



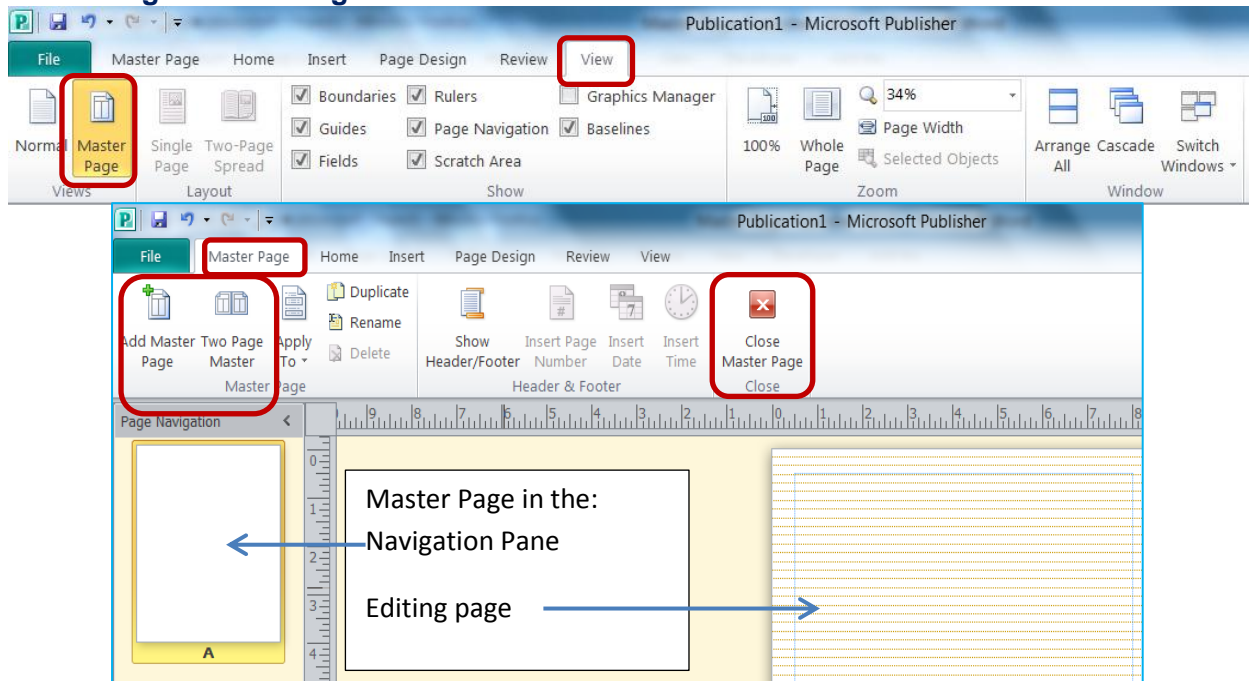
Master Page

When you design a master page you are creating a page that will hold common elements in your document that will keep it consistent. If you use more than one page, it will enable you to edit or update multiple elements at the same time. Multiple master pages can be used in a document such as a newsletter in which you may use multiple styles and themes that you may want carried through the document.

Types of Elements in Master Pages –

- 📄 Margins, Guides, Page Dimensions
- 📄 Headers and Footers
- 📄 Backgrounds and Watermarks
- 📄 One or Two Page Layout
- 📄 Text and Numbers
- 📄 Insert Objects-Pictures, Clipart, Text Boxes, Date & Time, Page Number and more

