

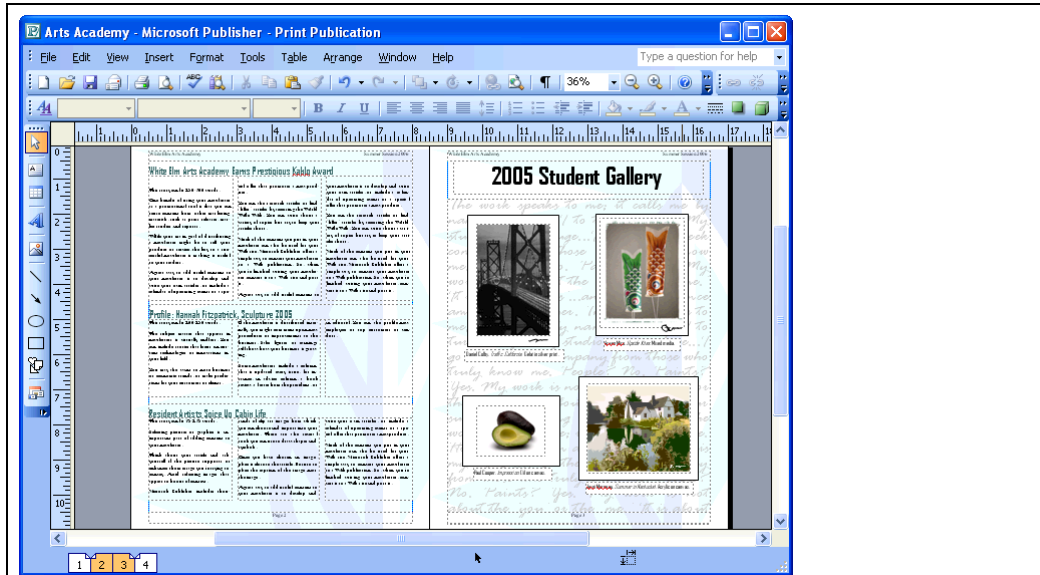
## Lesson 5-8: Creating a Master Page

**Figure 5-17**

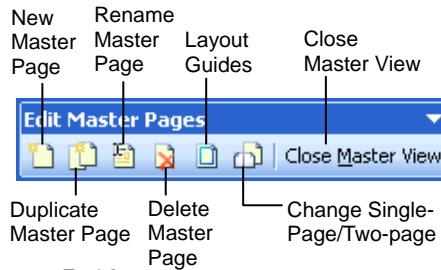
The publication with the "Leaf" background inserted.

**Figure 5-18**

The Edit Master Pages toolbar.



**Figure 5-17**



**Figure 5-18**

Do you want something to appear on every page of your publication, such as your company's name and logo? The *master page* is a background page where you can place objects that you want to appear on every page of your publication. Any changes you make to the master page will be applied to every page in the publication.

Let's add a background and logo to the master page of the Arts Academy publication.

### Other Ways to Open Master Page View:

- Press **<Ctrl> + <M>**.

1. **Select **View** → **Master Page** from the menu.**  
Your publication opens in Master view and the Edit Master Pages task pane and toolbar appear. Notice that the only elements visible on your publication are the header and footer. Anything not included on the master page will not be visible in Master view.
2. **Select **Format** → **Background** from the menu and click the **More backgrounds** link in the task pane.**  
The Fill Effects dialog box appears. You want to insert a picture you have on file as the background.
3. **Click the **Picture** tab and click the **Select Picture** button. Navigate to your Practice folder, select the **Leaf** file, and click **Insert**.**  
The image you want to use appears in the Sample box.

**4. Click **OK** to close the dialog box and insert the background.**

The new background appears on the master page. Now let's close Master view and take a look at your publication.

**5. Click the **Close Master View button** on the Edit Master Pages toolbar.**

Master view closes and you return to the publication.

**6. Click the **Page 2** navigation button and select **View → Two-Page Spread** from the menu.**

The publication appears in Two-Page Spread view, as shown in Figure 5-17. The background you applied to the master page has been applied to all the pages in your publication except the first.

**7. Click the **Page 1** navigation button.**

The background does not appear on this page because this page is formatted to ignore the master page. If you were to change this and apply the master page, both the background AND the header and footer would appear – but we only want the background to appear. In order to do this, you'll need to create a new master page.

**8. Select **View → Master Page** from the menu and click the **New Master Page button** on the Edit Master Pages toolbar. Click **OK** in the New Master Page dialog box.**

A new master page titled "Master B" appears in the Edit Master Pages task pane. Let's apply a background to this new master page.

**9. Repeat **Steps 2 – 4**, above.**

The leaf background is applied to the new master page.

**10. Click the **Close Master View button** on the Edit Master Pages toolbar.**

The publication returns to Two-Page Spread view and the Apply Master Page task pane appears. Now you need to apply the new master page to the first page of the publication.

**11. In the Apply Master Page task pane, click the **Ignore list arrow** and select **B** from the list**

The Master B master page is applied to the first page of the publication.

Let's add a logo to this page.

**12. Select **Insert → Picture → From File** from the menu. Navigate to your **Practice** folder, select the **Logo** file, and click **Insert**.**

The White Elm logo is inserted onto the page.

**13. Click and drag the image to the upper left-hand corner of the page, until the coordinates **1.016, 1.026 in.** (or somewhere around there) appear in the **Object Position** section of the status bar.**

You can easily add objects to the master page, without even having to open it. Let's add this object to the master page.

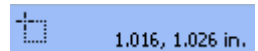
**14. Make sure the logo image is selected and select **Arrange → Send to Master Page** from the menu.**

A dialog box appears, informing you that the image has been moved to Master B. Any object that you send to the master page will be sent to the master page that is currently applied to that page.

**15. Click **OK** to close the dialog box, then click the **Save button** on the Standard toolbar.****New Master Page button**

Other Ways to Create a New Master Page:

- Click the **New Master Page button** in the Edit Master Pages task pane.

**Object Position****Quick Reference**

To Open Master Page View:

- Select **View → Master Page** from the menu.

Or...

- Press **<Ctrl> + <M>**.

To Exit Master Page View:

- Click the **Close Master View button** on the Edit Master Pages toolbar.

Or...

- Press **<Ctrl> + <M>**.

To Create a New Master Page:

1. Select **View → Master Page** from the menu.
2. Click the **New Master Page button** on the Edit Master Pages toolbar.

To Apply a Master Page:

1. Select the page you want to add a master to.
2. Select **Format → Apply Master Page** from the menu and select a master page from the list in the task pane.