

Working with Pages

It's a rare InDesign user who creates only one-page documents. Even if business cards, ads, and posters are your bread and butter, you'll probably produce at least a few multipage documents. If you'll be creating newsletters, newspapers, books, catalogs, or any other such multipage publications, you need to know how to add pages to your document, move pages around if you change your mind, and delete pages if necessary.

In addition to letting you create multipage documents — something that most illustration and image-editing programs don't — InDesign lets you divide multipage documents into independently numbered sections. As documents grow in size, your ability to navigate quickly to the page you want to work on becomes an important consideration. The longer you spend getting to the page you want, the less time you have to work on it. Fortunately, InDesign provides several navigation aids that make it easy to move around a page or a document.

Working with Multipage Documents

If you intend to create a multipage document, you should check the Facing Pages box in the New Document dialog box (File ⇨ New, or ⌘+N or Ctrl+N) when you create the document. You'll also want to display the Pages pane (Window ⇨ Pages or F12), shown in Figure 5-1, because it provides the controls that let you add pages (document and master), delete and move pages, apply master pages to document pages, and navigate through a document.



For more information about using the Pages pane to work on master pages, see Chapter 7.

5

CHAPTER



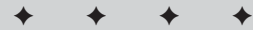
In This Chapter

Adding, removing, and rearranging document pages

Adjusting page numbers and creating sections

Navigating through a document and scrolling in a page

Adjusting page layouts and objects



**Note**

The overwhelming majority of multipage documents are facing-page publications, such as books, catalogs, and magazines. Some exceptions are flip charts, Web pages, and three-hole-punched publications printed on only one side. In this chapter, the figures show examples of a facing-page document. If you're creating a single-sided multipage document, the techniques are the same as for facing-page documents, but the icons in the Pages pane will show only single-sided page icons (the icons aren't dog-eared).

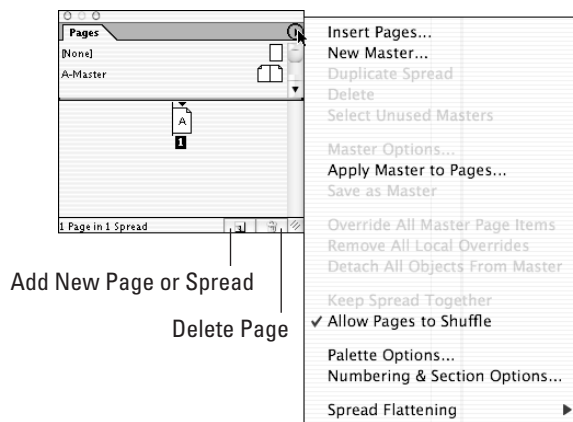


Figure 5-1: The Pages pane and its palette menu. This is how the pane looks when you open a new, one-page, facing-page document.

Adding pages

A document can contain as many as 9,999 pages, though you'd never want to create a document nearly that long. In general, try to break up long publications into logical pieces. For example, if you're creating a book, it's a good idea to create separate documents for the front matter, each chapter, the index, and any other parts (appendices and so on). Also, if you're producing a long document, you'll want to take advantage of master pages (covered in Chapter 7), which save you the work of building each page from scratch.

When you create a multipage document, you're free to add however many pages you want. But be careful. Even though InDesign will let you create a seven-page newsletter, in real life, facing-page publications always have an even number of pages—usually a multiple of 4 and often a multiple of 16 because of the way printers arrange multiple pages on a single sheet of paper.

Here's how to add pages to a document:

1. **If it's not displayed, open the Pages pane by choosing Window ⇨ Pages or pressing F12.**
2. **From the Pages pane's palette menu, choose Insert Pages.**

The Insert Pages dialog box, shown in Figure 5-2, is displayed.

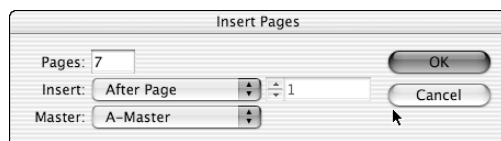


Figure 5-2: The Insert Pages dialog box.

