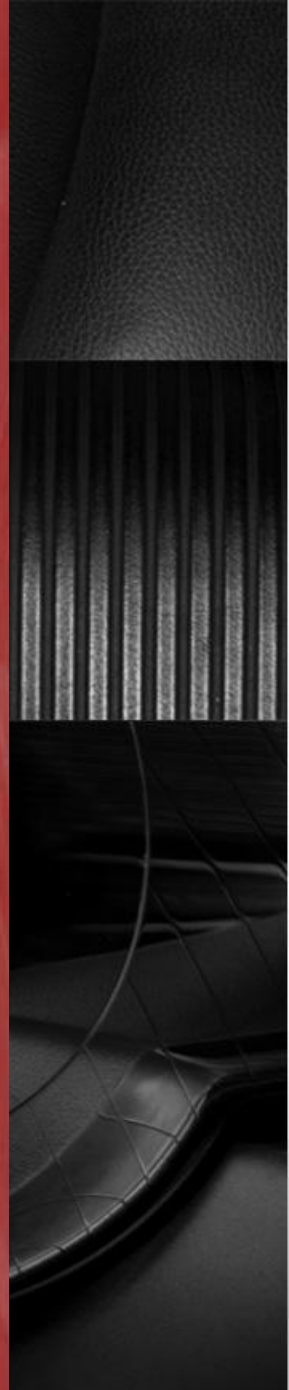


Adobe FrameMaker 8

Master Pages





FrameMaker Master Pages

FrameMaker document files are made up of three types of pages:

- **Body pages** where you type your text. Body pages also show the background text and graphics from the corresponding master page.
- **Master pages** that specify the page layout and the background text for body pages (for example, page headers and footers). As such, they're your template for your document and the primary subject of this tutorial.
- **Reference pages** that hold boilerplate graphics that you can use throughout a document and also can hold templates for some elements of your document.



Kinds of Master Pages

When you create a new document, FrameMaker automatically creates a body page, a master page (the default is a right-hand page), and reference pages. Page layouts are done on your master pages. Here's where you'll specify column widths, number of columns, and other aspects of your page layout.

Some documents require several page layouts. For example, you might create special layouts for the first page of a chapter, a rotated page, or a page with a different number of columns. You can use master pages to design custom page layouts for different elements within your document, such as title pages, indexes, and tables of contents.



Create a New Document

Let's start by creating a new document so we can look at the master pages that FrameMaker generates.

1. Open FrameMaker and click **File > New > Document** on the menu bar. The New dialog box will open.
2. In the New dialog box, click **Portrait** at the top of the box. This will open a blank portrait page.
3. Before we go on, save your document by clicking **File > Save As** from the menu bar. In the Save Document dialog box, navigate to the folder where you want to save your document.
4. In the File name box, type *MyFirstDoc.fm* and click **Save**.

(Continued on next page)

Create a New Document (continued)

- To see how to work with the master pages, create several body pages by positioning your cursor on the blank page in the FrameMaker window, and then press and hold the **ENTER** key to create three pages filled with carriage returns.
- First, to tell FrameMaker that our document to be printed will have both left and right pages, click **Format > Page Layout > Pagination** on the menu bar. The Pagination dialog box opens.
- Click the radio button in front of *Double Sided*, and then click **Set**. FrameMaker generates a second master page. You now should have a left and right master page.

