

# La Grande

La Grande InDesign magazine template documentation – Version 1.0 – March 2011

## Magazine template documentation

*for Adobe InDesign CS4 & higher*

## Master pages

Overview of the available master pages and functions

## Features

- Quick start guide
- GREP styles overview
- Tips for your design



# Documentation

All that you need to know to design a professional magazine using this template *by ottonova*

**T**hank you for buying this template on GraphicRiver. With this template you can design a complete professional looking magazine. All the necessary styles, page layouts and details are preformatted so that you can concentrate on the content. The template is set up as easy and user friendly as possible so that you don't have to be an InDesign expert to design a decent looking magazine. This documentation helps to get you familiar with the master pages, editing the text and placing your own images in the layout.

## Contents of the template

There are two InDesign files included in this template:

- An INDD file in the folder 'CS5' called la\_grande\_template.indd for use with InDesign CS5.
- An IDML file in the folder 'CS4' called la\_grande\_template.idml for use with InDesign CS4. Both the files contain the same complete set of master pages. Also, PDF documents with a preview magazine and this documentation are included.

## Creating a new magazine with master pages

InDesign works with master pages for its page layouts. A master page is a template for a single page or a spread (two facing pages). In this document there are several master pages set up ready for you to use. The way you use these master pages is as follows:

- 1 Create a new page in your document via the Pages panel > Insert Pages or via the menu Layout > Pages > Insert Pages and choose which master to apply.
- 2 To edit the text on the new pages you created, hold Ctrl - Shift and click on the green text frame. (Cmd - Shift - click on a Mac). This function overrides the text frame on the master page so that it becomes editable in your document.
- 3 To place images in the red graphic frames, choose File > Place from the menu (or press Ctrl/Cmd - D) and click with the loaded cursor on a red frame.

In the list below I'm going to explain the function of each master page briefly.

## Master page 0 - Master

This is the standard master page on which the other master pages are based on, except the front and back cover masters. It contains the margins, columns and bleeds, the page numbers and the header and footer that appear on each page. You can change the location, color and size of the header and footer on this page.

## Master page 1 - Master white headers

This master page is the same as Master page 0, only with the top header text in white.

## Master page C - Cover

This master page is the front cover of the magazine. It contains the title, issue information and the featured items in the magazine.

To change any of the items in your magazine, you should take the following steps:

- 1 Create a new single page and apply the master page C - Cover to this new page.
- 2 You will see a white page with the all the text in white on a grey background. Use the Place function of InDesign to place an image in the red rectangle on the cover. This is your main cover image.
- 3 To edit the cover text, hold Ctrl/Cmd - Shift and click on the green text frames.

## Master page TOC - Table of contents

The next page in your magazine is a table of contents. This is an automatically generated table of contents using the headings in your magazine. On the left page it contains space for an advertisement. It also contains the colophon, where information about the production of your magazine is placed. Take a look at the example included on the master page. The way to edit the text on this page is a little different than on the other pages:

- 1 Insert a new page and apply the master TOC - Table of contents to it.
- 2 To edit the colophon, you can Ctrl/Cmd - Shift click on the text box, the same as on the other pages.
- 3 To edit the table of contents, you have to go directly to the master page (so not the regular page in the document) and choose the menu option Layout > Update Table of Contents. This updates the TOC on the master page, and also on the regular page in the magazine. If you try to update the TOC on the regular page, you'll notice that this isn't possible. Also, for the automatic generation of the TOC, make sure you are using the Headline and Standfirst paragraph styles in your magazine.

### Master pages 1A-1G - Opening

These master pages are the opening spreads for articles and interviews. They consist of a two pages with a large headline, standfirst, text columns and images with captions.

### Master page 1E - Editorial

This master can be used for a short, single page editorial, usually located directly after or before the table of contents.

### Master page 2A-2B - 2 column

These masters can be used as the following pages from an article or interview, or as single pages without a headline.

### Master page 3A-3C - 3 column

These masters are similar to the 2 column masters, only with 3 columns of text.

### Master page 4A - 4 column

This master is similar to the 2 and 3 column master, only with 4 columns of text.

### Master page 5A-B - Showcase

These masters can be used to show a large, full-spread image. Think of a centerfold or poster. There are two variations, one with a white text box and one with a black text box.

### Master page 6A - Gallery

This master page can be used to describe a number of short items, such as news or products.

### Master page BC - Back cover

This master is used for the back cover of the magazine. It usually contains a full page advertisement and the bar code.

### Final words

I hope this documentation provides enough help so that you can create your own magazine. If you have any questions about the template or this documentation, please contact me at GraphicRiver or send me an e-mail at otto (insert symbol here) ottonova.nl

*Editing master items on a page (overriding):  
Ctrl/Cmd-Shift-click on the text box.*

*Placing an image in a red graphic frame: Use  
File > Place or press Ctrl/Cmd-D and click on  
the frame.*

#### GREP STYLES

In this template there are several GREP styles defined that format the text automatically when you type it. GREP styles are regular expressions that search your text and when it finds a certain pattern, it applies a character style to it. GREP is InDesign's advanced and magic feature that can save you a lot of work.

#### GREP style No Break

Probably the most time-saving thing that you can do with GREP is preventing single words on the last line of a paragraph, so called orphans. This makes text columns look sloppy and unprofessional.

To prevent this, a GREP style in the paragraph style Basic Paragraph is defined: No break. This style reflows the text in a way that there are always two or more words on a line.

#### GREP style Magazine signature

A magazine has usually some sort of signature, a way to mark the end of an article. This signature can be a symbol, abbreviation or a picture. In this template the signature **mag** is set up, that appears in blue at when placed as the last word in a paragraph, like this: **MAG**

To edit the signature, open the Basic Paragraph style, go to GREP styles and choose your own signature, followed by a dollar sign (\$).

#### GREP style Caption locations

Another special style is the style applied to the words top, bottom, middle, left, right and all in the captions. These are also applied with a GREP style. To edit this, go to the paragraph style Caption.

*Always use a multiple of 4 pages if your  
magazine is going to be printed.*

*Use Quick Apply (Ctrl/Cmd - Enter) to apply  
styles to text without using the mouse.*

# Style guide

The headline above is Headline 84pt. This is the standfirst *by the author*

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## Headline 60pt

Standfirst *by the author*

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### Question

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## Headline 18pt

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### Subheading border

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## Headline 36pt

### TEXT BOX HEADLINE

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Standfirst *by the author*

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## Subhead

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Standfirst *by the author*

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## Headline 36pt

Buletted list

- 1
- 2
- 3

Numbered list

- 1 A
- 2 B
- 3 C

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*Pull quote small border*

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TOP This is a caption

ottonova

2011