3. **In the Pages field, enter the number of pages you want to add.**
4. **Choose an option from the Insert pop-up menu: After Page, Before Page, At Start of Document, or At End of Document.**

Be careful: If you've already started working on page 1, for example, make sure you add new pages after page 1. Otherwise, it won't be page 1 anymore and you'll have to move the objects you already created.
5. **Enter a page number in the field next to Insert or use the arrows to increase or decrease the value in one-page increments.**
6. **From the Master pop-up menu, choose the master page you want to apply to the new pages.**
7. **When you're finished, click OK to close the dialog box.**

You can also add new pages or spreads — spreads are added if a spread is selected in the Pages pane — one at a time at the end of a document, by clicking the Create New Page icon at the bottom of the Pages pane. When you use this method, the master page applied to the last document page is applied to each new page. Pages are added after the currently selected page in the pane.

You can also drag a master-page icon (or both pages in a facing-pages spread to add a spread) from the top of the Pages pane to add a page using a master page's settings (use the [None] page for a plain page) between any pair of document page spreads or to the right of the last document spread. If a vertical bar is displayed when you release the mouse button, the spread is placed between the spreads on either side of the bar. If a vertical bar is not displayed between document page spreads when you release the mouse button, the new spread is placed at the end of the document.



In previous versions of InDesign, if you added or removed an odd number of pages from a facing-pages document, all pages after the new or deleted pages changed sides: Even pages got bumped to become odd pages, and odd pages got bumped to become even pages. This wreaked havoc with page designs. For example, a two-page opening spread for a magazine article could get split so that the original left-hand page was on the right and the original right-hand page got bumped to the next (left-hand) page. But InDesign CS fixes that—pages are automatically changed from left-hand pages to right-hand pages, and vice versa, as needed when individual pages are added and removed in a facing-pages document.

Copying pages

You can copy pages from one document to another by dragging the page icon from the source document's Pages pane to the target document's Pages pane. Any master page(s) associated with the copied document page(s) are copied as well.



The ability to drag-copy pages from one document to another is new to InDesign CS.

Deleting pages

InDesign offers a couple of choices for deleting pages from a document. You can

- ♦ **Select one or more page icons in the Pages pane and either drag them to the pane's Trash button or simply click the Trash button.** Click on a spread's page numbers to select both pages. You can click on a page icon or spread number and then Shift+click on another page icon or spread number to select a range of pages. Hold down the ⌘ or Ctrl key and click on page icons or spread numbers to select multiple, noncontiguous pages.
- ♦ **Select one or more page icons in the Pages pane and then choose Delete Page(s) or Delete Spread(s) from the pane's palette menu.**

Moving pages

Although you can move pages around in a document, this is something you should do with great care—if at all. Generally, if you want to move the objects on one page to another page, it's safer to cut or copy (Edit ⇨ Cut, or ⌘+X or Ctrl+X, or Edit ⇨ Copy, or ⌘+C or Ctrl+C) the objects than to move the page, which might cause subsequent pages to shuffle. If you absolutely need to move a single page, it's safer to move its spread. (Of course, if you're working on a single-sided facing-page document, shuffling is not an issue.)

To move a page, click on its icon, then drag the hand pointer between two spreads or between the pages of a spread. A vertical bar indicates where the selected page

will be placed. Release the mouse button when the vertical bar is where you want to move the page. To move a spread, click on the page numbers beneath the icons (rather than on the page icons).

Creating island spreads

Have you ever seen a publication — a magazine, perhaps — that had a foldout page? Often such pages are ads (publishers love advertisers who buy multipage ads) or special sections. Or maybe you've seen a two-sided, multifold brochure with several panels, each the same size. A multipage spread of this type is often called a gatefold or accordion page, or an *island spread*.

When you designate a spread as an island spread, the spread's pages don't move if you add or delete any document pages in front of it. (Normally, when you add or delete pages, all subsequent pages are bumped backward or shuffled forward.)

