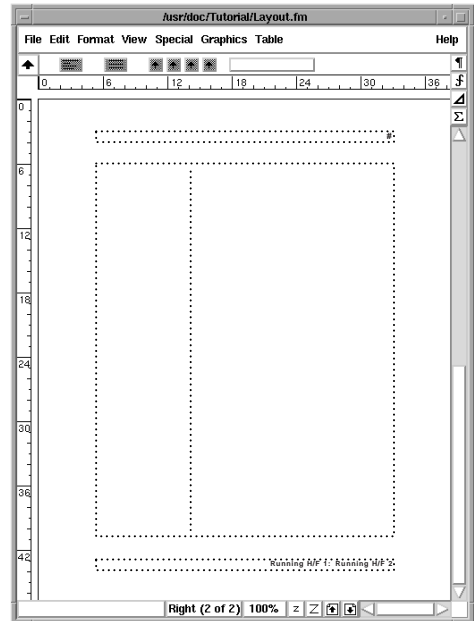


4 Page Layout



Page layouts for FrameMaker documents are stored on special master pages—one master page for each layout used in a document. The master pages define column layouts for text and the contents and placement of headers and footers. The master pages also may contain background text or graphics that appear on the corresponding body pages.

In this lesson, you'll learn how to do the following:

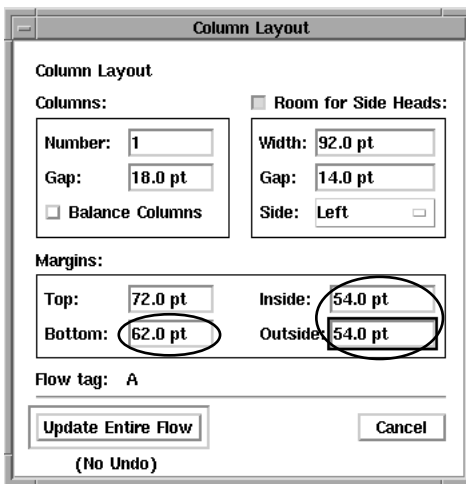
- Change the column layout
- Display master pages
- Create and position page headers and footers
- Use system variables for numbering pages and for creating running headers and footers

Changing column layout

To learn how page design works in FrameMaker, you'll set up the page layout for the chapters of a small book. The sample document already contains the paragraph and character formats that you'll use for document text.

You'll begin by narrowing the page margins so more text will fit on each page.

- 1 Open Layout.fm in the Lesson04 folder.
- 2 Choose File > Save As, enter the filename **Layout1.fm**, and click Save.
- 3 Choose Format > Page Layout > Column Layout.
- 4 In the Margins area, change the Bottom margin to 62 and the Inside and Outside margins to 54.



5 Click Update Entire Flow. When the margins decrease, the text frame becomes taller and wider. The width of the side-head area stays the same, but the width of the body column increases.

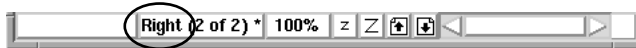
Displaying master pages

A document's *master pages* contain the layouts for the *body pages* that contain the document's contents. The master pages also contain the header and footer information that appears on each body page, and they may contain text or graphics that repeat from page to page.

Every FrameMaker document has at least one master page. Layout1.fm has two master pages because it's a double-sided document. One master page is used for all the left pages, and another is used for all the right pages.

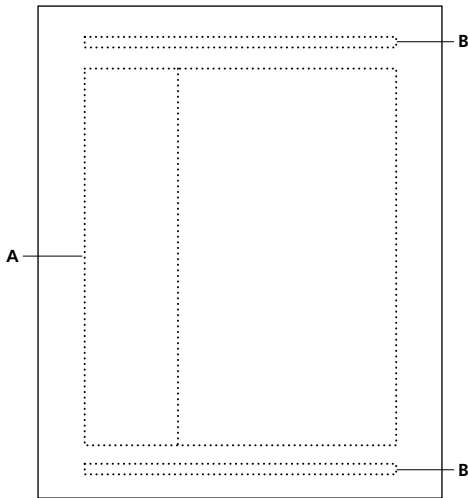
1 Choose View > Master Pages to display the master page that determines the layout of the current body page.

The name of the master page (Right) appears in the Page Status area of the status bar. The Page Status area also tells you that this is the second of two master pages.



The master page name appears in the Page Status area.

