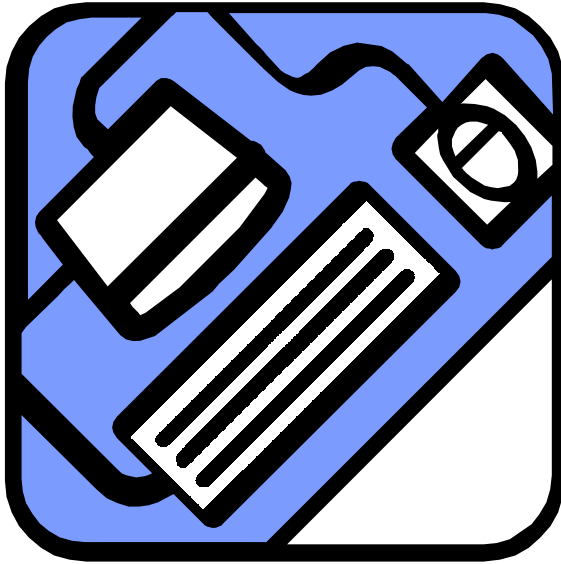

Adobe PageMaker 6.5 Foundation Level Training Manual

Corporate Edition



C C T G L O B A L . C O M

© 1995-2001 Cheltenham Computer Training
Crescent House
24 Lansdown Crescent Lane
Cheltenham
Gloucestershire
GL50 2LD, UK
Tel: +44 (0)1242 227200
Fax: +44 (0)1242 253200
Email: info@cctglobal.com
Internet: <http://www.cctglobal.com>

All trademarks acknowledged. E&OE.

© Cheltenham Computer Training 1995-2001 No part of this document may be copied without written permission from Cheltenham Computer Training unless produced under the terms of a courseware site license agreement with Cheltenham Computer Training.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Computer Training and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Computer Training shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Computer Training. Whilst every effort is made to eradicate typing or technical mistakes, we apologize for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

Sample versions of courseware from Cheltenham Computer Training

(Normally supplied in Adobe Acrobat format)

If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

For current license information

Cheltenham Computer Training reserves the right to alter the licensing conditions at any time, without prior notice. No terms or conditions will affect your rights as defined under UK law. Please see the site license agreement available at: **www.cctglobal.com/agreement**

Courseware Release Version 5.0

INTRODUCTION TO PAGEMAKER	1
WHAT IS PAGEMAKER 6.5?	2
<i>What is PageMaker?</i>	2
<i>Types of output</i>	2
<i>Adobe PageMaker website</i>	2
PAGEMAKER EXTENSIONS.....	3
<i>Extensions</i>	3
<i>Using Publication files</i>	3
<i>Using Template files</i>	3
GENERAL PREFERENCES	4
<i>Using General Preferences</i>	4
<i>Setting Measurement</i>	5
<i>Setting the Vertical Ruler</i>	5
<i>Setting the Graphics Display</i>	5
<i>Setting the Control Palette</i>	5
<i>Setting the Save Option</i>	6
<i>Applying Guides</i>	6
REVIEW QUESTIONS.....	7
PAGEMAKER INTERFACE	9
WORK ENVIRONMENT	10
<i>Using the PageMaker Environment</i>	10
<i>Using Blank Pages</i>	11
<i>Using the Pasteboard</i>	11
TOOLBOX.....	12
<i>Using the Toolbox</i>	12
COLORS PALETTE	13
<i>Using the Colors Palette</i>	13
CONTROL PALETTE	15
<i>Using the Control Palette</i>	15
<i>Using the Character View</i>	15
<i>Using the Paragraph View</i>	16
<i>Using the Object View</i>	17
RULERS/GUIDES	18
<i>Using Rulers</i>	18
<i>To Change the Ruler Measurements</i>	18
<i>Using the Zero Point Option</i>	18
<i>Using Guides</i>	19
<i>To add a Guide</i>	19
<i>To remove a Guide</i>	19
<i>Applying the Snap to Option</i>	19
REVIEW QUESTIONS.....	20
DOCUMENTS.....	21
NEW DOCUMENTS.....	22
<i>Creating New Documents</i>	22
<i>Using the Document Setup dialog box</i>	23
<i>Applying Page Size</i>	23
<i>Applying Dimensions</i>	23
<i>Applying Orientation</i>	23
<i>Applying Options</i>	24
<i>Applying Number of Pages</i>	24
<i>Applying Start Page #</i>	24
<i>Applying the Margins</i>	24

<i>Changing the Document Setup</i>	25
MASTER PAGES.....	26
<i>Setting Up Master Pages</i>	26
<i>To Display the Master Page content</i>	27
SAVING DOCUMENTS	28
<i>Using the Save and Save As commands</i>	28
<i>File Types</i>	30
OPENING DOCUMENTS	31
<i>Using the Open command</i>	31
<i>Using the Open As option</i>	32
<i>PANOSE Font Matching</i>	32
<i>Using the Cannot Find dialog box</i>	32
CLOSING DOCUMENTS	33
<i>Using the Close command</i>	33
REVIEW QUESTIONS.....	34
TOOLS	35
BASIC TOOLS	36
<i>Using the Pointer Tool</i>	36
<i>Using the Text Tool</i>	36
<i>Using the Rotating Tool</i>	36
<i>Using the Cropping Tool</i>	36
DRAWING TOOLS	37
<i>Using Drawing Tools</i>	37
<i>Using the Line Tool</i>	37
<i>Using the Constrained Line Tool</i>	37
<i>Using the Rectangle Tool</i>	38
<i>Using the Rectangle Frame Tool</i>	38
<i>Using the Ellipse Tool</i>	38
<i>Using the Ellipse Frame Tool</i>	38
<i>Using the Polygon Tool</i>	38
<i>Using the Polygon Frame Tool</i>	38
VISUAL TOOLS	39
<i>Using Visual Tools</i>	39
<i>Using the Hand Tool</i>	39
<i>To move your page</i>	39
<i>Using the Zoom Tool</i>	39
<i>To magnify part of a page by dragging</i>	40
<i>To zoom in and out while using another tool</i>	40
MODIFYING TOOLS	41
<i>Using the Preferences dialog box</i>	41
<i>Using the Character Specifications dialog box</i>	42
<i>Using the Custom Stroke dialog box</i>	42
<i>Using the Rounded Corners dialog box</i>	43
<i>Using the Fill and Stroke dialog box</i>	44
<i>Using the Frame Options dialog box</i>	45
<i>Using the Polygon Settings dialog box</i>	46
REVIEW QUESTIONS.....	47
COLORS AND FILLS	49
CUSTOM COLORS.....	50
<i>Using the Define Colors dialog box</i>	50
<i>Creating Colors</i>	51
<i>Editing Colors</i>	51
<i>Removing Colors</i>	51
COLOR OPTIONS DIALOG BOX	52

<i>Using the Color Options dialog box</i>	52
<i>Applying a Color Name</i>	53
<i>Applying Color Type</i>	53
<i>Applying a Color Model</i>	54
<i>Applying a Color Field</i>	54
<i>Previewing Colors</i>	54
COLORS PALETTE	55
<i>Using the Stroke Button</i>	55
<i>Using the Fill Button</i>	56
<i>Using the Both Button</i>	56
<i>Applying the Tint Percentage</i>	56
<i>Using the Color Icon</i>	56
<i>Using the Color Model Icon</i>	57
<i>Using the Color Type Icon</i>	57
<i>Using the EPS Color Icon</i>	57
<i>Using the Color-Level Tint Icon</i>	57
<i>Using the CMS Display</i>	57
<i>Using the New Color Button</i>	57
<i>Using the Trash Button</i>	57
REVIEW QUESTIONS	58
TEXT	59
BLOCKS VS. FRAMES	60
<i>Using Text Blocks</i>	60
<i>To Create a Text Block</i>	60
<i>To Resize a Text Block</i>	61
<i>Overset Text Icon</i>	61
<i>Using Text Frames</i>	62
<i>To Create a Text Frame</i>	62
<i>To Resize a Text Frame</i>	63
<i>Overset Text Icon</i>	63
INPUTTING TEXT	64
<i>Inputting text into a Text Block</i>	64
<i>Inputting text into a Text Frame</i>	65
PLACING TEXT	66
<i>Using the Place dialog box</i>	66
<i>Choosing File Name</i>	68
<i>Choosing File Types</i>	68
<i>Kind field</i>	68
<i>Size field</i>	68
<i>Last Modified field</i>	68
<i>Setting Place</i>	69
<i>Setting Options</i>	69
<i>Text-Only Import Filters</i>	70
EDITING TEXT	71
<i>To Highlight Text in a Text frame or text block with the mouse</i>	71
<i>To Highlight Text in a Text frame or text block with the keyboard</i>	72
<i>Adding and Removing text</i>	72
<i>Copying, Cutting and Pasting text</i>	72
<i>To Copy Text</i>	72
<i>To Paste the copied Text</i>	72
<i>To Cut Text and Paste</i>	73
<i>To Paste the cut Text</i>	73
TEXT CONTROL PALETTE	74
<i>Using the Character View</i>	74
<i>Using the Paragraph View</i>	74

CHARACTER SPECIFICATIONS DIALOG BOX.....	75
<i>Using the Character Specifications dialog box</i>	75
<i>To display the Character Specifications dialog box</i>	75
<i>Choosing Font Names</i>	75
<i>Setting Font Size</i>	76
<i>Setting Leading</i>	76
<i>Setting Horizontal Scale</i>	76
<i>Setting text Color</i>	76
<i>Setting Color Tint</i>	76
<i>Setting Type Style</i>	77
<i>Setting Position</i>	78
<i>Setting Case</i>	78
<i>Setting Track</i>	78
<i>Setting Line End</i>	78
REVIEW QUESTIONS.....	79
PICTURES.....	81
PLACING PICTURES	82
<i>Using the Place dialog box</i>	82
<i>Choosing File Types</i>	83
<i>Kind Field</i>	83
<i>Size Field</i>	83
<i>Last Modified Field</i>	83
<i>Setting Place</i>	83
<i>Linking and Embedding Pictures</i>	84
<i>Retaining Cropping Data</i>	84
MODIFYING PICTURE	85
<i>Using the Object View</i>	85
<i>Positioning pictures on page</i>	85
<i>Setting the Frame Size</i>	86
<i>Setting the picture Scale</i>	86
<i>Rotating picture</i>	86
<i>Skewing picture</i>	86
<i>Flipping pictures</i>	86
<i>To Copy a Picture</i>	87
<i>To Paste the copied picture</i>	87
<i>To Cut a picture</i>	87
<i>To Past the cut picture</i>	87
<i>Wrapping Text around pictures</i>	87
<i>Colorizing pictures</i>	87
<i>To Colorize a bitmap</i>	87
CROPPING	88
<i>Cropping pictures</i>	88
<i>Positioning pictures in Frame</i>	89
REVIEW QUESTIONS.....	90
OBJECTS.....	91
SELECTING OBJECTS	92
<i>Selecting single Object with the Pointer Tool</i>	92
<i>Selecting multiple Objects with the Pointer Tool</i>	93
<i>Selecting Objects with the Marquee Box</i>	94
GROUPED OBJECTS	95
<i>Grouping Objects</i>	95
<i>Ungrouping Objects</i>	95
MOVING OBJECTS	96
<i>Moving objects using the Mouse</i>	96

Moving objects using the Control Palette.....	97
Removing Objects	97
ALIGNING OBJECTS.....	98
Using the Align Objects dialog box	98
Setting the Align Icons	99
Setting the Distribute Icons.....	99
Using the Alignment Preview	100
ARRANGING OBJECTS	101
Using the Arrange menu.....	101
Using Send to Back.....	102
Using Send Backward.....	102
Using Bring To Front	102
Using Bring Forward	103
REVIEW QUESTIONS.....	104
OUTPUT	105
PRINTING YOUR WORK.....	106
Using the Print dialog box.....	106
PRINT DOCUMENT	107
Setting Print Document options	107
Selecting a Printer.....	107
Printing multiple Copies.....	108
Collating pages.....	108
Reversing pages.....	108
Setting Pages	108
Printing Page Ranges.....	109
Setting Non-Printing option.....	109
To create a Non-printing object.....	109
To hide or display non-printing objects in your publication:	109
Printing Blank Pages.....	109
Orientation Options / Icons	110
PRINT PAPER.....	111
Setting Print Paper options.....	111
Choosing Paper Sizes	112
Choosing Paper Source	112
Printing Printer's Marks	112
Printing Page Information.....	112
Tiling Pages.....	113
Scaling Pages.....	113
Printing Thumbnails.....	113
To Print Thumbnail proofs	114
Using Fit Preview	114
PRINT OPTIONS	116
Setting Print Options	116
Sending Image Data	117
PRINT COLOR.....	118
Setting Print Color options	118
Composite Printing.....	119
Black and White Printing.....	119
PRINT FEATURES.....	120
Setting Print Features options	120
REVIEW QUESTIONS.....	122

Introduction to PageMaker

When you have completed this learning module you will have seen how to:

- Use Publication files
- Use Template files
- Use General Preferences
- Set the Measurement In
- Set the Vertical ruler
- Set the Graphics Display
- Set the Control Palette
- Set the Save Options
- Apply Guides

What is PageMaker 6.5?

What is PageMaker 6.5?



PageMaker is a page layout application

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 2

What is PageMaker?

- This course will teach you the fundamentals of **PageMaker 6.5**. It is a page layout application. You can use **PageMaker** to create complex multi-page publications such as Text Books, Magazines and Novels, or single page publications such as a personal letter or a simple business card.

Types of output

- **PageMaker 6.5** publications can be outputted to high-end or low-end printers, saved as HTML files, and may even be saved as PDF files for placement in other applications.

Adobe PageMaker website

- If you don't already have **PageMaker 6.5** you can download a Demo Version from the Adobe website at <http://www.adobe.com> and use it for 30 days before having to purchase it. This is a great opportunity to learn the program and see if you like it, before investing in it.

PageMaker Extensions

PageMaker Extensions



- PageMaker uses two kind of Extensions:



- .P65 (Publication files)
- .T65 (Template files)

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 3

Extensions

- PageMaker uses two kind of extensions, **.P65** and **.T65**

Using Publication files

- The **.P65** extension represents PageMaker **Publication files**, which all of your work will be saved as this file type by default. PageMaker publication files are displayed in windows by the following icon:



Note: The PageMaker extensions and icons also make it easier to distinguish PageMaker files from other applications files.

Using Template files

- The **.T65** extension represents PageMaker **Template files**. These are used to save you time when using the same layout as the publications over again. You might consider creating a template to use as your starting point at the beginning of every production cycle, saving time and ensuring consistency.

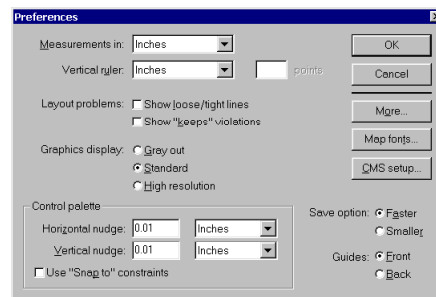


Note: Templates have the **.T65** extension. The only real difference between a template and a publication is when you open the former; you open a copy rather than the original.

General Preferences

General Preferences

- This dialog box allows you to create defaults for how PageMaker will treat the content in your publications such as your text, save your files, move items, measure items, and display guides.

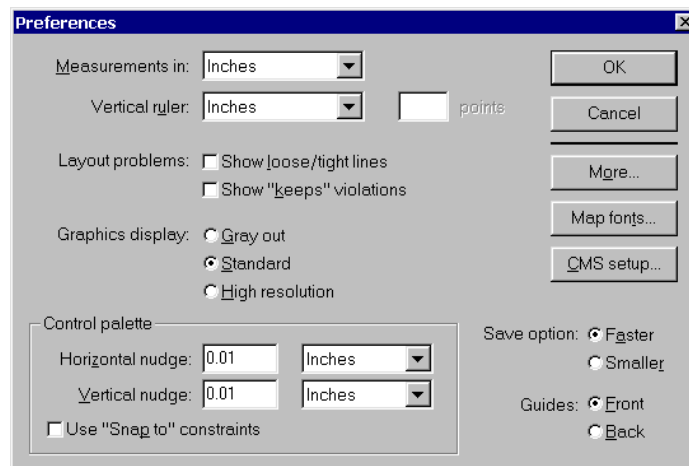


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 4

Using General Preferences

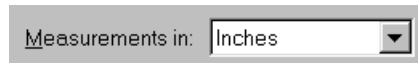
- From the main menu, choose **File > Preferences > General** to open the **General Preferences** dialog box.
OR press the **Ctrl + K** key combination:



- This dialog box allows you to create defaults for how PageMaker will treat the content in your publications such as your text, save your files, move items, measure items, and display guides.

Setting Measurement

- While the default **Measurement** system is inches, you can change the measurement units to picas, millimeters, and cicerós:

**Setting the Vertical Ruler**

- The **Vertical Ruler** default setting is inches, however you can change the vertical ruler units to picas, millimeters, and cicerós:

**Setting the Graphics Display**

- The **Preferences** dialog box allows you to choose the **Graphic Display** options for your placed graphics:



Gray out – Can be useful if you want to concentrate on the text elements in your publication and speed your screen redraw. Unfortunately, you cannot selectively gray out graphics. It's all or nothing. With advent layers this option might be obsolete. If you want to hide graphics, place them on their own layer and hide that layer as needed.

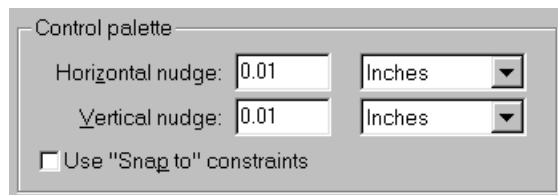
Standard – The view you work in most of the time. Standard view enables your screen to redraw faster by displaying the low-resolution screen-only image. As long as your links are up to date, the low-resolution image is only for the screen. When you print, the real graphic is sent to the printer for high-resolution output. You can adjust the resolution PageMaker uses for Standard display in the More Preferences dialog box.

High-resolution – Will draw the screen image from the actual graphic file, be it embedded or linked. If your graphic file is more than a few megabytes in size, this process can take an eternity.

Note: For best print quality, use the **High Resolution** setting when you are ready to print.

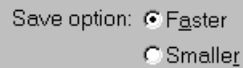
Setting the Control Palette

- The **Control palette** settings allow you to make adjustments to how the **Horizontal** and **Vertical nudges**, and the **'Snap to' constraints** will work in the Control palette. The **Control palette** is simply a compact and convenient way of making changes to your publication:



Setting the Save Option

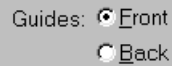
- The **Save option** allows you to select the saving option appropriate for you. The default setting is Faster:



Save option: ☒ Faster
☐ Smaller

Applying Guides

- You can determine whether the **Guides** appear in front of or behind objects. Click the **Guides** radio button for **Front** or **Back**:



Guides: ☒ Front
☐ Back

- You can also change the location of the guides with out going to the General Preferences dialog box, to do this:
From the main menu, choose the **View > Send Guides to Back**
OR choose the **View > Bring Guides to Front**

Note: To select an object that is overlapped by a guide, press the **Ctrl** key while clicking the object. It is best to keep all your guides in front.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 5

How would you:

- Use Publication files?
- Use Template files?
- Use General Preferences?
- Set the Measurement In?
- Set the Vertical ruler?
- Set the Graphics Display?
- Set the Control Palette?
- Set the Save Options?
- Apply Guides?

PageMaker Interface

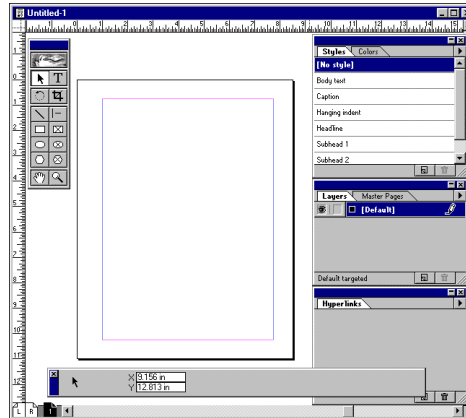
When you have completed this learning module you will have seen how to:

- Use the PageMaker Environment
- Use Blank Pages
- Use the Pasteboard
- Use the Toolbox
- Use the Colors Palette
- Use the Control Palette
- Use the Character View
- Use the Paragraph View
- Use the Object View
- Use Rulers
- Use the Zero Point Option
- Use Guides
- Apply the Snap to Option

Work Environment

Work Environment

- The PageMaker environment will display a New Publication window, a Blank Page, a Master Page, and Current Page icons, horizontal and vertical Scroll Bars, Rulers, the Control palette, the Toolbox, and other palettes.

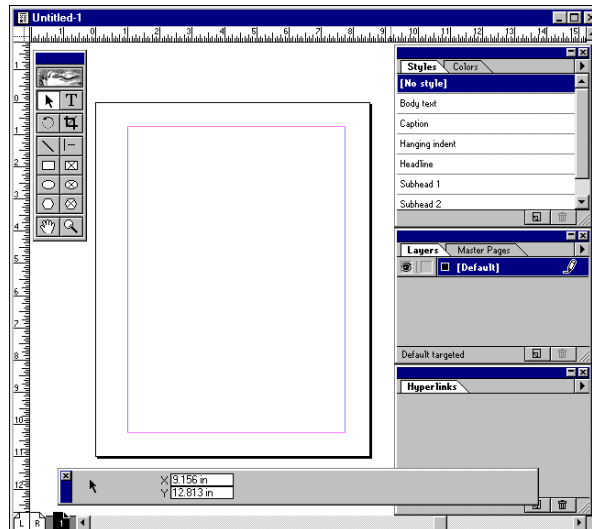


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 6

Using the PageMaker Environment

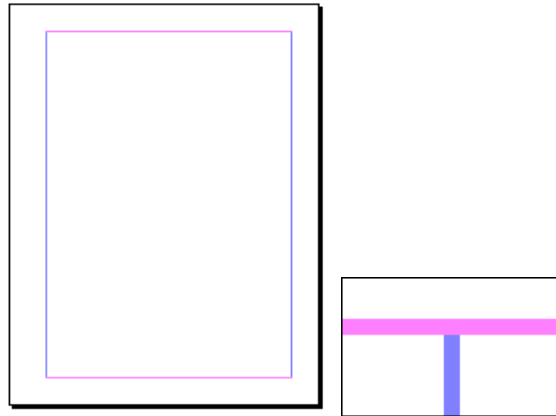
- The PageMaker environment will display a New Publication window, a Blank Page, a Master Page, and Current Page icons, horizontal and vertical Scroll Bars, Rulers, the Control palette, the Toolbox, and other palettes such as Styles, Colors, Layers, Master Pages, and Hyperlinks:



Note: Palettes always display in front of your work window, and remain opened until you close them.

Using Blank Pages

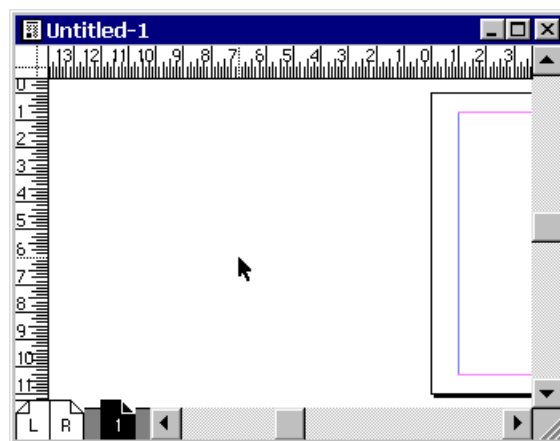
- When starting with a new document, you will see a blank page with/without **Margin Guides** set to a size specified in the **Page Setup** dialog box. A rectangle with a black key line and a drop shadow represents the page. If you set page margins for your page they will be represented by a bright magenta colored keyline which will be smaller than your page size, and two darker colored **Column Guides** on the left and right side of the page:



Note: If you set all of your page margins to zero, the margin guides and column guides will become the keyline of the page.

Using the Pasteboard

- The **Pasteboard** is the non-printing area outside the blank page. The function of the pasteboard in PageMaker is the same as the traditional pasteboard, simply select objects and move them onto the pasteboard for use on other pages. You can leave items on the pasteboard until you are ready to use them:



Note: If you go to another page in your document, the items on the pasteboard will still stay in place, and they will always be visible unless you delete them.

Toolbox

Toolbox

- The PageMaker **Toolbox** enables you to access the basic tools you need to perform various actions in the publication window.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 7

Using the Toolbox

- The PageMaker **Tool palette** enables you to access the basic tools you need to perform various actions in the publication window:



Note: For more information on the **Tool Palette**, see the **Basic Tools** chapter.

Colors Palette

Colors Palette

- The Colors palette is used to make quick color changes to your publication.
- By default every Colors palette must contain the following colors : None, Paper, Black, and Registration.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 8

Using the Colors Palette

- From the main menu, choose **Window > Show Colors Palette**




- The **Colors** palette contains the following colors by default: None, Paper, Black, and Registration.