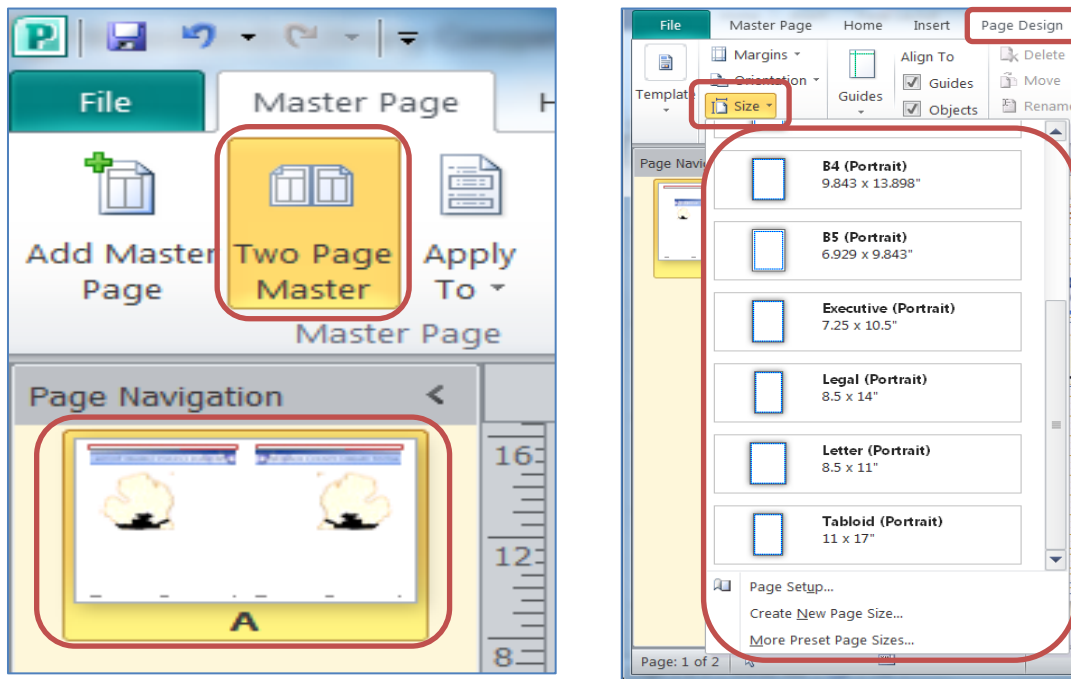
Add a Single Master Page



1. Click on the View tab on the Ribbon
2. Click on Master Page option in the Master Page group at the left
 - a. A Master Page tab will open to Design and Edit the document
 - b. This will stay active until you close with the button in the close group
 - i. Anything you add in the Master Page view will be on all pages
 - ii. Hyperlinks added in the Master Page view will not work if you are sending your document through email or website. Add hyperlinks in the normal view
 - c. If you want another Master Page click on the Add Master Page option
 - i. Additional master pages are used when you want different repeated objects or text
 - d. Two Page Master is used when you want to create a single page with two pages of information-ex. A catalog page (see next page)



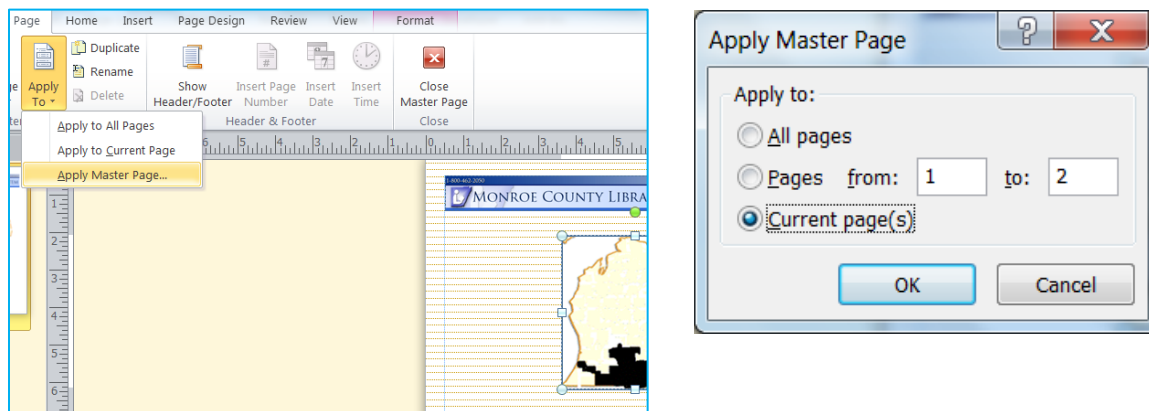
Two Page Master



1. Select Two Page Master when you want to design a book style document.
 - a. On the Page Design tab you can change the size to your specifications