The Right master page contains three text frames.



A. Template text frame B. Background text frames

2 Click in the large text frame. This is a *template text frame*, which provides the layout for the text frames in which you type on body pages.

The left side of the Tag area in the status bar shows you the *flow tag*—the name of the text flow that the text frame belongs to.



The flow tag is A.


Most documents contain one main text flow that runs from the first page to the last. The flow is usually tagged A. When text fills a body page, FrameMaker adds a page automatically, copies the template text frame to the body page from the appropriate master page, and continues the text on the new page.

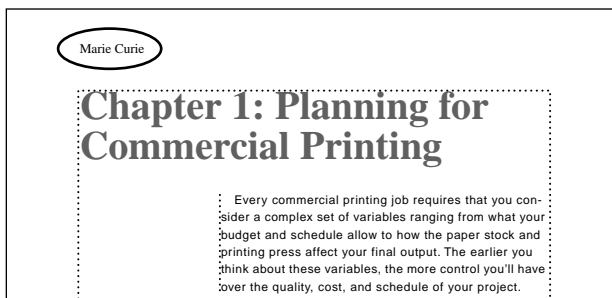
3 Click in the small text frame at the top of the page. This text frame and the small text frame at the bottom of the page are used for the headers and footers that appear on body pages.

The status bar doesn't contain a flow tag, indicating that the text flow for this text frame is *untagged*.




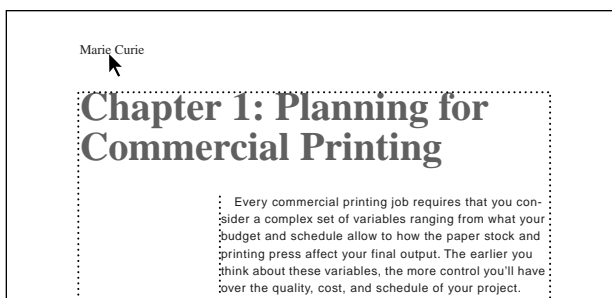
As you'll see, the contents of untagged text frames appear on body pages as *background text*—text that can only be edited on the master pages. Background text frames aren't copied to the body pages.

- 4 Type your name in the header text frame at the top of the page. If your name appears as a gray bar, click the Zoom In button () in the status bar until your name appears.
- 5 Choose View > Body Pages to display the body page. Your name appears at the top of the page, but the background text frame's borders are not displayed.



Background text appears without a text frame border.

- 6 Click on your name. The pointer doesn't change to an I-beam () as it usually does over text, and no insertion point appears, because the text isn't editable on the body page.



The pointer remains an arrow.

- 7 Click the Next Page button (⏩) in the status bar to display page 2. Your name doesn't appear at the top of page 2 because this is a left-hand page. It uses the Left master page, whose untagged text frames are still empty.
- 8 Click the Next Page button (⏩) again. Your name appears on page 3 because it's a right-hand page and, like page 1, it gets its page design from the Right master page.
- 9 Choose View > Master Pages to display the Right master page again.
- 10 Select your name in the header text frame and press Delete.

Numbering pages

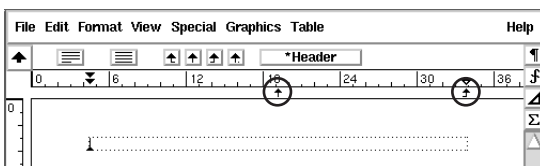
You'll add the page number at the top of every page. This number will appear on the left side of left-hand pages and on the right side of right-hand pages.

You make page numbers appear on the pages of your document by inserting a page number *system variable* on the master pages. System variables are placeholders for system information such as the page number, page count, date, and filename.

The paragraphs in the header and footer text frames are tagged Header and Footer. The Header and Footer formats aren't stored in the Paragraph Catalog because you usually don't need to apply these formats to any other paragraphs. (The asterisk in the status bar indicates that the Header paragraph format doesn't match a format in the catalog.)

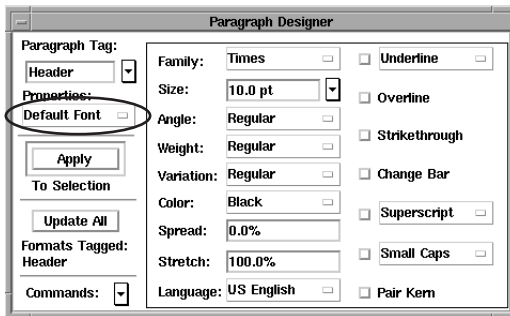


The paragraph format for the paragraph in the header text frame contains center-aligned and right-aligned tab stops (shown in the top ruler).