None: Apply this color to objects you want to be transparent-that is when you want the color of a background object to show through the selected object.

Paper: This is the color of the paper you are working on; technically, it is no ink at all.

Black: This is the default color for text.

Registration: This is not really a color at all, but more of a designation, used when you are printing separations

Process colors: These are cyan, magenta, and yellow. These colors are denoted by the process colors symbol .

RGB colors: These are red, green, and blue, denoted by the RGB symbol .

Control Palette

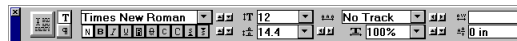
Control Palette

- The **Control palette** gives you a one-stop shop, enabling you to change several formatting options in one place rather than making repeat trips to the Type menu.

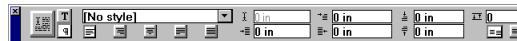
Empty Control Palette



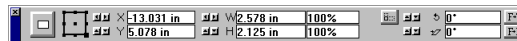
Character Control Palette



Paragraph Control Palette



Object Control Palette



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 9

Using the Control Palette

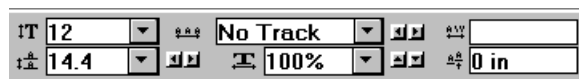
- The **Control palette** gives you a one-stop shop, enabling you to change several formatting options in one place rather than making repeat trips to the Type menu.
- From the main menu, choose **Window > Show Control Palette** **OR** press the **Ctrl + '** key combination



- The **X and Y coordinates** displays the horizontal and vertical distances of the selected object from the current zero point.

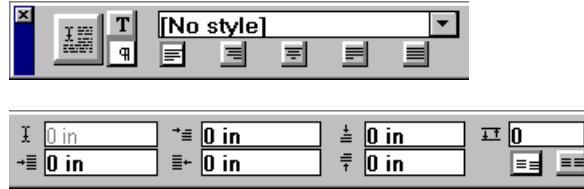
Using the Character View

- In the **Character View**, click one of the font options in the **Control palette**. You can view the Characters by using the toggling button to choose the Apply button, Type style, Case, Position, Type Size, Leading, Expert tracking, Horizontal Scale, Kerning, and Baseline Shift:



Using the Paragraph View

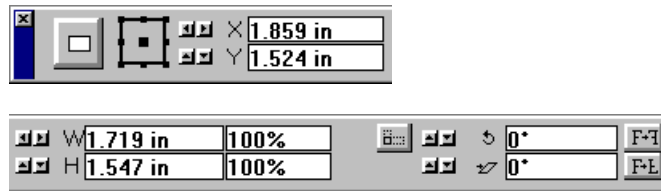
- The **Paragraph View** of the **Control** palette offers many of the same options as the Character View. Such as, Apply button, Character/Paragraph buttons Alignment, Style, Cursor position indicator, First line indent, Right indent, Left indent, Add space above paragraph, Grid options, Add space after paragraph:



Note: To toggle between the character and paragraph views of the Control palette, press the **Ctrl + Shift + ‘** key combination.

Using the Object View

- When drawing/selecting objects, the **Control** palette will change depending on the object type:



Apply button: Apply changes to objects using numeric values you enter.

Proxy: Represents the selected object. Click to set a reference point, or the point you are manipulating on the object.

Nudge buttons: Use to resize, click to move, or transform an object incrementally. Press Shift while nudging to increase the nudge increment by ten.

Position pointer: Displays the X and Y coordinate values of the reference point or pointer, relative to the current rulers.

Sizing options: Specifies the width and height of the selected object or cropping rectangle. Nudge amount 0.01 inches.

Percent scaling option: Specifies the percentage change from the original size.

Scaling option: Click to use scaling option to resize an imported graphic.

Cropping option: Click to use the cropping tool to crop imported graphics.

Proportional-scaling option: Specifies whether you change an object's height or width independently, or maintaining its original proportions.

Printer-resolution-scaling option: Constrains the scaling of imported 1-bit bitmap graphics so that they are compatible with the target printer specified in the Document Setup dialog box.

Skewing options: Skews objects horizontally –85 to 85 degrees in relation to the selected reference point.

Rotating option: Rotates the object around the reference point.

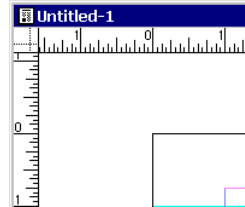
Horizontal reflecting point: Reflect the object vertically, and then rotate the object 180 degrees so it appears to be reflected horizontally.

Vertical-reflecting button: Reflects the object vertically.

Rulers/Guides

Rulers/Guides

- Rulers can be toggled on and off by choosing **View > Show/Hide Rulers** OR by pressing the **Ctrl + R** key combination.



© Cheltenham Computer Training 2001

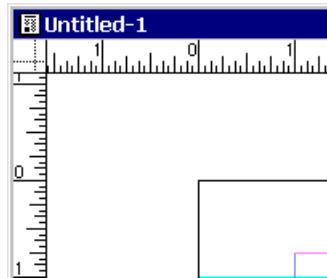
Adobe PageMaker 6.5 - Slide No 10

Using Rulers

- Rulers** can be toggled on and off by choosing **View > Show/Hide Rulers** OR by pressing the **Ctrl + R** key combination. Most of the time you will need them on. You can change the measurement system the ruler displays by going to the General Preferences.

To Change the Ruler Measurements

- From the main menu, choose **File > Preferences > General** OR press the **Ctrl + K** key combination:



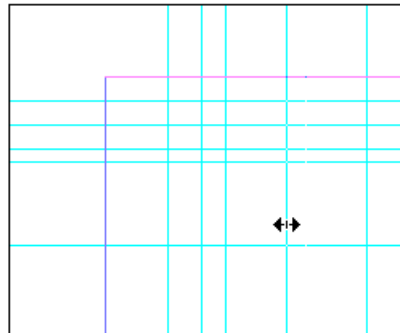
Using the Zero Point Option

- The **Zero Point** is the reference point by which you can refer to an object's location on the page or pasteboard. Unless you change it, the zero point reflects the top left of your page or, if you are working with facing pages, the point at which the two pages meet:



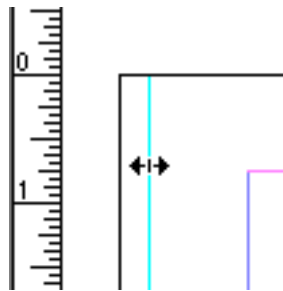
Using Guides

- **Guides** are used to help you place objects precisely on your page. These ruler guides help you align objects along the same plane, and like the margin and column guides, they do not print:



To add a Guide

- Drag a guide from the left or the top ruler onto the page:



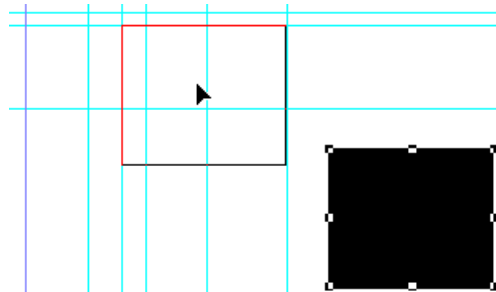
To remove a Guide

- Grab and drag a guide outside of the work area.

Note: You can have up to 120 ruler guides per page.

Applying the Snap to Option

- When the **Snap to Guides** option is on choose **View > Snap to Guides** **OR** press the **Ctrl + Shift + ;** key combination.
- You may find the movement of an object constrained by the snapping, preventing you from moving it incrementally nearer to a guide. In such cases, you should turn off Snap to Guides:



Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 11

How would you:

- Use the PageMaker Environment?
- Use Blank Pages?
- Use the Pasteboard?
- Use the Toolbox?
- Use the Colors Palette?
- Use the Control Palette?
- Use the Character View?
- Use the Paragraph View?
- Use the Object View?
- Use Rulers?
- Use the Zero Point Option?
- Use Guides?
- Apply the Snap to Option?

Documents

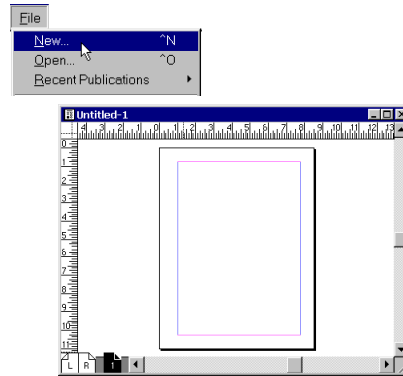
When you have completed this learning module you will have seen how to:

- Create New Documents
- Use the Document Setup dialog box
- Apply Page Size
- Apply Dimensions
- Apply Orientation
- Apply Options
- Apply Number of Pages
- Apply Start Page #
- Apply the Margins
- Change the Document Setup
- Setup Master Pages
- Use the Save and Save As commands
- Use the Open command
- Use the Open As option
- Use the Cannot Find dialog box
- Use the Close command

New Documents

New Documents

- Creating a **New Document** allows you to set up the publication page with specified settings.
- You can define such things as the size of the page, the size of the margins, and even the orientation of the page.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 12

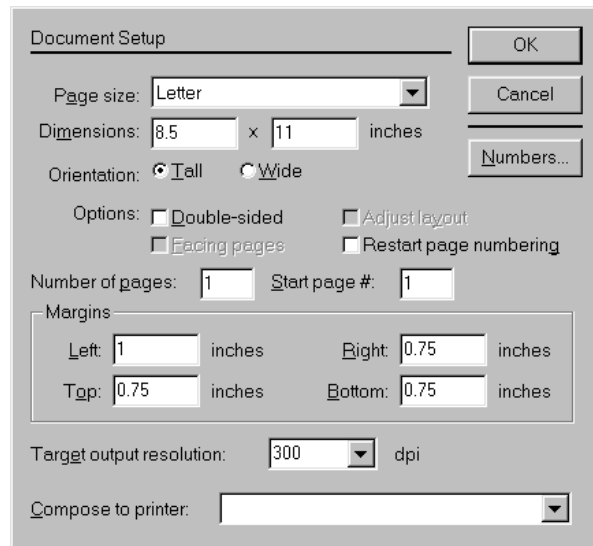
Creating New Documents

- Creating a **New Document** allows you to set up the publication page with specified settings. You can define such things as the size of the page, the size of the margins, and even the orientation of the page.
- From the main menu, choose **File > New** to create a new document:



Using the Document Setup dialog box

The **Document Setup** dialog box allows you to define various characteristics of your document such as the page size, number of pages, and page-numbering:



Applying Page Size

- Click the **Page Size** pop-up menu to see the standard page sizes provided:



Note: Standard screen sizes for creating online publications are expressed in pixels.

Applying Dimensions

- You can use whatever page **Dimensions** you like-up to a maximum page size of 42 x 42 inches. To use a non-standard page size, type in the dimensions and the Page Size option changes to Custom:



Note: Consider your page dimensions before you choose a custom page size for your publication. You can only have one page size per publication

Applying Orientation

- If you change the **Orientation** from tall (also known as portrait) to wide (landscape), the dimensions will switch:



Applying Options

- The **Options** allow you to set your page setup:

Double-sided – When checked will cause the left and right margins to become the inside and outside. Select this option when creating publications printed on both sides of the page, a magazine, newsletter, or book.

Facing Pages – When checked will allow you to view your pages as spreads-with the even numbered pages on the left, and the odd-numbered pages on the right:

Options: ☒ Double-sided
☒ Facing pages

Inside: inches Outside: inches

Applying Number of Pages

- The **Number of Pages** field allows you to determine the number of pages in your publication. If you don't yet know how many pages you need, it's easy to insert and remove pages while your publication is in progress:

Number of pages:

Applying Start Page

- The **Start Page #** field allows you to type in where you want page numbering to begin. If you choose an even number, your first page is a left page:

Start page #:

Applying the Margins

- Set the values in the **Margins** sections to determine the margins for the Document page:

Margins

Left: <input type="text" value="1"/> inches	Right: <input type="text" value="0.75"/> inches
Top: <input type="text" value="0.75"/> inches	Bottom: <input type="text" value="0.75"/> inches

Note: Margins are applied to the document master page.

Changing the Document Setup

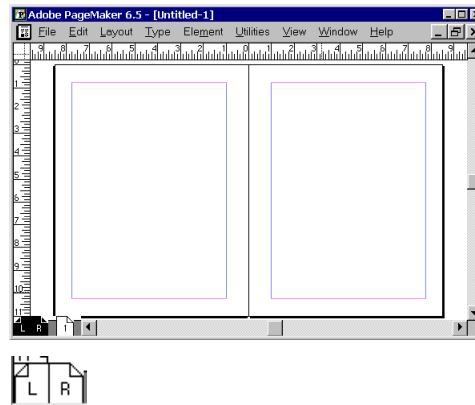
- Although the **Change Setup** dialog box appears when you choose **File > New** to create a new publication, you can modify a publication's Document Setup at any point in your work by choosing **File > Document Setup** while the publication is active:



Master Pages

Master Pages

- The **Master Page** typically contains the basic design elements of a page, such as headers and footers, and page numbers.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 13

Setting Up Master Pages

- The **Master Page** typically contains the basic design elements of a page, such as headers and footers, and page numbers. The contents of the Master Page will apply to all of the pages in the publication unless you specify otherwise. You can create, modify, and delete objects on master pages just like any other page. Master pages also contain column guides, ruler guides, and margin guides. Each publication can have an unlimited number of Master Pages.
- Every publication contains a **Document-Master page** or a **Document-Master page spread**, in the case of publications that include facing pages. You cannot rename or remove these Master Pages from the publication.
- The **Master** icon is located at the bottom left of the publication window. An icon containing the letters **L** (for left) and **R** (for right) mark the master page icon for facing pages or spreads:

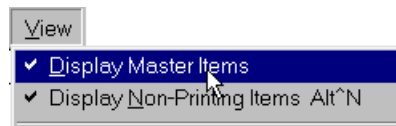


- In the case of single pages an icon containing the letter **R** marks a single-sided publication. Click the icon to turn to the master applied to the current publication page:



**To Display
the Master
Page content**

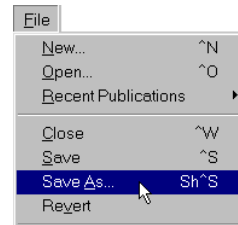
- From the main menu, choose **View > Display Master Page Items:**



Saving Documents

Saving Documents

- The **Save** and **Save As** commands allow you to store your active publication.
- To save your publication, choose **File > Save** OR press the **Ctrl + S** key combination.

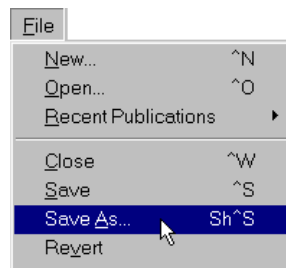


© Cheltenham Computer Training 2001

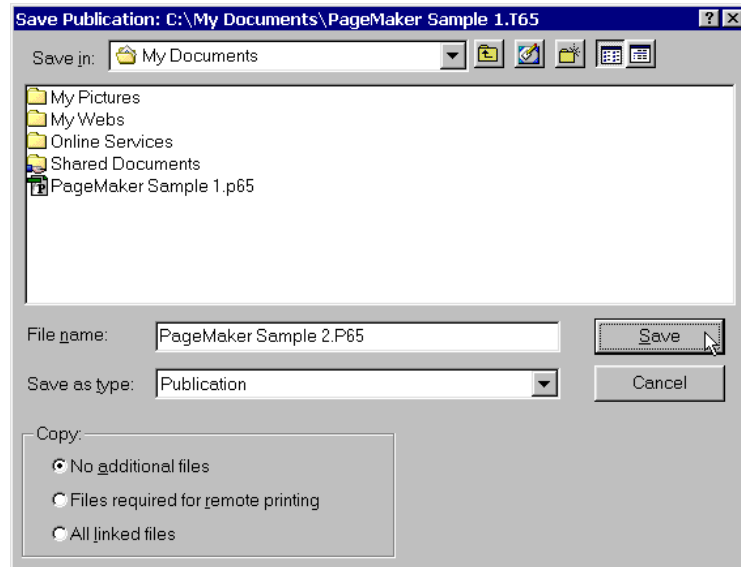
Adobe PageMaker 6.5 - Slide No 14

Using the Save and Save As commands

- The **Save** and **Save As** commands allow you to store your active publication.
- **To save your publication:**
From the main menu, choose **File > Save** OR press the **Ctrl + S** key combination.
- **To use the save as method:**
From the main menu, choose **File > Save As** OR press the **Shift + Ctrl + S** key combination:



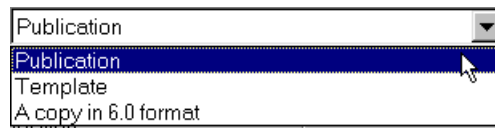
- When you **Save** your publication for the first time or if you choose the **Save As** command, you will see the **Save Publication** dialog box. In this dialog box, you can choose the location you would like to save your publication, create a name to represent your publication and choose the file type you would like the publication to save as:



Note: One of the most practical habits you can develop is to save your PageMaker publication often. When you save a publication, your File Name ensures that it remains stored in your computer even if there is a power failure or system crash. To avoid the frustration of rebuilding a lost publication, save your work regularly.

File Types

- The **Save as type** drop down list allows you to choose how you want to save your publication:



- The **Publication** file type will save your publication as a native PageMaker 6.5 file. The file extension will be **.P65**:



PageMaker
Sample 1.p65

- The **Template** file type will save your publication as a template. The file extension will be **.T65**:



PageMaker
Sample 1.T65

- The **A copy in 6.0 format** file type will save your publication as a PageMaker 6.0 version so that you may open your publication in PageMaker 6.0 or higher. The DOS extension will be **.PM6**:

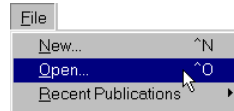


PageMaker
Sample 1.PM6

Opening Documents

Opening Documents

- The **Open** command allows you to open a previously saved publication.
- To **Open** a publication choose **File > Open** OR press the **Ctrl + O** key combination.



© Cheltenham Computer Training 2001

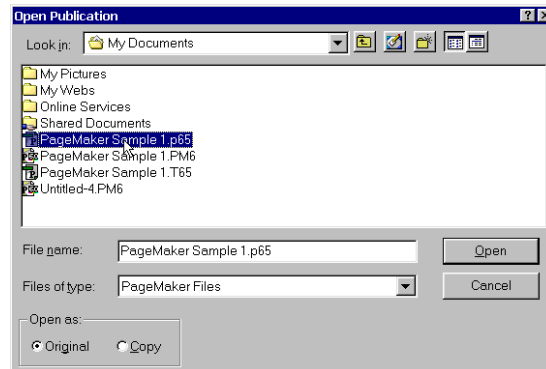
Adobe PageMaker 6.5 - Slide No 15

Using the Open command

- The **Open** command allows you to open a previously saved publication.
- From the main menu, choose **File > Open** OR press the **Ctrl + O** key combination:



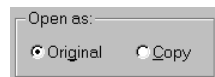
- When you are opening up a publication you will see the **Open Publication** dialog box. This dialog box allows you to navigate around your hard drive to locate PageMaker files:



Note: By default **PageMaker Files** are the only file types that will be available to you in the Open Publication dialog box. The explorer window will only display **PageMaker 6.0 – 6.5 Publication and Template** files. If you will like to try and open another file type, you will have to select the **All Files** option from the **Files of Type** drop down list.

Using the Open As option

- Once you have found the file you would like to open, you have a choice of how you would like to open the files, as PageMaker publication or template file. By default it opens the original publication or a copy of the template file:



- Use the **File > Open** command to open the original version or a copy of a PageMaker 6.5 publication or template. PageMaker keeps track of the last eight publications you opened and saved, and lists these when you choose **File > Recent Publications**.
- When you select a template or a PageMaker 4.0-6.01 publication, PageMaker automatically selects **Copy**. To open the original of a template instead, click **Original**. (The Original option is not available for a PageMaker 4.0-6.01 publication.)

PANOSE Font Matching

- After you select a publication to open, the fonts used in the publication are matched with those available in your computer. If a font used in the selected publication isn't available, PageMaker displays the **PANOSE Font Matching** dialog box to allow you to select available fonts to substitute for the missing fonts. For more information about substituting fonts, refer to Font Substitution.

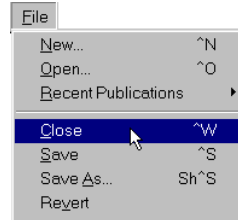
Using the Cannot Find dialog box

- If you are opening a publication that has links to external text or graphics files, you will see a **Cannot Find** dialog box if a file cannot be located. Use this dialog box to locate the file or to tell PageMaker to ignore the link. See Importing, Linking, and Exporting, for more information.

Closing Documents

Closing Documents

- **Close command, closes the active publication.**

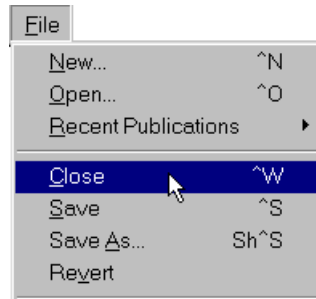


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 16

Using the Close command

- From the main menu, choose **File > Close** to close the active publication:



Note: To close all open publications at once, press the **Shift** key as you select the **Close** command from the file menu.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 17

How would you:

- Create New Documents?
- Use the Document Setup dialog box?
- Apply Page Size?
- Apply Dimensions?
- Apply Orientation?
- Apply Options?
- Apply Number of Pages?
- Apply Start Page #?
- Apply the Margins?
- Change the Document Setup?
- Setup Master Pages?
- Use the Save and Save As commands?
- Use the Open command?
- Use the Open As option?
- Use the Cannot Find dialog box?
- Use the Close command?

Tools

When you have completed this learning module you will have seen how to:

- Use the Pointer Tool
- Use the Text Tool
- Use the Rotating Tool
- Use the Cropping Tool
- Use Drawing Tools
- Use the Line Tool
- Use the Constrained Line Tool
- Use the Rectangle Tool
- Use the Rectangle Frame Tool
- Use the Ellipse Tool
- Use the Ellipse Frame Tool
- Use the Polygon Tool
- Use the Polygon Frame Tool
- Use Visual Tools
- Use the Hand Tool
- Use the Zoom Tool
- Use the Preferences dialog box
- Use the Character Specifications dialog box
- Use the Custom Stroke dialog box
- Use the Rounded Corners dialog box
- Use the Fill and Stroke dialog box
- Use the Frame Options dialog box
- Use the Polygon Settings dialog box

Basic Tools

Basic Tools

- The **Pointer** tool is used to select, move, and resize text objects and graphics.
- The **Text** tool is used to create text blocks and text frames, select, and edit text.
- The **Rotation** tool is used to select and rotate text objects and graphics.
- The **Cropping** tool is used to crop parts of the graphic that you do not want to print.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 18

Using the Pointer Tool

- The **Pointer** tool is used to select, move, and resize text objects and graphics:



Using the Text Tool

- The **Text** tool is used to create text blocks and text frames, select, and edit text:



Using the Rotating Tool

- The **Rotation** tool is used to select and rotate text objects and graphics:



Using the Cropping Tool

- When importing a graphic from another program or publication, you can use the **Cropping** tool to crop parts of the graphic that you do not want to print by adjusting the size of its surrounding bounding box:



Drawing Tools

Drawing Tools

- The **Drawing** tools allow you to create simple graphics (or frames to hold text or imported graphics) to which you can apply a stroke and or fill.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 19

Using Drawing Tools

- The **Drawing** tools allow you to create simple graphics (or frames to hold text or imported graphics) to which you can apply a stroke and or fill. If necessary, choose **Window > Show Tools** to display the Toolbox:



Using the Line Tool

- The **Line** tool is used to draw lines at any angle:



Using the Constrained Line Tool

- The **Constrained Line** tool is used to draw straight lines or lines at 45-degree angles:



Using the Rectangle Tool

- The **Rectangle** tool is used to draw rectangles, or by holding down the **Shift** key allows you to draw squares. You can change the corner radius of the rectangle before it is drawn by double clicking the rectangle tool to display the **Rounded Corners** dialog box:



Note: You can change the corners of the rectangle after it has been drawn, by choosing the **Element > Rounded Corner** command.

Using the Rectangle Frame Tool

- The **Rectangle Frame** tool is used the same way as the rectangle tool; however, this tool allows you to place text or graphics within the frame:



Using the Ellipse Tool

- The **Ellipse** tool is used to draw ellipses, or by holding down the **Shift** key allows you to draw circles:



Using the Ellipse Frame Tool

- The **Ellipse Frame** tool is used the same way as the ellipse tool; however, this tool allows you to place text or graphics within the frame:



Using the Polygon Tool

- The **Polygon** tool is used to draw customized or preset polygon shapes.
- To change the preset shape you will be drawing, double click the polygon tool to display the **Polygon Settings** dialog box.
- Holding down the **Shift** key allows you to constrain the length and width of the shape, or the line segment.
- After you draw a shape, you can add, move, or delete its **vertices** and **line segments**, by double clicking the shape.
- From the main menu, choose the **Element > Polygon Settings** command to change shapes drawn with the polygon presets:



Note: If you save your document, as a PageMaker 6.0 publication, when reopened in Version 6.0, any irregular polygons you create cannot be edited as far as changing the vertices and line segments, only resized.