When you create a island spread of three pages in a facing-page publication, you should always create them in pairs because, in an actual printed publication, if you add a third page to a two-page spread, the back side of the page becomes the third page in another three-page spread. Along the same lines, if you create a four-panel, trifold brochure, both the front and the back have four panels.

One last word about island spreads: They require special care throughout the production process, and they'll cost you extra at the printer and bindery. If you're creating a modest, black-and-white newsletter for a local nonprofit organization, throwing in a three-panel gatefold probably isn't an option. On the other hand, if you can find an advertiser with deep pockets, InDesign lets you create island spreads with up to ten pages.

To create an island spread, first select the pages in the existing spread that you want to make into an island spread, then choose Keep Spreads Together from the pane's palette menu. (When you designate a spread to be kept together, the page numbers below the spread in the Pages pane are displayed in brackets.) To add pages to an island spread, drag a document page icon (a master page icon won't work) next to or between the pages of an island spread. A vertical bar indicates where the page will be placed. When the bar is where you want to place the page, release the mouse button. To clear an island spread, select it in the Pages pane and then uncheck Keep Spreads Together in the pane's palette menu. Figure 5-3 shows a pair of three-page island spreads in a facing-page publication.

**Tip**

You may want to create a section out of the extra pages in an island spread so that you can number them separately from the surrounding pages. Sections are covered later in this chapter.

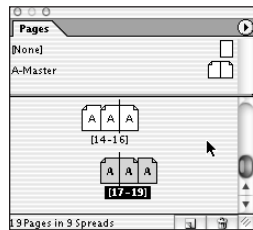


Figure 5-3: In this example, pages 14, 15, and 16 are an island spread, as are pages 17, 18, and 19. The extra page in each spread is based on the A-Master master page.

Working with Page Numbers

Pages are numbered automatically starting at 1 based on the order in which they appear in the Pages pane. But you can change the page numbering from Arabic numerals to Roman numerals or letters, as well as change the start page to be something other than 1. To do so, select the first page in the document in the Pages pane and choose Layout ⇨ Page Numbering & Sections or use the Numbering & Section Options Pages pane's palette menu. You'll get the dialog box shown in Figure 5-4. To change the initial page number, click the Start Page Numbering At radio button and enter a new starting page number in its field. To change the page numbering style from the default of Arabic numerals (1, 2, 3, 4, . . .), use the Style pop-up menu and choose from I, II, III, IV, . . ., i, ii, iii, iv, . . ., A, B, C, D, . . ., and a, b, c, d, . . .

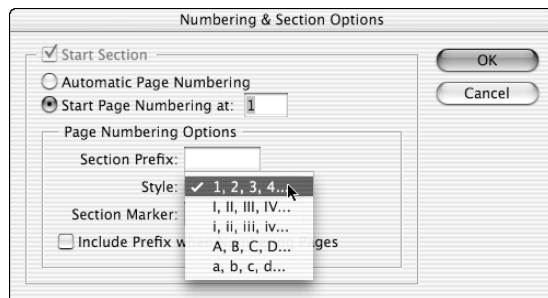


Figure 5-4: The Numbering and Section Options dialog box lets you change the starting page number and the types of numerals used.

Entering page references in text

You'll often want page references in text—the current page number in a folio, for example, or the target page number for a “continued on” reference. You could type in a page number manually on each page of a multipage document, but that can get old fast. As I mentioned earlier in this chapter, if you're working on a multipage

document, you should be using master pages. And if you're using master pages, you should handle page numbers on document pages by placing page-number characters on their master pages.

If you want to add the current page number to a page, you can choose Type ⇨ Insert Special Character ⇨ Auto Page Number or press Option+⌘+N or Ctrl+Alt+N whenever the Type tool is active and the text cursor is flashing. If you move the page or the text frame, the page-number character is automatically updated to reflect the new page number.

Targeting versus selecting spreads

Depending on the task you're working on, you may want to use the Pages pane to *target* a spread or to *select* a spread. The choice you make determines the actions you can perform.

