



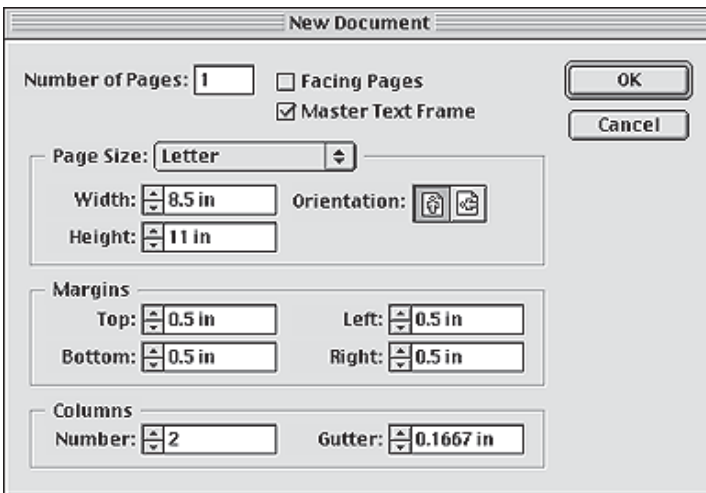
INTRODUCTION TO GRAPHICS

Formatting multi-page documents using

In contrast to some of the information sheets, this exercise is pretty easy. You are going to create a simple layout for an existing text document.

First, download jverne file from the web folder.

1. Create a new document (FILE > NEW). Set the number of page to 1, uncheck the "Facing Pages" option and check the Master Text Frame option. Leave the paper size at Letter (8.5 x 11) and the margins at 0.5 inches. Set the number of columns to 2.

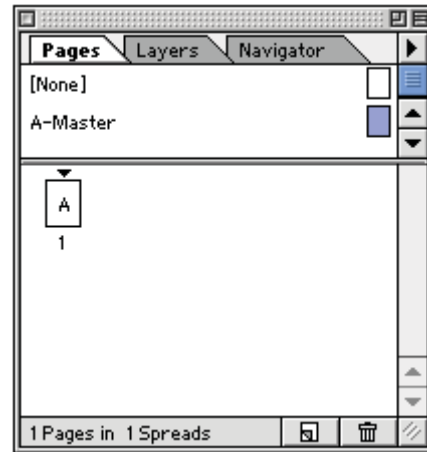


2. Select the Master page by double-clicking the A-Master icon in the Pages palette. This will open a Master page on which all other pages in the document will be based.

3. In the Master page, we will resize the master text frame. Click in the central area of the page to select the text frame. Drag its left and right borders to the 3/4 inch mark. Set the top frame border at 1 inch and the bottom border to 10 1/4 inch-

es. This is not the same as setting the margins (which define the printable area of the page).

4. Go back to page one by double-clicking its name or icon in the Pages palette.



5. You should still be able to see the text frame. Go to the FILE menu and choose PLACE. Select the verne.txt file and click the Open button.

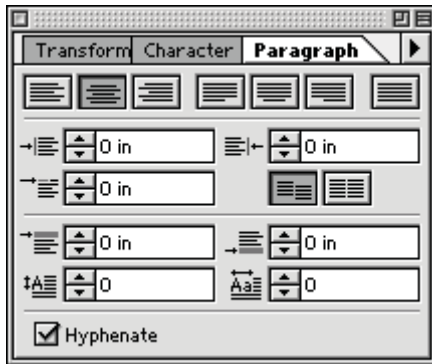
6. Hold down the SHIFT key to get the Auto-Flow icon and click in the text frame. Since we used a Master Text Frame, the page will automatically be created for us.

7. When your text has been placed and the pages created, save the file. Name it article.indd.

8. Now we are going to edit how certain individual frames look. Go to page 1. Select the text "WORKS of JULES VERNE EDITED BY CHARLES F. HORNE, Ph.D. INTRODUCTION TO VOLUME NINE". Go to the FILE menu and choose CUT. Delete any extra spaces at the beginning of the text block.

9. Drag the top border of the text block to the 1.5 inch mark. This will only effect the text frame on page one.

10. Select the Type tool and draw a new text block at the top of the page spanning both columns. Select PASTE from the FILE menu to insert the text we cut. Select the text and change the font to Times, the size to 14 pt., and the style to Bold. In the Paragraph tab, set the alignment to Center. Repeat these steps on page two for the title and chapter heading.



11. Now we need to set the font and size for the rest of the text. Go to page one and insert the text cursor at the beginning of the main body of text. Drag to select all of the text. This will work across pages.

12. Set the font to Times and the size to 12 pt.

13. Save again.

14. We need page numbers! Go to the Master page and draw a small text block at the top center of the page (you may have to move your title block down a bit). Go to the LAYOUT menu and choose Insert Page Number.

15. Select the text that was inserted and change the font to Times, Italic, 10 pt., center alignment. You may have to resize the text block in order to see your number

correctly. Go back to your first page and scroll through the document. The correct page number should appear on all pages. You can change the starting number if you are creating separate sections in different documents. There is a lot of flexibility for placement of the page numbers.

16. Save again and that is it!

Note: You will notice that the text has line breaks in odd places. This was an e-text from the Gutenberg project. It was prefomatted for viewing on the web, which meant that line returns were hard returns to create some form of formatting control. You can find more e-texts online at <http://promo.net/pg/>.

