

HOW TO: CHANGE A MASTER

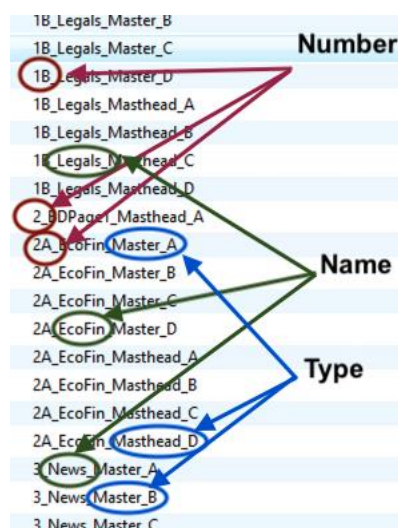
CHANGING MASTERS

There have been many moans and groans about the large number of masters in GN4. Those masters save anyone from having to create an edition at the start of the print-publishing cycle, but are incredibly simple to follow.

WHAT'S THE LOGIC?

The master naming logic is quite simple:

- Each master has a name
- Each master has a number
- Each master has a type



SO WHAT IS THE SIGNIFICANCE OF ALL THIS BALONEY?

Glad you asked!

NUMBERS

Each master name is preceded by a number. The number indicates where in the book you would normally expect to find these pages. lower number = further forward, higher number= further back

NAMES

These might look a little more than passingly familiar to you. The names, roughly, approximate the names of each title's sections. For those migrating from GN3 – they will be familiar to you. For those new to Arena, or

new to print layout, grab a handful of papers belonging to your title. Then take a good look at the page labels on top of each page

MASTER TYPES

There are 8 masters for each page:

- X_Name_Master_A – an ordinary right-hand section page
- X_Name_Master_B – an ordinary left-hand section page
- X_Name_Master_C – a section page missing all folio information, etc
- X_Name_Master_D – an ordinary DPS in a section
- X_Name_Masthead_A – the opening right-hand section page
- X_Name_Masthead_B – the opening left-hand section page
- X_Name_Masthead_C – the opening section page missing all folio information
- X_Name_Masthead_D – an opening DPS in a section

Why the difference between “opening” and “ordinary?”

Back in the days of Tiso Blackstar, all Arena newspapers were redesigned. The designers did some weird things – including having “section opening pages”. For some sections, this entails fancy masts with logos, washes and pictures. Others just have slightly larger type for the section labels. And some have well, nothing. The problem with this is that you cannot tell a computer to do one thing, but in other instances do something different. So all titles came to have 8 masters.

Anything carrying the label “Masthead” is a section opening page. Anything carrying the label “Master” is an ordinary “normal” master page.

The letters A, B, C, D tell you what kind of master page it is.

- A = right-hand page
- B = left-hand page
- C = no folio info page
- D = DPS spread

A NOTE ON HOW MASTERS WORK FROM AN EDITION CREATION POINT OF VIEW

All editions begin their lives in the master edition template. If you take a look at this template, you will notice that there are absolutely no pages or page layers in the edition master template. It only contains masters. MediaPlanner, the application that manages advertisement placements in each edition, generates an edition plan. This information – which includes the number of pages, sections, page masters, etc – is passed to GN4 which automatically generates an edition for the day. Advertising plans are updated throughout the day – and this information is drip-fed to GN4.