Using the Polygon Frame Tool

- The **Polygon Frame** tool is used the same way as the Polygon tool; however, this tool allows you to place text or graphics within the frame:



Visual Tools

Visual Tools

- The **Visual** tools allow you to zoom in and out of or navigate around your publication or Pasteboard.
- These tools can be used on their own or in conjunction with other tools by using the keyboard shortcut.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 20

Using Visual Tools

- The **Visual** tools allow you to zoom in and out of or navigate around your publication or Pasteboard. These tools can be used on their own or in conjunction with other tools by using the keyboard shortcut:



Using the Hand Tool

- The **Hand** tool is used to move your page around within your publication window or (in the Advanced Level) to preview and test hyperlinks:



To move your page

- Select the **Hand** tool.
- Click on the page and drag the page to the desired location.
- Release the mouse.

Using the Zoom Tool

- The **Zoom** tool allows you to magnify or reduce the display of any area in your publication. The magnification limits are between 25% and 400%:



**To magnify
part of a page
by dragging**

- Select the **Zoom** tool.
- Click and drag to draw a marquee around the area you want to magnify.

**To zoom in
and out while
using another
tool**

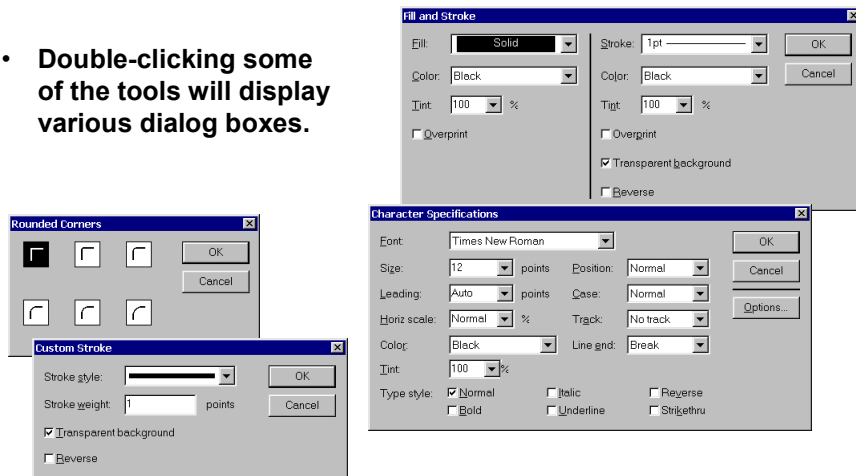
- Press the **Ctrl + Spacebar** key combination to zoom in,
OR press the **Ctrl + Spacebar + Alt** key combination to zoom out.
- Click to zoom in or out, or drag to select an area you want to zoom in on.

Note: You can also double-click the Zoom tool to jump to **Actual Size**, or press the **Alt** key as you double-click the Zoom tool to go to **Fit in Window** view.

Modifying Tools

Modifying Tools

- Double-clicking some of the tools will display various dialog boxes.

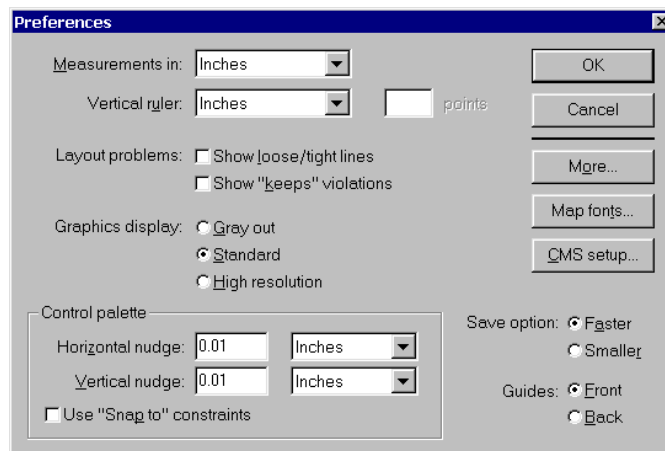


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 21

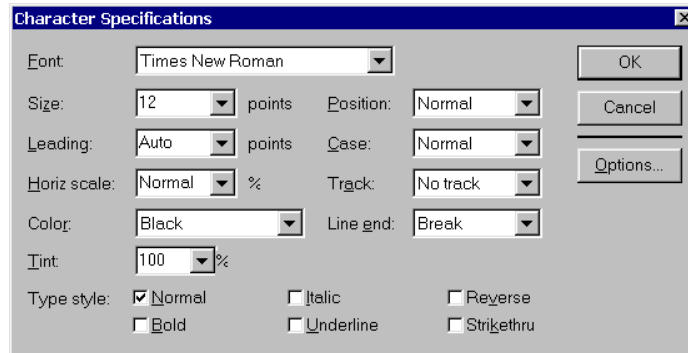
Using the Preferences dialog box

- Double-clicking the **Pointer** tool will display the **Preferences** dialog box:



Using the Character Specifications dialog box

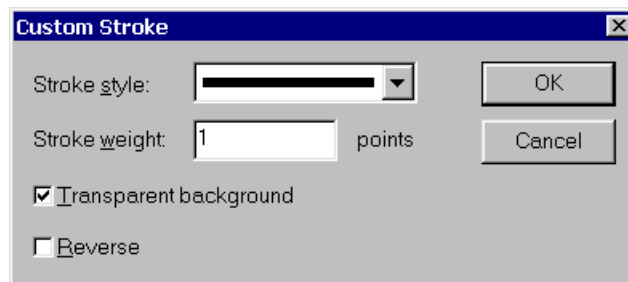
- Double-clicking the **Text** tool will display the **Character Specifications** dialog box:



- The Character Specifications dialog box will allow you to control the font, size, and other attributes of a selected range of text, part of the default, or part of a style.
- Character attributes determine how text looks on the page. Size, typeface, and character width (or horizontal scale) are a few of the attributes that you can set in PageMaker.

Using the Custom Stroke dialog box

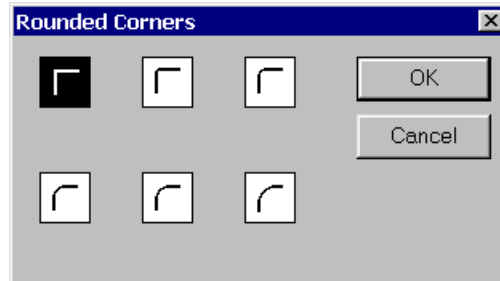
- Double-clicking the **Line** tools will display the **Custom Stroke** dialog box:



- You can use the Custom Stroke dialog box to apply fill and stroke for drawn rectangles, polygons, or ellipses (including frames). Specify whether the stroke or fill of the object should overprint; and also set an object-level tint for either the stroke or the fill.

Using the Rounded Corners dialog box

- Double-clicking the **Rectangle** tool will display the **Rounded Corners** dialog box:

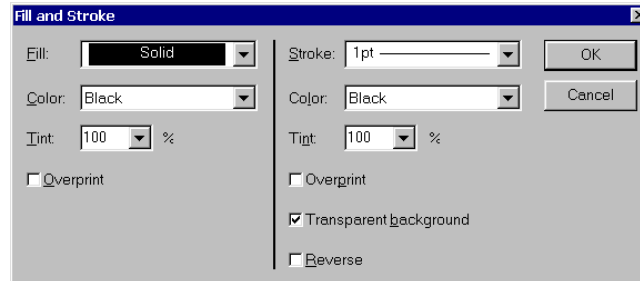


- The Rounded Corners dialog box allows you to select the shape of corners when a PageMaker-drawn box is selected.
- After you create a rectangle, you can change the shape of its corners.
- After you create a polygon, you can add, move, or delete its vertices and line segments.
- For regular polygons only (created by dragging the polygon tool), you can also use the **Element > Polygon Settings** command to change the number of sides it has, and its inset value (the angle at which the sides point toward the center of the shape).

Note: With no object selected, the chosen setting becomes the default for PageMaker-drawn boxes. Unavailable if the selected object is not a box drawn in PageMaker.

Using the Fill and Stroke dialog box

- Double-clicking the **Ellipse** tool will display the **Fill and Stroke** dialog box:

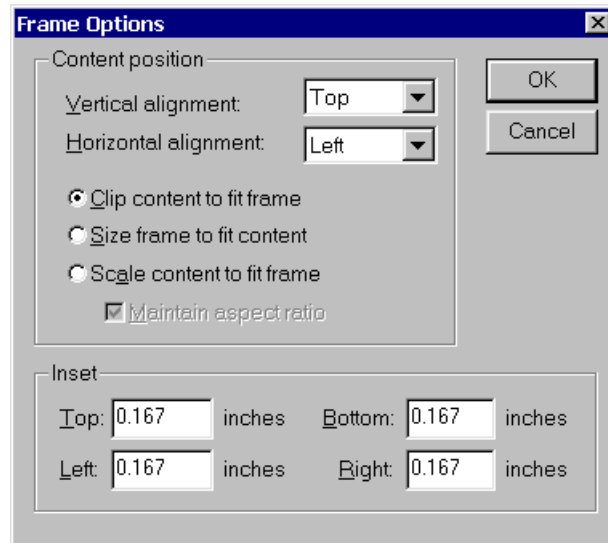


- You can modify objects a number of ways with Fill and Strokes. For example, you can resize, rotate, and add color to objects. For objects drawn with PageMaker drawing tools, you can also change stroke (the width of lines drawn with the drawing tools, and the width of borders around rectangles, ellipses, and polygons), as well as stroke and fill patterns.

Note: Changes you make to color attributes do not affect an object if **Reverse** is selected from the **Stroke** drop-down menu, or if **Paper** is selected from the **Fill** drop-down menu.

Using the Frame Options dialog box

- Double-clicking the **Frame** tools will display the **Frame Options** dialog box:

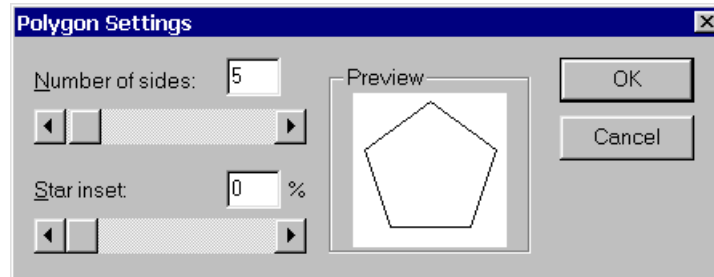


- The Frame Options dialog box allows you to specify alignment and offset for text or graphics within a frame. This is unavailable if a frame is not selected.

Note: If you don't want a border around the frame, select the frame, and choose **Element > Stroke > None**. A non-printing, light-gray border appears around the frame. If you want to hide the non-printing border, choose **View > Hide Guides**.

Using the Polygon Settings dialog box

- Double-clicking the **Polygon** tools will display the **Polygon Settings** dialog box:



- The Polygon Settings dialog box allows you to change the shape of polygons. You can change the number of sides (up to 100) and the degree to which the sides are inset to form a star. With no object selected, the chosen setting becomes the default for PageMaker-drawn polygons. This is unavailable if the selected object is not a polygon drawn in PageMaker.

Review Questions**Review Questions**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 22

How would you:

- Use the Pointer Tool?
- Use the Text Tool?
- Use the Rotating Tool?
- Use the Cropping Tool?
- Use Drawing Tools?
- Use the Line Tool?
- Use the Constrained Line Tool?
- Use the Rectangle Tool?
- Use the Rectangle Frame Tool?
- Use the Ellipse Tool?
- Use the Ellipse Frame Tool?
- Use the Polygon Tool?
- Use the Polygon Frame Tool?
- Use Visual Tools?
- Use the Hand Tool?
- Use the Zoom Tool?
- Use the Preferences dialog box?
- Use the Character Specifications dialog box?
- Use the Custom Stroke dialog box?
- Use the Rounded Corners dialog box?
- Use the Fill and Stroke dialog box?
- Use the Frame Options dialog box?
- Use the Polygon Settings dialog box?

Colors and Fills

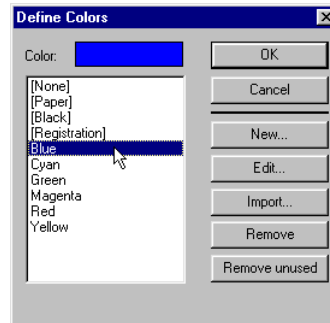
When you have completed this learning module you will have seen how to:

- Use the Define Colors dialog box
- Create Colors
- Edit Colors
- Remove Colors
- Use the Color Options dialog box
- Apply a Color Name
- Apply Color Type
- Apply a Color Model
- Apply a Color Field
- Preview Colors
- Use the Stroke Button
- Use the Fill Button
- Use the Both Button
- Apply the Tint Percentage
- Use the Color Icon
- Use the Color Model Icon
- Use the Color Type Icon
- Use the EPS Color Icon
- Use the Color-Level Tint Icon
- Use the CMS Display
- Use the New Color Button
- Use the Trash Button

Custom Colors

Custom Colors

- You can create custom colors using the Define Colors dialog box.
- To open the Define Colors dialog box, choose Utilities > Define Colors.

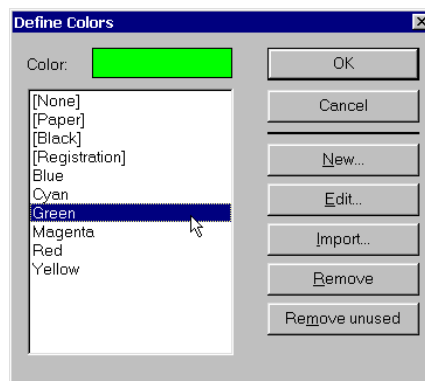
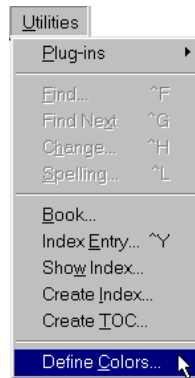


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 23

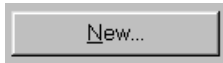
Using the Define Colors dialog box

- To open the **Define Colors** dialog box, choose **Utilities > Define Colors**:
- The **Define Colors** dialog box allows you to create, edit and rename the colors for use in your publication:



Creating Colors

- Creating new Spot and Process colors is simple. To create a **New Color**, select the **New** button to open the **Color Options** dialog box:

**Editing Colors**

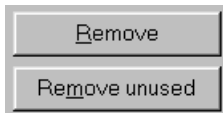
- When you **Edit Colors**, PageMaker will automatically update any objects that the color was applied to:



Note: You can edit the definition of a Spot color imported with an EPS graphic, but you cannot change its name or its Overprint setting.

Removing Colors

- When you **Remove Color**, PageMaker will apply the color **Black** to any text or graphic to which the color you removed was applied. Tints that used the removed color also change to tints of **Black**. You can remove a color from a PageMaker-drawn graphic, and remove a color from the active publication.
- To remove all the colors defined but not being used, from the active publication, select the **Remove Unused** button:

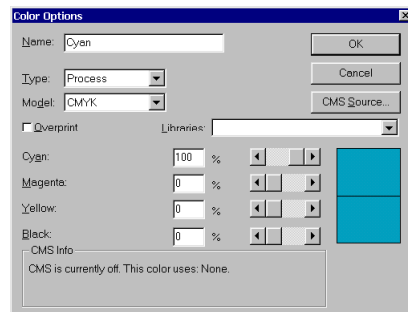


Note: You cannot remove the colors **None**, **Paper**, **Black**, and **Registration**. Also note that you can remove colors imported with an EPS graphic only if the EPS graphic itself has been deleted from the publication.

Color Options Dialog Box

Color Options Dialog Box

- To select a color or choose a color model (such as RGB), go to the **Color Options** dialog box by choosing **Utilities > Define Color** and clicking the **New** button.

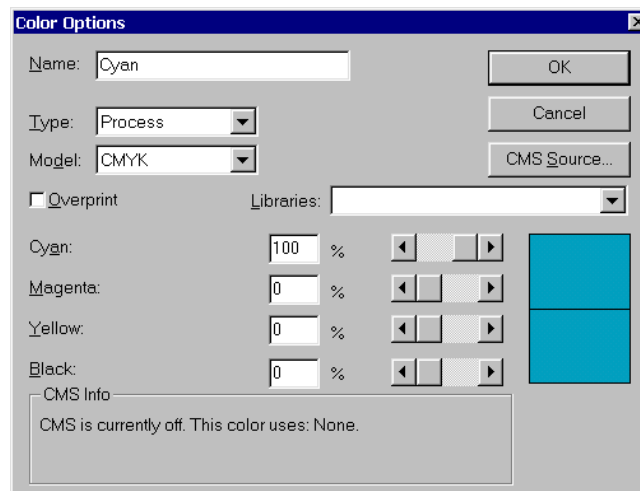


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 24

Using the Color Options dialog box

- To select a color or choose a color model (such as RGB), go to the **Color Options** dialog box by choosing **Utilities > Define Color** and clicking the **New** button:



Note: You can also click the **New Color** icon at the bottom of the **Colors** palette to open the **Color Options** dialog box.

Applying a Color Name

- Cyan, black, and yellow are just a few of the colors to name when trying to define a color in the color **Name** field. Black is the default color:



Name:

Note: It is good idea to include the different color values you used to create the color, rather than just giving the color a creative name. This will help you keep track of how the color was created without always having to keep going to the **Color Options** dialog box. If creating a blue color using 100% cyan and 75% magenta, the color would be something like: Blue C100, M75. If the value of a color is 0% you do not need to include in the name.

Applying Color Type

- **Color Type** can be changed to **Spot**, **Process**, or **Tint**:



Type:

Spot – Use when you do not want the color to print as a separation or when you want to use **Pantone colors**. Spot colors are often preferred as a way to use color without drastically increasing printing cost.

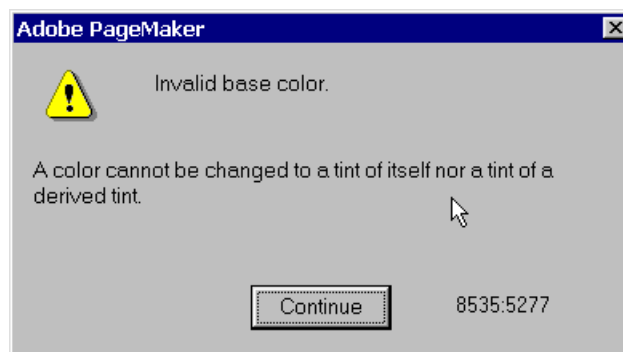
Process – Use in conjunction with the **CYMK** color model. **Process** colors are colors that you want to separate when they are printed.

Tint – Use when you want to use tints of a color. You can choose values of 0 – 100%. The **Color Model** field will change to a **Base Color** field when you select the **Tint** color type:



Base Color:

Note: You cannot create a tint of a color that you are currently editing; if you try you will get a warning:



Applying a Color Model

- The **Color Model** can be changed to **CMYK**, **RGB** or **HLS**:



Note: You can use any of the models to create a process color, but PageMaker will convert those values to the approximate **CMYK** values when you print separations or color composites. To control the final printed colors in your publication, use the CMYK model to specify process colors.

Applying a Color Field

- In the **Color** fields, specify the percentages of a color to create colors, to increase or decrease how much color is being used, type the number in values of 0 – 100% or use the slider bar.

CMYK Color fields:

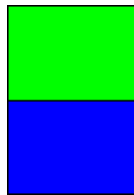
Cyan:	100	%	
Magenta:	0	%	
Yellow:	0	%	
Black:	0	%	

RGB Color fields:

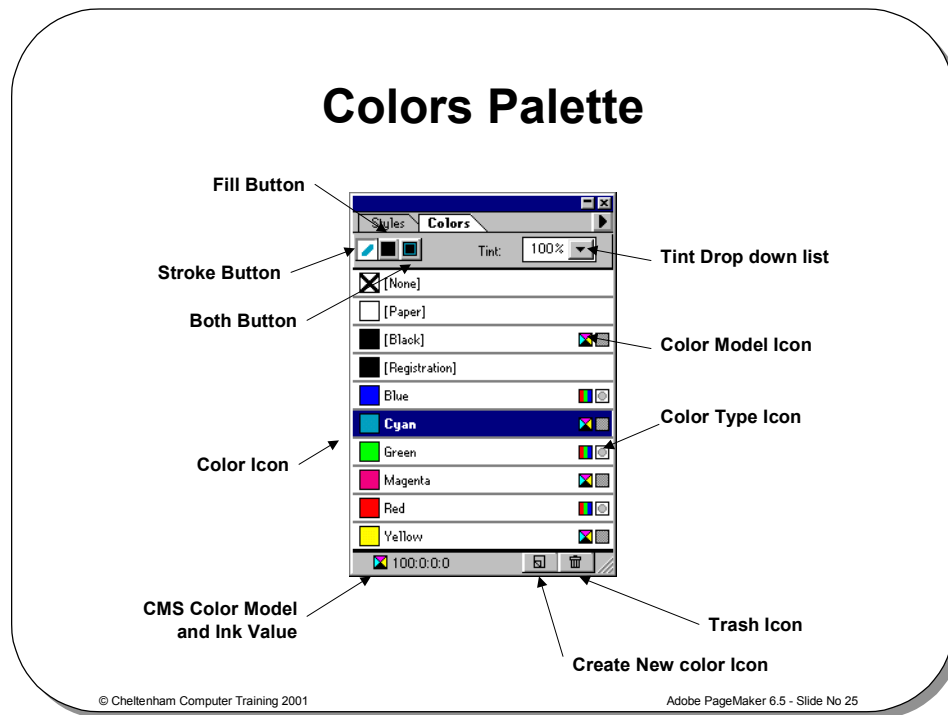
Red:	0	
Green:	255	
Blue:	0	

Previewing Colors

- The **Color Preview** displays a sample of the chosen colors you are using and a sample of how the color has been modified:



Colors Palette



Using the Stroke Button

- The **Stroke** button specifies the line weight and pattern for the rectangle, ellipse, or polygon tool. You can specify other line weights in one-tenth of a point, up to 800 points:

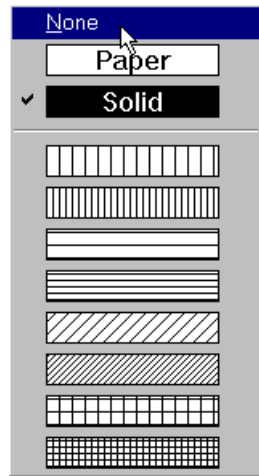


Using the Fill Button

- The **Fill** button lets you specify a fill or pattern when drawing a rectangle, ellipse, or polygon:



- To select a pattern fill choose the **Element > Fill** command:



Note: A pattern fill can also be applied to a selected box or oval. With the exception of **None** color, the patterns are opaque, hiding whatever is behind them.

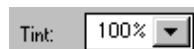
Using the Both Button

- The **Both** button allows you to colorize the stroke, and the fill at the same time with the same color:



Applying the Tint Percentage

- The **Tint Percentage** pop-up menu in the **Colors** palette determines the percentage of the base color to apply to an object. The advantage of this kind of tint is it can be applied instantly:




Using the Color Icon

- The **Color** icon gives you a swatch to indicate how the color will look when it is applied to an object:




Using the Color Model Icon

- The **Color Model** icon represents the colors model set in the **Color Options** dialog box.

CMYK Color Model: 

RGB Color Model: 

HLS Color Model: 

Using the Color Type Icon

- The **Color Type** icon indicates the color types set in the **Color Options** dialog box.

Process Color icon: 

Spot Color icon: 

Using the EPS Color Icon

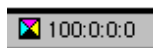
- EPS Color** icon appears when you place **EPS** graphics containing Process or Spot colors into the publication:

**Using the Color-Level Tint Icon**

- Color-level Tint** icon indicates that the color you are looking at is using a Color-level tint of a color found in your color list:

**Using the CMS Display**

- CMS Display** indicates the Color Model, Ink value, and/or Tint Value of a selected color:

**Using the New Color Button**

- The **New Color** button allows you to quickly choose new colors from the palette:

**Using the Trash Button**

- The **Trash** button offers a quick and convenient way of deleting colors:



Review Questions**Review Questions**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 26

How would you:

- Use the Define Colors dialog box?
- Create Colors?
- Edit Colors?
- Remove Colors?
- Use the Color Options dialog box?
- Apply a Color Name?
- Apply Color Type?
- Apply a Color Model?
- Apply a Color Field?
- Preview Colors?
- Use the Stroke Button?
- Use the Fill Button?
- Use the Both Button?
- Apply the Tint Percentage?
- Use the Color Icon?
- Use the Color Model Icon?
- Use the Color Type Icon?
- Use the EPS Color Icon?
- Use the Color-Level Tint Icon?
- Use the CMS Display?
- Use the New Color Button?
- Use the Trash Button?

