

Title Goes Here

Volume XX, Issue XX

Date YEAR

This is a graphics frame to hold the picture for the cover of the newsletter.

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A general description of the various master pages used by this template.
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A detailed list of the paragraph and character formats used in this document.
- **Variables**
A list of variables used by this document.
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A list of Numbering Schemes used by this document.
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A list of graphic devices used by this document.
- **Table Types**
A list of table types used by this document.

Notes on this master page:
Volume, Issue Number, Date, Year and Title must all be modified on the Reference page. This frame is flow C. It is not connected to any other flow in this book.

Master Page Usage

There are five master pages in this document. They are:

- Cover
- Title-Left
- Title-Right
- Right
- Left

Cover

The Cover page has three elements that reside only on the Master page, and two elements on the body page.

The Master page elements include:

- A free-graphic (currently text saying Title Goes Here) that should represent the title of the newsletter.
- Two reference-page text-frames that use the slug-left and slug-right paragraph formats to display the issue's number, volume number and the date.

The body page elements include:

- A body-text column where in the contents of the issue should be listed.
- A graphic box that should contain the cover art for the issue (if any).

This page should only be used once per issue. The following page can either be a Left or a Title-Left page.

Title-Right and Title-Left

These are pages without header or footer. Ideally they should be used for the first page of an article. Title is used primarily after the cover page (which is a right-hand side page) if the author does not wish the page after the cover to be blank.

The only difference between title and non-title pages are the headers and footers. The Header contains a Running Header based on the Title of the article. The footer contains the date, year, newsletter name and issue number.

Both Title-Right and Title-Left use a 7" wide x 10" tall text frame with two columns (0.15 spacing). The text frames are indented 0.5" from the top, and 1" from either the right or left side.

Right and Left

These are the two default pages. They should be used everywhere that is not the first page of something. All files should begin on the right hand side. Ideally all page counts will be even.

The Right and Left master pages have a 7" wide by 9.75" text frame of two columns (0.15 spacing) for content.

Each Right and Left page has a header which contains the running variable for the Heading1 paragraph tag. The footer contains the issue information written on the cover.

Fonts

Fonts used in this newsletter template are:

- Lydian BT for headers and titles.
- CentSchbook BT for body and content.
- Humanist 777 BT for table contents.

Sizes range between 24pt (titles) and 8pt (table content).

Paragraph Styles:

Body

- Basic
Space: Below Pgf: 0.5pt,
Line Spacing: 12.5pt

- Default Font
Family: CentSchbook BT
Size: 10.5
Pair Kern: Checked
- Paginate: Widow/Orphan Lines: 2
- Advanced: Hyphenate (not checked)

- Bulleted
- Basic
Indents: Left 0.25"
Line Spacing 12.5pt
Tab Stops: 0.25" Left
- Default Font
Family: CentSchbook BT

- Size: 10.5
- Pair Kern: Checked
- Numbering
- Autonumber Format: Checked
- \b\t
- Character Format: Default Font
- Position: Start of Paragraph
- Advanced: Hyphenate (not Checked)

Cell Body

- Basic:
 - Line Spacing 10pt
- Default Font:
 - Family: Humnst777 BT
 - Size: 9pt
 - Pair Kern (Checked)
- Pagination:
 - Windows/Orphan Lines 2
- Advanced
 - Hyphenate (not Checked)

CellHeading

- Basic:
 - Line Spacing 12.0pt
 - Alignment: Center
- Default Font:
 - Family: Humnst777 BT
 - Size: 10pt
 - Pair Kern (Checked)
- Pagination:
 - Windows/Orphan Lines 2
- Advanced
 - Hyphenate (not Checked)

Footer

- Basic:
 - Line Spacing: 14pt
 - Tab Stops: 3.52" C, 6.81" R
- Default Font
 - Family: Humnst777 BT
 - Size 12.0
- Pagination: Widow/Orphan Lines: 1
- Advanced: Hyphenate (Not checked)
 - Frame Above Pgf: Single Line

Header-Left

- Basic:
 - Line Spacing 17.0pt
 - Alignment: Justified
 - Tab Stops: 3.75" C, 7.5" R
- Default Font:
 - Family: Humnst77BT
 - Size: 14pt
 - Weight: Bold

- Pagination: Widow/Orphan Lines: 1
- Advanced: Hyphenate (not checked)

Header-Right

- Basic:
 - Line Spacing 17.0pt
 - Alignment: Right
 - Tab Stops: 3.75" C, 7.5" R
- Default Font:
 - Family: Humnst77BT
 - Size: 14pt
 - Weight: Bold
- Pagination: Widow/Orphan Lines: 1
- Advanced: Hyphenate (not checked)

