11

Pages, Chapters & Master Pages

11.1 Overview 150
11.2 Creating New Documents 152
11.3 Edit Master Pages. 155
11.4 Adding a New Chapter 157
11.5 Modifying a Chapter 157
11.6 Importing a Chapter using Copy and Paste 158
11.7 Deleting Chapters 158
11.8 Page Insertion & Deletion 159
11.9 Examples of document layout. 161

This chapter describes how to create new documents, how to insert, delete, copy and paste chapters, how to insert and delete pages, and how to edit master pages.

11.1 Overview

Ovation Pro documents consist of one or more chapters, each containing one or more pages. Initially a new document consists of one chapter containing one page, but new chapters and pages may be inserted as required.

Pages are normally displayed in the window in order, with page and chapter breaks indicated by broad grey lines.

Master Pages

Each chapter has a *master page* (2 master pages in double-sided documents) which controls the format of all the pages in the chapter such as the paper size, margins, headers and footers. Master pages enable you to create a template for the pages in your document, ensuring a consistent appearance is obtained throughout.

Each page added to the chapter is based on the master page for that chapter.

Master pages in ***Ovation Pro*** are *dynamic*. This means that if the master page is changed, all the pages in the chapter are instantly updated from the master pages.

Master pages can be displayed and edited just like other pages.

Master Objects

Frames or lines drawn on the master pages are called *master frames* or *master lines*, and are automatically inserted on all the pages in the chapter. Normally, master objects can only be modified on the master pages. If you want to modify a master object on the document page, you must make it *local* first *(see 11.3)*.

