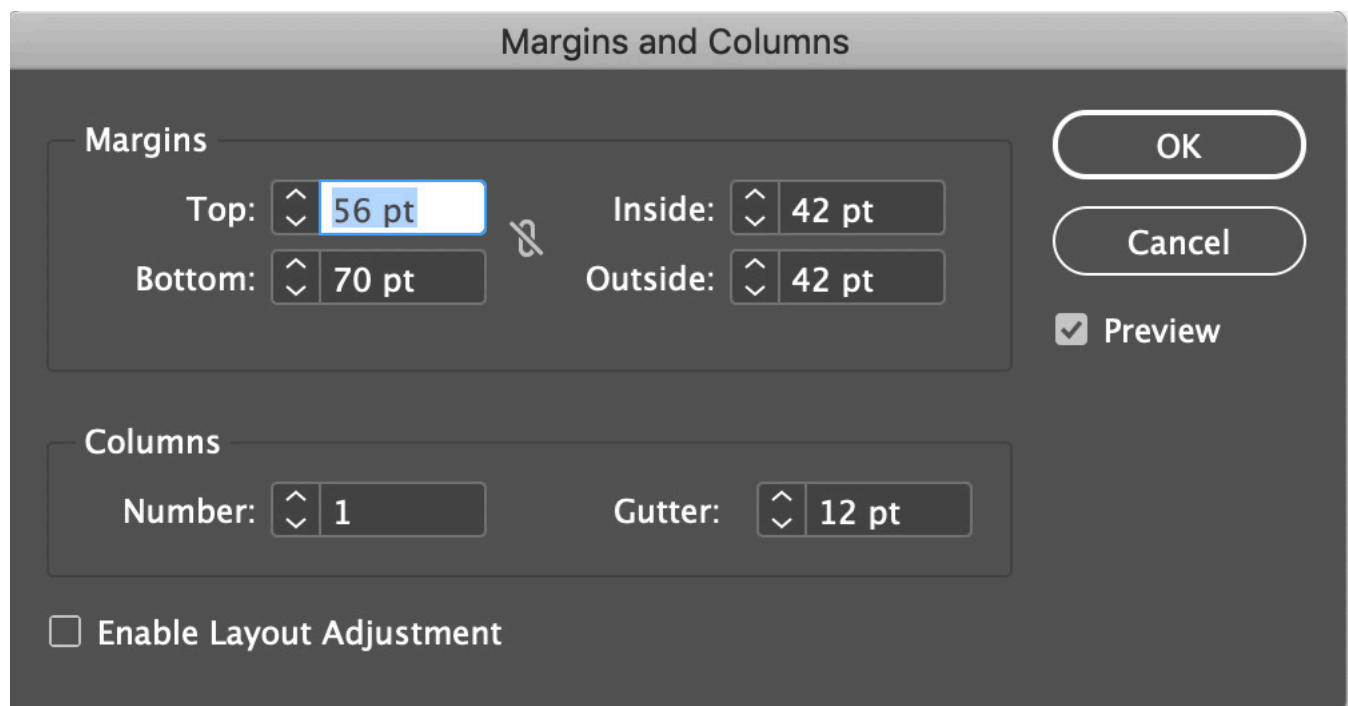


To set up a beautiful modular grid (*for aligning your layout across the spread*) that also aligns with your baseline grid (*for aligning body text across columns*).

Step 1: Figure out your typeface, size & leading for your body text =  
from your type spec sheet

Step 2: Create a new InDesign document with 6 pages  
(*for now, set up your document to be facing pages...starting on page 2*)