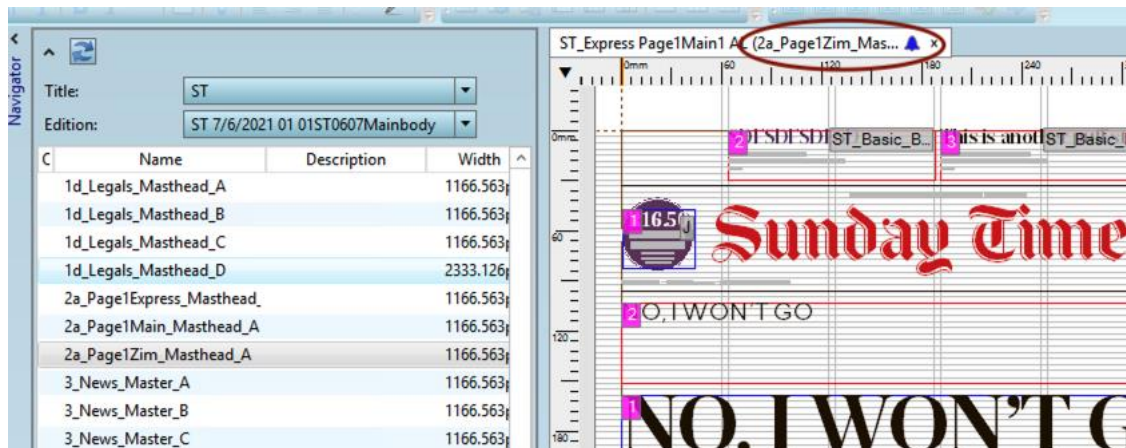
THIS MEANS THAT THERE NEEDS TO BE CLEAR COMMUNICATION BETWEEN ADVERTISING AND EDITORIAL. EDITORIAL NEEDS TO INFORM ADVERTISING A DAY IN ADVANCE OF ANY SPECIAL PAGES OR SPECIAL PAGINATION REQUIREMENTS FOR THE FOLLOWING DAY. ADVERTISING ALSO NEEDS TO COMMUNICATE WITH EDITORIAL REGARDING CHANGES TO THE FLATPLAN.

CHANGING A MASTER

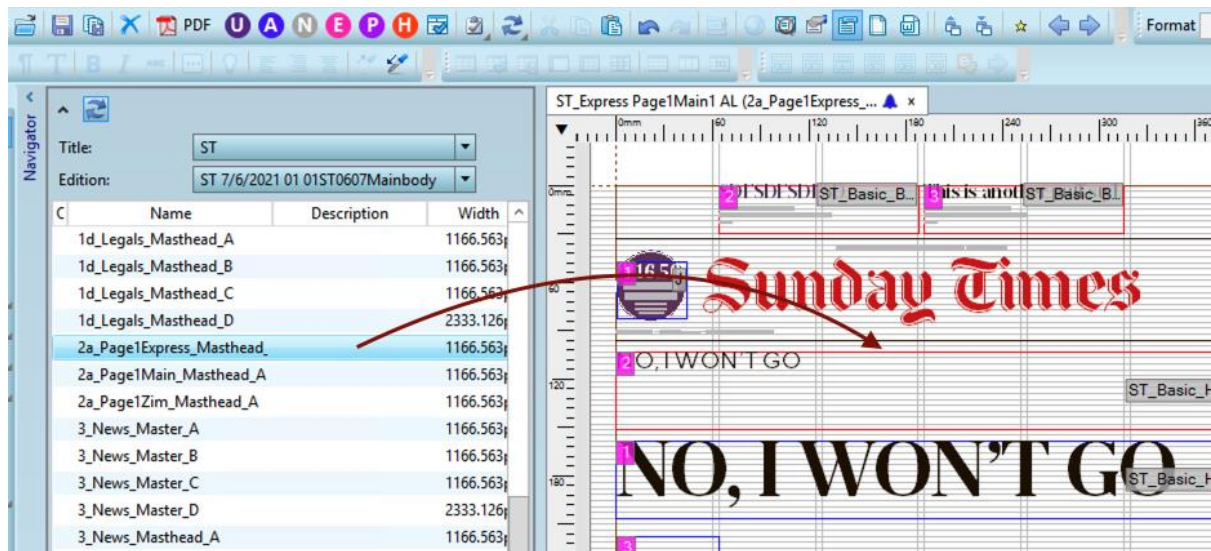
Changing a master is as simple as navigating to the correct master name, selecting the correct side (left or right) and the correct master (section opening or ordinary section page).

In this example:

The Sunday Times Page 1 (Express edition) has the incorrect master – the Zimbabwe master.