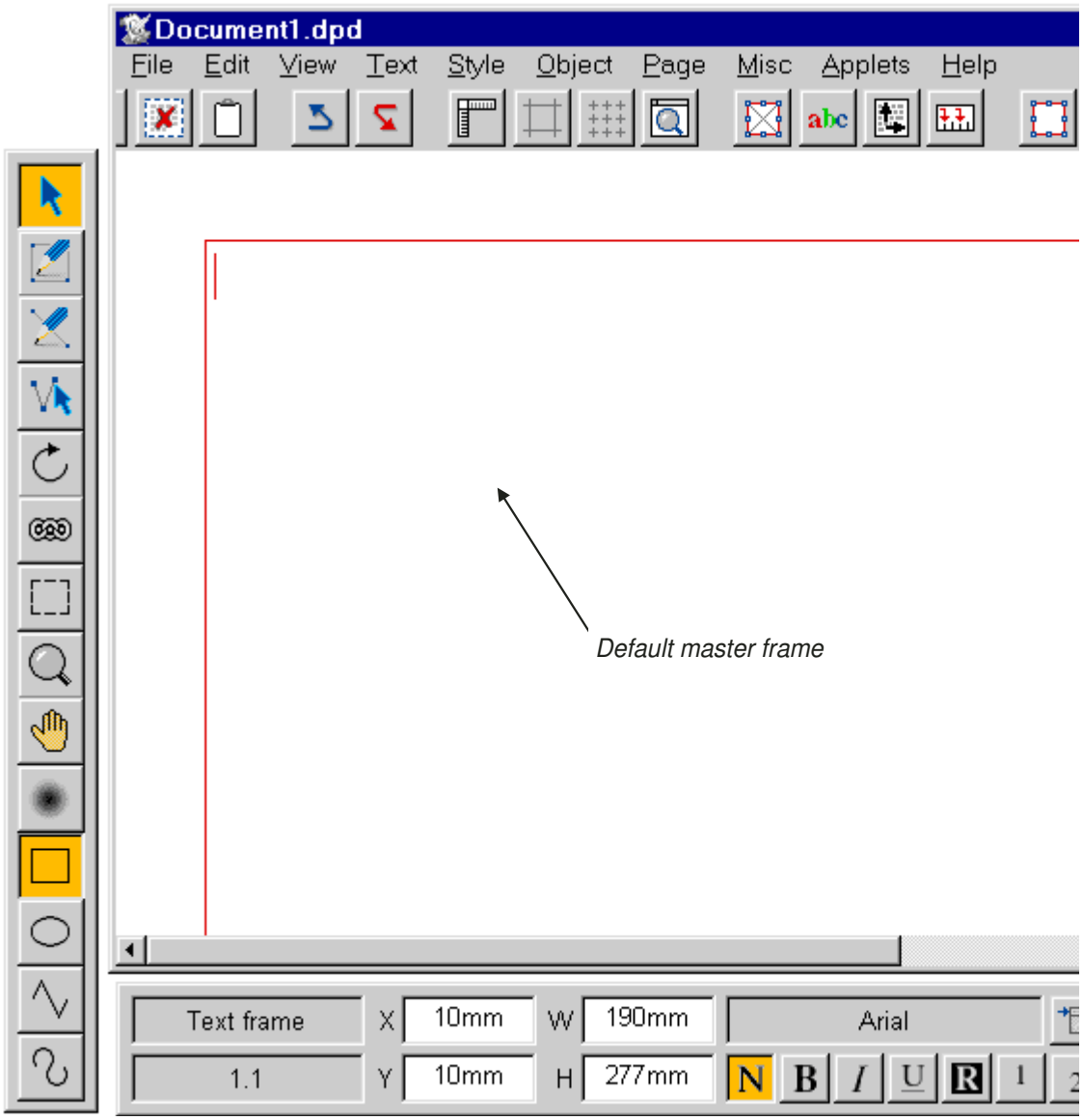


Fig. 11.1 - The active document window.

Default Master Frame

Each master page normally has a *default master frame (fig. 11.1)*. This frame is used for the body of the text in a document. It is automatically linked to the master frame on the following page.

If you type or import text so that it flows over the end of the default master frame, a new page is inserted at the end of the chapter and the text flows onto it. This process is called *automatic page insertion*.

If you delete all the text from the default master frame on the last page of a chapter, that page is deleted. This process is called *automatic page deletion*. The page is not deleted if there are any additional objects on it i.e. if the page doesn't match its master page.

Current Page & Chapter

The current chapter and page number is shown in the icon in the bottom left corner of the info palette. The number is in the form *c.p*, where *c* is the chapter number and *p* is the page number.

If there is more than one page visible in the document window, the current chapter/page is the one in the centre of the window.

Goto Page

You can go directly to any page in the document by choosing **Goto page** on the **Page** menu.

Menu➪Page➪Goto page… **Ctrl+G**

Enter the required page number then press Return or click **OK** *(fig. 11.2)*.

Ovation Pro finds the page by searching from the beginning of the document until the page number is found. If you have a multi-chapter document with duplicate page numbers, you should enter the full chapter and page number in the form *c.p*.

It is also possible to use more complex formats e.g. S.* takes you to the first page in chapter S. *(See 12.2, **Range**.)*

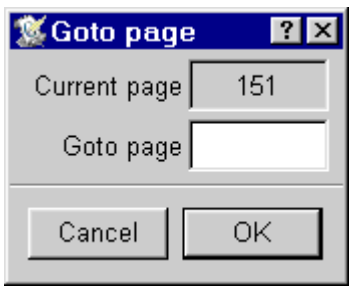


*Fig 11.2 - The **Goto page** dialogue box.*

11.2 Creating New Documents

Menu➪File➪New… Ctrl+N

If you choose **New** on the File menu the **New document** window opens. This allows you to specify the format of the default master pages for a new document *(fig. 11.4)*. All the settings for the default master page can easily be changed at a later stage.

The initial values are based on the default document. The standard default master page defines an A4 page containing a default master frame with 10mm margins all round.

Page

Page is the page size, which is set to **A4** by default. You may choose another standard size from the menu, or choose **Other** to specify a non-standard size using the **H** and **W** options.

Please note that this option just sets the page size in ***Ovation Pro***, and does not set the paper size for printing (which is done using the printer drivers).

Sideways

If **Sideways** is selected, the paper will be turned on its side. So if you want to use A5 paper with landscape orientation, choose **A5** from the **Page** menu and choose **Sideways**.

Sideways swaps the paper width and height dimensions, so it affects both standard and non-standard paper sizes.

Sideways automatically enables sideways printing, but this may be disabled if required on the **Print** dialogue box *(see 12.3)*.

Colour

Colour allows the paper background colour to be specified using the standard ***Ovation Pro*** colour picker.

If **Bleed** is enabled on the **Print** dialogue box *(see 12.3)*, the paper background colour will extend the bleed distance over the paper edges. The amount of Bleed can be changed in Choices:

Menu➪File➪Choices➪Print…

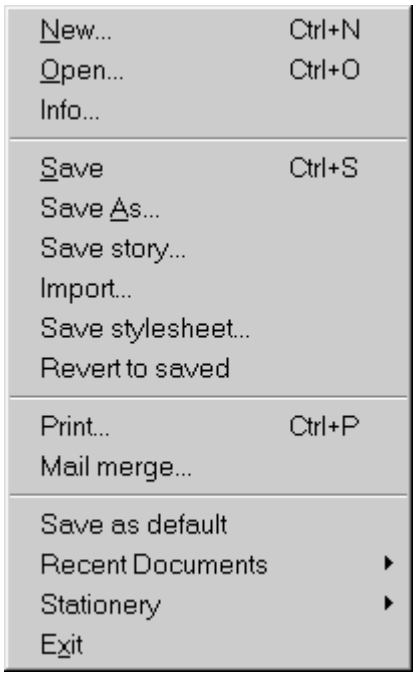


Fig 11.3 - The File menu.