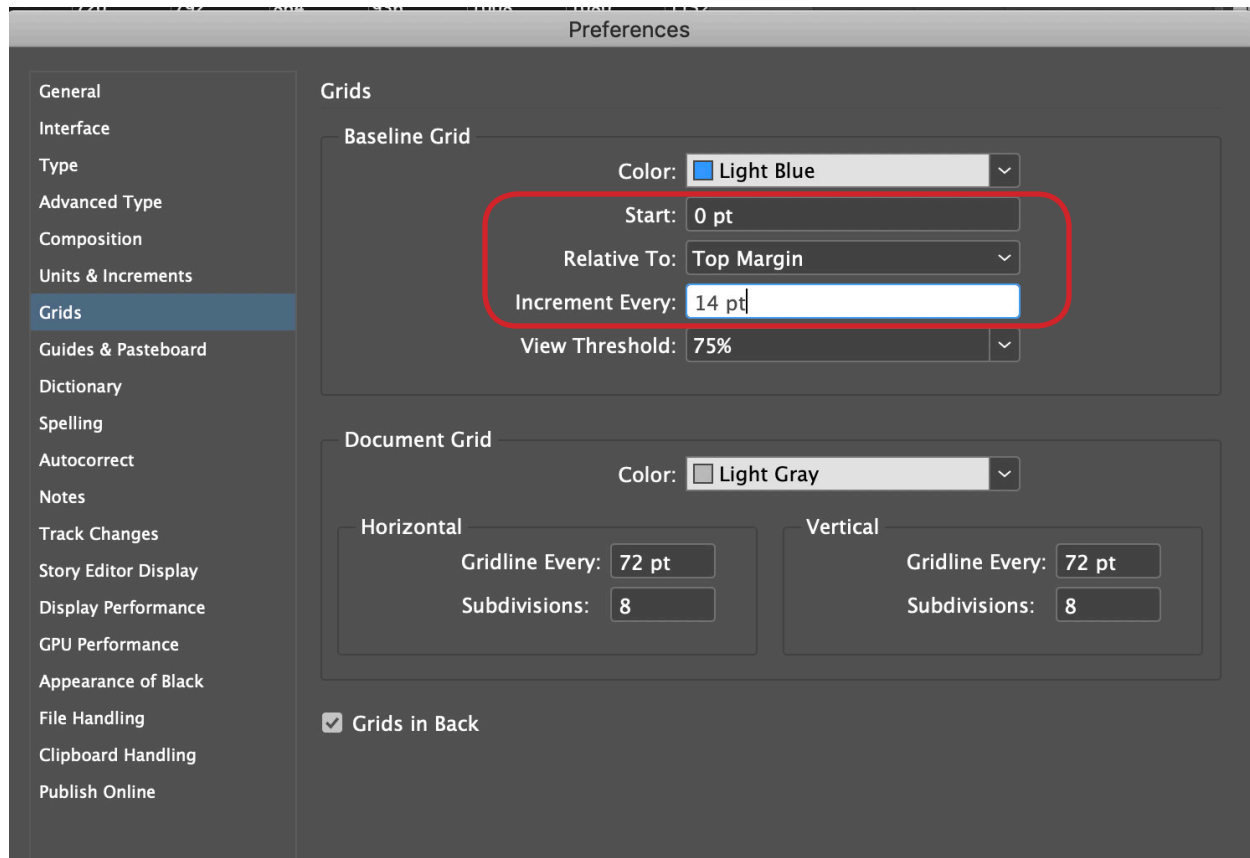
Step 3: In your Master Pages, shift click to select both the left and right master pages and go to *Layout >> Margins and Columns*. Set up your margins to a multiple of your leading  
*e.g. if your leading is 14pt then your top margin could be 14 x 4 or 56pt, your left and right margin could be 14 x 3 or 42 pt, and the bottom can start off at 14 x 5 or 70pt.*



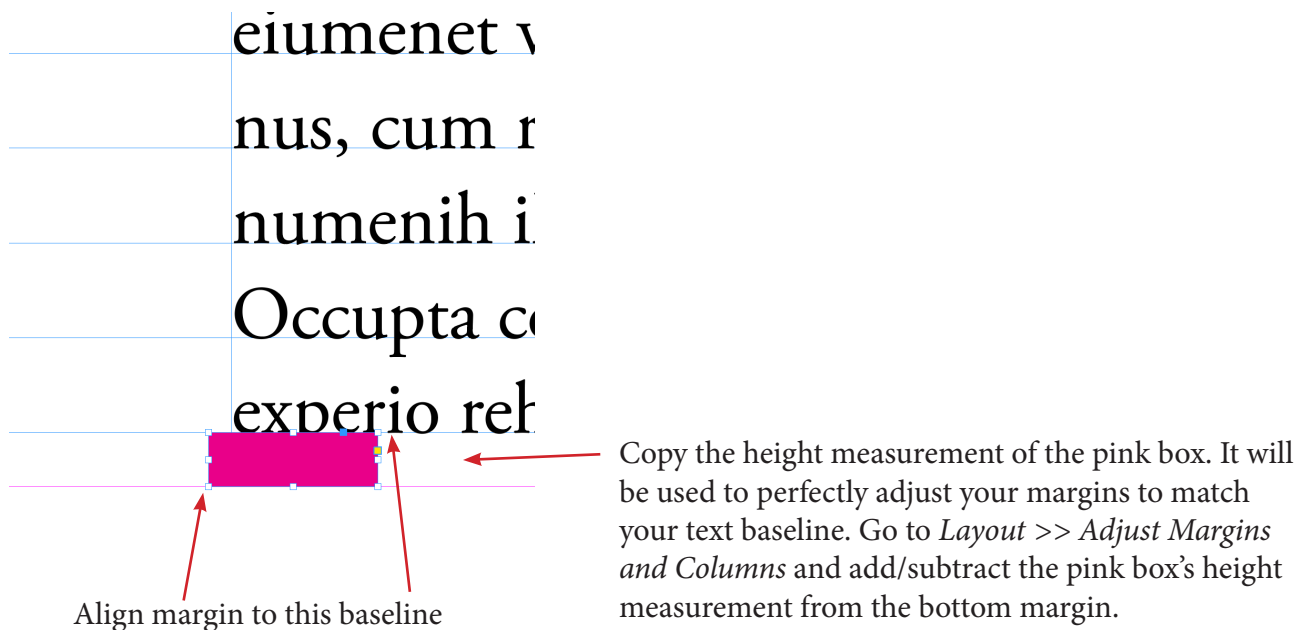
Step 4: Create a new layer named Footer, add your footer information to your master pages. For adding page numbers go to *Type >> Insert Special Character >> Current Page Number*