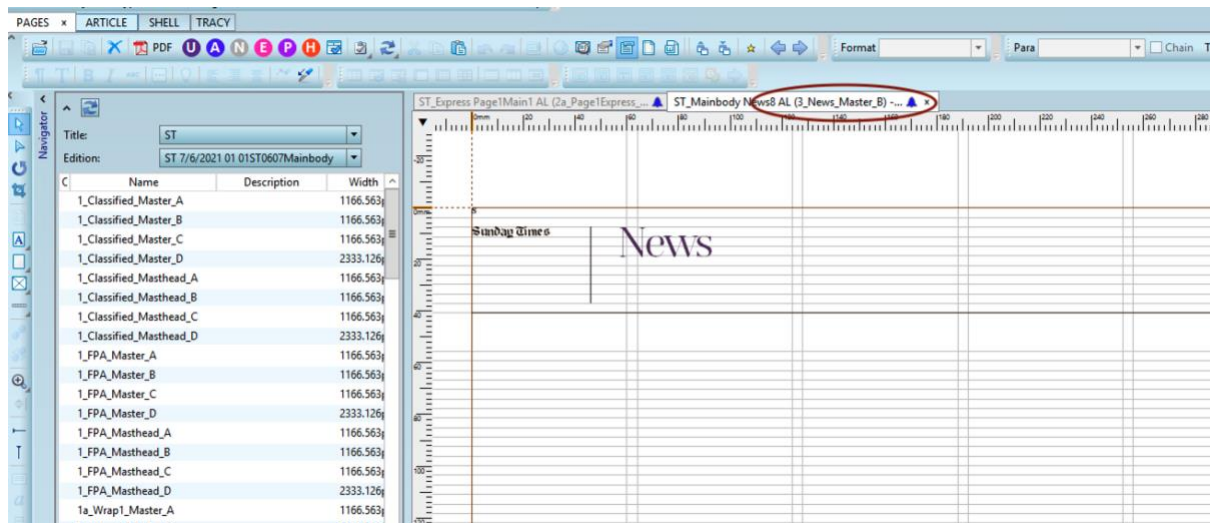
This needs to be changed to the Express master. Simply click on the Page 1 Express master and drag it to the page.



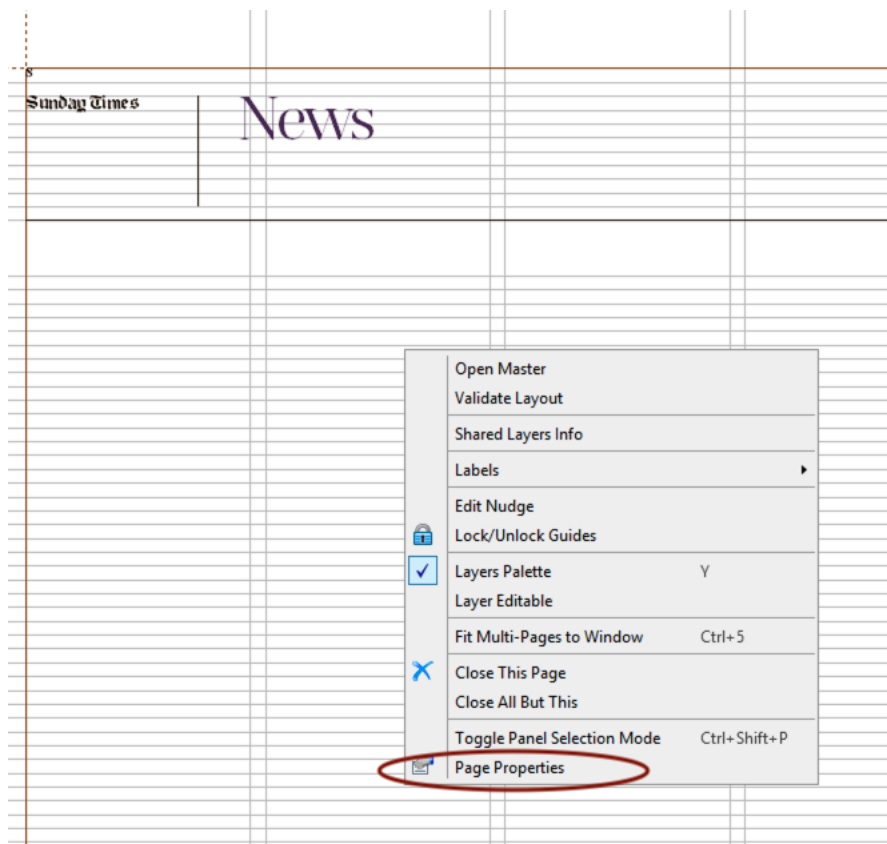
That is a simple master swap – but what happens if you want to change a page from one section to another. There are two ways to do it.

METHOD 1:

This page is a news page, but should actually be the opening page of a survey.



- 1) You need to change both the section of the page and the master of the page.
- 2) Right-click anywhere on the page and select the page properties option.



- 3) Both the section and the master page fields need to be updated.