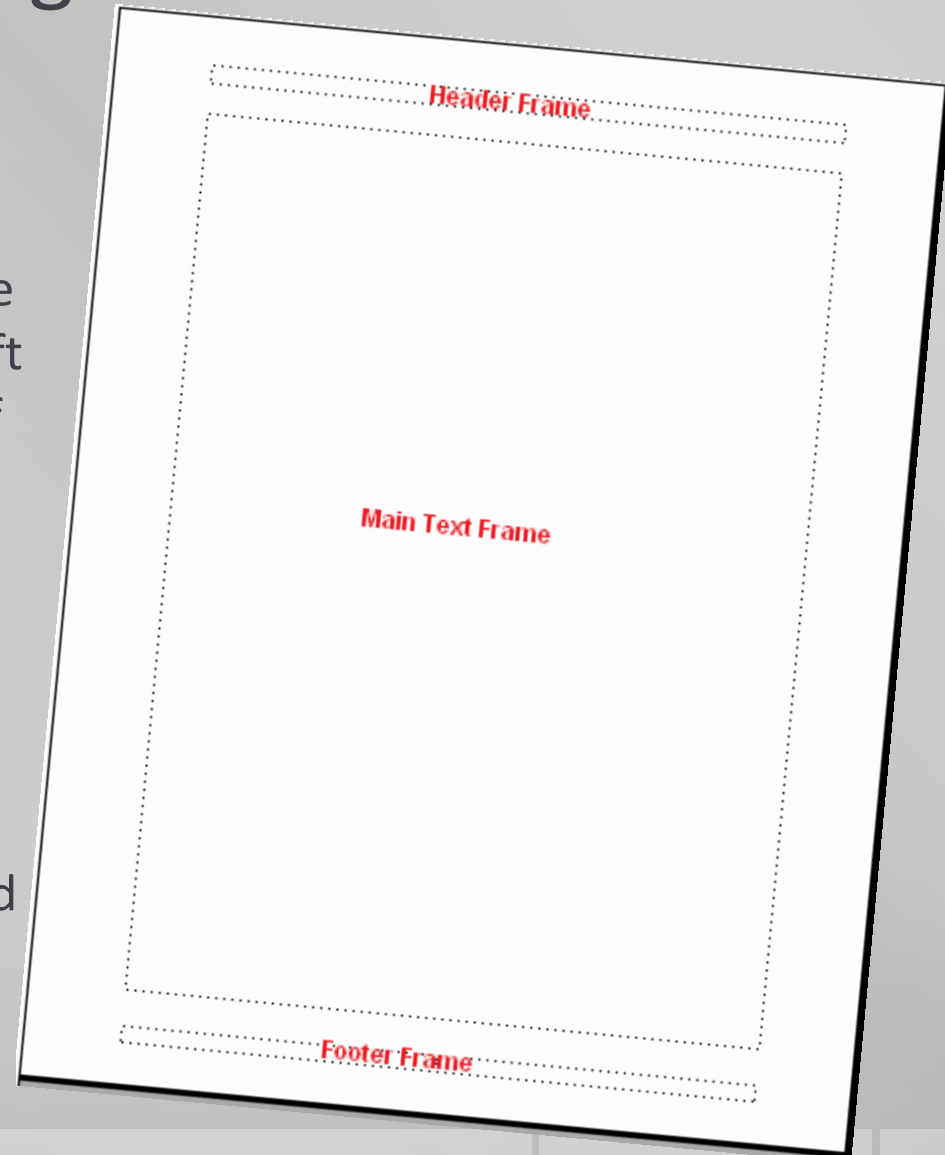


Look at Your Master Pages

To look at your master pages, click **View > Master Pages** on the menu bar.

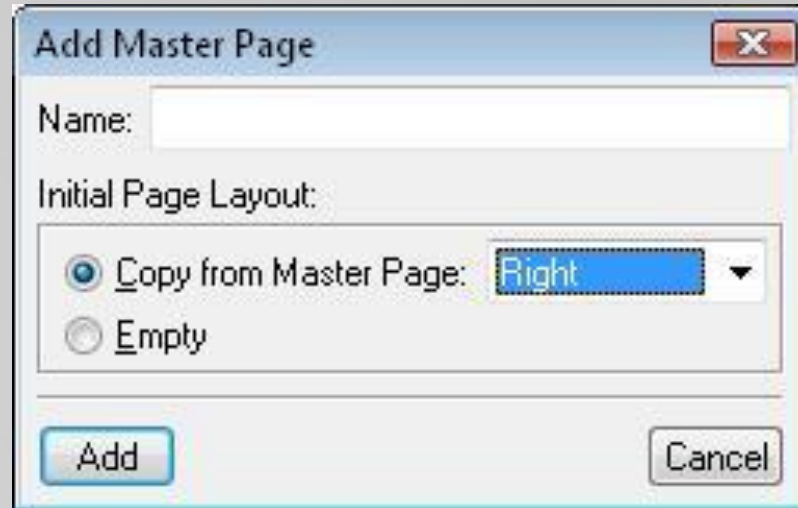
Look in the middle of the Status bar at the bottom of the window and you'll see that it either says “Right (2 of 2)” or “Left (2 of 2)” (depending upon which type of page your cursor was on when you left the body pages).

Scroll up and down so you can see both of the master pages that FrameMaker generated. Notice that these pages contain a header frame, a main text frame, and a footer frame, each outlined with a dashed line.