A target spread is the spread to which copied objects will be placed when you choose Paste, or to which library objects will be placed when you choose Place Items from a library pane's palette menu. The target spread is the one that's in the center of the document window and is indicated by the page number displayed in the page-number field at the lower-left corner of the document window. Only one spread can be the target spread at any one time. At reduced magnifications, it's possible to display several spreads in the document window. In this case, the number in the page-number field indicates the target spread.

When you select one or more spreads, you can then perform several page-level modifications, such as adjusting margin and column guides, applying a master page, or deleting the pages, in a single operation.

There are several ways to target a spread. You can

- ♦ Modify an object on the spread or its pasteboard.
- ♦ Click on a spread or its pasteboard.
- ♦ In the Pages pane, double-click the page numbers below the spread's page icons. (This also moves you to the document pages in the spread.)

You also have several options for selecting a page or spread:

- ♦ Click once on a page icon to select one page of a spread; click on the page numbers to select both pages. If you click twice, the page or spread is selected and targeted.
- ♦ Click on a page icon or spread number and then Shift+click on another page icon or spread number to select a range of pages.
- ♦ Hold down the ⌘ or Ctrl key and click on page icons or spread numbers to select multiple, noncontiguous pages.

In the Pages pane, the page numbers of the target spread are displayed reversed, white numbers in a black rectangle, while the page icons are highlighted in a light blue color.

To create “continued on” and “continued from” lines, you choose Type ⇨ Insert Special Character ⇨ Next Page Number, or use Option+Shift+⌘+] or Ctrl+Alt+Shift+], to have the next page’s number inserted in your text, or choose Type ⇨ Insert Special Character ⇨ Previous Page Number, or press Option+Shift+⌘+[or Ctrl+Alt+Shift+[, to have the previous page’s number inserted. That next or previous page will be the next or previous page in the story.



Tip

One flaw in InDesign’s continued-line approach is that the text boxes must be linked, so you’re likely to place your continued lines in the middle of your text. If the text reflows, so do the continued lines. Here’s a way to avoid that: Create separate text boxes for your continued-on and continued-from text boxes. Now link those two boxes, not the story text. This way, the story text can reflow as needed without affecting your continued lines.

Dividing a document into sections

Some long documents are divided into parts that are numbered separately from the other parts. For example, the page numbers of the front matter of books often use Roman numerals, while standard Arabic numerals are used for the body of the book. If the book has appendices, a separate numbering scheme could be applied to these pages. In InDesign, such independently numbered parts are referred to as *sections*.

A multipage document can contain as many sections as you want (a section has to contain at least one page). If each section of a document will use a different page layout, you’ll probably want to create a different master page for each section. Here’s how to create a section:

- 1. If it’s not displayed, open the Pages pane by choosing Window ⇨ Pages or pressing F12.**
- 2. Click on the icon of the page you want to start a section.**
- 3. Choose Numbering & Section Options from the pane’s palette menu.**

The New Section dialog box, shown in Figure 5-5, is displayed. (You can also create a section starting at the current page in your document by choosing Layout ⇨ Numbering & Section Options.) By default, the Start Section box is checked. Leave it checked.

- 4. In the Section Prefix field, enter up to five characters that will identify the section in the page-number box at the lower-left corner of the document window.**

For example, if you enter Sec2, the first page of the section will be displayed as “Sec2:1” in the page-number box.

- 5. From the Style menu, choose the Roman numeral, Arabic numeral, or alphabetic style you want to use for page numbers.**

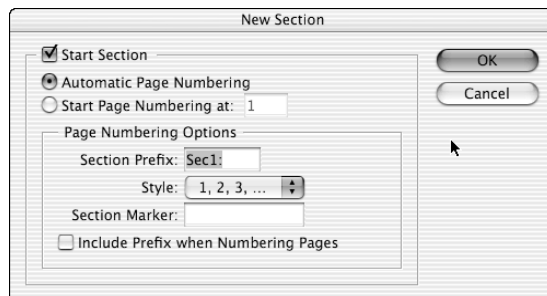


Figure 5-5: The New Section dialog box.

