

# GRIT Layout Monthly Guide

*Use this page each month when preparing the GRIT issue layout.*

---

## Monthly Steps

- Copy the template into the month folder.
  - Rename the file for the current month.
- 

## Monthly Settings

### Change monthly accent color

- In InDesign: **Window** → **Color** → **Swatches**
  - Select **Issue Accent Color**.
  - Enter RGB value, or use the eyedropper tool.
- 

## Folder Structure

Your local folder structure should look like this:

```
month_name
- Ads
- Images
```

---

## Download Assets

# Ads

Download prepared ads from OneDrive. Example path:

Communication & Publication Committee > Documents > GRIT Editor Workspace > Monthly Issues > 2026 > March > Ads

# Images

Download all emailed images into the `Images` folder.

---

# Skeleton and Layout Setup

## Ensure all guides are visible

- **View → Grids & Guides → Show Guides**
- **View → Screen Mode → Normal**

## Insert pages

Insert enough pages so the issue ends on a multiple of 4.

## Insert ads and images

- Use ads in planned ad frames.
- Use `Cmd+Shift+Click` to turn a master frame into an editable box.
- Use `Cmd+D` to place the image.

## Image fitting behavior

The image masters are created with an Object Style that fits the image you place into the largest dimension.

---

# GRIT Layout FAQ

# Do I need to use exact folder names?

Yes. Keep the month folder with `Ads` and `Images` subfolders so links and placement are predictable.

# Why does Cmd+Shift+Click matter?

It unlocks master-page frames so you can edit a specific issue page without changing the master itself.

# What if page count is not a multiple of 4?

Insert pages until the total is divisible by 4. Print layout and booklet flow depend on this.

# Related Pages

- [GRIT Contributor Guide](#)
- [GRIT Internal Production Reference](#)
- [Quick Reference](#)

---

Revision #3

Created 2026-04-01 04:20:46 UTC by BookStackBot

Updated 2026-06-09 22:26:47 UTC by BookStackBot