

Chapter 4: Page Layout

Now your document is set up and you know how to format text. You could start designing documents right now, but hold on! Before you start doing that, at least get through the following chapter. It introduces an important feature called the master page. You really need to learn how to use the master page to use *FrameMaker 7.0* properly, but don't worry. The master page is actually incredibly useful and easier to use than you might think.

In this chapter you learn to:

- Use the master page
- Number your pages
- Insert running headers and footers

4.1 Working With the Master Page

The master page is an important part of any document's design. Whatever you put on a master page appears on every page of your document. Only design elements that you want to appear on every page on your document should be put onto a master page.

4.1.1 Access the Master Page

Before you do anything to the master page, you need to be able to look at it. Here's how to view master pages:

1. Open the **View** menu.
2. Click on **Master Pages**. If Master Pages already has a check next to it, then you are already viewing the master page.

The master page is now open. If you are not using a template, then the master page should be blank. Single-sided documents only have one master page while double-sided documents have two master pages, one for every right page and one for every left page.

4.1.2 Returning to the Body Pages

Return to the body pages when you are finished working with the master page or you want to see how your changes affect the document.

1. Open the **View** menu.
2. Click on **Body Pages**. If Body Pages already has a check next to it then you are already viewing the body pages.

You know how to get to the master page and then back to the body pages of a document. Now you need to know what design elements are typically put on the master page. Read on to find out.

4.2 Numbering Pages

Notice the narrow dotted rectangles at the top and bottom of the master page. The top one is a header and the lower one is a footer. They are typically used for numbering pages.

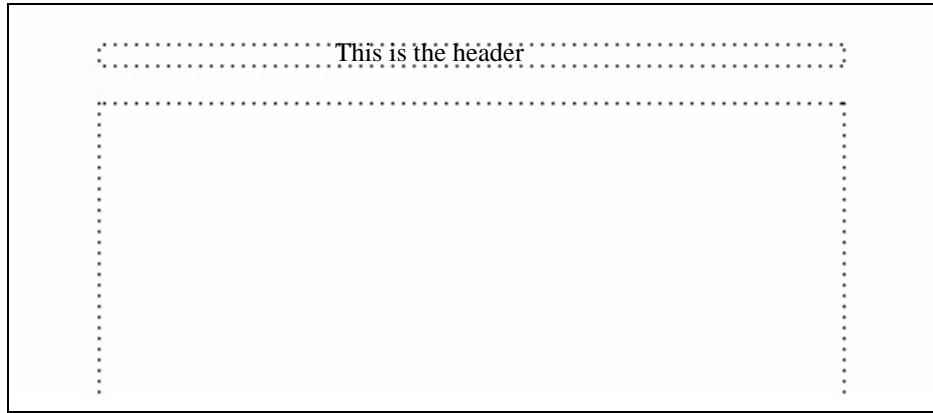


Figure 4.1: Master page header.

Here's how you add page numbers to either the header or the footer:

1. Access the master page.
2. Click inside the header or footer of the master page.
3. Open the **Format** menu.
4. Click **H**eaders & **F**ooters>**I**nsert Page #. This appears as a # symbol on the master page, but on body pages this will appear as a page number.

Now FrameMaker 7.0 automatically numbers every page in your document.

4.3 Creating and Inserting Running Headers and Footers

Running headers and footers give a very professional look to your document. It's easy to put them onto the master page, but first you need to create a definition for a Running Header and Footer so that it uses the paragraph tag that you want it to.

1. Click inside the header or footer of the master page.
2. Click on **F**ormat>**H**eaders & **F**ooter.
3. Click **I**nsert **O**ther. The Variable window opens.
4. Scroll down and select the Running H/F definition that you want to create.
5. Click Edit Definition. The Edit System Variable window opens. Under definition there is a string of text.

6. Enter `<$paratext[paragraph tag]>` under definition with “paragraph tag” representing the name of the paragraph tag that you want the running header or footer to refer to.
7. Click **Edit**.
8. Click **Insert** to insert the running header or footer that you defined.

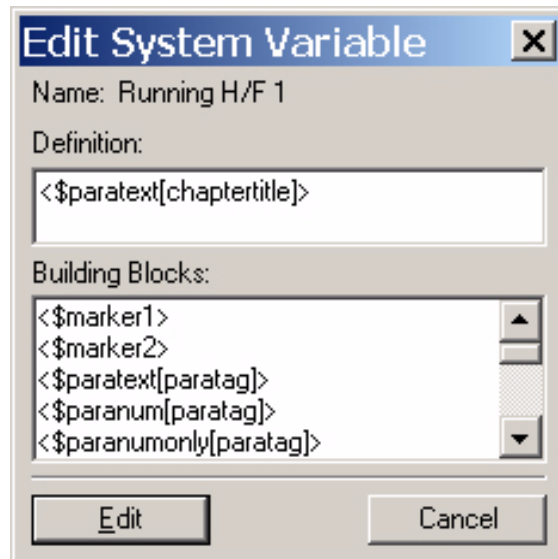


Figure 4.2: Edit System Variable window

This chapter is a little more difficult than the earlier ones. If you’ve made it this far with no problems, you’re doing great!