The screenshot shows the 'Edit page' dialog box with the 'Details' tab selected. The 'Page name' is 'ST_Mainbody News8 AL', 'Number' is '8', and 'Description' is empty. The 'Edition' dropdown is set to '7/6/2021 01 01ST0607Mainbody'. The 'Section' dropdown is set to 'News', and the 'Master page' dropdown is set to '3_News_Master_B'. Other fields like 'Zone' (AL), 'Booklet' (ST_Mainbody), 'Workstate' (<Not set>), 'Logical page' (unchecked), 'Color page' (checked), and 'Color page (R)' (checked) are also visible. Red arrows point from the 'Section' and 'Master page' dropdowns to the 'Details' tab.

The screenshot shows the 'Edit page' dialog box with the 'Details' tab selected. The 'Page name' is 'ST_Mainbody News8 AL', 'Number' is '8', and 'Description' is empty. The 'Edition' dropdown is set to '7/6/2021 01 01ST0607Mainbody'. The 'Section' dropdown is now set to 'Survey1', and the 'Master page' dropdown is now set to '9a_Survey1_Masthead_B'. Other fields like 'Zone' (AL), 'Booklet' (ST_Mainbody), 'Workstate' (<Not set>), 'Logical page' (unchecked), 'Color page' (checked), and 'Color page (R)' (checked) are also visible. Red circles highlight the 'Section' and 'Master page' dropdowns.

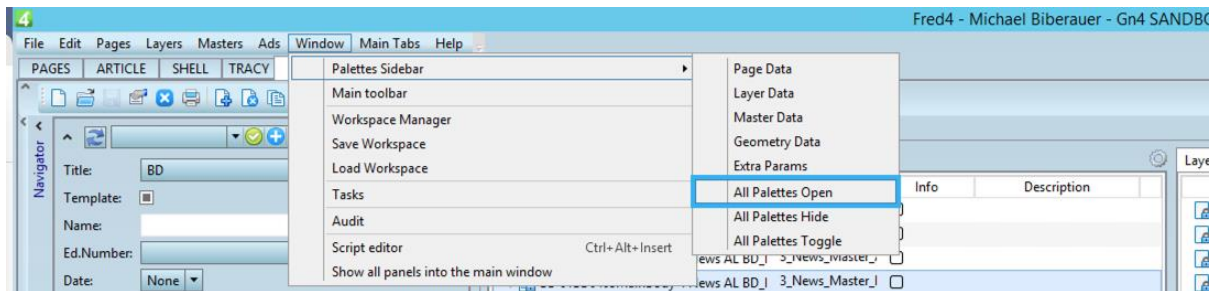
- 4) Change the section and master appropriately – note Masthead_B because it is a left-hand page and the first page of a section.
- 5) Click “OK” – job done.

METHOD 2

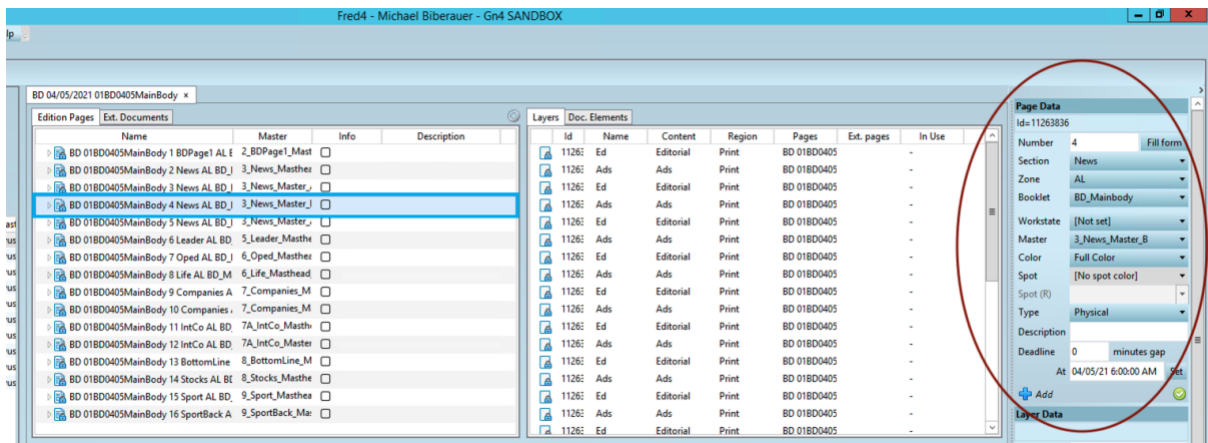
If you need to change multiple pages, this is probably the easier way to do it since you do not have to have every page open to make the changes.