Heading1

- Basic:
 - Indents: Right: 0.667
 - Space Above Pgf: 18pt, Below Pgf: 18.0pt
 - Line Spacing 18.0pt
- Default Font:
 - Family: Humnst777BT
 - Size: 16.0pt
 - Pair Kern (checked)
- Pagination
 - Keep With: Next Pgf
 - Widow/Orphan Lines: 2
- Advanced
 - Hyphenate (not checked)

Heading2

- Basic:
 - Space Above: 17.0pt Below Pgf: 17.0pt
 - Line Spacing 17.0pt
- Default Font:
 - Family: Humnst777BT
 - Size: 14.0pt
 - Pair Kern (checked)
- Pagination
 - Keep With: Next Pgf
 - Widow/Orphan Lines: 2
- Advanced
 - Hyphenate (not checked)

Fonts 4

Heading3

- Basic:
Space Above Pgf: 14.0pt, Below Pgf: 14.0pt
Line Spacing 14.0pt
- Default Font:
Family: Humnst777BT
Size: 12.0pt
Pair Kern (checked)
- Pagination
Keep With: Next Pgf
Widow/Orphan Lines: 2
- Advanced
Hyphenate (not checked)

Heading4

- Basic:
Space Above Pgf: 12.5pt, Below Pgf: 12.5pt
Line Spacing 12.5pt
- Default Font:
Family: Humnst777BT
Size: 10.5pt
Pair Kern (checked)
- Pagination
Keep With: Next Pgf
Widow/Orphan Lines: 2
- Advanced
Hyphenate (not checked)

Indented

- Basic:
Indents: First: 0.25", Left 0.25"
Space Below Pgf: 12.5pt
Line Spacing 12.5pt
Tab Stop: 0.25" L
- Default Font:
Family: CentSchbook BT
Size: 10.5pt
Pair Kern (checked)
- Pagination
Widow/Orphan Lines: 2
- Advanced
Hyphenate (not checked)

1. Numbered
 - Basic:
Indents: Left 0.25"
Space Below Pgf: 12.5pt
Line Spacing 12.5pt
Tab Stop: 0.25" L
 - Default Font:
Family: CentSchbook BT

- Size: 10.5pt
Pair Kern (checked)
- Pagination
Widow/Orphan Lines: 2
 - Numbering
Autonumber format: <n+>.\t
Character format: Default Font
Position: Start of Paragraph
 - Advanced
Hyphenate (not checked)

1. Numbered1
 - Basic:
Indents: Left 0.25"
Space Below Pgf: 12.5pt
Line Spacing 12.5pt
Tab Stop: 0.25" L
 - Default Font:
Family: CentSchbook BT
Size: 10.5pt
Pair Kern (checked)
 - Pagination
Widow/Orphan Lines: 2
 - Numbering
Autonumber format: <n=1>.\t
Character format: Default Font
Position: Start of Paragraph
 - Advanced
Hyphenate (not checked)

SlugLeft

- Basic:
Space Below Pgf: 14.0pt
Line Spacing 14.0pt
- Default Font:
Family: Humnst777BT
Size: 12.0pt
Pair Kern (checked)
- Pagination
Widow/Orphan Lines: 2
- Advanced
Hyphenate (not checked)

SlugRight

- Basic:
Space Below Pgf: 14.0pt
Line Spacing 14.0pt
- Default Font:
Family: Humnst777BT
Size: 12.0pt
Pair Kern (checked)
- Pagination
Widow/Orphan Lines: 2

- Advanced
Hyphenate (not checked)

Title

- Basic:
Space Above Pgf: 31.0pt, Below Pgf: 1r.0pt
Line Spacing 31.0pt
- Default Font:
Family: Humnst777BTF
Size: 24.0pt
Pair Kern (checked)
- Pagination
Keep With: Next Pgf
Format: Across All Columns
Widow/Orphan Lines: 2
- Advanced
Hyphenate (not checked)

- *Emphasis*
Angle: Italic

Title

Character Formats

- **Bold**
Weight: Bold

Family: Humnst777BT
Size 150.0pt
Stretch 40.0%, Pair Kern (Checked)

- Underline
Underline (checked)
Pair Kern (Checked)

Variables

There are no variables defined by this template.

Numbering Schemes

There are no special numbering schemes defined by this template.

Graphic Uses

The Cover page has a graphics frame drawn on the Body page to hold the cover art.

The phrase “title goes here” is typed on the Master Cover page using the Draw A Text Line tool and the Character format: Title.

On the reference pages only the single line (used in the Header-Left, Header-Right and the Footer) are defined.

Table Types

There is only one table type, Format A.

Basic	Space: Above and Below 12.0pt
Default Cell Margins	Top/Left/Bottom/Right: 4.0pt
Title Position	No Title, Gap 4.0pt, Orphan Rows: 2
Ruling:	Separators
Shading	None