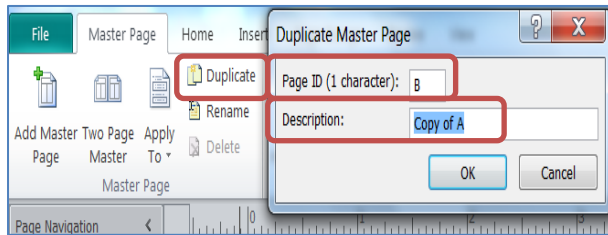
Apply To Options on the Master Page tab

1. Select your object
2. Click on the Apply To option and choose from the menu
 - a. All Pages
 - b. To Current Page
 - c. Choose the correct Master Page (if you have multiple master pages)
3. As needed, edit size and place on each page the object is moved to

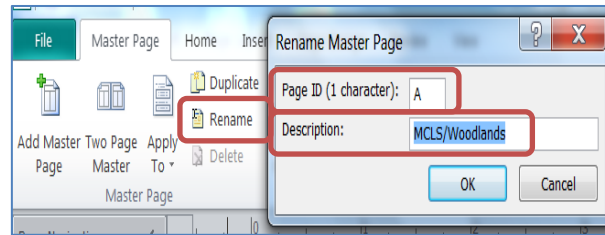




Duplicate a Master Page

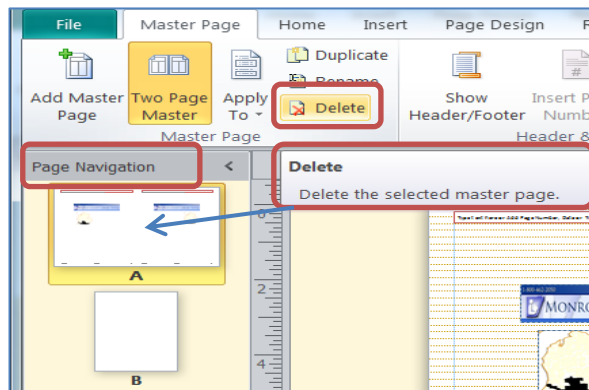


Rename a Master Page



1. To duplicate a master page quickly:
 - a. Click on the Duplicate option
2. In the dialog box:
 - a. Page ID will be the next letter or what you choose
 - b. Description will name the original page name
 - c. Click OK
3. To rename a master page:
 - a. Select and right click the page in the Navigation pane
 - b. Click on the Rename option
4. In the dialog box:
 - a. Page ID will be displayed
 - b. Type the description in the Description text box
 - c. Click OK

Delete a Master Page



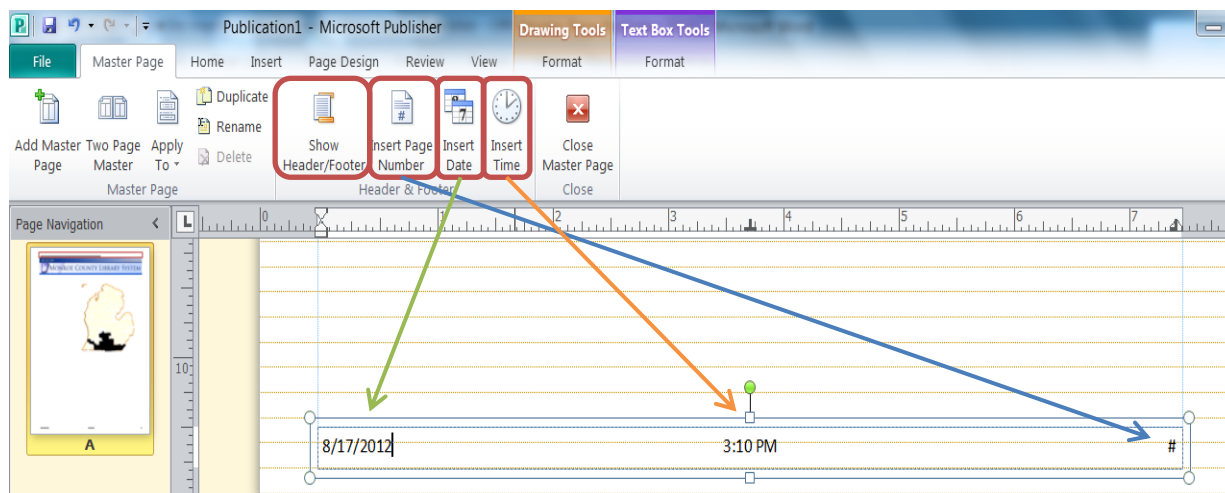
1. To delete a master page:
 - a. Select the page in the Page Navigation pane
 - b. Click on the Delete option