Text

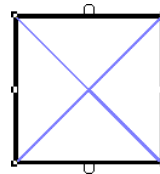
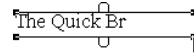
When you have completed this learning module you will have seen how to:

- Use Text Blocks
- Use Text Frames
- Input text into a Text Block
- Input text into a Text Frame
- Use the Place dialog box
- Choose File Name
- Choose File Types
- Set Place
- Set Options
- Highlight text
- Add and Remove text
- Copy, Cut and Paste text
- Use the Character View
- Use the Paragraph View
- Use the Character Specifications dialog box
- Choose Font Names
- Set Font Size
- Set Leading
- Set Horizontal Scale
- Set text Color
- Set Color Tint
- Set Type Style
- Set Position
- Set Case
- Set Track
- Set Line End

Blocks Vs. Frames

Blocks Vs. Frames

- A **Text Block** is one of two ways in which PageMaker allows you to add Text to your publication.
- A **Frame** becomes a **Text Frame** or a **Graphics Frame** depending on the content you add into it.



© Cheltenham Computer Training 2001

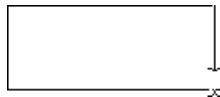
Adobe PageMaker 6.5 - Slide No 27

Using Text Blocks

A **Text Block** is one of two ways in which PageMaker allows you to add Text to your publication. The height or width of a Text Block will change as you add or remove text.

To Create a Text Block

- Select the text tool from the tools palette.
- Click and drag the mouse to the desired size:



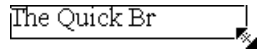
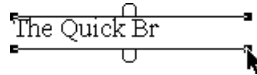
- Enter in the desired text.

To Resize a Text Block

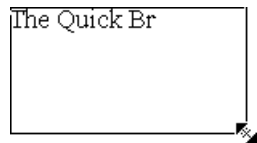
- Select the Pointer Tool from the tools Palette.
- Select the Text block you would like to resize:



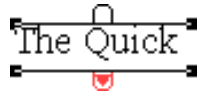
- Select the text block handle:



- Click and drag the handle to the new desired size:

**Overset Text Icon**

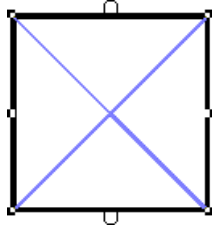
- When resizing a **Text Block** you have to click and then drag the text block handle from one of its corner points to the new desired size of the text block. If you make the text block smaller than its original size you will cause the text to become overset. If the text becomes overset, an **Overset Text** icon will indicate that not all of the text fits inside the new text block size:



Note: A text block must be rectangular; and if it is empty it will disappear. It is also not possible to apply a stroke or fill to a text block.

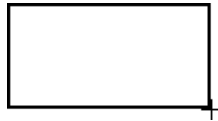
Using Text Frames

- A **Frame** becomes a **Text Frame** or a **Graphics Frame** depending on the content you add into it. Once you add a graphic to a new frame, the frame becomes a graphic frame and you cannot include text into the frame, unless you first delete or detach the graphic from the frame.
- A **Text Frame** functions in much the same way as the Text block, but unlike the text block the text frame the height or width will not change as you add or remove text. Also unlike the text block, empty text frames will not disappear and it is possible to apply strokes or fills to text frames:

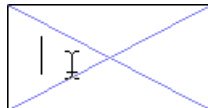


To Create a Text Frame

- Select a Frame Tool.
- Click and drag the mouse to the desired size:



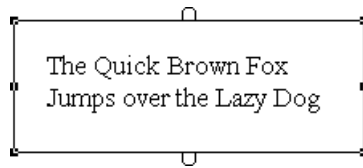
- Select the text tool from the tools palette.
- Place the mouse inside of the frame and click the mouse button:



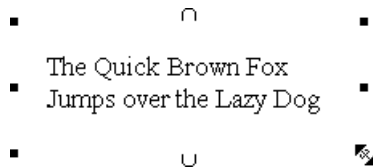
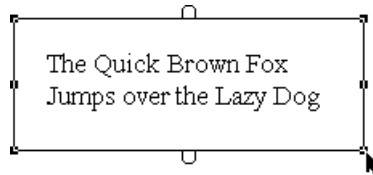
- Enter in the desired text.

To Resize a Text Frame

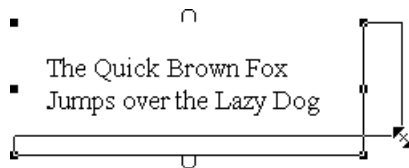
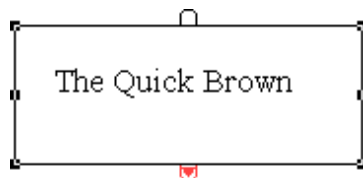
- Select the Pointer Tool from the tools palette.
- Select the Text Frame you would like to resize:



- Select the Text Frame handle:



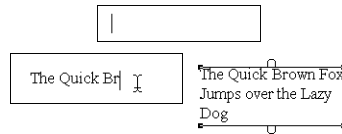
- Click and drag the handle to the new desired size:

**Overset Text Icon**

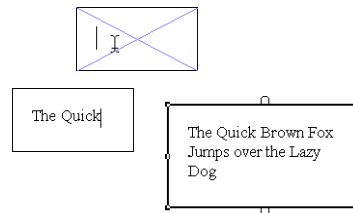
Inputting Text

Inputting Text

- To Input Text into a Text Block.



- To Input Text into a Text Frame.



© Cheltenham Computer Training 2001

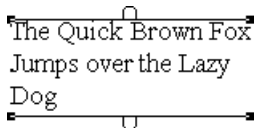
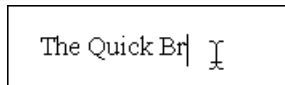
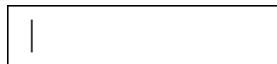
Adobe PageMaker 6.5 - Slide No 28

Inputting text into a Text Block

- Create a text block to the desired size:

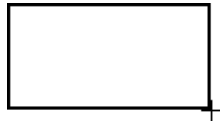


- You will see a flashing cursor appear on the screen, you can begin to enter in your desired text:



**Inputting text
into a Text
Frame**

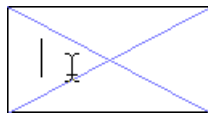
- Create your text frame to the desired size:



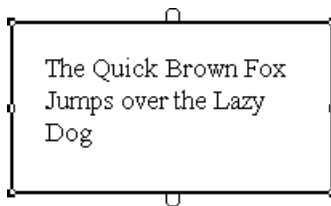
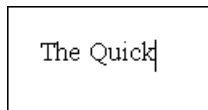
- With the text tool selected place the cursor inside of the frame:



- Click the mouse button:



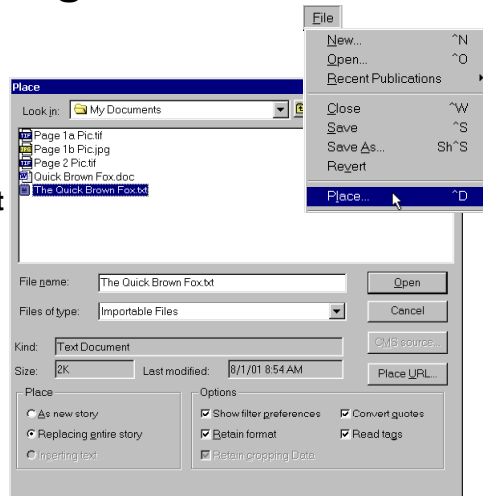
- Enter in the desired text:



Placing Text

Placing Text

- The Place Dialog Box allows you to import text from various sources.
- PageMaker can import such files as Spreadsheet or Database documents, Word-Processed documents, another PageMaker Story files, ASCII text files, Rich Text files and HTML files.



© Cheltenham Computer Training 2001

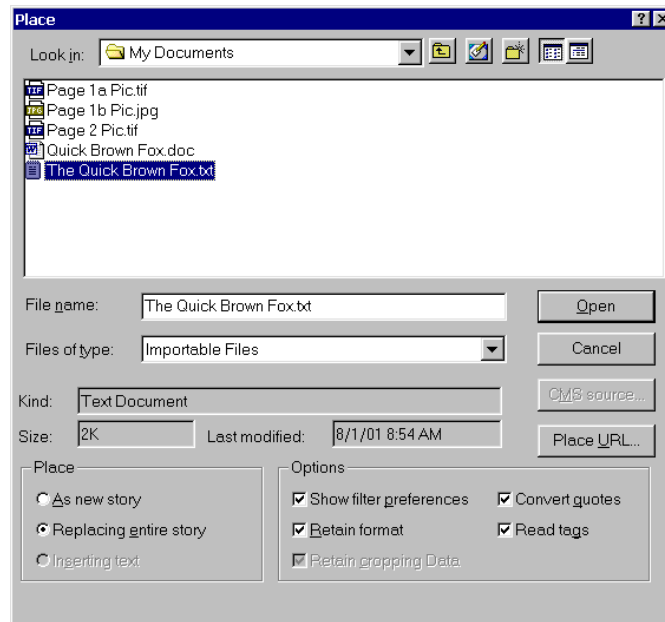
Adobe PageMaker 6.5 - Slide No 29

Using the Place dialog box

- To open the Place dialog box:
From the main menu, choose **File > Place**
OR press the **Ctrl + D** key combination:



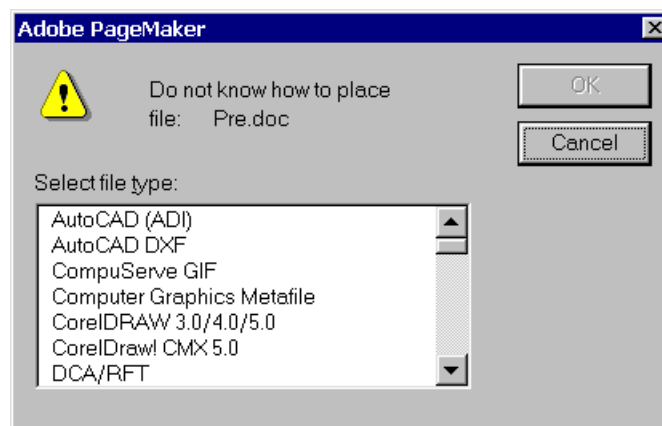
- The **Place dialog box** allows you to import text (and graphics) from various sources. PageMaker can import such files as **Spreadsheet** or **Database** documents, **Word-Processed** documents, another **PageMaker Story** files, **ASCII** text files, **Rich Text** files and **HTML** files. The files you can place depend in part on the import filters you have installed:



- When you open a text file to be placed into your publication, your mouse pointer will become a **Loaded Text Icon**:




Note: If you try to place a file that PageMaker does not have a filter installed for, you will get a Caution dialog box, which will allow you to use other installed filters to try and open the file:



Choosing File Name

- The **File Name** field is where you enter in the name of the text file you are looking for. You can also use the Explorer window to locate your file:



File name:

Choosing File Types

- The **Files of Type** drop-down list allows you to decide which kinds of files you want to place into your PageMaker publications:



Files of type:

Note: Depending on the import filter you have installed you will be able to place files from other PageMaker publications, Word-processing applications (WordPerfect, Microsoft Word, and Microsoft Works), HTML files, Text or Table editors or any application that can export text in ASCII format, Spreadsheet files from Excel or Lotus 1-2-3 formats, and Database files (dBASE and dBASE-compatible applications).

Kind field

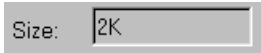
- The **Kind** field tells you the type of document is being chosen to place, whether it's Microsoft application Document, or other Text Document:



Kind:

Size field

- The **Size** field informs you of how large the file size is. The file size is important in cases where you need to control the file size of your publication:



Size:

Last Modified field

- The **Last Modified** field allows you to see the date and time of when the selected file was last modified:



Last modified:

Setting Place

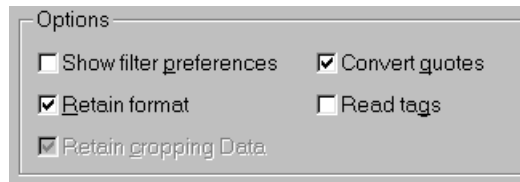
- **Place** options radio buttons allow you to determine how the text you are importing will be placed into your publication:



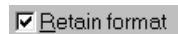
- The **As New Story** option adds the placed file as a new story, separate from the existing stories in your publication.
- The **Replacing Entire Story** option will delete a selected story from your publication and replaces it with the new one you have select to place. PageMaker will also preserve the position, size, and orientation text object you are replacing.
- The **Inserting Text** option will place the placed text at the insertion point, without deleting the existing text.
- The **Replacing Selected Text** option will delete text, which you have selected in your publication, and replace it with the new text you have selected to place.

Setting Options

- The **Options** settings allow you to determine how the text you are importing will behave when it is being placed:



- The **Retain Format** option allows you to retain any character or paragraph formatting and the style sheet when the text is imported, if the file contains one:



- The **Convert Quotes** option converts the quotation marks and apostrophes of the selected file into typographer's quotation marks and apostrophes:

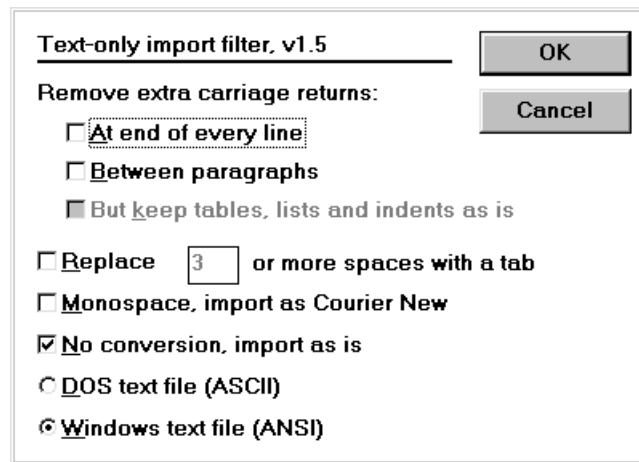


- The **Read Tags** option allows you to apply paragraph styles to text when it is placed:



**Text-Only
Import Filters**

- The **Text-Only Import filters** allow you to further adjust how the imported text will appear when it is placed:



Editing Text

Editing Text

- To edit text, first you need to **Highlight text in a Text Frame or Text Block with the mouse.**
- Then delete existing text or add new text.

The quick brown fox jumps
over the lazy dog.

The quick brown fox jumps
over the **lazy dog.**

**The quick brown fox jumps
over the lazy dog.**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 30

To Highlight Text in a Text frame or text block with the mouse

- Place the cursor at the appropriate end of the selected sentence:

The quick brown fox jumps
over the lazy dog.

- Click and drag the cursor over the sentence, word or character you would like to highlight:

The quick brown fox jumps
over the **lazy dog.**

- Edit the highlighted text:

**The quick brown fox jumps
over the lazy dog.**

To Highlight Text in a Text frame or text block with the keyboard

- Place the insertion point at the start of the range of characters you want to highlight and click the mouse button.
- Hold down **Shift** key.
- Press the **Arrow keys** to extend the selection either one character at a time by using the **Right** or **Left** arrow keys or one line at a time by using the **Up** or **Down** arrow keys.
- **Note:** You can also use the Keyboard and mouse together to Highlight text. To do this:
- Place the insertion point at the start of the range of characters you want to highlight and click the mouse button.
- Hold down **Shift** key.
- Place the insertion point and the end of the range of characters you would like to highlight and click the mouse button again to highlight the desired range.

Adding and Removing text

- Highlight the text you want to edit or place the insertion point at the beginning of the location where you would like to add the text.
- Enter in the new text information or press the **Delete** or **Backspace** key to remove the unwanted text.

Copying, Cutting and Pasting text

- The standard editing commands for moving information back and forth from one location to another are the **Cut**, **Copy**, **Paste**, and **Clear** commands.

To Copy Text

- Highlight the desired text.

The quick brown fox jumps
over the lazy dog.

- From the main menu, choose **Edit > Copy**

OR press the **Ctrl + C** key combination

The quick brown fox jumps
over the lazy dog.

To Paste the copied Text

- Place the cursor where you would like to Paste the Copied text,
- From the main menu, choose **Edit > Paste**

OR press the **Ctrl + V** key combination

The quick brown fox jumps
over the lazy dog. The quick
brown fox jumps over the
lazy dog.

To Cut Text and Paste

- Highlight the desired text you would like to **Cut**.
- From the main menu, choose **Edit > Cut**

OR press the **Ctrl + X** key combination

The quick brown fox jumps
over the lazy dog. The quick
brown fox jumps over the
lazy dog.

- After you select the Cut command, the highlighted text will be removed.

The quick brown | The quick
brown fox jumps over the
lazy dog. ¶

To Paste the cut Text

- Place the cursor where you want to paste the cut text:

The quick brown . The quick
brown fox jumps over the
lazy dog. ¶

- Paste the cut text where it is required:

The quick brown . The quick
brown fox jumps over the
lazy dog. fox jumps over the
lazy dog. ¶

Text Control Palette

Text Control Palette

- In the Character View click one of the font options in the Control palette.
- Use the toggling buttons to choose the Type style, Case, Position, Type Size, Leading, Expert tracking, Horizontal Scale, Kerning, and Baseline Shift to format the text.

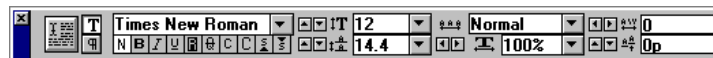


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 31

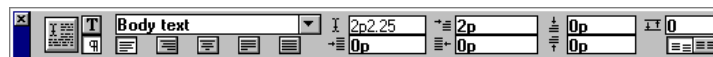
Using the Character View

- To display the Control palette, choose **Window > Show Control Palette**. When you have selected the Text tool, Text Block or the Text Frame, the Character View will be automatically displayed in the Control palette.
- In the **Character View** click one of the font options in the Control palette. Use the toggling buttons to choose the Type style, Case, Position, Type Size, Leading, Expert tracking, Horizontal Scale, Kerning, and Baseline Shift:



Using the Paragraph View

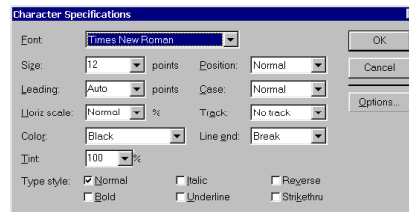
- To display the Control palette Paragraph setting, choose **Window > Show Control Palette** to display the Control palette, then select the **Paragraph** Icon to open display the Paragraph View.
- The **Paragraph View** of the Control palette offers many of the same options as the Character View. Such as, Apply button, Character/Paragraph buttons Alignment, Style, Cursor position indicator, First line indent, Right indent, Left indent, Add space above paragraph, Grid options, Add space after paragraph:



Character Specifications Dialog Box

Character Specifications Dialog Box

- The **Character Specifications** dialog box allows you to format the text in your publication.
- If you open the dialog box without having any text items selected, any changes you make will become the default setting for the text you will use in your publication.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 32

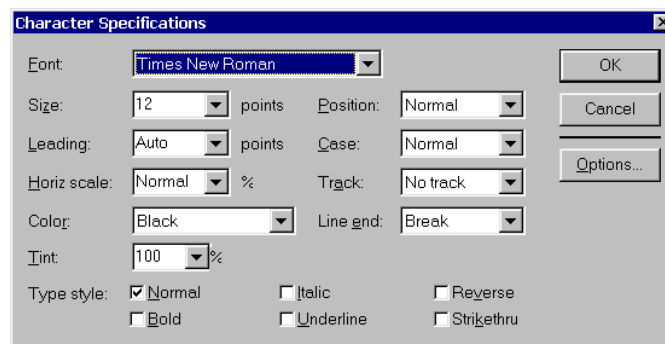
Using the Character Specifications dialog box

- The **Character Specifications Dialog Box** allows you to format the text in your publication. If you open the dialog box without having any text items selected, any changes you make will become the default setting for the text you will use in your publication.

To display the Character Specifications dialog box

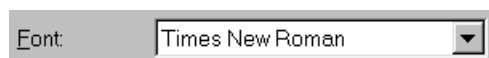
- From the main menu, choose **Text > Character**

OR press the **Ctrl + T** key combination:



Choosing Font Names

- The **Font** drop-down list allows you to select a font to use in your publication or change an existing font:



Setting Font Size

- The **Size** drop-down list allows you to specify the size of your type in points:

Size: 12 points

Note: You can only select font sizes from 4 to 650 points in increments of 0.1.

Setting Leading

- The **Leading** drop-down list allows you to adjust the vertical space between lines of text:

Leading: Auto points

Note: Like letter and word spacing, the right amount of leading makes text easier to read.

Setting Horizontal Scale

- The **Horizontal Scale** drop-down list allows you to adjust the width of characters:

Horiz scale: Normal %

Note: You can specify a custom width anywhere from 5 to 250 percent.

Setting text Color

- The **Color** drop-down list allows you to add color to text:

Color: Black

Note: You cannot apply the None color to text.

Setting Color Tint

- The **Tint** drop-down list allows you to specify a tint of a color from the Color drop-down list:

Tint: 100 %

Note: If you apply a tint to the color Paper or Registration you see no change take place.

Setting Type Style

- **Type Style** checkboxes allow you to make various changes to the look of your text. You have six options to choose from:

Type style:	<input checked="" type="checkbox"/> Normal	<input type="checkbox"/> Italic	<input type="checkbox"/> Reverse
	<input type="checkbox"/> Bold	<input type="checkbox"/> Underline	<input type="checkbox"/> Strikethru

Normal: This option will return the text back to it's original state (with no Style applied to it):

The quick brown

Bold: This option will increase the weight of your text, making it thicker:

The quick brown

Italic: This option will give the text a slight slant:

The quick brown

Underline: This option will place a horizontal line under a character or words:

The quick brown

Reverse: This option will make your text white. This is used to apply text to a Black or dark background:

The quick brown

Strike thru: This option will draw a horizontal line through the text:

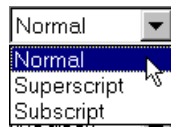
~~The quick brown~~

Note: You can also combine the options to further alter the look of you text:

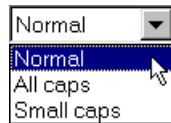
The quick brown

Setting Position

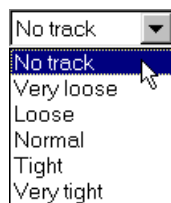
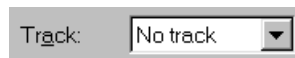
- The **Position** drop-down list allows you to set your text to **Subscript**, **Superscript** or **Normal** (no position applied):

**Setting Case**

- The **Case** drop-down list allows you to change the case of you text. You have choice of **Normal**, **All Caps** or **Small Caps**:

**Setting Track**

- The **Track** drop-down list allows you quickly increase or decrease the space between words; you have a choice of **Loose** and **Very Loose** to increase the space, **Tight** and **Very Tight** to decrease the space, and **Normal** to use the default track setting:

**Setting Line End**

- The **Line End** option allows you to control how a line of text brakes up in a text block or text frame. You have a choice of **Break** or **No Break**. The Break option is the default, but if you want to force a paragraph to fit on one line, use the No Break option:



Review Questions**Review Questions**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 33

How would you:

- Use Text Blocks?
- Use Text Frames?
- Input text into a Text Block?
- Use the Place dialog box?
- Choose File Name?
- Choose File Types?
- Set Place?
- Set Options?
- Copy, Cut and Paste text?
- Use the Character View?
- Use the Paragraph View?
- Use the Character Specifications dialog box?
- Choose Font Names?
- Set Font Size?
- Set Leading?
- Set Horizontal Scale?
- Set text Color?
- Set Color Tint?
- Set Type Style?
- Set Position?
- Set Case?
- Set Track?
- Set Line End ?

Pictures

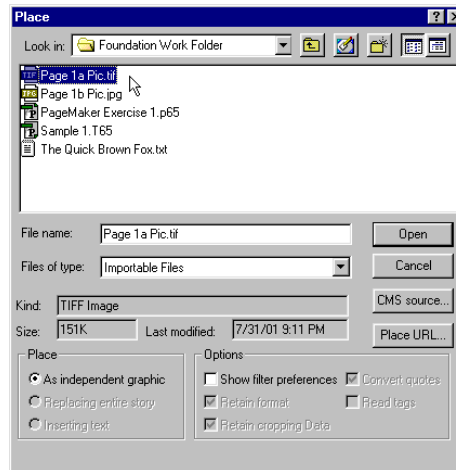
When you have completed this learning module you will have seen how to:

- Use the Place dialog box
- Choose File Types
- Set Place
- Link and Embed Pictures
- Retain Cropping Data
- Use the Object View
- Position pictures on page
- Set the Frame Size
- Set the picture Scale
- Rotate picture
- Skew picture
- Flip picture
- Copy, Cut and Paste pictures
- Wrap Text around pictures
- Colorize pictures
- Crop pictures
- Position pictures in Frame

Placing Pictures

Placing Pictures

- The **Place** dialog box allows you to Import graphics of various file formats such as Tiff, Eps, Jpeg and Gif.