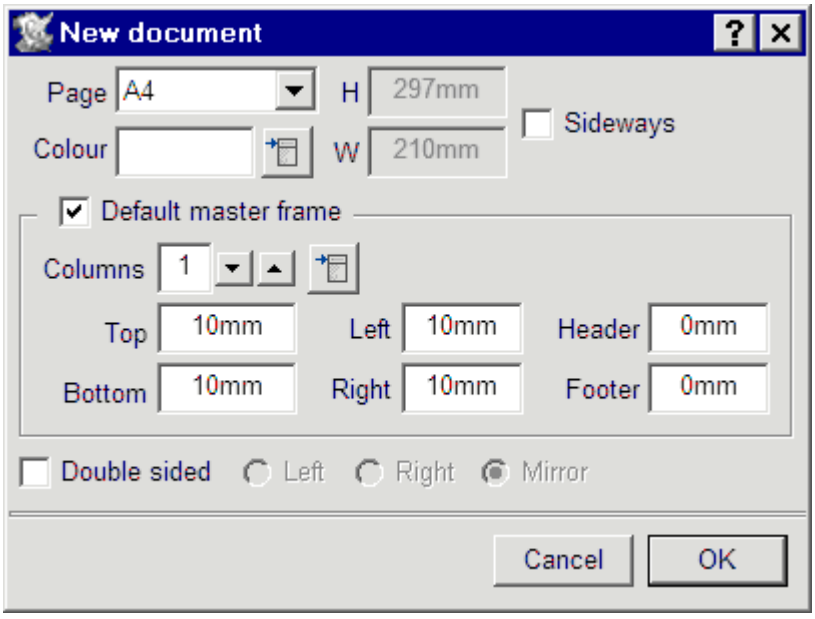


Fig 11.4 - The ***New*** dialogue box defines the default master pages.

Default Master Frame

If **Default master frame** is selected, the master pages will be created with a default master frame which has the margins specified.

If **Default master frame** is not selected, the master pages will be created without a default master frame i.e. completely blank. In this case you will have to draw all your own frames either on the master pages or directly on the document pages.

This can be useful when creating a document which does not have a natural one frame per page text flow e.g. a template for printing labels. Another situation in which it is useful is where there is a set of frames completely covering the Default master frame. Normally a new page will be added because of the automatic page insertion produced by the text overflow in the default master frame, and this extra page may be undesirable.

Columns is the number of columns in the default master frame. Advanced options may be specified on the dialogue box that is obtained by clicking on the icon to the right of the **Columns** option *(see 9.2 and fig 9.14, copied on this page)*.

Top, **Bottom**, **Left** and **Right** specify the margins around the default master frame i.e. they determine the size and position of the frame *(fig 11.5)*.

Header and **Footer** specify the space reserved at the top and bottom of the default frame into which header and footer information may placed. The header space is measured from the top of the frame; the footer space is measured from the bottom *(fig 11.5)*.

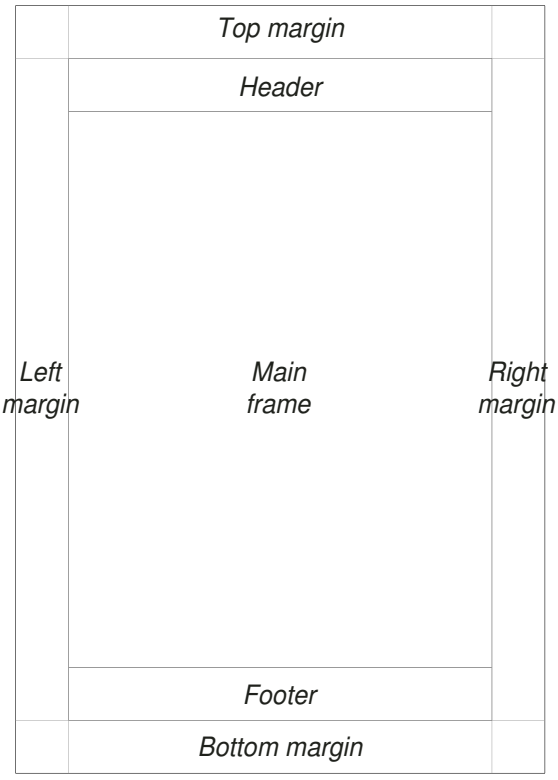
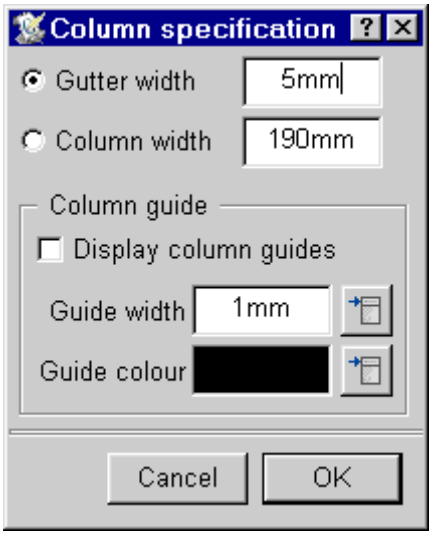