Add Header and Footer

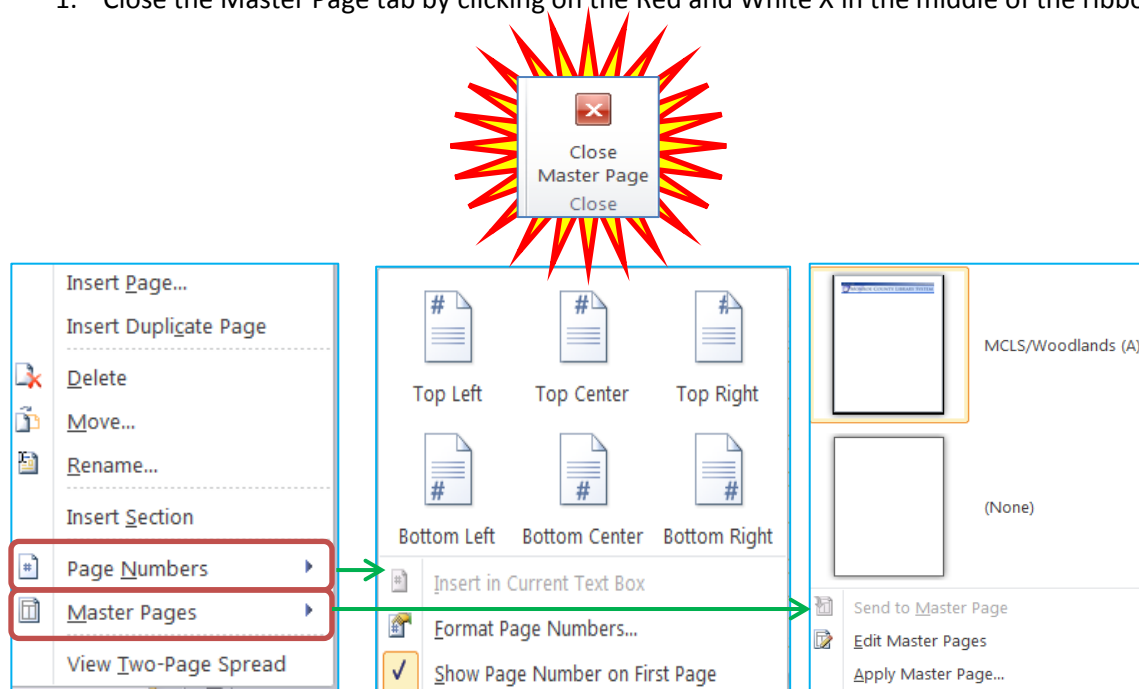
To activate Header and Footer options:

1. Click show Header/Footer
2. Click options for Page Number, Date, Time
 - a. Click where you want the page number, date or time
 - b. Page number will show the # sign, close the Master page to see actual page numbers
 - c. You can add any information in the Header and Footer by typing in the text boxes



Edit Page Numbers and View Master Page List










1. Close the Master Page tab by clicking on the Red and White X in the middle of the ribbon



2. Right click the page in the Page Navigation pane to see the menu for options
3. Click on Page Numbers to choose position or format options
4. Click on Master Pages to view a thumbnail list of all master pages by name and format options



Tips and Reminders

-  Objects added in the Master Page mode can only be edited in the Master Page mode.
-  Only objects added to a Master Page while editing a master page will be visible in the Master Page mode
-  Links made in the Master Page mode will not work in the normal edit or viewing page mode
-  Create all links in the normal editing mode
-  Add all text box and other objects in the normal editing mode that are not a part of the Master Page elements
-  Close Master page when elements you want to keep are added
-  You don't want to add elements on the Master Page that will need to be edited. If you have multiple pages in your document, you will want to add and edit various elements important to your document
-  From the Insert tab Add blank pages-these will show the master page elements
-  In the Navigation pane – right click on a page to open menu options