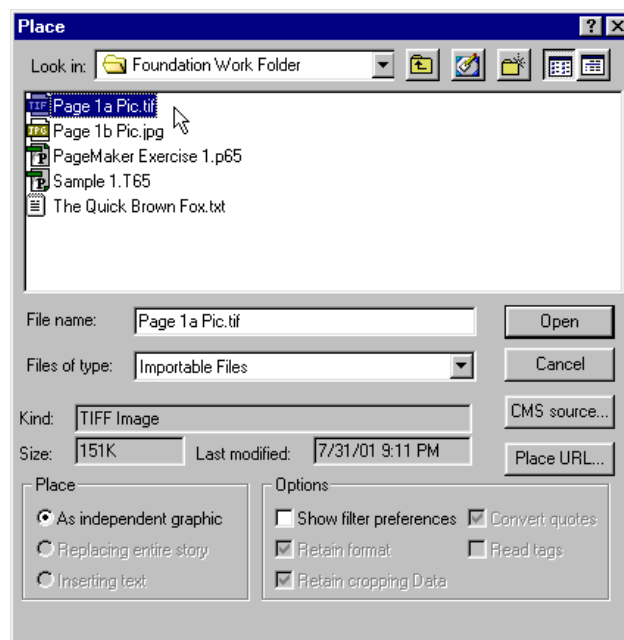


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 34

Using the Place dialog box

- The **Place** dialog box allows you to Import graphics of various file formats such as Tiff, Eps, Jpeg and Gif. The files that can be placed in PageMaker depend on part on the graphic filters that you have installed:



- When you open a graphic file from the place dialog box, your pointer icon will turn into a **graphic icon**:



Note: The graphic files that can be placed into your publication will depend in part on the import filters you have installed into PageMaker. If you have a problem installing a particular file type, it may not have the necessary filter installed.

Choosing File Types

- There are various **File Types** that can be imported into PageMaker. When you have the **Importable Files** option selected from the **Files of type** drop-down list, the explorer window will display all the various graphic (and text) formats that you can import into your publication such as **Tiff, Eps, Jpeg and Gif**:



Kind Field

- The **Kind** field will indicate what type of graphic file placing into your publication. Whether it is a TIFF image or other:



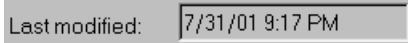
Size Field

- The **Size** field Indicates to you how large the file you are placing will be. The file information is important when you need to control the file size of your publication:



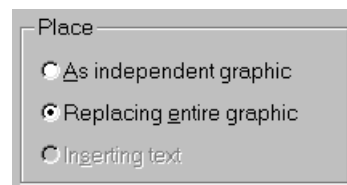
Last Modified Field

- The **Last Modified** field allows you to see the date, and time of when the file selected was last modified:



Setting Place

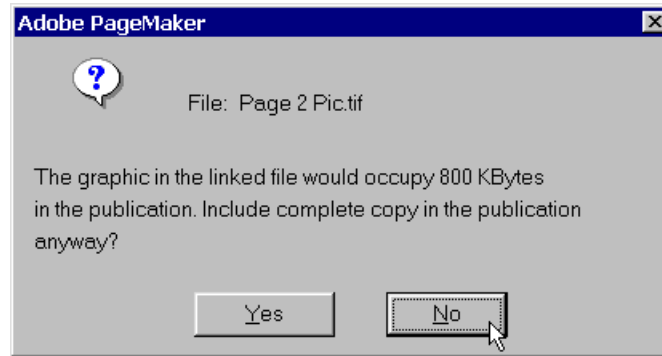
- The **Place** options allow you to choose how a graphic is placed in your publication:



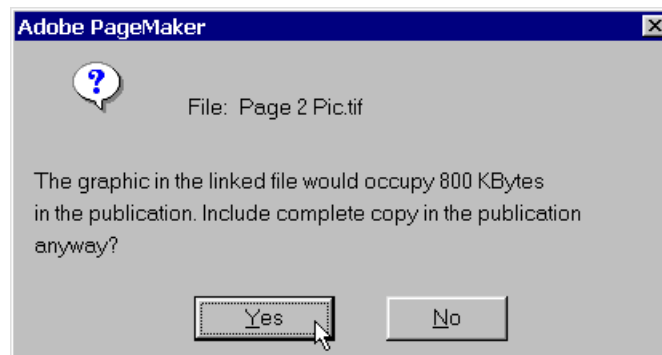
- The **As independent graphic** option adds the graphic to your publication as an independent image.
- The **Replacing entire graphic** option will delete a selected existing graphic from your publication and replace it with the new placed graphic. When the new graphic is placed, it will retain all the same characteristic of the former graphic such as the image scale or size, cropping data (if you select the check box), location, and even color (if you are placing grayscale images).

Linking and Embedding Pictures

- When you open an image from the Place dialog box, an **Alert** message may appear, prompting you to **include a complete copy of the selected image** into your publication. The Alert will only appear if the placed image is larger than the default image size of 256 KBytes.
- If you select **No** to the prompt, you will place only a low-resolution version of the image into your publication with a **link** to the High Resolution file:



- If you select **Yes** to the prompt, you will place the full high-resolution image into your publication. The image will now be embedded into your publication and it will increase the size of your publication more so than when you placed the low-resolution link. The size of the increase will depend on the size of the image:



Note: If you link an image you cannot move or delete the original graphic. If PageMaker cannot locate the original high-resolution image when you print, you will only get the low-resolution output. But if you have embedded the image, all the necessary data is already there for PageMaker to use in order to output the high-resolution publication.

Retaining Cropping Data

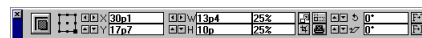
- The **Retain Cropping Data** option keeps the cropping information from the original image when you are replacing an image. This option is only available when the **Replacing Entire Graphic** option is selected:



Modifying Picture

Modifying Picture

- The **Control Palette** allows you to adjust the size of your picture, the location of the picture on the page, the size of your picture frame, the rotation of the picture, or the how the picture is skewed.

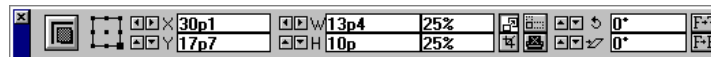


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 35

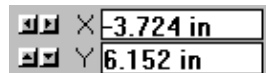
Using the Object View

- The **Object View** of the **Control Palette** allows you to adjust the size of your picture, the location of the picture on the page, the size of your picture frame, the rotation of the picture, or the how the picture is skewed.
- From the main menu, choose **Window > Show Control Palette** to display the Control palette:



Positioning pictures on page

- The **Position field** allows you to adjust the position of your picture anywhere on the **X** and **Y** access of the publication page:

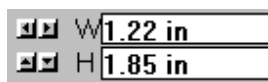


- The **Nudge buttons** allow you to move, resize or transform a picture in small increments. You can also use the **Shift** key while you click on the nudge button to increase the nudging by a multiply of ten:



Setting the Frame Size

- The **Size** field allows you to adjust the **width** and **height** of a picture as well as the cropping rectangle:

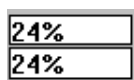


- You can also use the **Cropping** option in the Control palette to crop a picture which will also reduce its size:



Setting the picture Scale


- The **Percent Scale** field allows you to scale your picture:



Other Scale options:

Printer resolution Scaling option 

Proportional scaling option 

Scaling option 

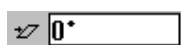
Rotating picture

- The **Rotate** field allows you to rotate a picture by ± 360 degrees in increments of **.01** degree. Use the Rotating tool in the toolbox to rotate an object manually around any fixed point, or use the Rotating option on the Control palette to rotate relative to the reference point selected on the Proxy:



Skewing picture

- The Control palette can be used to **Skew** a picture horizontally by ± 85 degrees in increments of **.01** degree.
- To skew an object, select the object.
- From the main menu, choose **Window > Show Control Palette**.
- Click or double-click to select a reference point on the Proxy:



Flipping pictures

- You can **Flip** a picture either vertically or horizontally with the **Reflection** button in the control palette:



The **Horizontal Reflection** button: 

The **Vertical Reflection** button: 

To Copy a Picture

- Select the desired picture.
- From the main menu, choose **Edit > Copy**
OR press the **Ctrl + C** key combination.

To Paste the copied picture

- From the main menu, choose **Edit > Paste**
OR press the **Ctrl + V** key combination.

To Cut a picture

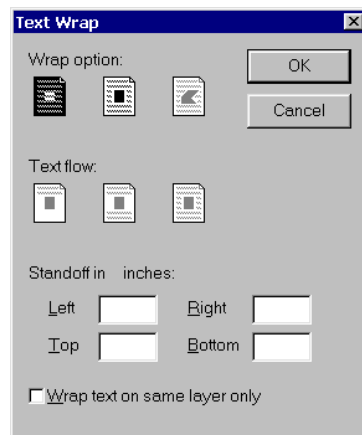
- Select the desired picture you would like to **Cut**.
- From the main menu, choose **Edit > Cut**
OR press the **Ctrl + X** key combination.
- After you select the Cut command, the selected picture will be removed.

To Past the cut picture

- Paste the cut picture.
- Move it to where it is required.

Wrapping Text around pictures

- To **Text Wrap** around another text block, select the text block around which you want text to wrap, and then choose **Element > Group**. PageMaker now treats the text block like a graphic. With the grouped text block selected, apply a text-wrap option. To wrap text around only three sides of a graphic, position either the left or right edge of the graphic against a column guide.
- Alternatively, you can increase the standoff values enough to put the graphics boundary next to the column guide:



Colorizing pictures

- The **Colorizing** function will only work with 1 bit bitmaps or grayscale bitmaps. When **Colorizing Pictures** you define a color, you specify whether it is a spot color, process color, or a tint of a spot or process color.

To Colorize a bitmap

- Select a 1 bit or grayscale bitmap
- From the main menu, choose **Window > Show Colors**
OR press the **Ctrl + J** key combination to open the Color palette.
- Click the **Fill** button.
- Select a color and or tint from the colors palette list.

Cropping

Cropping


- When you import a graphic from another program or publication, you can crop parts of the graphic that you do not want to print by adjusting the size of its surrounding bounding box.

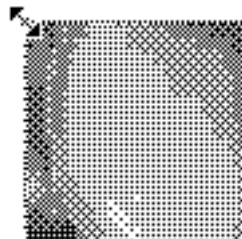


© Cheltenham Computer Training 2001

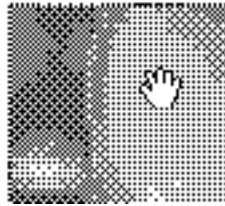
Adobe PageMaker 6.5 - Slide No 36

Cropping pictures

- When you import a graphic from another program or publication, you can crop parts of the graphic that you do not want to print by adjusting the size of its surrounding bounding box.
- Select a crop tool from the Control palette 
- Click on a picture to display nodes.
- Click and drag a node to crop parts of the picture:



- Note that while you dragging a node, the image will become a grayscale.
- After you crop a graphic, you can control which portions of it appear in your publication by moving the graphic within the visible area. Just click on the picture and drag it inside the cropped area:



- You cannot crop to resize the visible area of locked objects, but you can change what portion of the image shows within the cropped area.

Note: If you crop an inline graphic with the Control palette, you can only crop from the center. To crop from any other point, use the cropping tool in the toolbox.

Positioning pictures in Frame

- For **Positioning in Frame** graphics larger or smaller than the frames that contain them, you can specify that graphics be clipped to fit within the existing frame borders (applies only to graphics larger than the frame), or scaled to fit the existing frame borders.
- Alternatively, you can specify that the frame size to fit the size of the graphic.
- You can specify an inset value between text and the frame border. You can set a separate inset value for each side of a rectangular text frame, or set a single inset value for oval or polygonal text frames.
- You can change how the content aligns vertically and horizontally within the frame. For example, you might want some graphics to be positioned in the center of a frame; in other frames you might want the graphics to align along the top and left borders of the available space.

Review Questions**Review Questions**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 37

How would you:

- Use the Place dialog box?
- Choose File Types?
- Set Place?
- Link and Embed Pictures?
- Retain Cropping Data?
- Use the Object View?
- Position pictures on page?
- Set the Frame Size?
- Set the picture Scale?
- Rotate picture?
- Skew picture?
- Flip picture?
- Copy, Cut and Paste pictures?
- Wrap Text around pictures?
- Colorize pictures?
- Crop pictures?
- Position pictures in Frame?

Objects

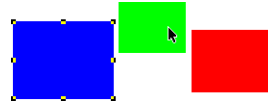
When you have completed this learning module you will have seen how to:

- Select Objects
- Group and Ungroup Objects
- Move Objects with the Mouse
- Move Objects with the Control Panel
- Remove Objects
- Use the Align Objects Dialog Box
- Use the Align Icons
- Use the Distribute Icons
- Use the Alignment Preview
- Setting the Do Mini Save
- Arrange Objects

Selecting Objects

Selecting Objects

- Use the **Pointer** tool when selecting objects.
- You can select a single object, or you can select multiple objects and modify them all at once.

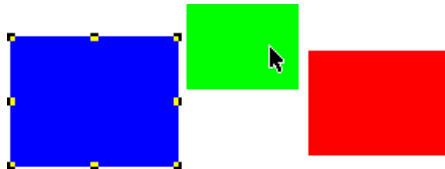


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 38

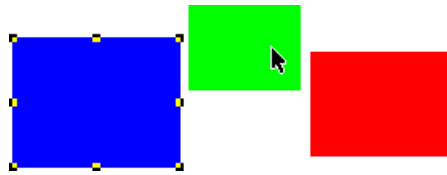
Selecting single Object with the Pointer Tool

- Use the **Pointer** tool when selecting objects. You can select a single object, or you can select multiple objects and modify them all at once. When objects overlap, you can select them through the stack of objects.
- To select a single object, click on the object with the pointer tool:

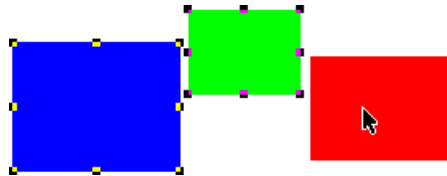


Selecting multiple Objects with the Pointer Tool

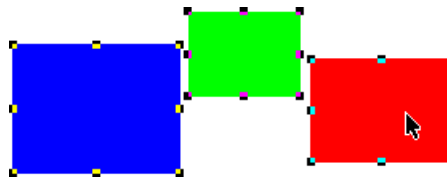
- To **Add** an object or objects to a selection, hold down **Shift** key as you click on the other object(s):



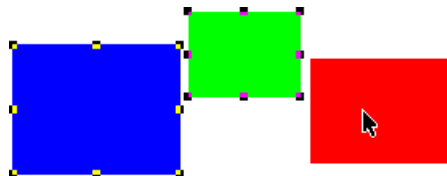
- An object has been added to the selection:



- To **Remove** an object from a selection, hold down **Shift** key as you click on the object you would like to remove:

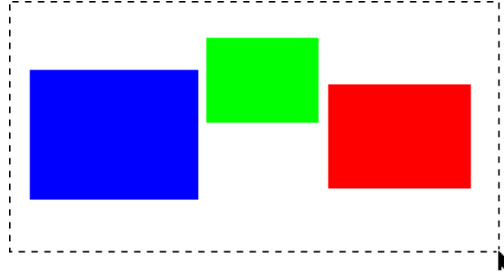


- The Object has been removed from the selection:

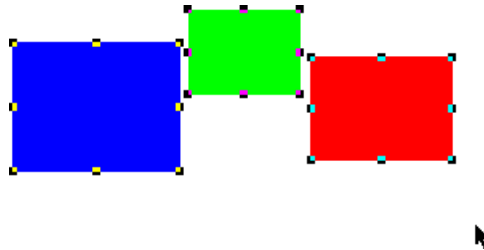


**Selecting
Objects with
the Marquee
Box**

- To select several objects at once, drag the pointer tool around multiple objects. Be sure to include each object's bounding box within the selection area.
- Using the Pointer tool, select the objects by clicking and dragging a Marquee Box around the desired area:



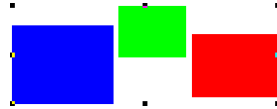
- The objects have all been selected:



Grouped Objects

Grouped Objects

- A Group of objects, when selected, appears with four handles at the corners that define the bounding box of all objects in the group.

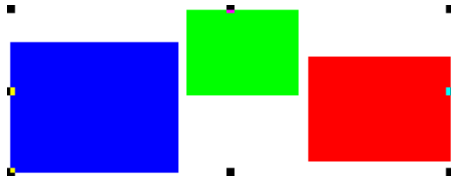


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 39

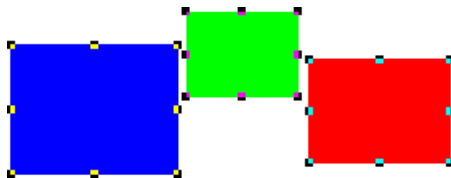
Grouping Objects

- A **Group**, when selected, appears with four handles at the corners that define the bounding box of all objects in the group. Hold the **Ctrl** key to select an Individual objects within a group so it can be modified:



Ungrouping Objects

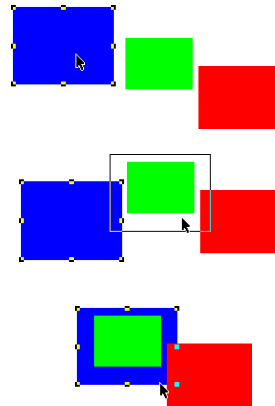
- Select the group.
- From the main menu, choose **Element > Ungroup**.
- The objects retain the changes you made while the objects were grouped:



Moving Objects

Moving Objects

- To Move objects with the mouse:
- 1. Place the pointer over the object you would like to move and select it.
- 2. Click and drag the object to the new desired location.
- 3. The object has now been moved.

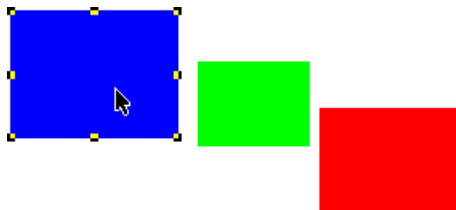


© Cheltenham Computer Training 2001

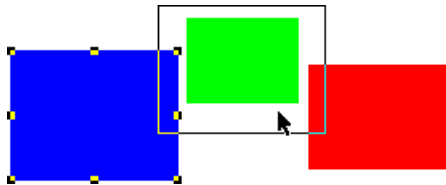
Adobe PageMaker 6.5 - Slide No 40

Moving objects using the Mouse

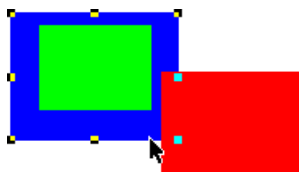
- Place the pointer over the object you would like to move and select it:



- Click and drag the object to the new desired location:

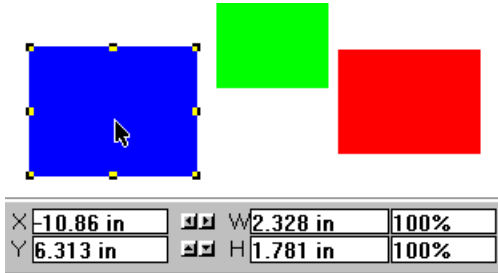


- The object has now been moved:

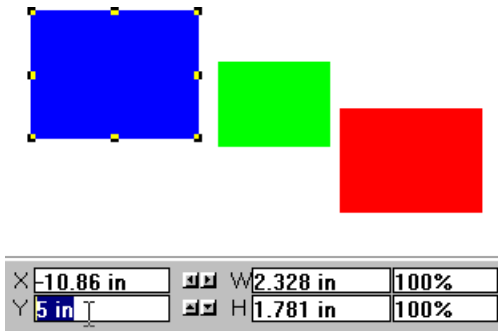


Moving objects using the Control Palette

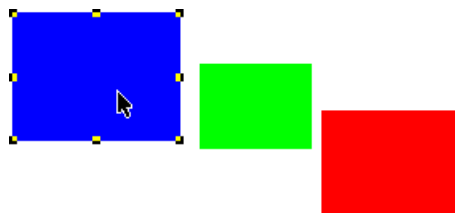
- Moving with the Control palette offers an alternative to manipulating an object manually. Because you can enter exact values, the **Control** palette allows you to work with graphics and text objects precisely, and several changes can be made without switching to the toolbox or choosing commands.
- Select the required object for moving:



- Type in the Y or X field to zoom in closer or further away depending on the numerical input:

**Removing Objects**

- Select the required object to be removed:



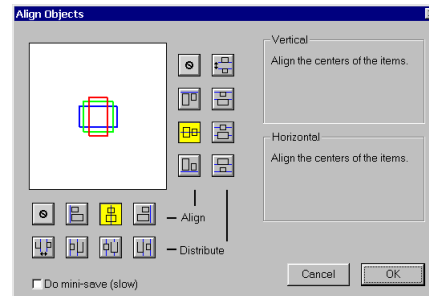
- From the main menu, choose **Edit > Clear** **OR** press the **Delete** key:



Aligning Objects

Aligning Objects

- With the **Align Objects** dialog box, you can align objects in relation to one another, and/or evenly distribute the spaces between the objects.

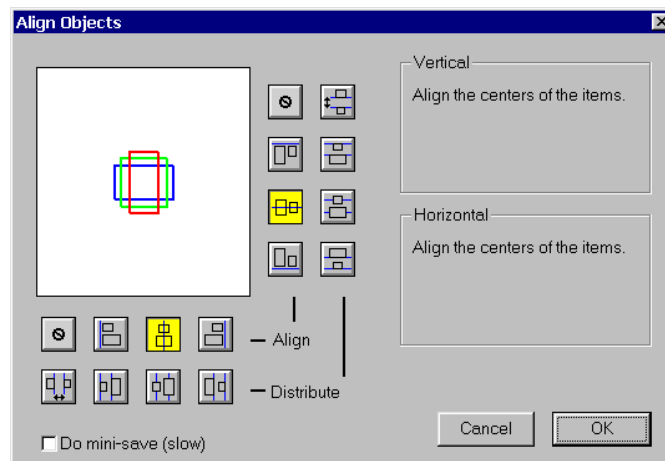


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 41

Using the Align Objects dialog box

- With the **Align Objects** dialog box, you can align objects in relation to one another, and/or evenly distribute the spaces between the objects:



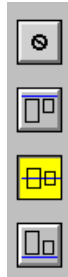
- Align or Distribute** objects based on a common edge or based on the centers of objects. For example, select the align-right icon to move objects horizontally so that their right edges line up with the right edge of the rightmost object. Each icon has an example of how it will align or distribute your objects.

Note: To align objects to a grid, use rulers and guides.

Setting the Align Icons

- The **Align** icons allow you to change the alignment of icons. You can choose to align icons left, center, right, or not at all:

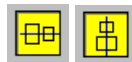
The **Vertical Alignment** Icons:



The **Horizontal Alignment** Icons:



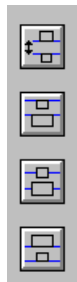
An active alignment is highlighted in yellow:



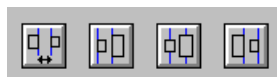
Setting the Distribute Icons

- The **Distribute** icons are modular and can be arranged in groups that are relevant to your working style. The spaces between the objects are distributed evenly, to provide the desired effect:

The **Vertical Distribution** Icons:

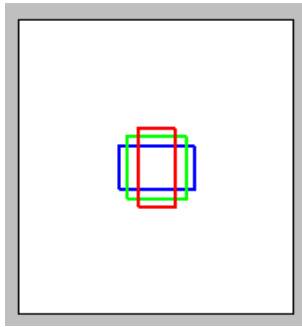


Horizontal Distribution Icons:

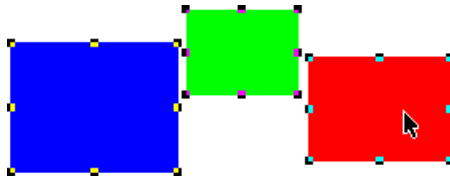


Using the Alignment Preview

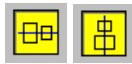
- The **Alignment Preview** allows you to see the change of the aligned objects:



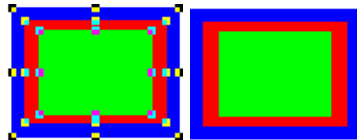
- Objects before they are aligned:



- The vertical and horizontal icons used:



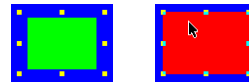
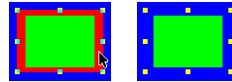
- The end result of the alignment:



Arranging Objects

Arranging Objects

- The Send To Back command will move selected objects to the back most level of any overlapping objects.
- The Bring To Front command will move selected objects to the front most level of any overlapping objects.

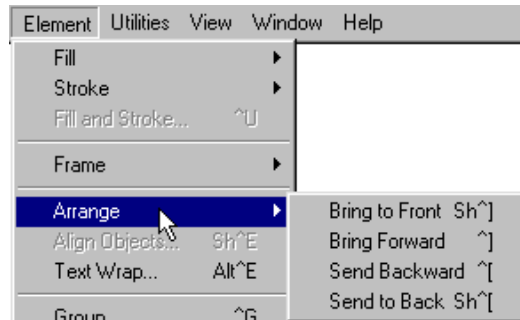


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 42

Using the Arrange menu

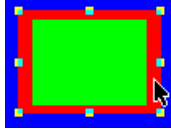
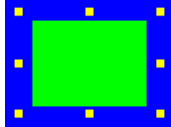
- To arrange objects, select an object on the page.
- From the main menu, choose **Element > Arrange**:



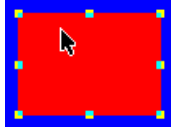
- Select one of four available arrange commands.