Scenario – Business Day needs pages 4 and 5 changed to the world section with appropriate masters. Open the editions main tab and open the correct edition

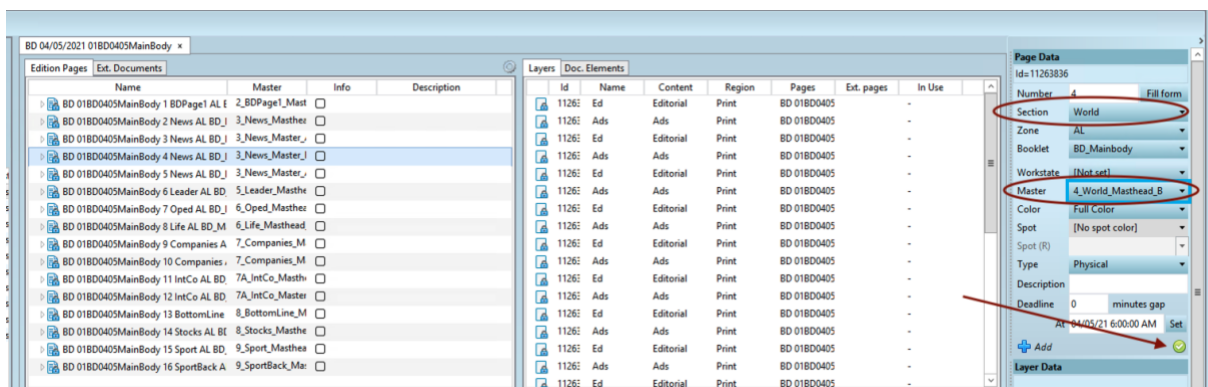
- 1) Make sure that all the information palettes are open.



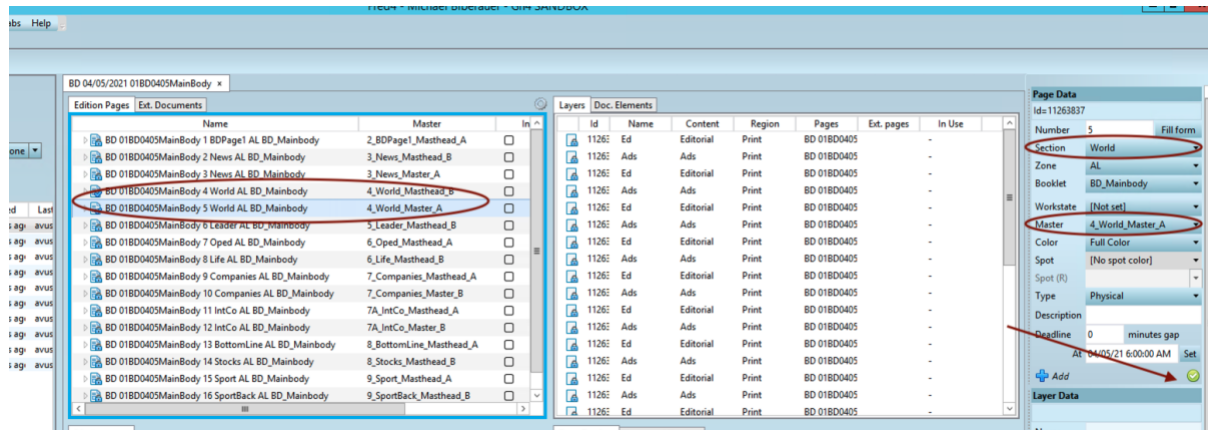
- 2) Select page 4 on the page listing. The uppermost palette features all the page data. It is here where you will be making changes



- 3) Change the section to "World" and change the page master to "4_World_Masthead_B" (Masthead_B as it is the first page of the world section and 'B' as it is a left-hand page). Then hit the small green checkmark in the lower right of the palette.



- 4) Repeat the process for page 5: change the section to “World” and the master to “4_World_Master_A” (‘Master_A’ this time because it is an ordinary section page and page 5 is a right-hand page).
- 5) Once you have done this, check that the pages have updated sections and masters in the page listing.



- 6) Save the edition (Ctrl + S or Save from the file menu or the little disc icon in the toolbar)