Fig 11.5 - The page margins.



Copy of Fig. 9.14 - Dialogue box for setting column specification.

Double sided

If **Double sided** is selected, two master pages are created; one for left-hand pages and one for right-hand pages.

Typically this enables you to have a bigger inside margin for binding, or to alternate the position of page numbering so that it is always on the outer edge (like the page numbering for this user guide).

If **Left** is selected, the settings for **Colour**, **Columns** and all the margins refer to the left-hand master page only.

If **Right** is selected, the settings for **Colour**, **Columns** and all the margins refer to the right-hand master page only.

If **Mirror** is selected, the left and right master pages use the same settings, except that **Left** and **Right** margins change to **Outer** and **Inner** margins *(fig. 11.6)*.

Please note that **Page**, **H**, **W** and **Sideways** must be the same for both left and right master pages.

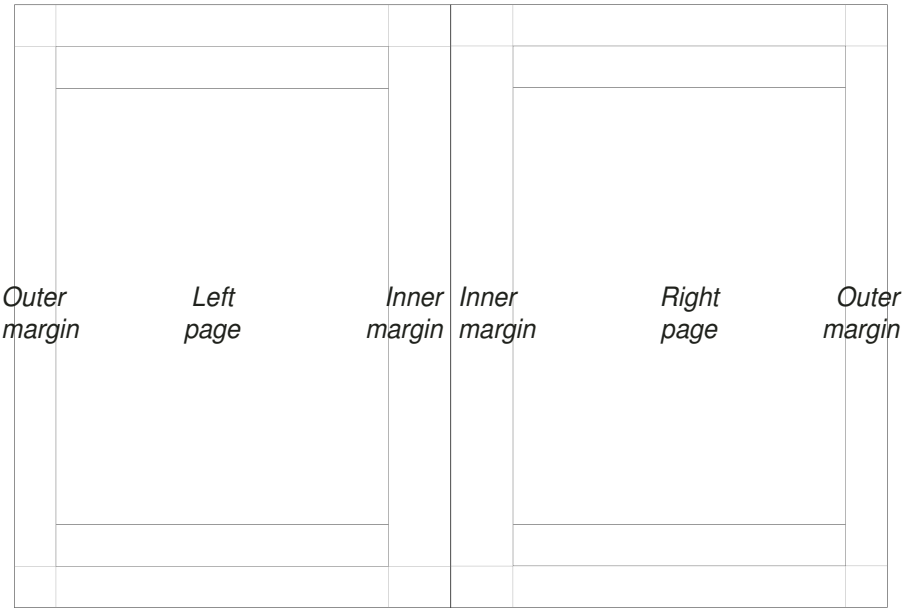


Fig 11.6 - The page margins for a double-sided document.

11.3 Editing the Master Pages

Menu⇨Page⇨Edit master pages
Ctrl+Shift+C

Choose **Edit master page** *(fig. 11.7)* to edit the master pages. A new document window is opened showing the master page or pages for the current chapter. The title bar of the new window confirms that you are viewing the master pages. You may use the vertical scroll bar to look at the master pages for any other chapters that exist. The chapter number for the currently displayed master page is shown in the icon in the bottom left corner of the info palette. If the document is double-sided, there will be two master pages for each chapter identified by and `L` or `R` after the chapter number in the info palette.

The master pages may be edited just like normal pages. You can type directly into the header or footer spaces or draw other objects anywhere on the page. When the master pages are closed, this information will be automatically updated throughout the chapter.

You can alter the size, shape and attributes of the default master frame, but you cannot type or import any text into it - the contents of the default master frame can only be edited in the document. You can create objects with text or pictures in the default master frame. See **Master Objects** on the following page.