Using Send to Back

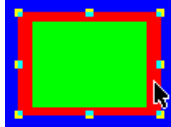
- The **Send To Back** command will move selected objects to the back most level of any overlapping objects. This is unavailable if no objects are selected, or no publication is open.

Selected Object:**Selected object sent to back:****Using Send Backward**

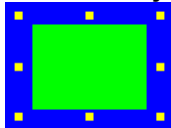
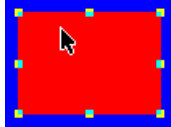
- The **Send Backward** command will move selected objects back one level in a stack of overlapping objects. This is unavailable if no objects are selected, or no publication is open.

Selected Object:

- Selected Object sent back one level:**

**Using Bring To Front**

- The **Bring To Front** command will move selected objects to the front most level of any overlapping objects. This is unavailable if no objects are selected, or no publication is open.

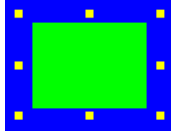
Selected object sent to back by mistake:**Problem corrected by bringing it to the front:**

Note: Hold down **Ctrl** as you click to select an object that is behind another object. Each time you click on overlapping objects, you select the next level down in the stacking order, or through to the topmost object in the next layer in the stack of layers.

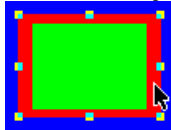
Using Bring Forward

- The **Bring Forward** command will move selected objects up one level in a stack of overlapping objects. This is unavailable if no objects are selected, or no publication is open.

Hidden back most object select with the Ctrl click selection:



Selected object moved up one level:



Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 43

How would you:

- Select Objects?
- Group and Ungroup Objects?
- Move Objects with the Mouse?
- Move Objects with the Control Panel?
- Remove Objects?
- Use the Align Objects Dialog Box?
- Use the Align Icons?
- Use the Distribute Icons?
- Use the Alignment Preview?
- Setting the Do Mini Save?
- Arrange Objects?

Output

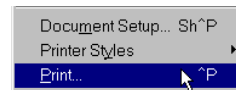
When you have completed this learning module you will have seen how to:

- Use the Print dialog box
- Set Print Document options
- Select a Printer
- Print multiple Copies
- Collate pages
- Reverse pages
- Set Pages
- Print Page Ranges
- Set Non-Printing option
- Print Blank Pages
- Set Print Paper options
- Choose Paper Sizes
- Choose Paper Source
- Print Printer's Marks
- Print Page Information
- Tile Pages
- Scale Pages
- Print Thumbnails
- Use Fit Preview
- Set Print Options
- Send Image Data
- Set Print Color options
- Composite Print
- Black and White Print
- Set Print Features options

Printing Your Work

Printing Your Work

- When you are ready to print your publication, go to **File > Print** to open up the Print Document dialog box.

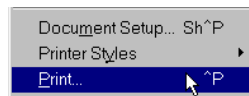


© Cheltenham Computer Training 2001

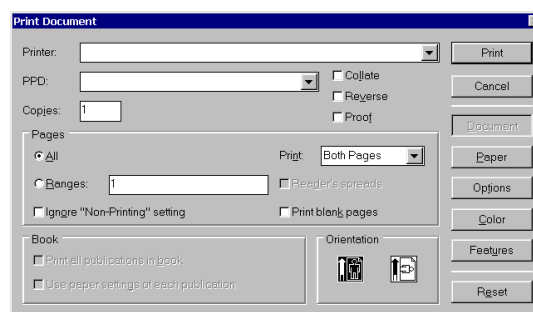
Adobe PageMaker 6.5 - Slide No 44

Using the Print dialog box

- When you are ready to print your publication, go to **File > Print** to open up the Print Document dialog box:



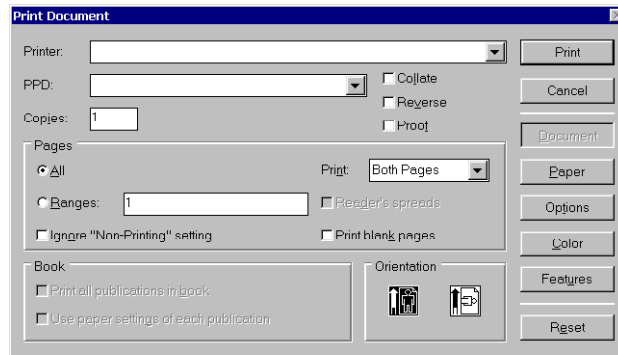
- With the **Print Document** dialog box, you can print a black-and-white, grayscale, or color publication on a range of output devices. When you open a new publication, the default print settings allow you to print a composite (all page elements print on the same page, as opposed to separations where page elements print on different pages, depending on their color and page assignment). If you print to different printers for proofing and final output, your Document Setup settings should match those of your final output device:



Print Document

Print Document

- The **Print Document** displays settings that will allow you to setup various output options.

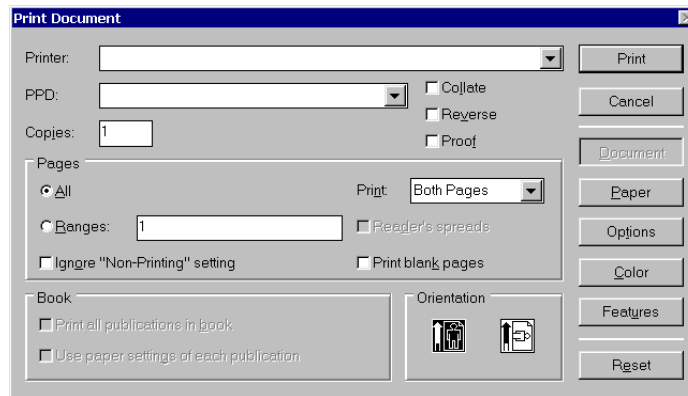


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 45

Setting Print Document options

- The **Document** button will display **Print Document** dialog box which allows you to setup various output options such as, which printer you will output from, the page you want to print, the number of pages you would like to print and the orientation you would like to publication to print to:



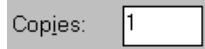
Selecting a Printer

- The **Printer** drop-down list allows you to choose various types of printers you may have installed locally or on a network:



Printing multiple Copies

- The **Copies** field allows you to set the number of copies of your publication you would like to print:


 A screenshot of the 'Copies' field in a print dialog box. It consists of the label 'Copies:' followed by a text input box containing the number '1'.

Collating pages

- The **Collate** check box allows you to print multiple copies of a document in the order in which it appears in the publication:


 A screenshot of the 'Collate' checkbox in a print dialog box. The checkbox is currently unchecked, and the label 'Collate' is to its right.

Note: This setting takes longer to print than if you sent the document as un-collated. The document is sent to the printer as though you were sending a single copy of the document several times.

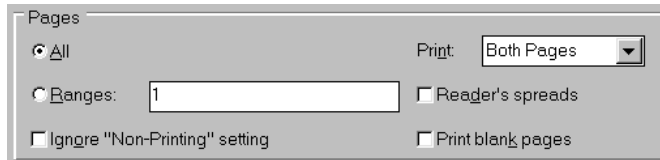
Reversing pages

- The **Reverse** check box allows you to change the order in which your publication will print, so instead of the publication printing from pages 1-10, the reverse check box will print from 10-1:


 A screenshot of the 'Reverse' checkbox in a print dialog box. The checkbox is currently unchecked, and the label 'Reverse' is to its right.

Setting Pages

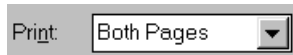
- The **Pages** section allows you to select page specific options such as the page Range, page order, etc:

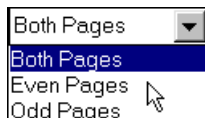

 A screenshot of the 'Pages' section in a print dialog box. It includes a 'Print' dropdown menu set to 'Both Pages', a 'Ranges' field with '1' entered, and checkboxes for 'Reader's spreads', 'Ignore "Non-Printing" setting', and 'Print blank pages'.

- The **All** radio button allows you to print all the pages used in the publication:


 A screenshot of the 'All' radio button in a print dialog box. The radio button is selected, and the label 'All' is to its right.

- The **Print** drop-down list allows you to set your publication to print only **Even Pages** which will only print the even numbered pages (2,4,6...), **Odd Pages** which will only print the odd numbered pages (1,3,5...) or **Both Pages** which will print both the even and odd numbered pages (1,2,3,4...):


 A screenshot of the 'Print' dropdown menu in a print dialog box. The menu is currently set to 'Both Pages'.


 A screenshot of the 'Print' dropdown menu in a print dialog box, expanded to show the options: 'Both Pages', 'Even Pages', and 'Odd Pages'. A mouse cursor is pointing at 'Even Pages'.

Printing Page Ranges

- The **Print Ranges** refers the range of pages you want to print in the active publication:



- Typing a hyphen between two numbers tells PageMaker to print all of the pages in that range. You must type the numbers separated by hyphens in ascending order (2-4, not 4-2.).
- Page numbers separated by commas do not have to be typed in any order (1, 5, 20, 8).
- You can combine the hyphens and commas in the range field to get more control of the pages you want to print. Example: You can type 1-5, 19, 10, 11 to print pages 1 through 5, followed by page 19, and ending with pages 10 and 11. You can type up to 64 characters in the field.

Note: If you have set up your document to print only even or odd pages, only the pages that fall into one of the before mentioned categories will print. To avoid this problem you must set the publication to print both even and odd pages.

Setting Non-Printing option

- The **Ignore "Non-Printing" Setting** check box allows you to print objects that are specified as Non-Printing. Non-Printing objects are selected objects in your publication that you have set as Non-Printing, so that they are visible in your publication but do not print when the page is output:



To create a Non-printing object

- Select the object.
- From the main menu, choose **Element > Non-Printing**.

To hide or display non-printing objects in your publication:

- From the main menu, choose **View > Display Non-Printing Items**.

Printing Blank Pages

- **Printing Blank Pages** is used when you create long documents, such as technical manuals or books, and typically divide them into individual PageMaker publications (You might, for example, create a separate publication for each chapter, the table of contents, the index, and the front matter).
- Dividing a book into separate publications reduces the size of a single file and lets several people work on individual files throughout the writing and production of the book. When you print, you can print the files individually or combine them to print all at once:



**Orientation
Options /
Icons**

- The **Orientation** icons can change the way in which the publication will print on the paper. You can choose from tall (also known as portrait) to wide (landscape):



Portrait or Tall orientation icon:



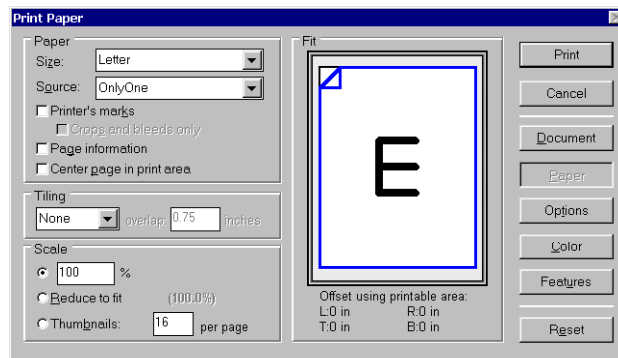
Landscape or wide orientation icon:



Print Paper

Print Paper

- The **Print Paper** dialog box allows you to define settings that determine how the publication will print on the various paper sizes available on your printer or output device.

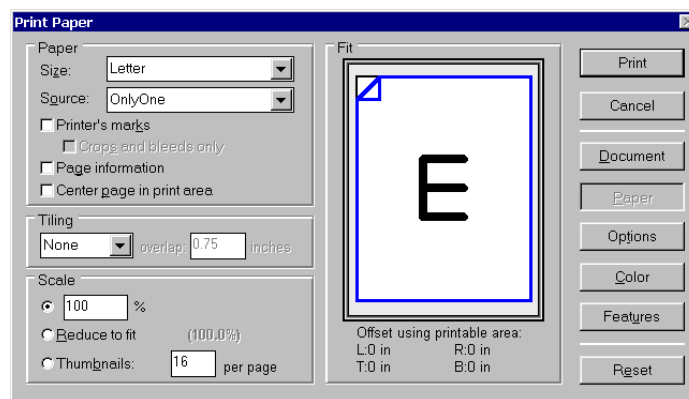


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 46

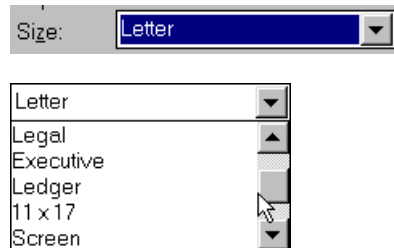
Setting Print Paper options

- The **Paper** button will display the **Print Paper** dialog box which allows you to define settings that determine how the publication will print on the various paper sizes available on your printer or output device:



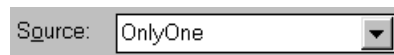
Choosing Paper Sizes

- The **Size** drop-down list provides a list of printable pages sizes that are available to your printer or output device. Some common paper sizes in the US are Legal (8 ½" x 14"), Letter (8 ½" x 11"), and Tabloid (11"x17"), and in Europe some common paper sizes are A4 (210mm x 297mm), A3 (297mm x 420mm), A5 (148mm x 210mm) and B5 (127mm x 250mm):



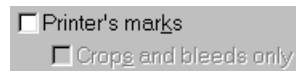
Choosing Paper Source

- Paper Source** lets you choose the location of where the paper you will be printing to is located in the printer such as the cassette, or manual feed tray:



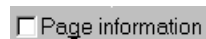
Printing Printer's Marks

- The **Printer's Marks** option prints crop marks, registration marks, density-control bars, and a color-control bar on separations or composites of your publication.
- These marks help your commercial printer align separations and judge color accuracy. The Printer's Marks option requires 0.75 inches (22.2 mm) in addition to the document size (You can also select Crops and Bleeds Only to limit the kinds of marks that appear):



Printing Page Information

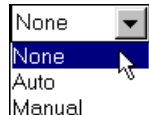
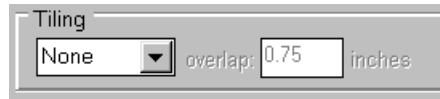
- The **Page Information** option prints the filename, page number, current date, and spot- or process-color separation name in 8-point Arial in the lower-left corner of each sheet of paper or film. The Page Information option requires 0.5 inches (13 mm) along the horizontal edge:



Note: Be sure to select a paper size big enough for your publication, the printer's marks, and the page information. The Printer's Marks and Page Information options together require 0.75 inches (22.2 mm) in addition to the document size. The offset values in the Fit section are red if the publication, printer's marks, or page information do not fit in the printable area defined in the PPD.

Tiling Pages

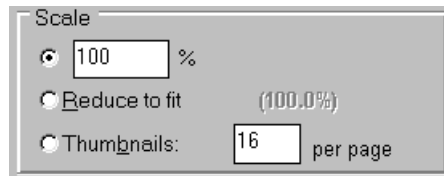
- The **Tiling** drop-down list will allow you to tile a publication automatically or you can specify the tiles yourself (manually).
- When you print tiles **Automatically**, PageMaker will calculate the number of pages required, including the overlap. The pages are also then centered in the print area on the collection of tiles to be printed.
- Tiling **Manually** allows you to control the exact dimensions of the tiles:



Note: Each time you print, PageMaker prints a tile for all of the pages you specify to print in the Print Document dialog box.

Scaling Pages

- The **Scale** options allows you to scale your publication, auto fit your publication, or create thumbnail prints of your publication:



- The **Scale Percentage** field allows you to fit an oversized publication on a smaller piece of paper, or increase the size of the publication to use up more of the printable page size.
- The **Reduce to fit** check box will automatically determine the best size to scale your publication to, so that it will fit on your printed page.

Printing Thumbnails

- The **Thumbnails** radio button allows you to setup your publication to print as thumbnails and determine the number of publication pages you want to print per thumbnail page:



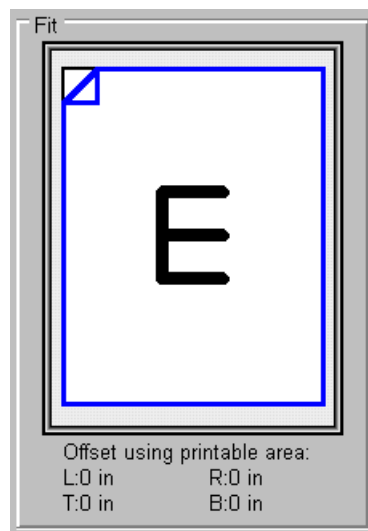
**To Print
Thumbnail
proofs**

- From the main menu, choose **File > Print**.
- If you're printing on a **non-PostScript** printer, click **Options**. If you are printing on a **PostScript** printer, select a PPD that matches your printer type and click **Paper**.
- Click the **Thumbnails** radio button and type in the number of thumbnails (from 1 to 1000) you want to print on each page. The size of the printed thumbnails is determined by the number you set in the per page field.
- Click **Print**.

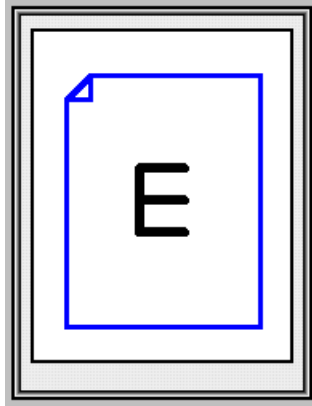
Note: If you have specified page ranges when creating thumbnails of a publication, each range starts a new page of thumbnails. For example, if you specify a page range of "2, 4-20, a thumbnail of page 2 will print on one page, and thumbnails of pages 4-20 will print on the next page or set of pages.

**Using Fit
Preview**

- The **Fit Preview** section shows you either a graphical representation of a page or the numerical data. The Offset values below the page indicate if the page is too large for the currently selected page size.
- To toggle between the graphic fit and the numerical fit formats, double-click the page representation in the Fit section:



- **Graphical Representation view:**



Numerical Data view:

Paper size :
Width : 297.04 mm
Height : 420.16 mm
Printable area : *
Width : 286.8 mm
Height : 366.9 mm
Marking area :
Width : 216.9 mm
Height : 279.4 mm

Offset calculation
<input type="radio"/> Use paper size
<input checked="" type="radio"/> Use printable area

Offset values information:

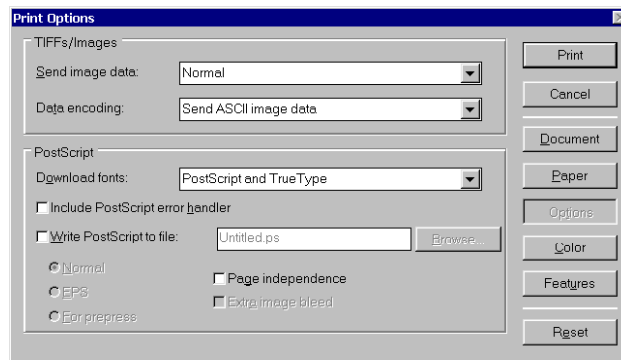
Offset using printable area:
L:35.45 mm R:35.45 mm
T:43.74 mm B:43.74 mm

Note: PageMaker gets the offset and paper information for the Fit section from the selected PPD. If the PPD does not match the capabilities or the printer, the offset information may be incorrect.

Print Options

Print Options

- The **Print Options** dialog box allows you to setup how placed images or type will print when your publication is outputted.

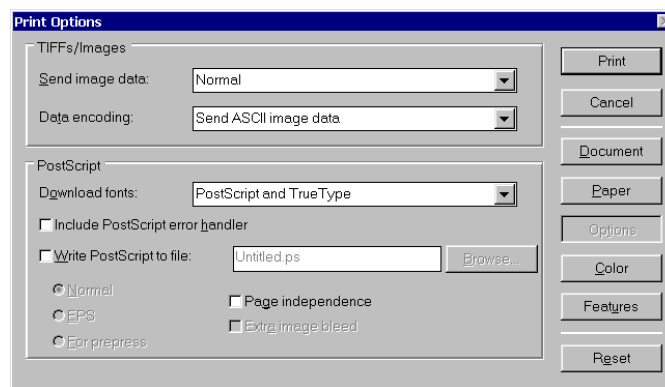


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 47

Setting Print Options

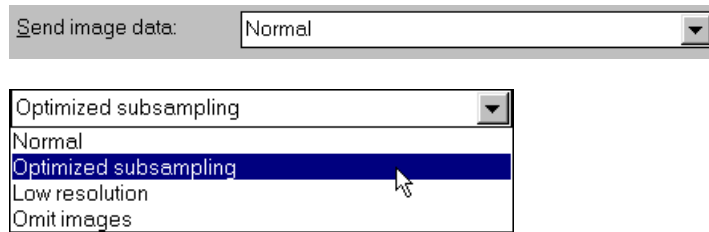
- The **Options** button will display the **Print Options** dialog box, which allows you to setup how placed images or type will print when you publication is outputted. You can also set the **Data encoding** which affects the file size of the data, which is transmitted over a network:



Note: An image encoded using **Binary** image data is half the size of an image encoded using **ASCII** image data and takes half the time to transmit. Older PC networks may not support binary data transmission, so in Windows, the PageMaker default data encoding is ASCII, and the binary encoding option is available only when you print to a Postscript file.

Sending Image Data

- The **Send Image Data** drop-down list allows you to select the quality in which to print your placed images:

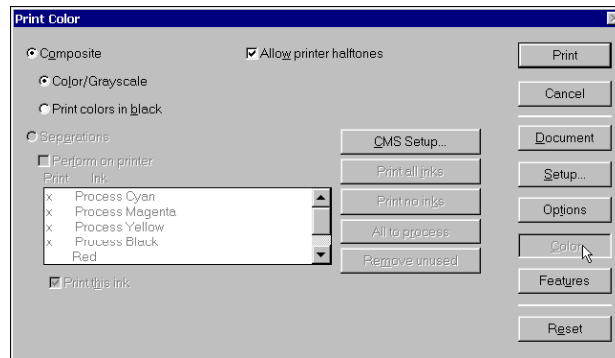


- Choose **Normal** to send the high-resolution bitmap-image data to the printer. This option is best used when you are printing line art or grayscale bitmap images containing black-and-white data.
- Choose **Optimized Subsampling** if you want to proof your work on a low-resolution printer but your publication contains high-resolution images. This option is best used when you have placed bitmap images with a large tonal range into your publication or if the placed images contain more image data than the printer needs. PageMaker prints the images at the best possible resolution for your printer, removing the image data that your output device cannot use.
- Choose **Low Resolution** to print bitmap images at 72 dpi (dots per inch), which will reduce printing time.
- Choose **Omit Images** if you do not want any bitmap images to print. This option is best used when you want to proof the layout of the text in a document.

Print Color

Print Color

- The **Print Color** dialog box allows you to setup how the colored object and placed images used in your publications will print.

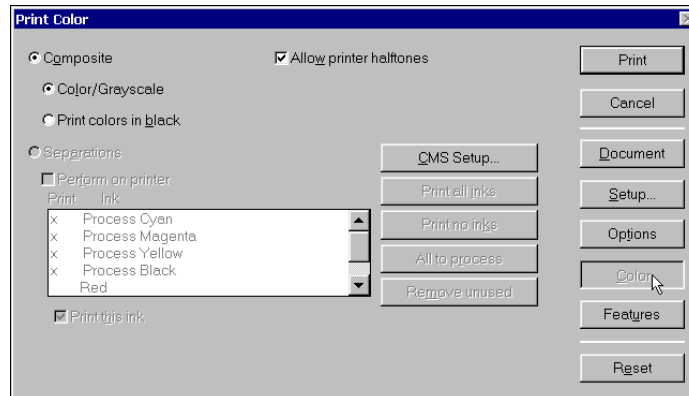


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 48

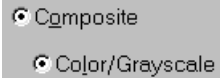
Setting Print Color options

- The **Color** button will display the **Print Color** dialog box which allows you to setup how the colored object and placed images used in your publications will print:



Composite Printing

- The **Composite** radio button prints the process color elements of your publication on one page. Where as the **Separations** radio button prints the process color elements of you publications onto 4 for separate pages. The pages will represent one of the four colors used to create process color: they are **Cyan, Magenta, Yellow** and **Black**. If you use any non-process colors in your publication, PageMaker will covert the colors to the closest process equivalent before printing:



- If you are printing to a PostScript printer, PageMaker will display **Color** or **Grayscale** depending on the capabilities of the printer PPD you have selected.
- The **Color Composite** option allows you to print a color composite of a color publication on a desktop printer. The color composite can be used as a final print if you are not planning to print your publication with a commercial printer who uses printing inks rather than toner or ink cartages. However, if you plan to take your publication to a commercial printer, you can print a color composite to verify that the correct colors are applied to your objects and to get a sense of how the final printed publication will look. The level of accuracy to the final printing press print will depend on your output device and how it has been calibrated.
- The **Grayscale Composite** allows you to print visually correct grays of colored elements. For example, since yellow is visually lighter than black, the gray that prints to simulate the 20% tint of yellow is lighter than the gray that prints to show the 20% tint of black.