Now you'll change the font used in the header paragraph. The Header paragraph format is used on the Left and Right master pages, so you can update both header paragraphs at the same time.

- 1 Choose Format > Paragraphs > Designer to display the Paragraph Designer.
- 2 Choose Default Font from the Properties pop-up menu. (In Windows, you can just click the Default Font tab at the top of the designer.)



- 3 Choose Helvetica from the Family pop-up menu and Bold from the Weight pop-up menu, and click Update All. You won't see any change, because the text frame doesn't contain any text yet. But when you add a variable to the text frame, the variable will appear in Helvetica Bold.

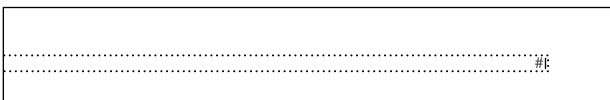
- 4 Close the Paragraph Designer.

You'll set up page numbering so that the numbers appear on the right side of right-hand pages and on the left side of left-hand pages. You're on the Right master page now, so you'll use the right-aligned tab stop to right-align the page numbers.

- 5 Press Tab twice. The insertion point moves to the far right of the header text frame. Next, you'll insert a variable representing the current page number.

- 6 Choose Format > Headers & Footers > Insert Page #.

A number sign (#) appears at the right side of the header text frame. It will be replaced by the page number on the body pages.

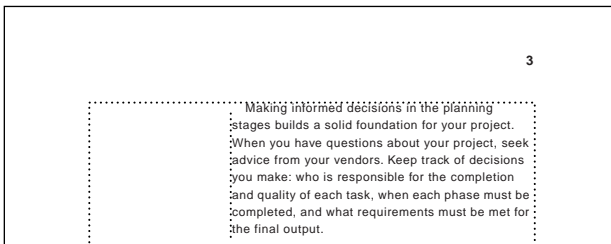


Next, you'll insert the page number variable in the header of the Left master page.

7 Click the Previous Page button (⏪) in the status bar to display the Left master page. The name of the master page appears in the Page Status area of the status bar.

8 Click in the header text frame and choose Format > Headers & Footers > Insert Page #. The number sign appears at the left margin. This is where you want page numbers to appear on left-hand pages.

9 Choose View > Body Pages to display the body pages again. The page number now appears on each page. If you want, scroll through the document to see how the page number alternates between the left and right sides.



Page number displayed


10 Save the document.

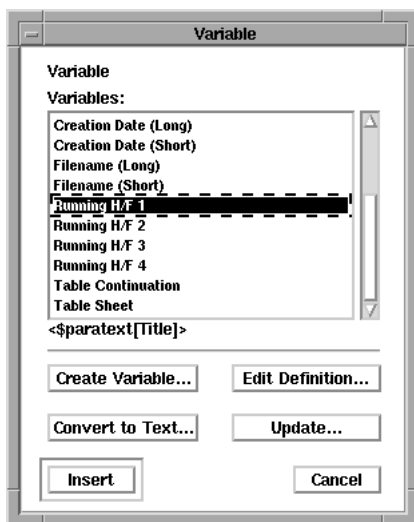
Creating a running footer

If you want the same text to appear in the footer of every page, you can simply type the text in the footer text frames on the master pages. However, for this document you'll create a *running footer*—a footer whose text depends on the contents of the page.

For example, a running footer based on Heading1 paragraphs contains the text of the first Heading1 paragraph on the page. If the page doesn't contain a Heading1 paragraph, the footer contains the text of the most recent Heading1 paragraph on preceding pages. (You can also create *running headers* with text that changes depending on the contents of the page.)

Like a page number, a running header or footer is created by inserting a system variable on a master page rather than by typing text. The running footers for this document will contain the chapter title and a first-level heading.