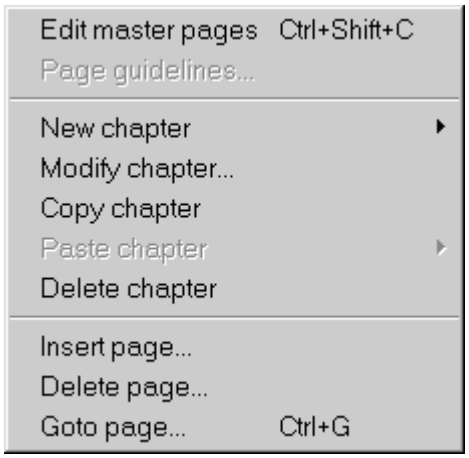


*Fig 11.7 - The **Page** menu.*

Frame Handling

If you draw a frame on the master pages and leave it empty, the frame contents can be edited in the document. Do this if you wish to put empty guide frames on each page of the chapter.

If you draw a frame on the master pages and put some text or a picture in it, the contents of that frame cannot be edited in the document i.e. the contents are determined by the frame on the master page. This is useful if you want the same text or picture to appear on each page of the chapter.

Headers and Footers

The same rules given above for frames also apply to the headers and footers.

- If they are blank in the master pages, they may be edited in the document.
- If you enter text into them in the master pages, they cannot be edited in the document.

Please note that you cannot import pictures directly into the header or footer space, but you can draw additional frames for pictures if required.

Page Guidelines

When you are viewing the master pages, the **Guidelines** option on the **Page** menu becomes available.

MasterpageMenu➪Page➪Page guidelines

This option opens a dialogue box allowing you to change the paper size, colour and margins for the current chapter *(fig. 11.8)*.

The options available are identical to those on the **New** dialogue box *(fig. 11.2)*.

Closing the Master Pages

Click on the close icon to close the master pages. The document will be updated with the changes you have made.

Master Objects

Any objects drawn on the master pages will appear on each page in the document. If the double-sided option has been selected objects drawn on the left-hand master pages will only appear on left-hand document pages and likewise for right-hand pages. These objects are referred to as *master objects*.

Master objects can be selected, but do not have handles and cannot be modified in any way unless they are made local. To make a selected object local, choose **Make local** from the **Object** menu *(fig. 11.9)*.

Menu➪Object➪Make local

Once an object has been made local, it can be modified in any way and is not updated by the master pages.

A master object that has been made local can be changed back to a master object by choosing **Make master** from the **Object** menu. All changes applied since it was made local will be lost.

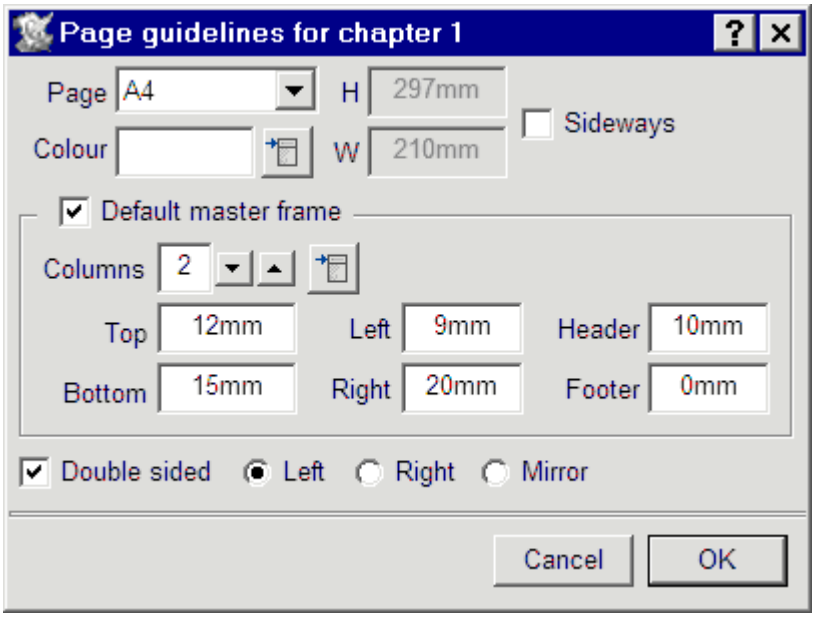


*Fig 11.8 - The **Guidelines** box allows you to alter the master pages.*

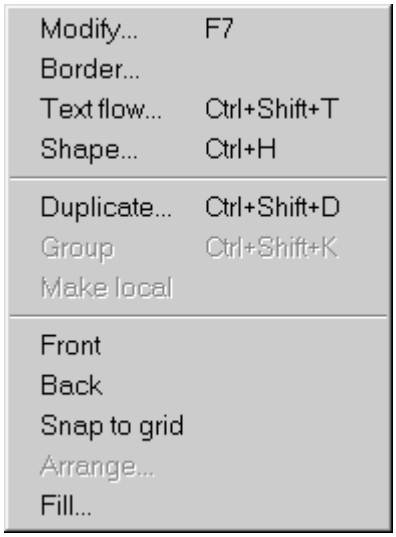


*Fig 11.9 - The **Object** menu.*

11.4 Adding a New Chapter

Menu➪Page➪New chapter➪.....