Note: The **Allow Printer Halftones** check box in the Print Color dialog box allows you to use the printer drivers halftone settings print halftones instead of the PageMaker Image Control settings:

**Black and White Printing**

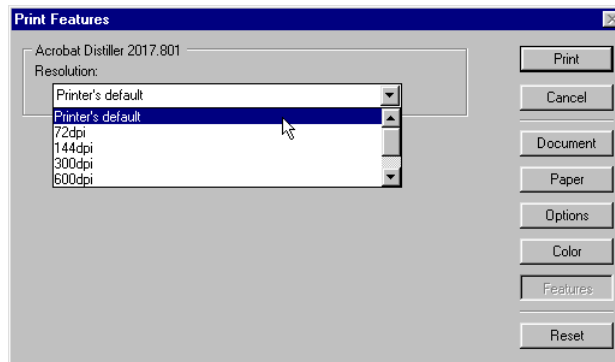
- The **Print Colors in Black** option allows you to print colors as a tint of black. For example, if you specified a 20% tint of black and a 20% tint of a green, the 20% tints of black and green would be identical as identical tints when the publication is printed:



Print Features

Print Features

- The **Print Features** dialog box is specific to every printer you select and it allows you to setup more print options.

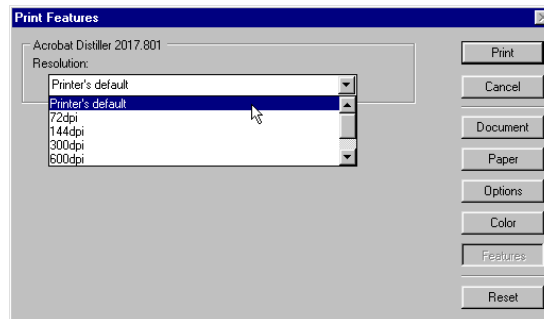


© Cheltenham Computer Training 2001

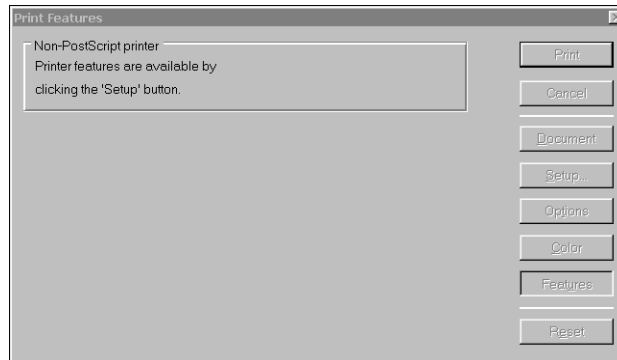
Adobe PageMaker 6.5 - Slide No 49

Setting Print Features options

- The **Features** button will display the **Print Features dialog box** which is specific to every printer you select. The print features dialog box allows you to setup more print options such as Duplex, printing to special trays, printer specific color options, and printing to special types of stock (card, transparency, or recycled):



- If you have selected a **Non-PostScript** printer, you will need use the **Setup** button to set the printer features:



Note: For the Non-PostScript printers, the **Paper** button is changed into a **Setup** button.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 50

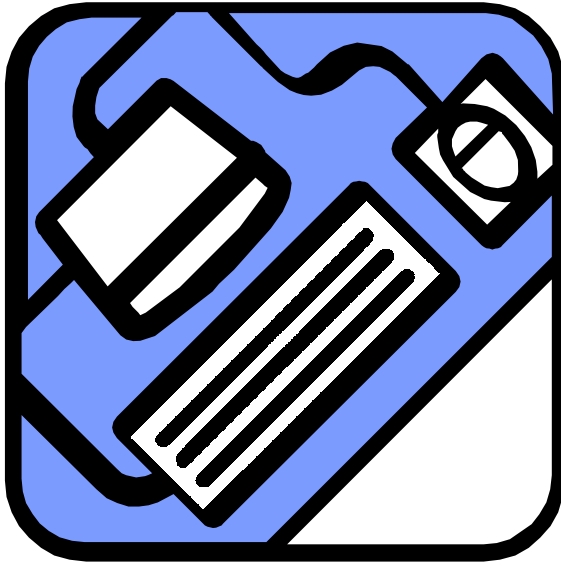
How would you:

- Use the Print dialog box?
- Set Print Document options?
- Select a Printer?
- Print multiple Copies?
- Collate pages?
- Reverse pages?
- Set Pages?
- Print Page Ranges?
- Set Non-Printing option?
- Print Blank Pages?
- Set Print Paper options?
- Choose Paper Sizes?
- Choose Paper Source?
- Print Printer's Marks?
- Print Page Information?
- Tile Pages?
- Scale Pages?
- Print Thumbnails?
- Use Fit Preview?
- Set Print Options?
- Send Image Data?
- Set Print Color options?
- Composite Print?
- Black and White Print?
- Set Print Features options?

Adobe PageMaker 6.5

Foundation Level

Exercise Workbook



© 1995-2001 Cheltenham Computer Training
Crescent House
24 Lansdown Crescent Lane
Cheltenham
Gloucestershire
GL50 2LD, UK
Tel: +44 (0)1242 227200
Fax: +44 (0)1242 253200
Email: info@cctglobal.com
Internet: <http://www.cctglobal.com>

All trademarks acknowledged. E&OE.

© Cheltenham Computer Training 1995-2001 No part of this document may be copied without written permission from Cheltenham Computer Training unless produced under the terms of a courseware site license agreement with Cheltenham Computer Training.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Computer Training and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Computer Training shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Computer Training. Whilst every effort is made to eradicate typing or technical mistakes, we apologize for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

Sample versions of courseware from Cheltenham Computer Training

(Normally supplied in Adobe Acrobat format)

If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

For current license information

Cheltenham Computer Training reserves the right to alter the licensing conditions at any time, without prior notice. No terms or conditions will affect your rights as defined under UK law. Please see the site license agreement available at: **www.cctglobal.com/agreement**

Courseware Release Version 5.0

INSTALLING THE SAMPLE FILES INTO A FOLDER.....	1
INSTALLING THE SAMPLE FILES	1
INTRODUCTION TO PAGEMAKER.....	3
SETTING UP GENERAL PREFERENCES.....	3
DOCUMENTS.....	5
OPENING DOCUMENTS.....	5
CHANGING THE DOCUMENT SETUP.....	6
TOOLS.....	7
MODIFYING ELEMENTS.....	7
COLORS AND FILLS.....	9
CREATING COLORS	9
USING THE COLORS PALETTE	11
TEXT.....	15
INPUTTING TEXT.....	15
PLACING TEXT.....	17
PICTURES.....	21
PLACING PICTURES.....	21
MODIFYING PICTURE COLOR	23
POSITIONING PICTURES.....	26
OBJECTS.....	29
SPACING AND ALIGNING OBJECTS	29
RESIZING AND MODIFYING OBJECTS	32
OUTPUT	33
PRINT YOUR DOCUMENT	33

Installing the Sample Files into a Folder

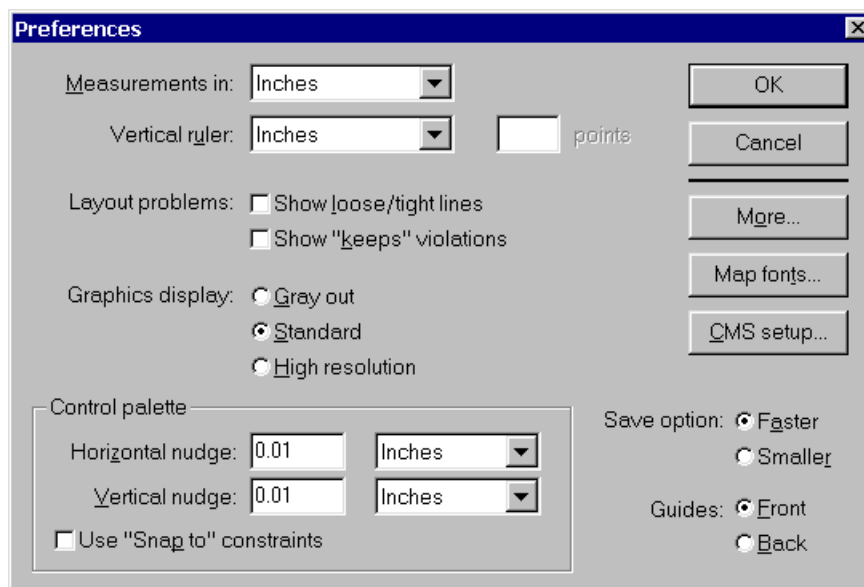
Installing the sample files

- Use the Windows Explorer to create a folder called **PageMaker 6.5 Foundation Samples** folder, just below the **My Documents** folder.
- If you are installing the sample files from a diskette, place the diskette in the diskette drive and copy the files to the **My Documents\ PageMaker 6.5 Foundation Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.
- **Notes for tutors**
the above instructions are for Windows 95 - and for Windows 98 that has not been setup for a multi-user environment (with individual profiles). The instructions above may also require modification within a Windows NT environment. Where possible pre-install the relevant work files prior to use by students/delegates.

Introduction to PageMaker

Setting up General Preferences

- Use the Windows Explorer to create a folder and call it **PageMaker 6.5 Foundation Work Folder**. Place your new folder just below the **My Documents** folder, and copy all PageMaker sample files from the Samples folder into the Work Folder. We will be utilizing these samples as the basis for the PageMaker 6.5 Foundation Exercises.
- From the main menu, choose **File > Preferences > General** to open the **General Preferences** dialog box:



- Make the following changes:

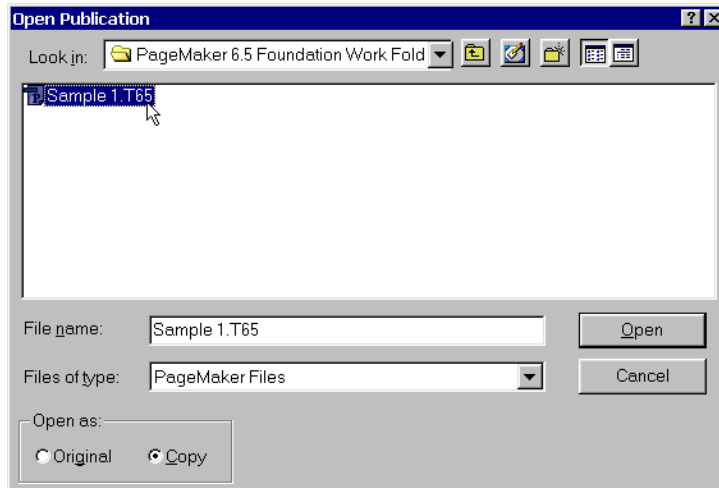
Measurements in: Inches
Vertical ruler: Inches
Graphics Display: Standard
Horizontal nudge: 0.01 Inches
Vertical nudge: 0.01 Inches
Save options: Faster
Guides: Front

- Select the **OK** button.

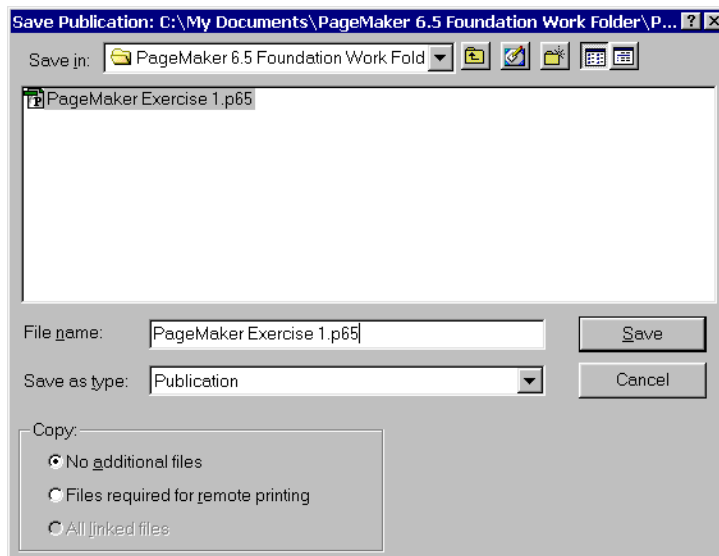
Documents

Opening Documents

- From your **PageMaker 6.5 Foundation Work Folder** open the PageMaker template file called **Sample 1.T65**:



- The **Sample 1.T65** file will open up as a copy of the original.
- Select **Save As** from the **File** menu.
- Name the file **PageMaker Exercise 1.p65**.
- Select version **Publication** from the **Save as type** drop down list.
- Select the **No additional files** radio button from the **Copy** section:



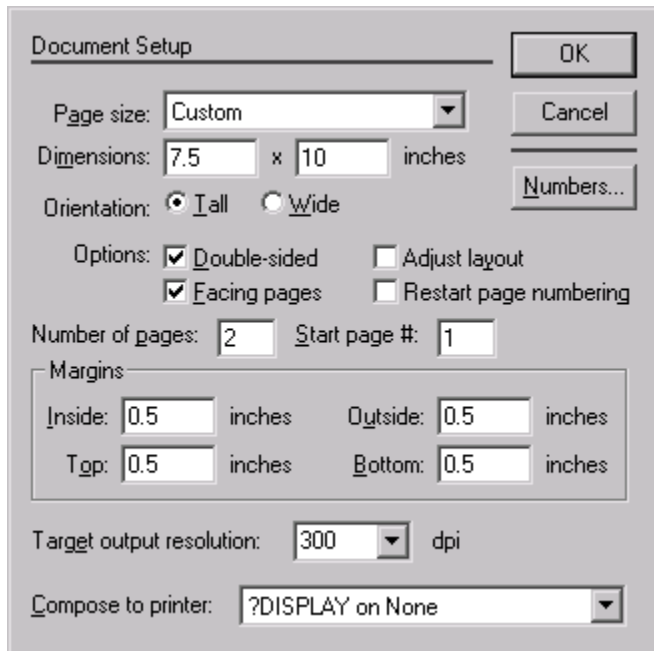
- Click the **Save** button.
- Your file name should now appear in the window title bar.

Changing the Document Setup

- From the Main menu, choose **File > Document Setup**.
- Change the page size to:

Orientation: Tall
Width: 7.5
Height: 10

- Select the **OK** button:

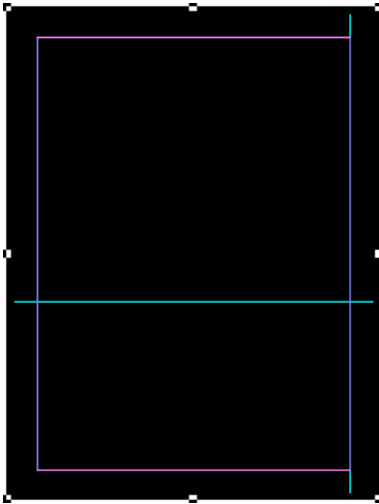


Note: If the page becomes hard to read, please select from the main menu **View > Fit in Window**.

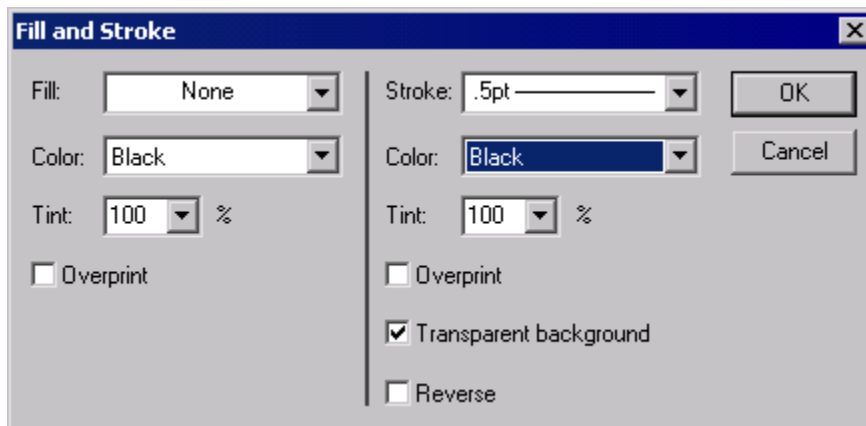
Tools

Modifying Elements

- **Note:** If your Tools palette is hidden please select **Window > Show Tools**.
- Within your sample document exercise select the **Pointer** tool from your **Tool** palette.
- With the **Pointer** tool, select the large **Black Box** on the page:



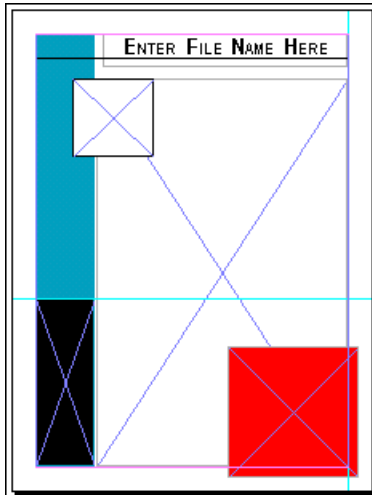
- With the large **Black Box** selected, choose **Element > Fill and Stroke**:



- Within the **Fill and stroke** dialog box, make the following changes:

Fill: None
Stroke: .5pt
Color: Black

- Your document should look like this:



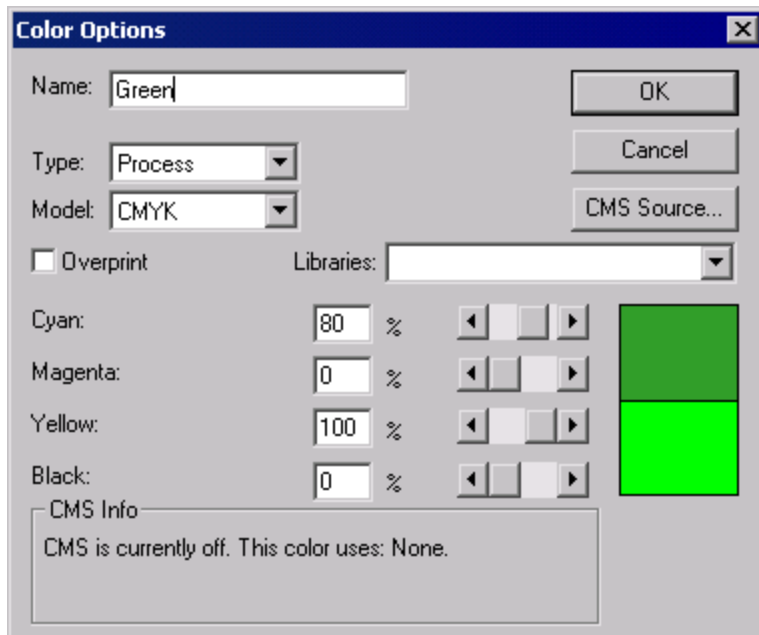
Colors and Fills

Creating Colors

- From the main menu, choose **Utilities > Define Colors** to open the **Define Colors** dialog box:



- Within the **Define Colors** dialog box, select the color **Green** from the list.
- Select the **Edit** button **OR** double click the color from the list to open the **Color Options** dialog box:



- Within the **Color Options** dialog box, make the following changes:

Name: Green C80, Y100
Type: Process
Model: CMYK
Overprint: Unchecked
Cyan: 80
Magenta: 0
Yellow: 100
Black: 0

- Select the **OK** button.
- Back in the **Define Colors** dialog box, select the color **Blue** from the list.
- Select the **Edit** button **OR** double click the color from the list to open the **Color Options** dialog box.
- Within the **Color Options** dialog box, make the following changes:

Name: Blue C100, M80
Type: Process
Model: CMYK
Overprint: Unchecked
Cyan: 100
Magenta: 80
Yellow: 0
Black: 0

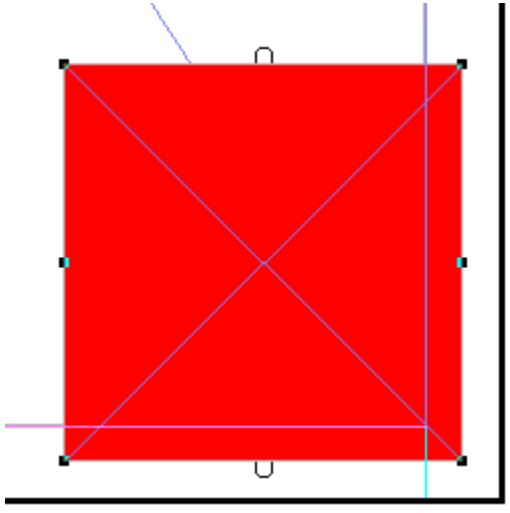
- Select the **OK** button.
- Back in the **Define Colors** dialog box, select the color **Red** from the list.
- Select the **Edit** button **OR** double click the color from the list to open the **Color Options** dialog box.
- Within the **Color Options** dialog box, make the following changes:

Name: Red M100, Y100
Type: Process
Model: CMYK
Overprint: Unchecked
Cyan: 0
Magenta: 100
Yellow: 100
Black: 0

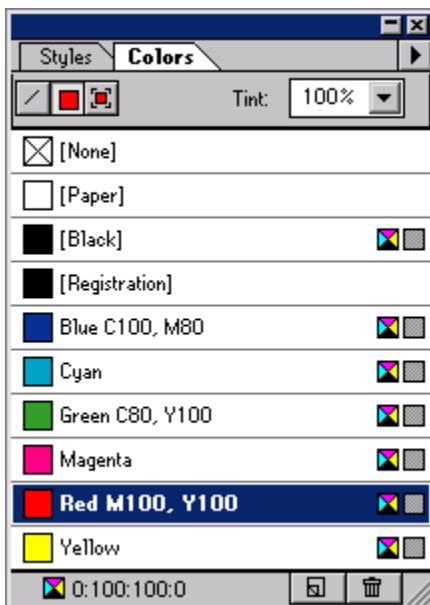
- Select the **OK** button.
- Select the **OK** button again to return back to the publication.
- Choose **File > Save** to save your work.

Using the Colors Palette

- Using the **Pointer** tool, select the **Red** box at the bottom of the screen:



- Open the **Colors** palette, by selecting **Window > Show Colors**:

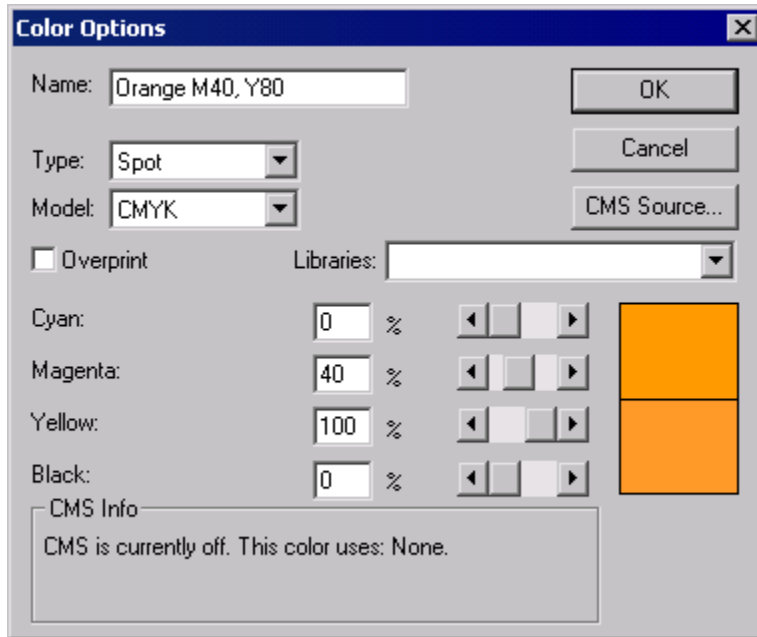


- Select the **Create New Color** icon.

- Within the **Color Options** dialog box, make the following changes:

Name: Orange M40, Y80
Type: Spot
Model: CMYK
Overprint: Unchecked
Cyan: 0
Magenta: 40
Yellow: 80
Black: 0

- Select the **OK** button:

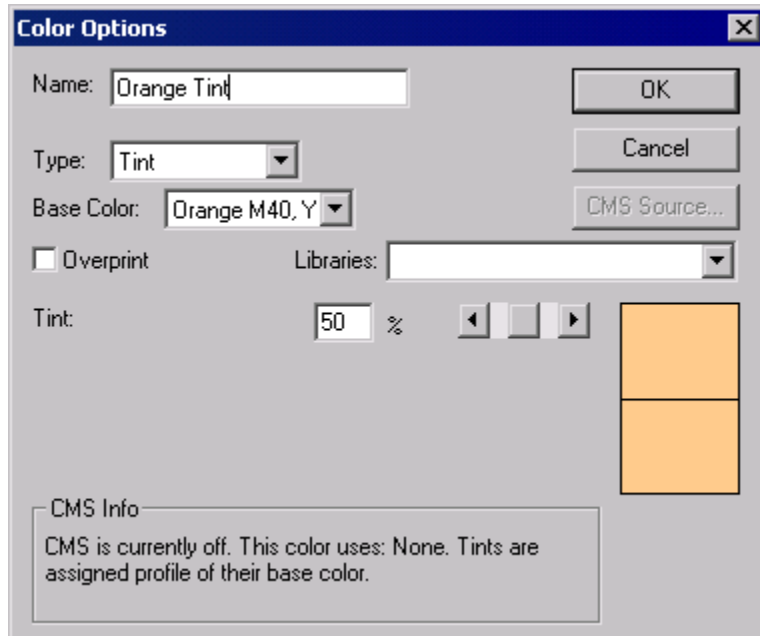


- With the new color highlighted in the Colors palette, select the **Create New Color** icon again.

