**InDesign Reminders:**

**Master Pages**

* Anything you put on a master page will show on every page unless you override it and delete on select pages.
* To insert page numbers, draw a text box, type “Page” and then choose Type > Insert Special Character > Markers > Current Page Number
* Anything you put on the left side of the master page, you should copy to the right side unless you want the layout to be different on the left and right pages.
* To create column guides on your master page, choose Layout > Margins and Columns and select the appropriate amount of columns you wish to use.
* To override master page elements, hold SHIFT+CTRL and then click on the element – you can them move, edit, or delete the element

**Ruler Guides**

* Can be used to help align certain aspects of a page – just click in the ruler and drag your mouse down to where you want the ruler guide to be

**Paragraph Styles**

* Any time you will have more than one page or article in a newsletter it is more time efficient to create paragraph styles to quickly copy the formatting of one paragraph to others.
* To create a Paragraph Style, format your text first, then select the text you want to copy the formatting from. In the Paragraph Styles window, choose New Paragraph Style, Name the style, and then click ok. After you click ok, be sure to click on the name of the style you just created to apply it to you selected text.

**Miscellaneous**

* To add effects, choose Object > Effects > and then select the effect you wish to add
* To import pictures or text, choose File > Place
* To insert more pages to your newsletter, click on Pages in the palette tab and choose Insert Pages from the options icon. Enter the amount of pages you want to insert.