Step 5: Create a text block that goes from the top margin to the bottom margin and flow in place holder text. Set your typeface to the size & leading from your type spec sheet.

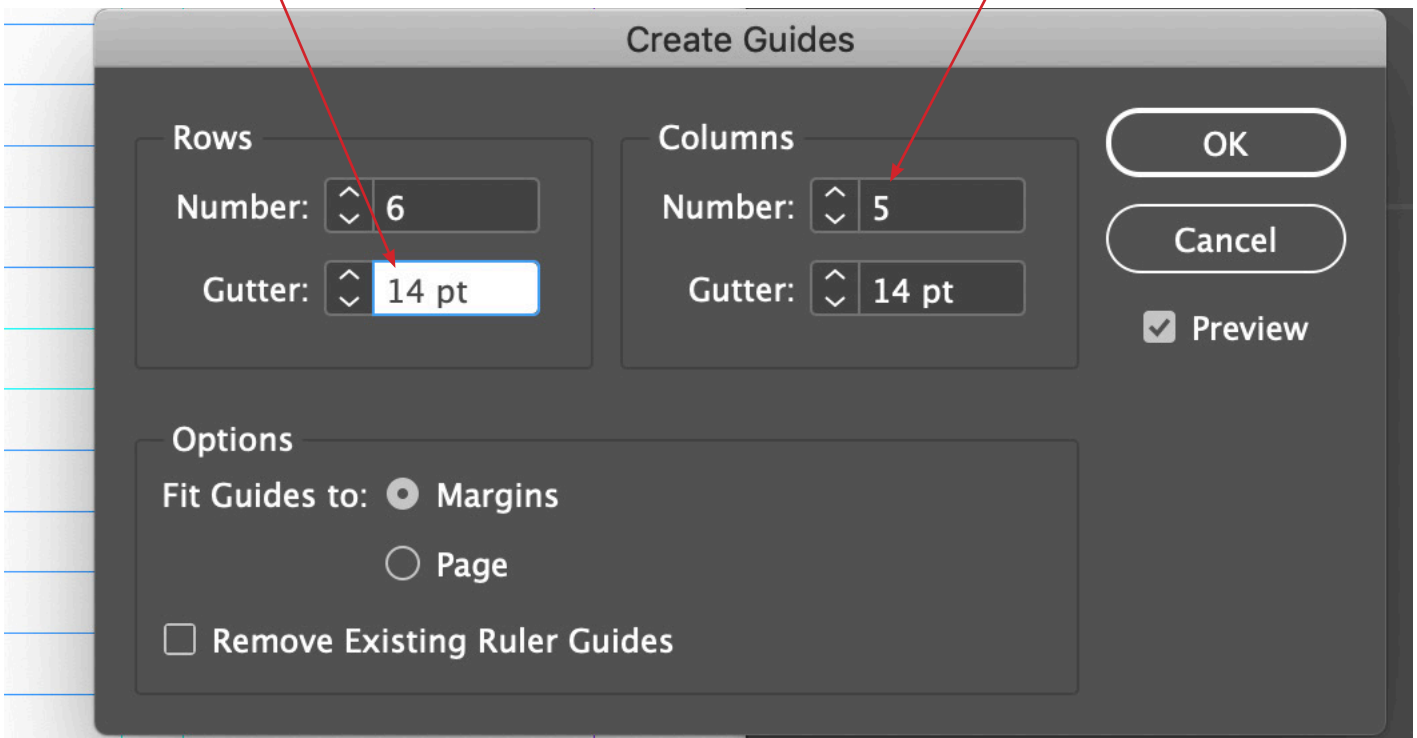
Step 6: Set up your baseline grid to match your leading. Go to *InDesign CC >> Preferences >> Grids*



