

Part of the Book

There are multiple parts of a book:

front matter (title, intro, copyright, dedication, contents, other)

part openers
chapter openers,

back matter (glossary, appendix, others)

and blank pages (must count them)

others

Usually the final number of pages
MUST be a multiple of 4 (signatures)

To add pages you will need to have your PAGES windows out

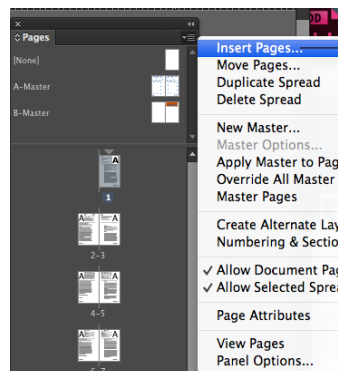


To manage pages: add pages, add master, etc

MASTER page A for spreads

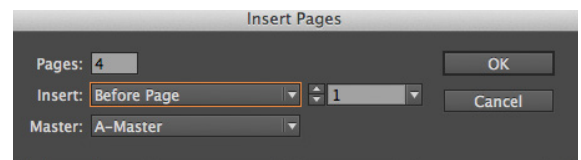
MASTER page B for left blanks and openers

Actual pages. Note A or B inside page refers to the MASTER page that it is following



Select INSERT pages to add pages

(You can also drag from MASTER page into page section)



Once here you can select: How many pages do you want to add, where, and indicate which master it follows.