



# Long Documents

**[Master Pages, Type Styles, Text Variables, Smart Text Reflow]**

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Presented by Jamie McKee  
*[jmckee@me.com](mailto:jmckee@me.com)*

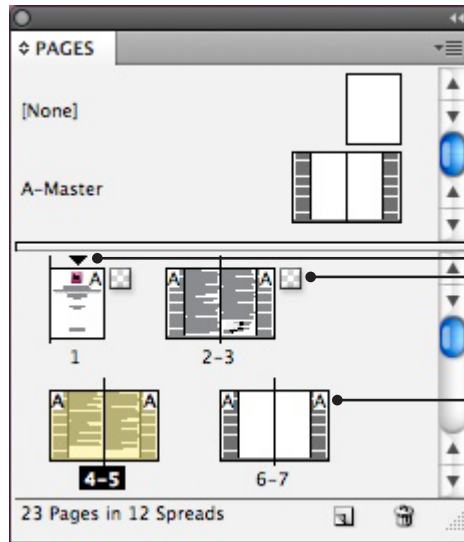
## Notes

## Using Master Pages

Master Pages allow you to apply objects that repeat on multiple pages from one master page source, sort of like stationary. I use them for common things like page numbers and running head elements (author, chapter title, section, etc.)

When you first create a document, you have 2 master pages to work with: “None” and “A-Master”. None will create a blank page while A-Master will initially be blank until you start adding items to it. The pages you apply A-Master to will be linked to A-Master—make a change to it and the result will also show up on any page linked to A-Master.

Pages in your document that are based on a master will show the Prefix of the master they are associated with in their upper outside corner.



This downward pointing arrow indicates a section, and you can have more than one section in your document. Double-clicking on the arrow will bring up the Numbering and Section Options dialog box.

This checkerboard icon indicates a page that contains transparency.

The letter “A” on the page indicates which Master Page is applied to it. In this case, it is the A-Master.

## Overriding a Master Item

When you apply a master page to a document page, all objects on the master, called master items, appear on the document page. Sometimes you want a specific page to be only slightly different from a master. In this situation you don't need to re-create the master layout on the page or create a new master—you can override or detach the master item, and other master items on the document page will continue to update with the master.

### To Override a Master Item

1. Make sure the master item can be overridden. (You can override a master item only if **Allow Master Item Overrides On Selection** is selected in the Pages Panel menu for that item. Alternatively, turn this off for items on Master Pages that you do not wish to be overridden).
2. To override specific master items on a document page, press Command+Shift/Control+Shift and click the item (or drag to select multiple items).
3. To override all master page items on a document spread, target the spread, and then choose **Override All Master Page Items** in the Pages Panel menu. You can now select and modify any and all master items as you wish.

Once you override any master item, its dotted bounding box becomes a solid line, to show that a local copy has been created.

## Basing One Master Page on Another Master Page

You can have many different master pages, and master pages can be based on other master pages. This comes in handy, for example, when a document will contain

















## Smart Text Reflow

You can use the Smart Text Reflow feature to add or remove pages when you're typing or editing text. This feature is useful when you're using InDesign as a text editor and you want a new page to be added whenever you type more text than can fit on the current page. It's also useful in avoiding overset text or empty pages for situations in which the text flow changes due to editing text, showing or hiding conditional text, or making other changes to the text flow.

By default, Smart Text Reflow is limited to master text frames—text frames that are on a master page. If the document includes facing pages, master text frames must appear on both left and right master pages, and the master text frames must be threaded for Smart Text Reflow to work.

You can change settings to allow pages to be added or removed when working in text frames that aren't based on master pages. However, a text frame must be threaded to at least one other text frame on a different page for Smart Text Reflow to work.

Smart Text Reflow settings appear in Type preferences. These settings apply to the current document. To change default settings for all new documents, close all documents and specify the settings.

1. Choose **InDesign > Preferences > Type** (Mac OS) or **Edit > Preferences > Type** (Windows).
2. Select **Smart Text Reflow**.
3. Select any of the following options and then click **OK**.

**Add Pages To** Use this option to determine where the new page is created. For example, suppose you have a three-page document with text frames on the first two pages and a full-page graphic on the third page. If you're typing to the end of page two, you can determine whether the new page is added before or after the full-page graphic on the third page. Choose **End Of Story** to add a new page after the second page. Choose **End Of Document** to add a new page after the page with the full-page graphic.

**Limit To Master Text Frames** If this option is turned off, you can also add or remove pages when editing text frames that aren't based on master pages. To prevent unwanted text reflow from occurring, Smart Text Reflow takes effect only if the text frame you're editing is threaded to at least one other text frame on a different page.

**Preserve Facing-Page Spreads** This option determines whether facing-page spreads are preserved when text is reflowed in the middle of a document. If this option is selected when text reflows in the middle of the document, a new two-page spread is added. If this option is not selected, a single new page is added, and subsequent pages are "shuffled."

If your layout includes design elements specific to the right or left side of the spread, turn on this option. If your left and right pages are interchangeable, you can turn off this option. This option is dimmed if the document does not have facing pages.

**Delete Empty Pages** Select this option to delete pages when you edit text or hide conditions. Pages are deleted only if the emptied text frame is the only object on the page.

## Notes