

Starting with no existing documents

When you start with no existing documents, you can set up everything the way you want from the beginning. Follow these steps, in the order given. Each step is explained in detail in the following subsections.

Step 1. Plan the project

Step 2. Create a template

Step 3. Create the master document

Step 4. Create subdocuments

Step 5. Add some pages to the master document

Step 6. Insert the subdocuments into the master document

Step 7. Add table of contents, bibliography, index

Step 1. Plan the project

Although you can make changes at most steps in this process, the more you can plan before you start, the less work you will have to correct any problems later. Here are some things you need to plan.

Parts of book or report required. What pages will be in the master document and what will be in the subdocuments? Consider as an example a book with the parts given in the table below.

<i>Part</i>	<i>Location</i>
Title (cover) page	In master document
Copyright page	In master document
Table of contents (TOC)	In master document
Preface (Foreword)	Subdocument
Chapters 1 to 7	Subdocuments
Index	In master document

Page, paragraph, character, frame, and numbering styles. Determine the styles you wish to use. See Chapter 8, Introduction to Styles, and Chapter 9, Working with Styles, for instructions on how to create or modify styles and examples of the use of styles in book design. Pay particular attention to setting up headings using styles, as described in “Using paragraph styles to define a hierarchy of headings” in Chapter 8.

Fields and AutoText entries, as required. See Chapter 2, Working with Text: Basics, and Chapter 17, Fields, for ideas.

One or more templates for master and subdocuments. If you are starting a new project, create the master document and all the subdocuments from the same template. Not using the same template can create style inconsistencies that could cause your document not to look as you expect. For example, if two subdocuments have a style with the same name that is formatted differently in each document, the master document will use the formatting from the first subdocument that was added.

Page numbering. In our example, the pages are numbered sequentially from the title page. (The title page style can be defined not to show the page number, but it will still count as page 1.) Therefore the first chapter begins on a higher number page, for example page 5. To create a book in which the page numbering restarts at 1 for the first chapter, you need to do some additional work. See “Restarting page numbering” on page 357.