- 1 Choose View > Master Pages to display a master page.
- 2 Check the Page Status area of the status bar for the name of the current master page. If you are on the Left master page, click the Next Page button () to display the Right master page.
- 3 Click in the footer text frame. (You may need to scroll down to see this text frame.) The footer will appear on the right side of right-hand pages and on the left side of left-hand pages. You're on the Right master page, so you'll use a tab stop to right-align the footer.
- 4 Press Tab. The insertion point moves to the right margin of the footer text frame. Next, you'll insert a variable that displays the chapter title.
- 5 Choose Format > Headers & Footers > Insert Other.
- 6 Scroll the Variables scroll list until you see *Running H/F 1* in the list. This is one of four system variables provided especially for running headers and footers.
- 7 Select Running H/F 1. The definition of the variable appears under the scroll list.

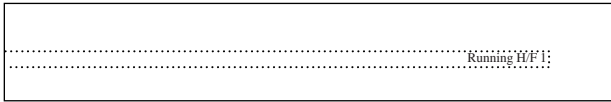


The definition uses the `<$paratext>` *building block*, which tells FrameMaker to use the text of a paragraph with the tag that follows in square brackets. The definition specifies the Title paragraph format. Your chapter title uses the ChapterTitle format, so you'll change the definition.

8 Click Edit Definition.

9 Enter **Chapter** in front of *Title* in the Definition text box and click Edit. The variable definition is now `<$paratext[ChapterTitle]>`. (Capitalization is significant, so be sure to match the capitalization style of the paragraph tag you're using, as shown here.)

10 Click Insert. *Running H/F 1* appears in the footer, but the actual chapter title will appear on body pages.



You'll separate the chapter title from the text of the first-level heading with a colon and an en space (a wide space).

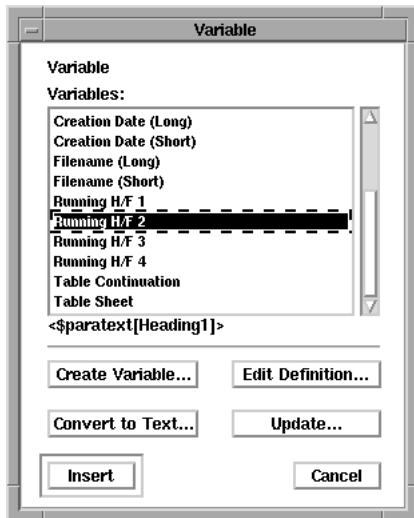
11 Type a colon (:).

12 To type an en space, press and release the Escape key, then the spacebar, and then the lowercase letter *n*.

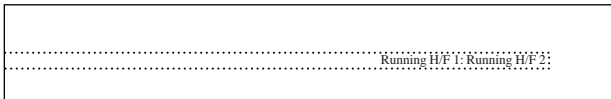
Now you'll add another running footer variable, to display the text of first-level headings.

13 Choose Format > Headers & Footers > Insert Other.

14 Select Running H/F 2 in the Variables scroll list. The variable is defined to display the text of a paragraph with the tag Heading1. This is the definition you want; your first-level headings use the Heading1 format.



15 Click Insert.



Finishing the footers

To finish the footers, you'll change their paragraph format and then copy the footer variables to the left master page.

- 1 Choose Format > Paragraphs > Designer to display the Paragraph Designer.
- 2 In the Default Font properties, change the Family to Helvetica, the Size to 8 (points), the Weight to Bold, and the Spread to 10.
- 3 Click Update All and close the Paragraph Designer.

Now you'll copy the footer variables to the left master page.

- 4 Click Running H/F 1 in the footer once to select it. (If you double-click it by mistake, the Variables dialog box appears. Click Cancel and try again.)

- 5 Shift-click Running H/F 2 in the footer to extend the selection.
- 6 Choose Edit > Copy.
- 7 Click the Previous Page button (⏪) in the status bar to display the Left master page.
- 8 Click in the footer text frame and choose Edit > Paste. (You may need to scroll down to see the footer text frame.) Because you did not press Tab, the variables appear at the left side of the text frame.
- 9 Choose View > Body Pages to display the body pages again, and scroll through the document. The running footer now appears on each page.
- 10 Save and close the document.

Moving on

You've completed this lesson. For in-depth information about variables and about page layout, see Chapter 7, "Variables," and Chapter 11, "Page Layout," in the *Adobe FrameMaker User Guide*.

Review questions

For answers to these questions, see page 373.

- 1 How do you change the page margins of a document?
- 2 What are master pages?
- 3 What are the main differences between the template text frames and background text frames that appear on master pages?
- 4 How do you insert a page number in a header or footer?
- 5 What is a running header or footer?
- 6 How do you create a running header or footer?