To insert a chapter, choose **Before current chapter** or **After current chapter** from the **Page➪New chapter** menu *(fig. 11.10)*.

The new chapter inherits the master pages from the current chapter, but of course these may be edited as described earlier.

When you insert a chapter, the **Modify chapter** dialogue box is displayed *(fig. 11.11)*.

Start on left and **Start on right** determine whether the first page of the chapter starts on a left-hand or right-hand page.

Start number is the page number for the first page in the chapter. If left blank the page numbers will follow on from the previous chapter.

Numeric, **Roman upper** and **Roman lower** are the three page number styles available. They are used whenever you insert a page number using **Page number** on the **Insert** menu.

Count preceding blank pages, if the page numbers in the chapter follow on from those in the previous chapter then when this option is selected the numbers will include any blank pages between chapters. Pages are called blank if they are missed out between chapters. For example if one chapter ends on a right hand page and the next chapter starts on a right hand page.

Omit header on first page and **Omit footer on first page** allow you to omit the header or footer on the first page of the chapter.

Click on **OK** to insert the chapter.

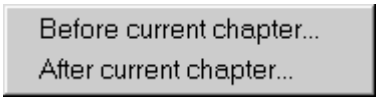


*Fig 11.10 - The **New Chapter** menu.*

11.5 Modifying Chapters

Menu➪Page➪Modify chapter…

You can use the **Modify chapter** option at any time to change various aspects of the current chapter *(see 11.4)*.

The same options are available as when adding a new chapter *(see 11.4)*.

*Fig 11.11 - The **Modify chapter** dialogue box.*

11.6 Importing a Chapter

Menu➪Page➪Copy chapter

It is possible to copy chapters to the clipboard and paste chapters from it.

This provides a way of moving chapters from one document to another, changing the order of chapters in a document, or duplicating a chapter.

The Page menu has entries for **Copy chapter** and **Paste chapter**. The **Paste chapter** entry has an associated sub menu which allows a choice of pasting the new chapter before or after the current one *(fig. 11.12)*.

11.7 Deleting a Chapter

Menu➪Page➪Delete chapter

Choose **Delete chapter** to delete the current chapter.

Of course it is not possible to delete a chapter if it is the only chapter in the document.

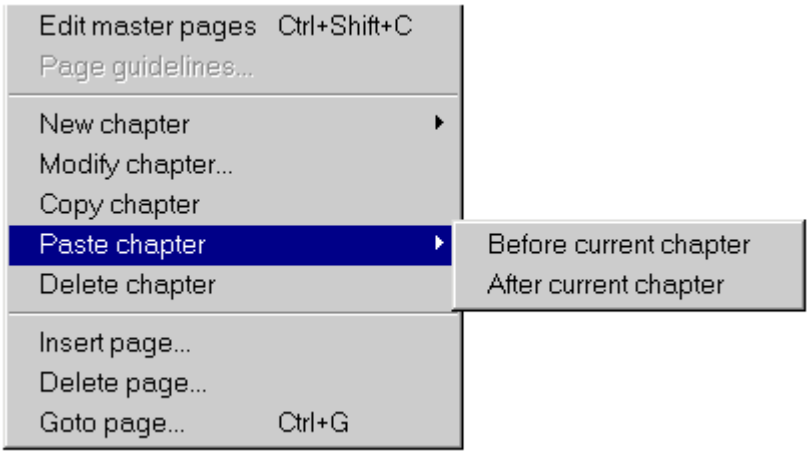


*Fig. 11.12 - **Copy** and **Paste** for chapters*

11.8 Page Insertion & Deletion

When editing text in the default master frame, pages are automatically added when text overflows at the end of the chapter. If text is deleted leaving pages at the end of the chapter empty, these pages are automatically deleted.

However, it is possible to manually insert or delete pages. Before explaining how this is done a good understanding of what happens when inserting or deleting pages is necessary.

When you have only text in your document and no local objects, you can insert or delete any amount of pages. The end result remains the same as text is automatically reflowed as has been explained above.

