

# Affinity Publisher — Workbook

This workbook turns the Affinity Publisher course into one finished deliverable: a complete multi-page publication (an eight-to-sixteen-page magazine or brochure) exported as a press-ready PDF. Each section maps to one course module and moves you from document setup, through master pages and grids, into flowing and styling text, and finally to images, tables, preflight, and export. Work in a single .afpub file and keep a master copy before any irreversible step such as flattening or final export.

## Getting Oriented and Setting Up a Document

Decide what you are publishing, create a correctly configured facing-pages document, and learn the Pages panel and Studio panels.

### Worksheet: Publication Setup Decision Sheet

Before creating your document, fill in this sheet so facing pages, size, margins, colour mode, and bleed are correct from the start. Base the inside (gutter) margin on your binding method.

Publication type (magazine / booklet / book / brochure / digital PDF)

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Binding (saddle-stitch / perfect-bound / none)

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Facing pages (yes / no)

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Page size (e.g. A4, A5, 210x280 mm)

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Colour format and profile (CMYK + FOGRA39 / RGB + sRGB)

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DPI (300 print / 72 screen)

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Margins: top / bottom / inside / outside

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Columns and gutter

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Bleed per edge (0 mm or 3 mm)

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### Exercise: Pages Panel Reorder Drill

Create a blank facing-pages document of about eight pages. Add a page-number field on a master so numbers show. In the Pages panel, add, duplicate, and drag pages to reorder them, and watch the page numbers renumber automatically. Then delete back down to eight pages.

- What happened to the page numbers when you dragged a page to a new position?

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- Why is reordering whole pages safer than cutting and pasting content between pages?

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- How are masters and document pages separated in the Pages panel?

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### Checklist: Document Ready

- Installed Affinity Publisher 2 (and Photo and Designer for StudioLink if possible)
- Created a facing-pages document at the right size and colour mode
- Set inside margin wider than outside for the binding gutter
- Defined a column grid with a sensible gutter
- Set 3 mm bleed on all edges for a print publication
- Located the Pages, Layers, Text Styles, Character, and Paragraph panels
- Know how to Reset Studio if panels get messy

## Master Pages, Grids, and Page Structure

Build the repeating framework with master pages, automatic numbering and sections, and a baseline grid that aligns text.

### Exercise: Two-Master Build

Create Master A with running header and footer text frames plus an automatic Page Number field, and Master B for a full-bleed image page with the header removed. Apply Master A to your interior pages and Master B to one page. Edit Master A and confirm every page using it updates together.

- Which elements did you put on the master rather than on individual pages, and why?

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- When you edited Master A, did every applied page change at once?

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- How would you override a single master object on one page without changing the master?

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### Worksheet: Master & Section Plan

Plan your masters and any numbering sections before building, so each recurring page type has its own master and front matter is numbered correctly.

Master A purpose and contents (e.g. standard article: header, footer, page number)

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Master B purpose and contents (e.g. full-bleed photo: no header)

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Additional masters (chapter opener / contents)

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Front-matter section numbering style (lowercase Roman i, ii, iii)

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Body section numbering style and start (Arabic, start at 1)

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Footer format (e.g. Page X of Y using Page Number + Page Count fields)

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### Exercise: Baseline Grid Alignment

Decide a body leading (for example 10 pt on 14 pt). Set the baseline grid increment to match that leading and show the grid. Later, when your body style exists, lock it to the baseline grid and confirm two columns of text line up row-for-row across a spread.

- What grid increment did you choose, and how does it relate to your body leading?

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- Why does cross-column alignment look more professional than free-floating lines?
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- How will you keep headings on grid using space-before in multiples of the increment?
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### Checklist: Structure Locked

- [ ] Created at least two masters for different page types
- [ ] Inserted an automatic Page Number field on a master (not typed)
- [ ] Added a Page Count field for a Page X of Y footer
- [ ] Used the Section Manager if front matter needs Roman numerals
- [ ] Set a baseline grid increment equal to the body leading
- [ ] Added guides for any repeating bands or panels
- [ ] Reordered pages and confirmed numbers updated automatically

## Flowing Text and Controlling Typography

Bring in long copy, thread it across frames and pages, and control it with paragraph and character styles and proper hyphenation.

### Exercise: Linked Text Flow Run

Place a long article (or several book pages) into the first column frame with File then Place. Note the red overset indicator, then use the flow handle to thread the story through several columns and onto a second page. Try Shift-clicking the flow handle to autoflow the remainder. Finish with no overset indicator.

- What does the red overset triangle mean, and how did you resolve it?