Create a New Master Page

Now you'll create a new master page and then you'll customize it so it will have a different layout than the other master pages. To do this, make sure you're still in the Master Pages view, and then click **Format > Page Layout > New Master Page** on the menu bar. The Add Master Page dialog box appears.



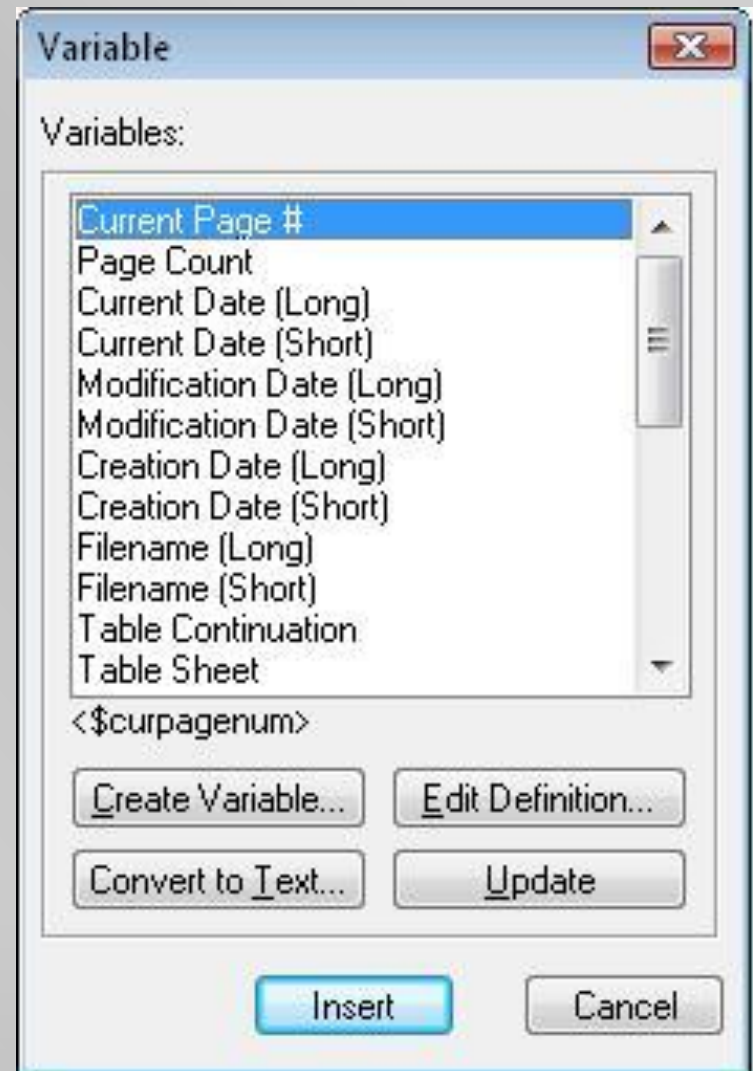
Type a name for the new master page in the Name field and select Copy from Master Page (Right).

Click **Add**. Your new master page is created.

Adding Automatic Page Numbers

Page numbers are a good example of the type of text we want to appear in our documents. To add page number variables to your master pages' footers so the page numbers will be displayed automatically in your document's footers, follow these steps:

1. Still in the Master Pages View, place your cursor in the footer frame, and then click **Special > Variable** on the menu bar. The Variable dialog box opens.
2. Select **Current Page #** and then click **Insert**.
3. The # symbol is inserted within the footer. This symbol is a system variable that represents the current page number. You will see the page number when you return to the Body Pages.





Moving Page Numbers

Notice that there are three (3) tab settings in the footer frame. One is at the left side of the frame, one is in the middle, and one is at the right side of the frame.

By default, your page-number-variable symbol was placed at the left side of the frame. If you want to change this to the middle or right side of the frame, place your cursor in front of the # symbol, and then press **TAB** to move the symbol where you want your page numbers to be displayed.

