

Book and Magazine Design Demonstration

Setting Up Page Numbers in Master Pages

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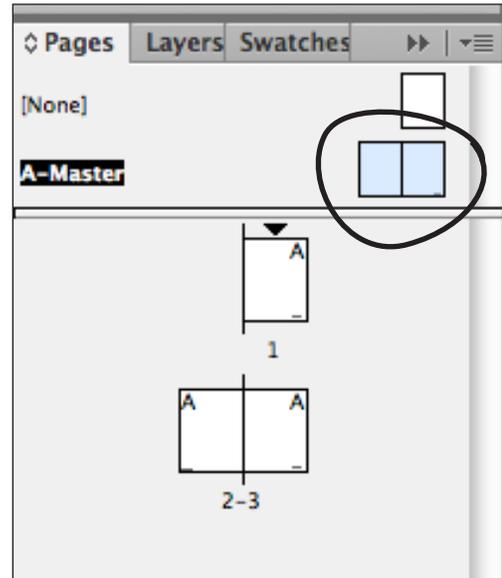
You will set up the text for the “folio” or “footer” on the **master-page spread**.
When done correctly, the pages will then **number automatically** throughout the publication.

In the magazine you are using as your model, **measure the point size of the type** of the “footer” and the **distance to the bottom edge** of the paper. Use these measurements for the version you are setting up.

Remember:

- ☞ **Live Area safety line:** 3/8 inch in from the edge of the paper, or **0.375 in.**
- ☞ **Bleed:** 1/8 inch out from edge, or **0.125 in.**

1. Open the **Pages Panel** from **Windows**, **the menu bar**. See the **Master Pages Icon** in the top right corner. Click on this. You no longer see a particular page of your document, but you are now seeing **the master pages**. There can be several different versions of the master pages, named **Master Page A**, **Master Page B**, and so on.



2. Using the **Type Tool**, draw a **text-frame on the master page outer corners** where the folio text should go. Zoom-in for accuracy. **Move the text frame** itself to make the **base line** in the correct spot. The two facing pages should be a mirror image of each other, so one text frame will be **aligned left** while the other will be **aligned right**.

3. Type in the text, but leave the **number spot blank**.

4. **Insert the cursor** where you want the page number itself. **While the cursor is active and flashing**, Go to the **menu bar**. Click under:

- ☞ **Type > Insert Special Characters > Markers > Current Page Number.**
(See examples on the reverse side of this page.)

5. The number marker will appear as the **letter “A”**. Check it in the real pages by clicking on them in the **page panel**, to see individually numbered pages.

6. When you have set up one, then set up the page number on the other facing page. It is usually similar to a mirror-image of the first.

7. Check back in your real pages to make sure it’s working correctly. Please be careful you **do not place anything on the master pages** unless you want them to appear on **every page**.



Example:

Zoom-in for accuracy. Re-set the zero if you like, to measure from the right side-corner.