But if your document has local objects you will lose these if you delete pages on which they are present. On the other hand if you insert a page before a page having an object, that object will now be on the page after the one you just inserted. And most probably the newly inserted page will now been reflowed with the text that initially was alongside the object which has moved up a page.

> Put in a simple way: inserting or deleting pages has no effect on text present in the default master frame but moves objects when inserting and moves and possibly deletes objects when deleting pages.
>
> This means that after deleting or inserting pages in a document with local objects you must check the text and object layout.

Inserting Pages

Menu➪Page➪Insert page…

To insert a page based on the master pages, choose **Insert page**. This opens a dialogue box allowing you to specify the number of pages to insert and where they should be inserted *(fig. 11.13)*.

Click on **OK** to insert the pages.

For example, import 10 pages of text into the default master frame of a new document. Now if you insert 5 pages before page 1, you will create a 15 page document. However, the last 5 pages will be blank and therefore automatically deleted. So the final document will be the same as the original!

> If the last 5 pages had contained any additional objects, they would not be deleted. The pages 11 to 15 would then only have those objects and no text on those pages in the master frame.

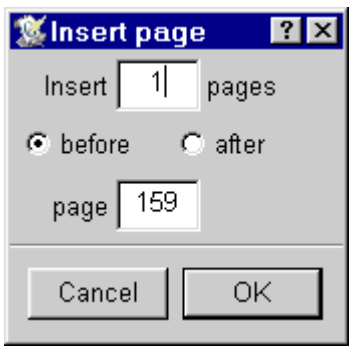


*Fig 11.13 - The **Insert page** dialogue box.*

Deleting Pages

Menu⇨Page⇨Delete page…

To delete a page, choose **Delete page**. This opens a dialogue box allowing you to specify the range of pages to delete *(fig. 11.14)*.

Click on **OK** to delete the pages.

This option deletes pages and any objects on those pages, but it does not delete any text in the default master frame. This text will flow onto the next page and new pages will be automatically added at the end of the chapter to accommodate the overflow.

This means that in some cases your document will be unchanged after deleting pages. For example, import 10 pages of text into the default master frame of a new document. Now if you delete all 10 pages, 10 new pages will be automatically re-inserted to accommodate the text.

But if you have a 10-page document with local objects as well as text on all pages, deleting 10 pages will result in the loss of all objects. Only the text in the master frame will remain.

When inserting or deleting pages it is possible to use more complex formats to select page numbers e.g. S.* for the first page in chapter S. (*See 12.2, **Range**.)*

Double sided documents

With double sided documents it is better to insert or delete an even number of pages. This is especially important if the left and right hand pages have a different layout.

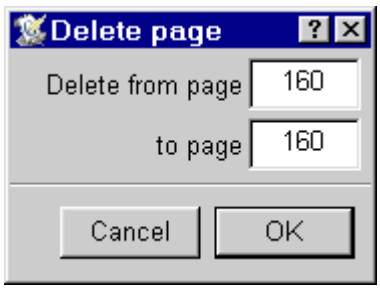


*Fig 11.14 - The **Delete page** dialogue box.*

11.9 Examples

Examples of how to set up two typical types of documents are given below.

Example 1

This is a single-sided document with just one chapter. It has a header containing the document name and a footer containing the page number. Both name and number are centred *(fig. 11.15)*.

1. Choose **New** from the File menu and set **Header** and **Footer** to 10mm.
2. Click on **OK** to close the dialogue box and create the document.
3. Choose **Menu➪Page➪Edit master pages**.
4. Type the document name in the header, and align it to the centre using the appropriate icon on the info palette.
5. Put the caret in the footer and insert the page number using **Insert➪Page number**.

   Menu➪Misc➪Insert➪Page number

   The page number is indicated by a # on master pages. Align the page number to the centre.
6. Close the master pages using the normal close icon on the title bar.

Now type or import the text for the document. As each page is filled, a new page is inserted with the name in the header and the correct page number in the footer.