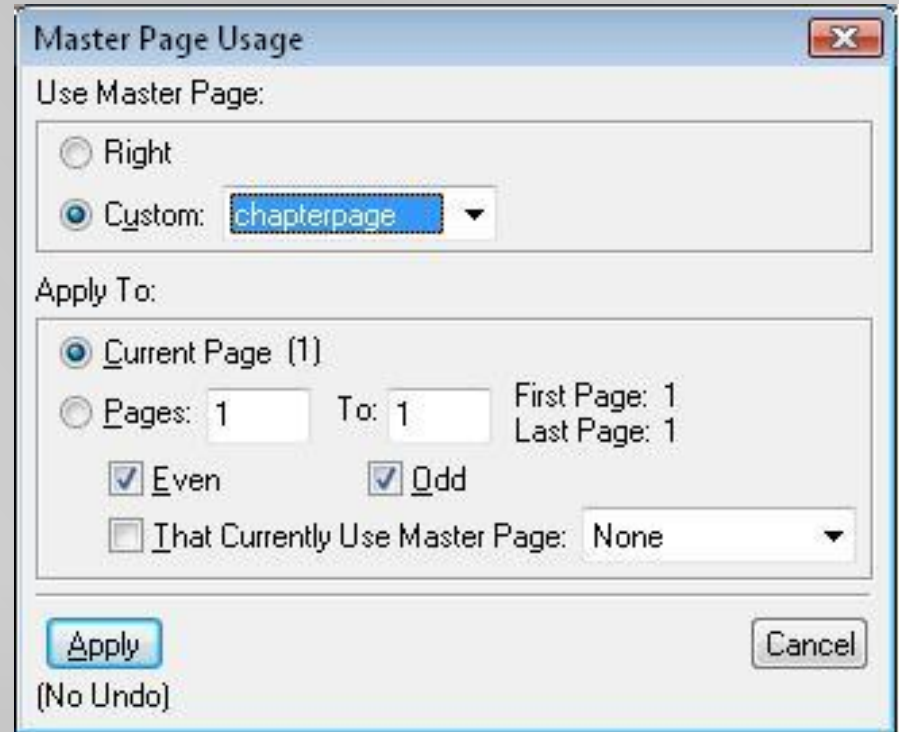
NOTE: You must repeat the steps for inserting and positioning the page-number variable on all of your master pages.

After you've inserted the page number variable in the footer frame of all of your master pages, go back to your body pages by clicking **View > Body Pages** on the menu bar. Notice that there are page numbers at the bottom of each page. If your cursor isn't on the first body page (should say "1 of 3" in the Status bar), scroll to it for the next instruction.

Applying Master Pages to Body Pages

To apply master pages to specific body pages (such as a custom master page to the first page of a chapter), do the following:

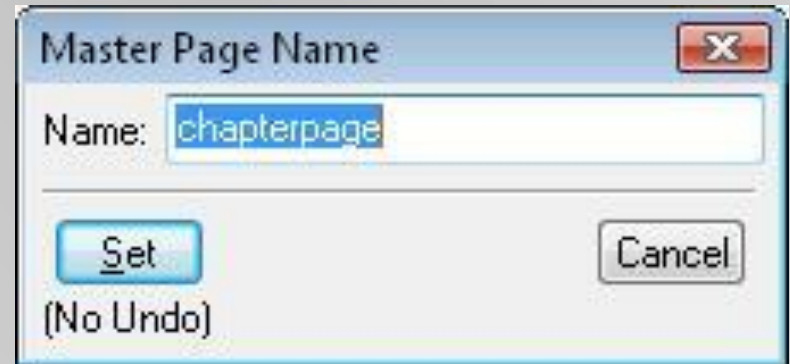
1. Place your cursor on the first body page in your document, and then select **Format > Page Layout > Master Page Usage** on the menu bar. The Master Page Usage dialog box appears.
2. Click the radio button in front of the type of master page you want to apply to your body page.
3. Make any other changes you want in the Apply To section.
4. Click **Apply**.



Rename a Master Page

You can't rename the left and right master pages that are created when you open a new document, but you can rename your custom master pages by following these steps:

1. Select **View > Master Pages** on the menu bar. Your master pages will be displayed.
2. Place your cursor on the master page you want to rename.
3. Look at the bottom of your window. The name of your master page is displayed in the status bar. Click the name of the master page. The Master Page Name dialog box opens.
4. Type the new master page name over the highlighted name, and then click **Set**. You've renamed the master page, and all body pages that use that master page are still formatted by the renamed page.



Some Important Things to Know

- All body pages have a master page applied to them, whether you do it manually or not.
- If you type in the main text frame while you're in the Master Pages view, what you type will not be displayed when you're in the Body Pages view and it won't be printed either.
- If you've designated a frame to have "Background Text," you will only be able to edit it while you're in the Master Pages view.

That's it for our quick summary about FrameMaker's master pages. I hope you enjoyed it!