- 6. For Page Numbering, choose Automatic Page Numbering if you want the first page of the section to be one number higher than the last page of the previous section. (The new section will use the specified style; the previous section may use this style or another style.) Choose Start Page Numbering At and enter a number in the accompanying field to specify a different starting number for the section.**

For example, if a book begins with a section of front matter, you could begin the body section of a book on page 1 by choosing Start At and entering 1 in the field. If you choose Continue from Previous Section, the first page of the body section would begin one number higher than the Roman numeral on the last page of the front matter.

- 7. In the Section Marker field, enter a text string that you can later automatically apply to pages in the section.**

You might want to enter something straightforward like “Section 2” or, if the section is a chapter, the name of the chapter.



Tip

You can insert the section marker name in folios, chapter headings, and story text by choosing Type ⇨ Insert Special Character ⇨ Section Marker, or Option+Shift+⌘+N or Ctrl+Alt+Shift+N. This is a great way to get a chapter name (if you use it as the section marker) in your folio or to have cross-references in text to a section whose name might later change.

- 8. Click OK to close the dialog box.**

When you create a section, it's indicated in the Pages pane by a small, black triangle over the icon of the first page in the section, as shown in Figure 5-6. (If you move the pointer over the black triangle, the name of the section is displayed.) The page-numbering scheme you've specified is reflected in the page numbers below the page icons. When you begin a section, it continues until the end of the document or until you begin a new section.

**Tip**

By default, the Pages pane displays section numbers beneath the icons of document pages. If you want to display absolute page numbers—the first page is page 1 and all other pages are numbered sequentially—you can do so by choosing InDesign ⇨ Preferences ⇨ General on the Mac or Edit ⇨ Preferences ⇨ General in Windows, or by pressing ⌘+K or Ctrl+K, and choosing Absolute Numbering from the View pop-up menu.

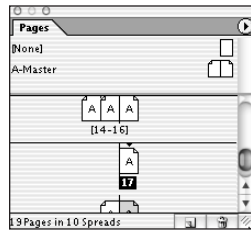


Figure 5-6: The small triangle above a page icon represents a section start.

Removing a section

If you decide that you want to remove a section, navigate to the page that begins the section, choose Numbering & Section Options from the Pages pane's palette menu, and then uncheck the Section Start box.

Navigating Documents and Pages

Moving from page to page in a long document and scrolling around a large or magnified page are among the most common tasks you'll perform in InDesign. The more time you spend displaying the page or page area you want to work on, the less time you have to do the work you need to do. Like most trips, the less time you spend between destinations, the better.

For navigating through the pages of a document, the Pages pane (Window ⇨ Pages or F12) offers the fastest ride. For navigating around in a page, you may want to switch to the Navigator pane (Window ⇨ Navigator).

Navigating with the Pages pane

When the Pages pane is displayed, you can use it to quickly move from page to page in a multipage document and to switch between displaying master pages and document pages. To display a particular document page, double-click its icon. The selected page is centered in the document window. To display a master spread, double-click its icon in the lower half of the pane.

**Tip**

The Fit Page in Window command (View ⇨ Fit Page in Window, or ⌘+0 or Ctrl+0) and Fit Spread in Window command (View ⇨ Fit Page in Window, or Option+⌘+0 or Ctrl+Alt+0) let you enlarge or reduce the display magnification to fit the selected page or spread in the document window. (Note that the shortcuts use the numeral 0, not the letter O.)

Using the Navigator pane

Although it's possible to use the Navigator pane (Window ⇨ Navigator) to move from page to page in a long document, the Pages pane is better for this task. The Navigator pane is more useful for scrolling within a page, particularly for doing detail work on a page that's displayed at a high magnification. If you're an Illustrator, PageMaker, or Photoshop user, you may already be familiar with the Navigator pane, which works the same in all three applications.

To display the Navigator pane, choose Window ⇨ Navigator. Figure 5-7 shows the Navigator pane and its palette menu.



Figure 5-7: The Navigator pane and its palette menu.