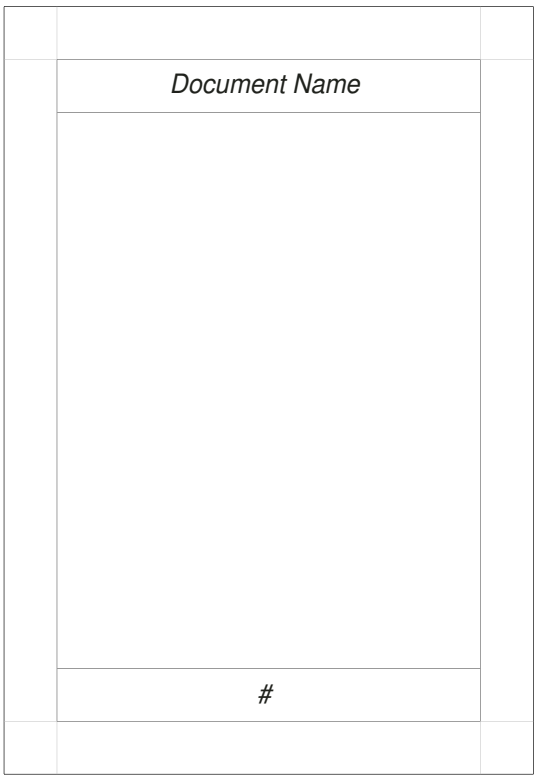


Fig 11.15 - Example 1.

Example 2

This is a double-sided document with multiple chapters, and a wider inside margin to accommodate the binding. It has a header containing the chapter number and a footer containing the page number. Both name and number are positioned on the outside edges of the pages *(fig. 11.16)*.

1. Choose **New** from the File menu and set **Header** and **Footer** to 10mm.
2. Choose **Double-sided** and **Mirror**, then set the **Inside** margin to 15mm
3. Click on **OK** to close the dialogue box and create the document.
4. Choose **Page⇨Edit master pages**. Ensure that you are viewing the left-hand master page, which is indicated by `1L` in the bottom left corner of the info palette.
5. Type `Chapter 1` in the header of the left-hand master page, and insert the page number in the footer (as described in Example 1).
6. Use the vertical scroll bar to scroll down to the right-hand master page. The icon in the bottom left corner of the info palette will show `1R`.
7. Type `Chapter 1` in the header of the right-hand master page, and align it to the right edge using the appropriate icon on the info palette. Insert the page number in the footer and align it to the right edge.
8. Close the master pages using the normal close icon on the title bar.

Now type or import the text for the document. As each page is filled, a new left or right hand page is correctly inserted.

To add another chapter, use the **New chapter** option on the **Page** menu *(see. 11.4)*. Ensure that you set the correct starting side for the new chapter, so that it follows on from the previous chapter.

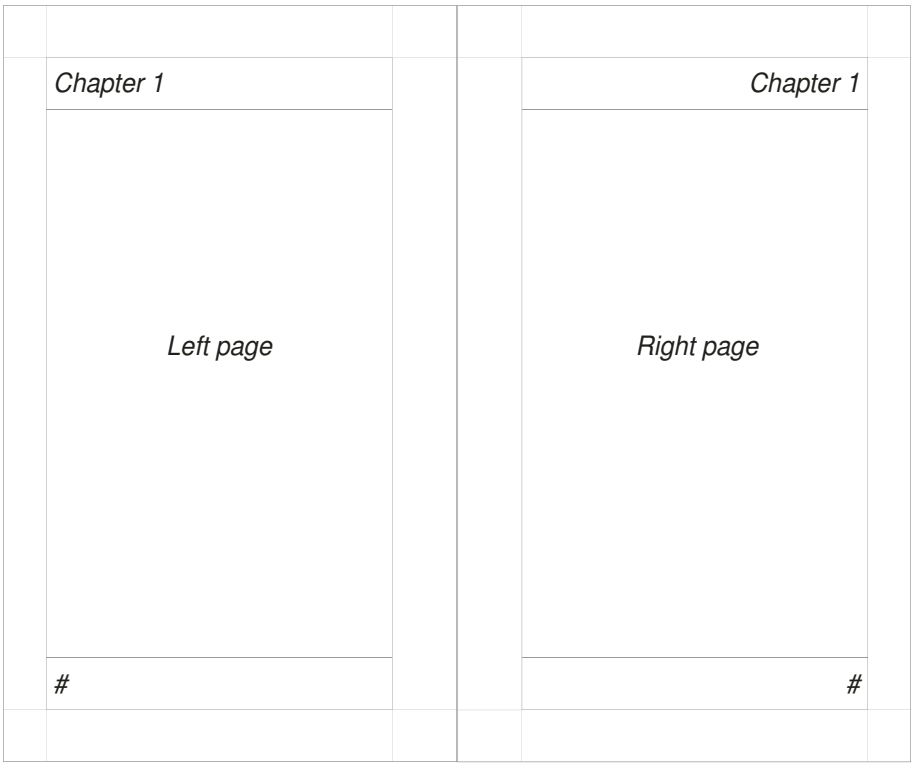


*Fig 11.16 - Example 2. View - **facing pages** set on in the Options menu*