

HOW TO: LAYERS & MASTERS

MASTERS & LAYERS & ALL THAT JAZZ

There is a much confusion about page masters, page layers, shared layers and lock levels. This how-to will make it all a little easier to deal with.

Each GN4 edition is automatically made up of a collection of pages that are grouped into various editorial sections.

Each page in the edition is made up of a page master, an editorial layer and an advertising layer.

PAGE MASTERS

Page masters are part of the edition structure and should **NOT** be changed by editorial users. Any changes that you make to a master will be undone each time your Media Planner updates the edition structure. Should you need to change masters – for example the SA Flag master used in July 2021, ask the GN4 team to create a new master for this. Otherwise, you are going to spend half you shift modifying a master!

FOR THE SAME REASON DO NOT PLACE EDITORIAL CONTENT (PICTURES, CAPTIONS, LOGOS, ARTICLES) ON THE PAGE MASTER. CONTENT PLACED ON A PAGE MASTER IS ALSO NOT ARCHIVED. GN, AS WITH ANY OTHER DESIGN PROGRAM, ALLOWS FOR COMPLEX LAYERING AND LAYERED EFFECTS. USE THESE FEATURES IF YOU WANT TO GET YOUR DESIGN ON!

EDITORIAL LAYER

This is the layer on which all editorial content is placed. Changes from advertising's side will not affect the content on editorial layers. Should an edition reduce in size, certain pages may be removed from the edition. Should this happen, these pages will be retained as "logical pages" and the content on them will be quite safe..

Logical pages are identified in the Pages main tab page preview by a yellow border. You can open these pages normally, and cut and paste content to pages that have not been deleted from the edition.

NOTE THAT CUTTING AND PASTING PAGES REQUIRES THAT:

1. YOU CUT THE COPY YOU WANT TO MOVE FROM THE LOGICAL PAGE (NOTE CUT, **NOT** COPY)
2. YOU SAVE THE PAGE THAT YOU HAVE JUST CUT THE COPY FROM
3. YOU THEN GO TO THE PAGE THAT YOU ARE MOVING THE COPY TO AND PASTE THE COPY
4. SAVE THAT PAGE ALSO

ADVERTISING LAYER

This is the layer to which advertisements are imported. Editorial staff need to avoid this layer. Any editorial objects placed on an advertising layer WILL be DELETED when ads are imported or updated. If, as an editorial staffer, you have worked on an advertising layer and your copy disappears as the ads land, you can call the duty staff member to try and find your missing copy. *Rates for copy recovery will be negotiated with that staffer prior to the commencement of copy recovery.*