Changing view magnification

You can use the Navigator pane to zoom in or zoom out on the current spread. You have several options for zooming in and out:

- ♦ Click the handle on the zoom and drag left to zoom out, right to zoom in.
- ♦ Click the zoom-out icon to the left of the zoom slider to zoom out; click the zoom-in icon to the right of the zoom slider to zoom in.
- ♦ Enter a view percentage in the field at the bottom right of the Navigator pane. Enter a smaller value to zoom out; enter a larger value to zoom in. Enter 100% to display the page at actual size.

**Tip**

You can also use the Zoom tool or its keyboard shortcuts to zoom in or out (⌘+spacebar or Ctrl+spacebar to zoom in, Option+⌘+spacebar or Ctrl+Alt+spacebar to zoom out).

Scrolling with the Navigator pane

The rectangle displayed in the Navigator pane (on the actual screen it should show up red) indicates the area that's currently displayed in the document window. When

you change the display magnification, the rectangle changes size (it gets larger as you zoom out and smaller as you zoom in). You can display a different area in the currently displayed spread by dragging the rectangle or by clicking outside it. If you click outside it, the point where you click is centered in the document window.

Other options in the Navigator pane

If red isn't your favorite color, you can change the color of the rectangle displayed in the Navigator pane by choosing Palette Options from its palette menu and then choosing a different color from the Color pop-up menu in the Palette Options dialog box.

If you choose Show All Spreads from the Navigator pane's palette menu, all the document's spreads are displayed in the pane. The more spreads you have, the smaller they're displayed and the smaller the rectangle becomes that indicates the area that's displayed in the document window. By dragging the rectangle from page to page you can navigate to a particular area on a page while remaining at the current display percentage. This can be a handy way of navigating, but if you're working on a document that has many pages, the page icons and rectangle can become too small to work with easily. Figure 5-8 shows the Navigator pane with the View All Spreads option selected.

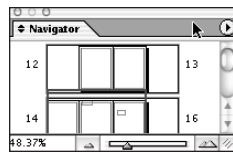


Figure 5-8: The Navigator pane with View All Spreads selected.



Tip

You can also use the scroll bars at the right and bottom of the document window to move to different areas of a page or to a different page in a document or the keyboard shortcut (hold down the spacebar, then click and drag the hand pointer; the Type tool cannot be selected for this to work).

Adjusting Page Layouts and Objects

If you've ever created and worked with a document all the way to the finishing touches, and then discovered that the page size was wrong from the beginning, you know the meaning of frustration. Manually adjusting the size and placement of all the objects in a document is an ugly chore, one you want to avoid at all costs. However, should the unthinkable happen — you have to modify the size, orientation, or margins of a document that is partially or completely finished — InDesign will automatically resize and reposition objects when you change its basic layout.

For example, maybe you've created a magazine for an American audience that subsequently needs to be converted for publication in Europe. Most newsletters in the United States use letter-sized pages (8½ by 11 inches), while in Europe the standard page size for such publications is A4 (210 by 297 mm), which is slightly narrower and slightly taller than U.S. letter size. Of course, you'll have to change *color* to *colour*, *apartment* to *flat*, and so on. But you'll also have to both squeeze (horizontally) and stretch (vertically) every item on every page to accommodate the A4 page's dimensions. The Layout Adjustment command (Layout ⇨ Layout Adjustment) gives you the option of turning this chore over to InDesign, which will automatically adjust object shape and position according to the new page size, column guides, and margins.

The Layout Adjustment dialog box lets you turn layout adjustment on or off and specify the rules used to adjust objects, when you change page size or orientation (via the Document Setup dialog box; File ⇨ Document Setup or Option+⌘+P or Ctrl+Alt+P) or margins or columns (via the Margin and Columns dialog box, accessed via Layout ⇨ Margins and Columns). To adjust a layout:

- 1. Choose Layout ⇨ Layout Adjustment to display the Layout Adjustment dialog box, shown in Figure 5-9.**
- 2. Check Enable Layout Adjustment to turn on the feature; uncheck it to turn it off.**
- 3. In the Snap Zone field, enter the distance within which an object edge will automatically snap to a guideline when layout adjustment is performed.**
- 4. Check Allow Graphics and Groups to Resize if you want InDesign to resize objects when layout adjustment is performed.**

If you don't check this box, InDesign will move objects but not resize them (the preferred option).