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- What did Shift-clicking the flow handle (autoflow) do?

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- Why do threaded frames keep the story intact when you reorder pages?

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### Worksheet: Text Style Sheet

Define your reusable styles before applying them, so typography stays consistent and editable. Use Based On so heading styles inherit from a parent.

Body (font, size/leading, alignment, baseline-grid lock)

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Heading 1 (font, size, space-before in grid multiples)

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Heading 2 (based on Heading 1; differences)

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Caption (font, size, style)

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Quote / pull-quote treatment

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Character style(s) (e.g. bold coloured lead-in; hyperlink)

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### Exercise: Hyphenation, Widows, and Rivers Pass

Set your Body style to justified with hyphenation on (for example hyphenate after 3, before 3, max 2 consecutive hyphens) and enable widow and orphan control. Read through the flowed article looking for widows, orphans, and rivers, and fix at least two using copy edits, minimal tracking, or a non-breaking space.

- How did turning hyphenation on change the spacing of justified lines?
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- Where did you find a widow or orphan, and how did you fix it?
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- Did you spot any rivers when you squinted at a text block, and what helped?
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### Checklist: Typography Set

- Used Frame Text for running copy and Artistic Text for headlines
- Threaded a long story through linked frames with no overset left
- Built Body, Heading 1, Heading 2, Caption, and Quote paragraph styles
- Used Based On so heading styles inherit from a parent
- Created and applied at least one character style
- Enabled hyphenation and widow/orphan control on body text
- Fixed widows, orphans, and rivers for even text colour

## Images, Tables, Preflight, and Press-Ready Export

Place and wrap images, edit them in-place with StudioLink, build a table and a contents page, then preflight and export.

### Exercise: Images and StudioLink

Place three images: one full-bleed photo extending to the 3 mm bleed line, and two inset images inside text columns with text wrap and a 3 to 5 mm standoff. If Affinity Photo is installed, switch to the Photo Persona and make a small correction to one photo in-place, then return to the Publisher Persona. Check the Resource Manager for missing links.

- How did separating the Picture Frame from the image let you crop without altering the file?

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- What standoff gave the cleanest text wrap, and why?

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- What did StudioLink let you do that an InDesign-to-Photoshop round trip would not?

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### Exercise: Table and Automatic Contents

Add one table (a price list, schedule, or spec grid) with a styled header row, banded rows, and adequate cell insets. Then insert an automatic Table of Contents driven by your Heading 1 and Heading 2 styles. Reorder a couple of pages and refresh the TOC to confirm the page numbers update.

- Why is the Table tool better than tabs for genuinely tabular data?

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- Which paragraph styles became TOC entries, and why did consistent styling matter?

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- Did the TOC page numbers update correctly after you reordered pages?

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### Worksheet: Preflight Resolution Log

Open the Preflight panel and record each flag it raises and how you resolved it, so you reach a clean report before export.

Flag type (overset text / low-res image / missing link / no bleed / spelling / colour)

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Where it occurred (page / object)

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Resolution applied

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Re-checked and cleared (yes/no)

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## Checklist: Press-Ready and Exported

- [ ] Placed images in Picture Frames; one full-bleed photo reaches the bleed line
- [ ] Set text wrap with a consistent standoff on inset images
- [ ] Used the Resource Manager so no image link is missing
- [ ] Built a table with header row, banding, and cell insets
- [ ] Inserted an automatic Table of Contents from heading styles and refreshed it
- [ ] Cleared every flag in the Preflight panel
- [ ] Exported a press-ready PDF/X-4 with 3 mm bleed, crop marks, and embedded fonts
- [ ] Exported a lightweight screen PDF (RGB, downsampled, no bleed/marks)
- [ ] Opened both PDFs outside Publisher to verify them

## Your Action Plan

1. Decide the publication type and binding, then create a correctly set-up facing-pages document with 3 mm bleed
2. Learn the Pages panel: add, duplicate, and reorder pages and watch numbering update
3. Build master pages for each recurring page type (standard, full-bleed, contents)
4. Insert automatic Page Number and Page Count fields, and use sections for front-matter numbering
5. Set a baseline grid matching your body leading for cross-column alignment
6. Place and thread long copy through linked text frames with no overset left
7. Define Body, Heading, Caption, and Quote styles with Based On inheritance and apply them
8. Turn on hyphenation and widow/orphan control, then fix widows, orphans, and rivers
9. Place and wrap images, edit photos and vectors in-place with StudioLink, and track links in the Resource Manager
10. Build a table and an automatic Table of Contents, then run Preflight and export a press-ready PDF/X and a screen PDF