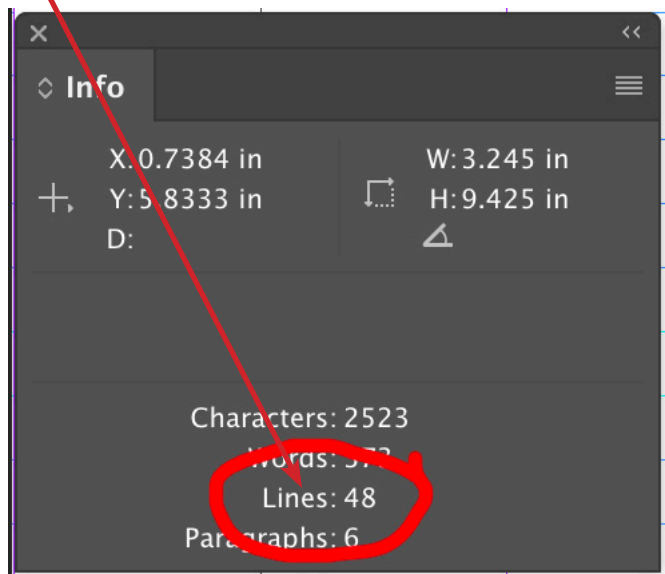
Step 7: Adjust your master page margins to fit/align to the last baseline of your body text



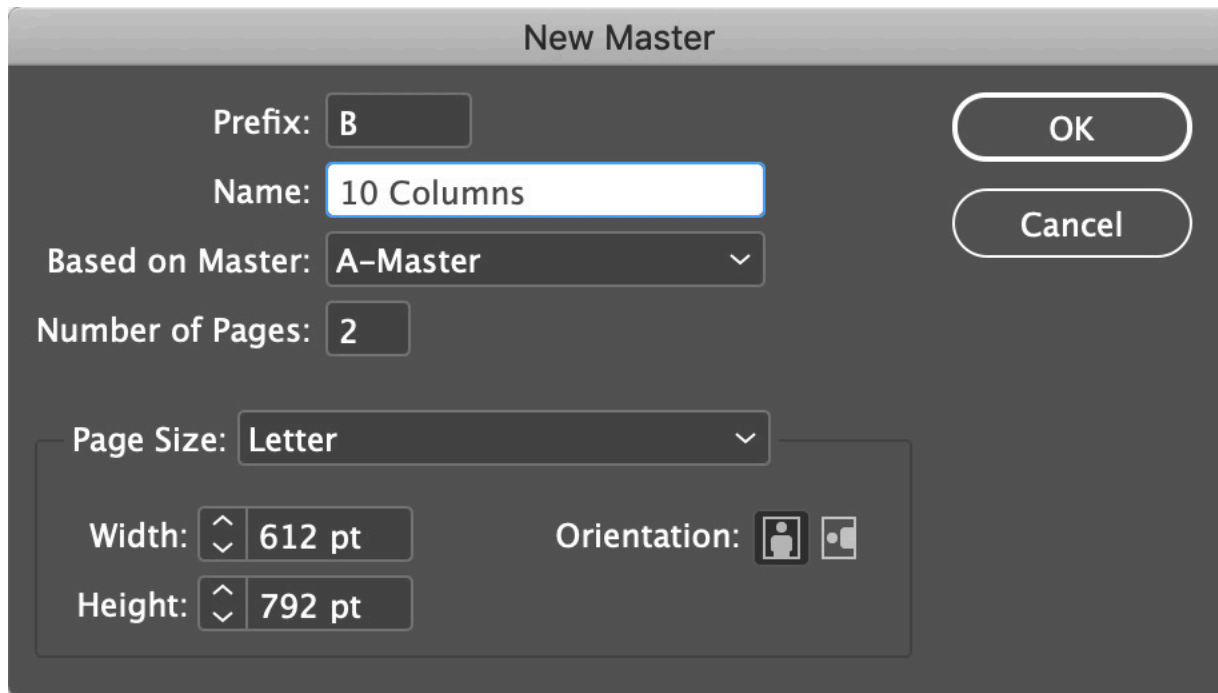
Step 8: While in your master pages, create a new layer called “Guides” (Try using a 5 or 6 column grid) and create guides for your rows and columns (use your leading as your gutter size for both your columns and for your rows.)



