



# Chapter Title

## SUB-HEAD

This is the Body text of your book. 80-90% of your book will be in this style, so make it legible! Here are a few other tips to keep in mind:

- To alter a Master Page element on a regular page (e.g. page header, main text frame, etc), hold down the CTRL and SHIFT buttons (COMMAND and SHIFT on a Mac) and Left-Click the element.
- To apply a Paragraph Style, click anywhere in the paragraph and click the style name in the **Paragraph Styles** palette (F11).
- If you need to make changes to the Master Page itself, double-click on the **A-Master** pages icons (the white rectangles that look like pages) in the **Pages** palette (F12). *Note that any changes made here will appear on ALL pages that use the Master Page template!*
- To apply a Master Page template to a page, Right-Click the page and choose **Apply Master to Pages**.
- To add more pages click the **Create new page** icon at the bottom of the **Pages** palette (F12). *Note that your page count MUST be in multiples of four (8, 12, 16, 20, 24, etc)!*

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**Note that text can flow from page to page.** When a page has what's called Overset Text (when there is more text than can fit inside the text frame) a red [+] icon will appear at the bottom-right of the text frame. Click on this icon, then click inside the Text Frame you want this text to flow two. The two Text Frames will now be linked. You can link as many Text Frames as you want.

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