- 5. Check Allow Ruler Guides to Move if you want InDesign to adjust the position of ruler guides proportionally according to a new page size.**

Generally, ruler guides are placed relative to the margins and page edges, so you'll probably want to check this box.

- 6. Check Ignore Ruler Guide Alignments if you want InDesign to ignore ruler guides when adjusting the position of objects during layout adjustment.**

If you think that objects may snap to ruler guides that you don't want them to snap to during layout adjustment, check this box. If it's checked, InDesign will still snap object edges to other margin and column guides.

- 7. Check Ignore Object and Layer Locks to let InDesign move locked objects (either objects locked directly via Object ⇨ Lock Position, or via ⌘+L or Ctrl+L, or objects that reside on a locked layer).**

Otherwise, locked objects will not be adjusted.

- 8. When you're done, click OK to close the dialog box.**

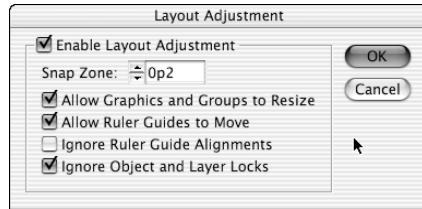
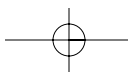


Figure 5-9: The Layout Adjustment dialog box.

The Layout Adjustment feature works best when there's not much work for it to do. But if you radically change a document that you've already done considerable work on, the Layout Adjustment feature usually creates more work than it saves. For example, the switch from a U.S. letter-sized page to an A4-sized page is a relatively minor change and the layout adjustments will probably be barely noticeable. But if you decide to change a tabloid-sized poster into a business card in midstream, well, you're probably better off starting over.

Here are a few things to keep in mind if you decide to use InDesign's Layout Adjustment feature:

- ♦ If you change page size, the margin widths (the distance between the left and right margins and the page edges) remain the same.
- ♦ If you change page size, column guides and ruler guides are repositioned proportionally to the new size.
- ♦ If you change the number of columns, column guides are added or removed accordingly.
- ♦ If an object edge is aligned with a guideline before layout adjustment, it remains aligned with the guideline after adjustment. If two or more edges of an object are aligned with guidelines, the object is resized so that the edges remain aligned with the guidelines after layout adjustment.
- ♦ If you change the page size, objects are moved so that they're in the same relative position on the new page.
- ♦ If you've used margin, column, and ruler guides to place objects on pages, layout adjustment will be more effective than if you've placed objects or ruler guides randomly on pages.
- ♦ Check for text reflow when you modify a document's page size, margins, or column guides. Decreasing a document's page size can cause text to overflow a text frame whose dimensions have been reduced.
- ♦ Check *everything* in your document after the adjustment is complete. Take the time to look over every page of your document. You never know what InDesign has actually done until you see it with your own eyes.

**Tip**

If you decide to enable layout adjustment for a particular publication, you may want to begin by using the Save As command (File ⇨ Save As or Shift+⌘+S or Ctrl+Shift+S) to create a copy. That way, if you ever need to revert back to the original version, you can simply open the original document.

Summary

If you're working on a multipage document, you'll want to display the Pages pane. It lets you add, move, and delete document pages and create multipage spreads called *island spreads*.

If you're working on a long document with multiple parts, and you want to number each part separately, you can create sections to manage these multiple page-numbering schemes within the document. You can also have InDesign automatically add the correct page numbers for folios and continued lines, as well as section names in folios and other text.

As you work on a long document, you can use the Pages pane to target a specific page or spread in the document window, to select multiple pages or spreads so that you can move, modify, or delete them collectively, and to navigate from page to page in a multipage document. If you're doing detail work or working on a large page, you can use the Navigator pane to scroll around the page and to change the view magnification.

If you decide to change the layout of a publication after you've started work, you can use the Layout Adjustment feature to automatically adjust the size and position of objects and guidelines when you change the document's page size, margins, or columns.