Step 9: If you cannot get your GUIDE ROWS to line up perfectly with your baseline grid, try reducing the height of place holder text by one line on the bottom of your text block. e.g. if you have “49 Lines” of text for your placeholder text try making it 48 lines. Then repeat Step 7 and Step 8 to re-adjust your master page margins to fit the baseline of your place holder text, remove existing ruler guides, & redo your column & row guides.



Step 10: Create a New Master spread (it will be Master B) and *base it* on Master A.  
Rename Your Master B if desired.

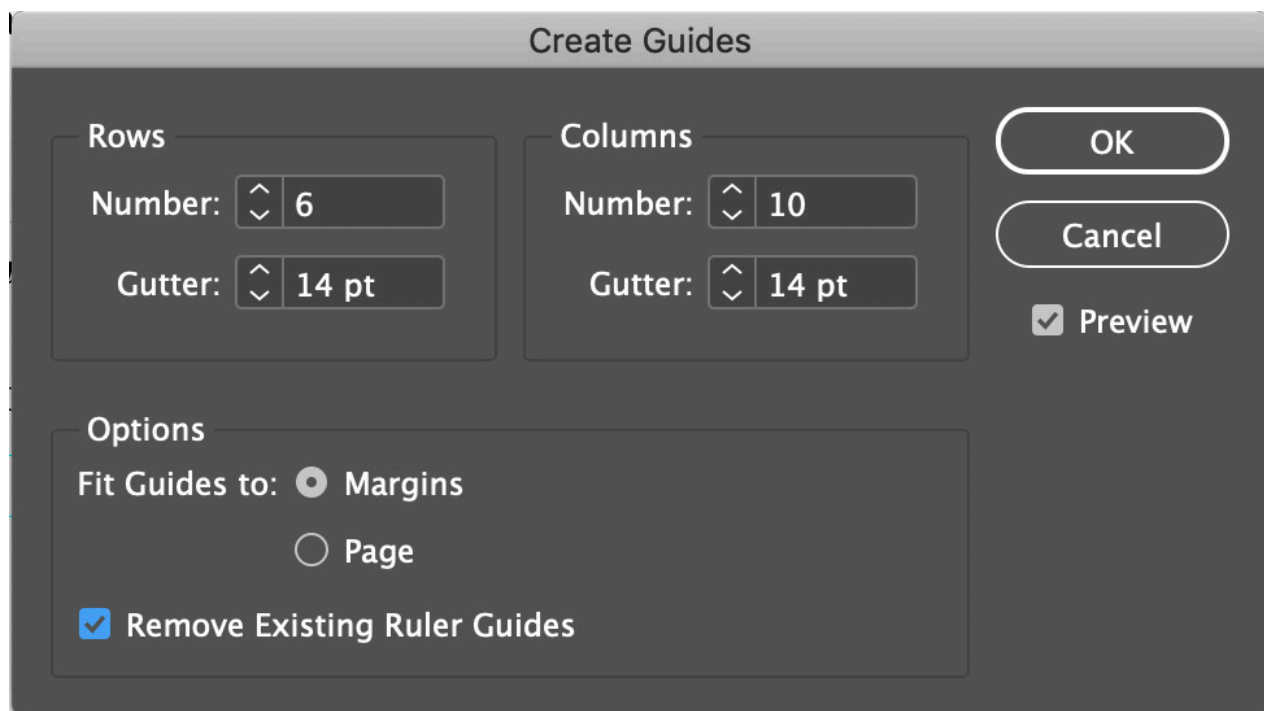


The "New Master" dialog box is shown with the following settings:

- Prefix: B
- Name: 10 Columns
- Based on Master: A-Master
- Number of Pages: 2
- Page Size: Letter
- Width: 612 pt
- Height: 792 pt
- Orientation: Portrait (indicated by a person icon)

Buttons: OK, Cancel

Step 11: In your Guides layer, change the number of *columns* on Master B from 5 to 10  
(or from 6 to 12 columns) (and the leave the same number of rows as you had on Master A).



The "Create Guides" dialog box is shown with the following settings:

- Rows:
  - Number: 6
  - Gutter: 14 pt
- Columns:
  - Number: 10
  - Gutter: 14 pt
- Options:
  - Fit Guides to: ☒ Margins, ☐ Page
  - ☒ Remove Existing Ruler Guides

Buttons: OK, Cancel, Preview (checked)

Step 12: Test out the look of 1, 2, 3, and 4 columns using your new grid system.