- Within the **Color Options** dialog box, make the following changes:

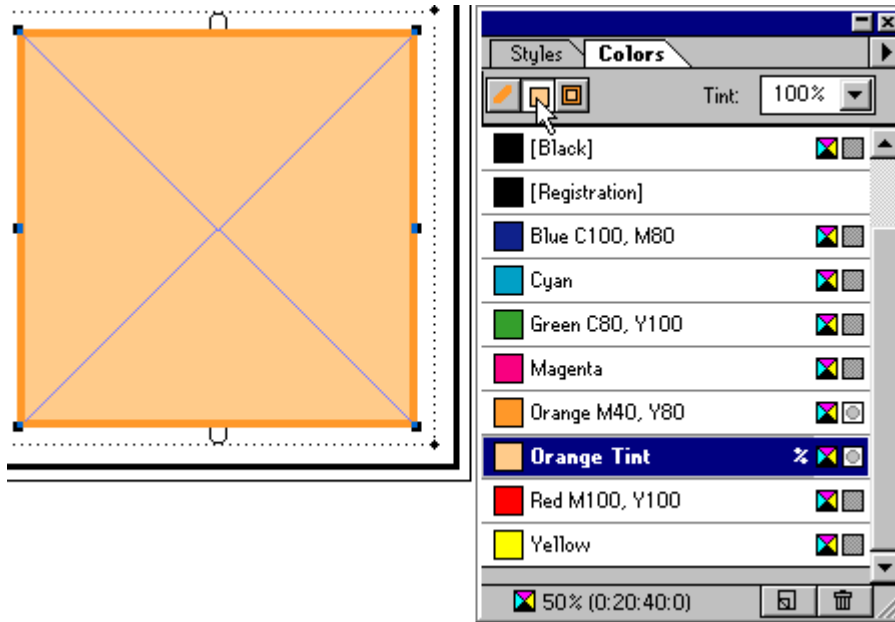
Name: Orange Tint
Type: Tint
Base Color: Orange M40, Y80
Overprint: Unchecked
Tint: 50

- Select the **OK** button:



- Back in the publication, with the **Red box** still selected, select the **Stroke** button.
- Select the **Orange M40, Y80** color from the colors palette list.
- Select the **Fill** button.

- Select the **Orange Tint** color from the Colors palette list:



- Unselect the now **Orange** box by clicking on the blank **Pasteboard**.
- Double-click the **Orange Tint** color.
- Rename the color **Orange Tint 65**.
- Change the **Tint** to **65**.
- Press **OK** button.
- Save your work.

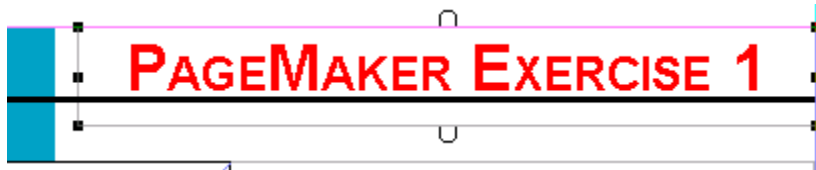
Text

Inputting Text

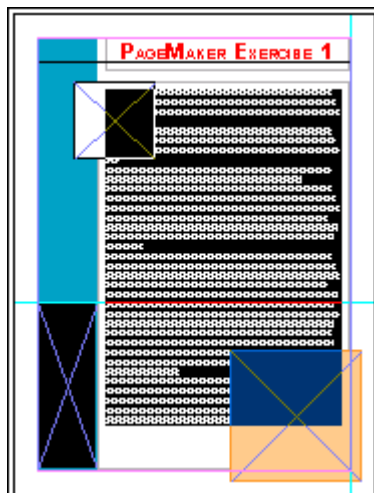
- Within your **Tool** palette select the **Text** tool, and mouse click on the frame with the words "Enter File Name Here":



- Within the text frame, highlight the all the words, use the click and drag method or triple-click to select all text.
- Change the text color to **Red M100, Y100**.
- Then with the text cursor enter the name "**PageMaker Exercise 1**" into the text box:

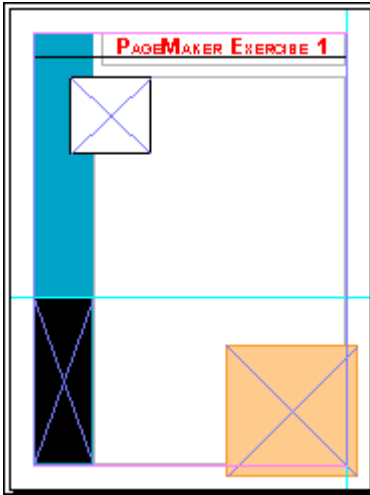


- With the **Text** tool still selected, mouse click on the text box with the large body of text that reads: "The quick brown fox jumps over the lazy dog."
- Use the **Ctrl + A** key combination to select all the text in the box:



Note: There is too much text to try and click and drag, and the triple-click option will only select one paragraph.

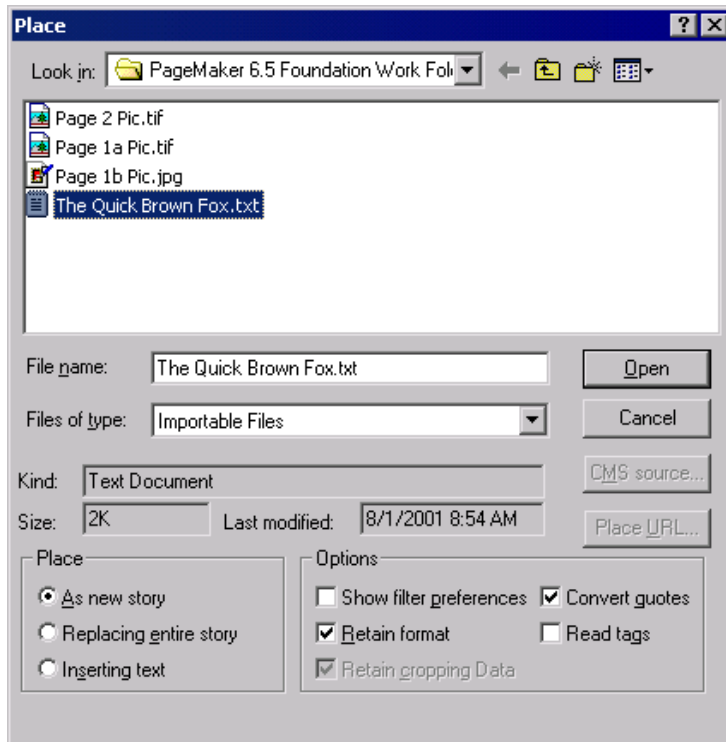
- With the text highlighted, press the **Delete** key, or press the **Backspace** key.
- The text should all be gone:



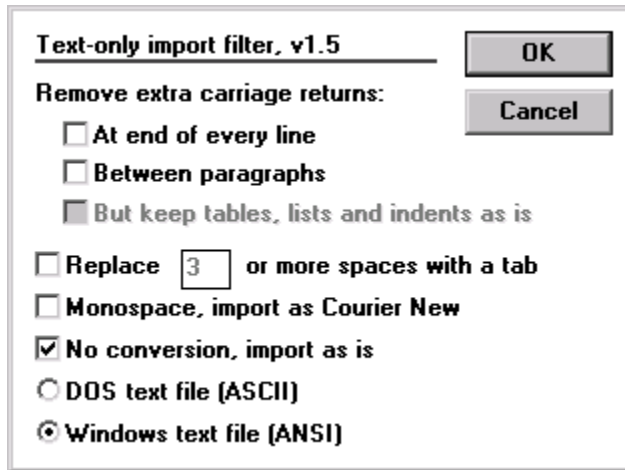
Note: To get the text back into the text box you can input it, but you don't have to for this exercise.

Placing Text

- With the **Text** tool still selected click on the large text box.
- Open the **Place** dialog box, choosing **File > Place**.
- Select the “The Quick Brown Fox.txt” file from the PageMaker 6.5 Foundation Work Folder:

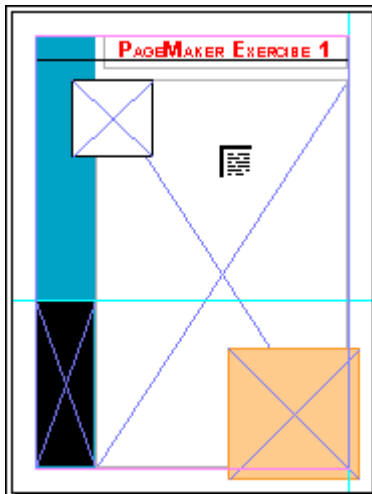


- Select the **As new story** Option.
- Select the **Open** Button.
- When The **Text-only import filter** appears, make the following changes:

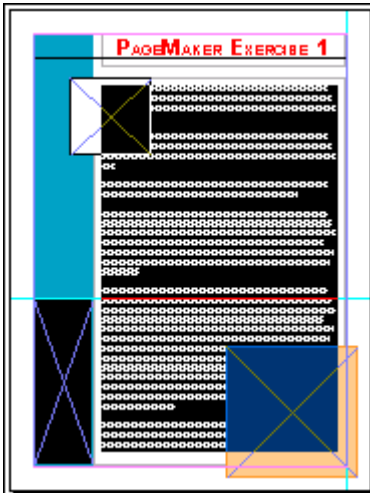


At end of every line:	Unchecked
Between paragraphs:	Unchecked
Replace:	Unchecked
Monospace:	Unchecked
No conversion:	Checked
Dos text file:	Unchecked
Windows text file:	Checked

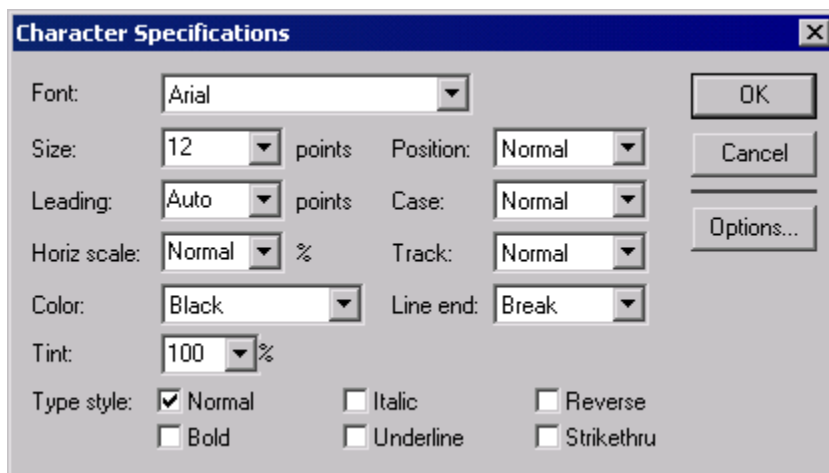
- Place the **Loaded Text** Icon on the Text Frame and click the mouse:



- Highlight all the text:



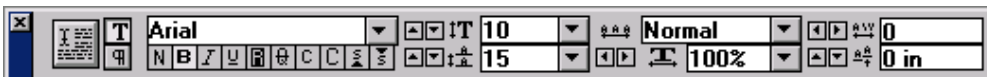
- Open the **Character Specifications** dialog box, choosing **Type > Character**:



- Within the **Character Specifications** dialog box, make the following changes:

Font: Arial
Track: Normal

- Click the **OK** button.
- Open the **Character** palette, choosing **Window > Show Control Palette**:



- Using the **Type Size** drop-down list, change the size of the type to **10**.
- Using the **Leading** drop-down list, change the size of the leading to **15**.
- From the **Type Style** buttons, click the **Bold** button.

- Click the **Paragraph** icon to display the **Paragraph Palette**:



- Click the **Full Justification** button:



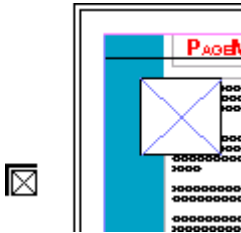
- Click the **Apply** button to make sure all of your changes have been applied:



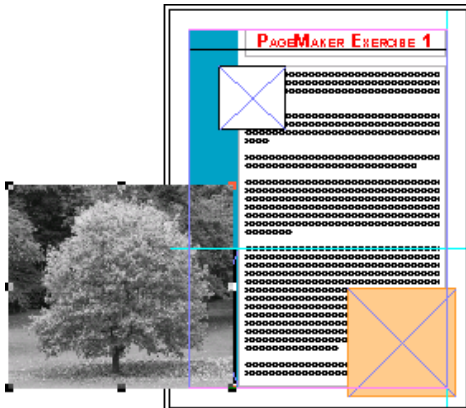
Pictures

Placing Pictures

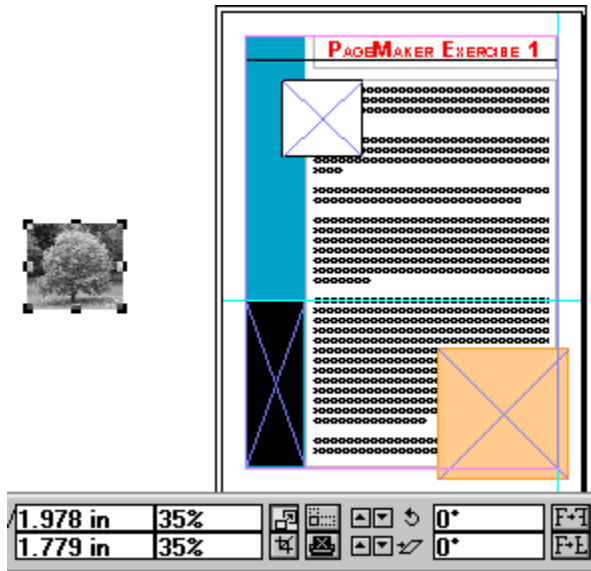
- Within your **Toolbox** select the **Pointer** tool.
- Open the **Place** dialog box.
- Choose the "**Page 1a Pic.tif**" file from the PageMaker 6.5 Foundation Work Folder.
- Then select **Open**.
- When you see the **Graphic icon**, place it over the pasteboard:



- Select the graphic:



- In the Control palette change the scale of the graphic to 35%:

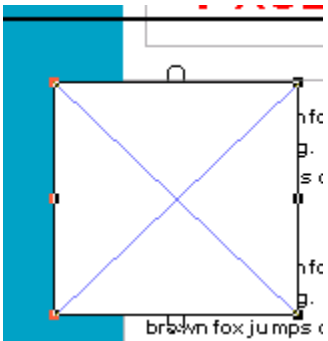


Modifying Picture Color

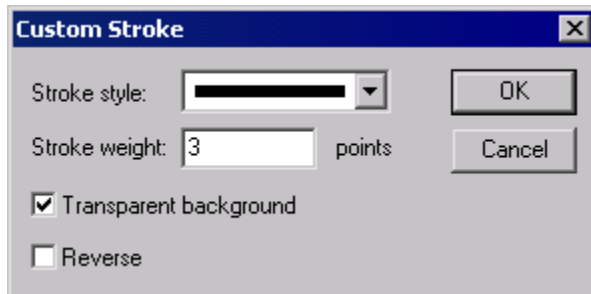
- With the graphic still selected, click the **Fill** icon in the Colors palette.
- Select the **Green C80, Y100** color from the list:



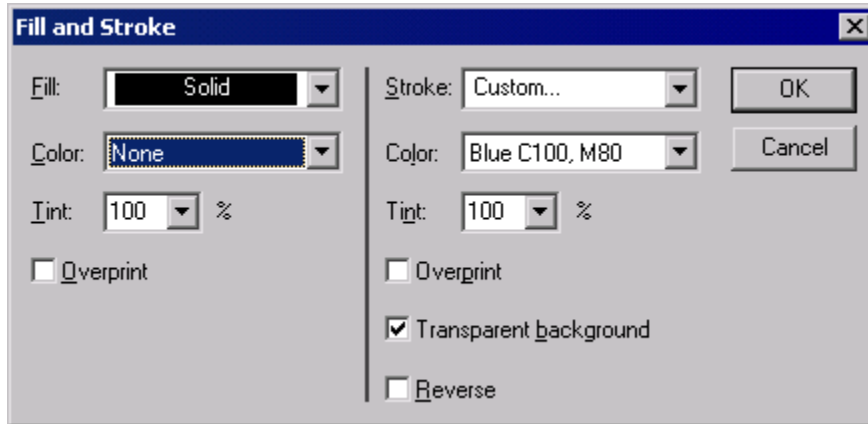
- Click the empty frame located on the left, above the large text frame:



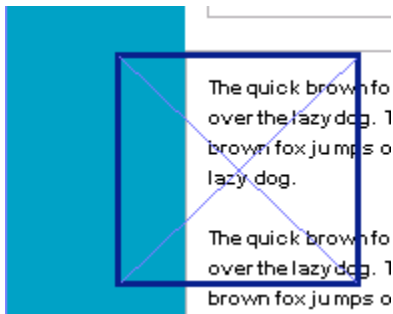
- With the **Frame** selected, choose **Element > Fill and Stroke**.
- Change the color of the fill to **None**.
- Select a **Custom Stroke** size of **3**:



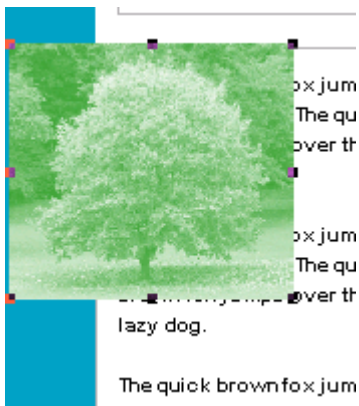
- Change the color of the stroke to **Blue C100, M80**:



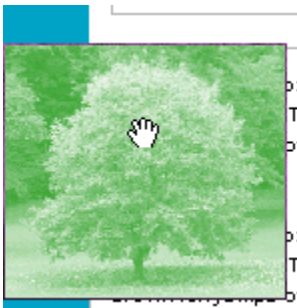
- The Frame should look like this:



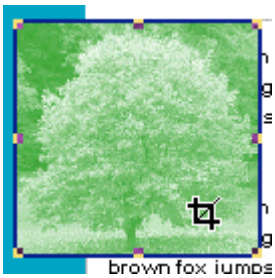
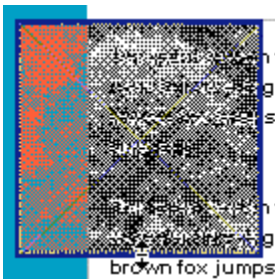
- Click and drag the drag the **colorized graphic** over the **empty frame** that you just modified:



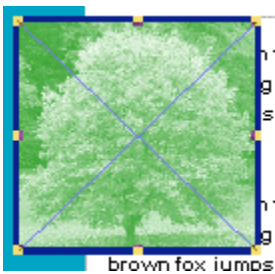
- Select the **Crop** tool from the Control palette.
- Select the colorized picture:



- Crop the Colorized image until the size is just a but smaller that the empty Frame:

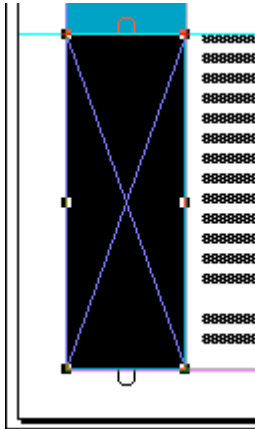


- Send the picture **backward** until graphic is just behind the outline of the empty frame:

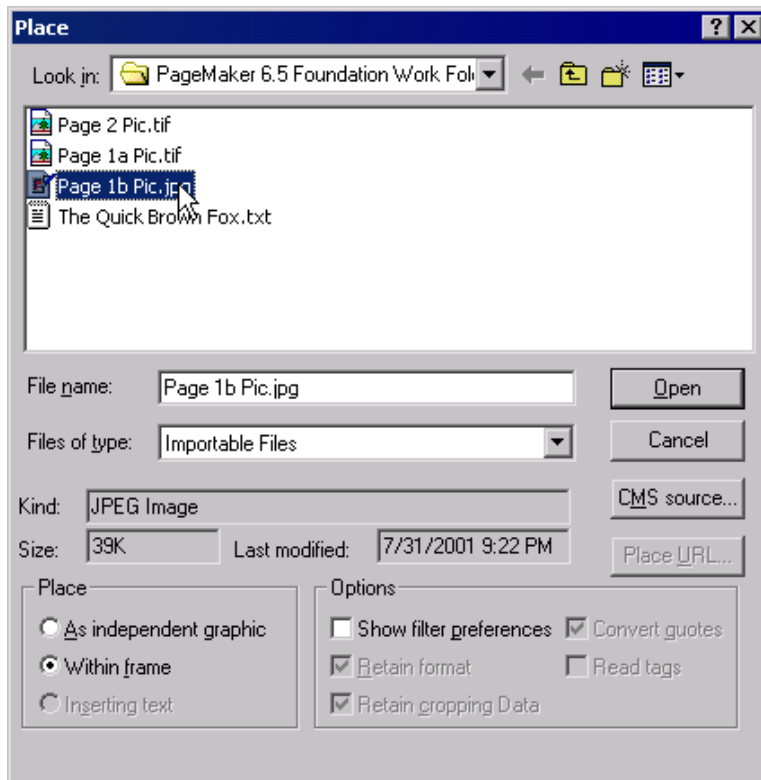


Positioning Pictures

- With the **Pointer** tool, click on the **Black Box** on the lower left corner:

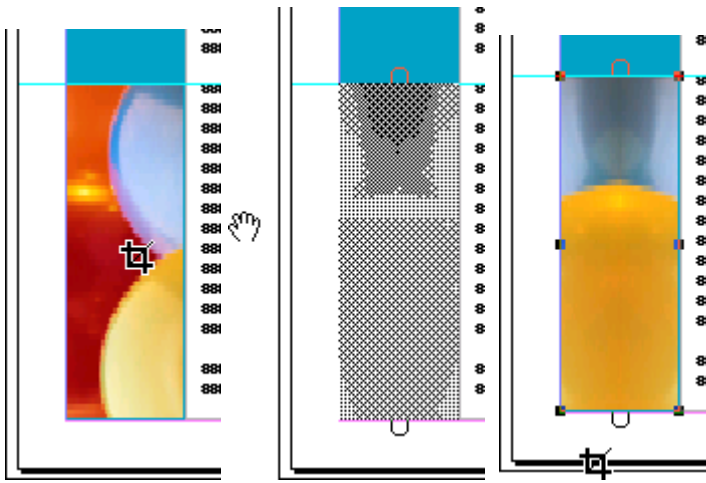


- Open the **Place** dialog box.
- Select the "**Page 1b Pic.jpg**" file from the PageMaker 6.5 Foundation Work Folder:

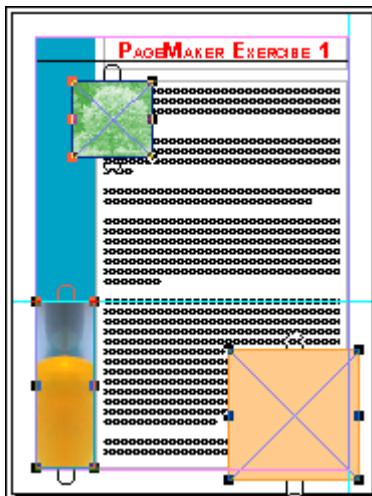


- Select the **Within Frame** option.
- Click the **Open** button.
- Select the **Crop** tool from the Toolbox.

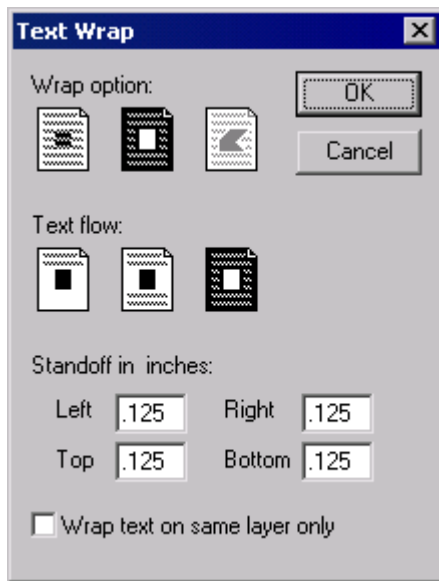
- Place the mouse pointer in the box and move the image within the box until the image is visually centered horizontally:



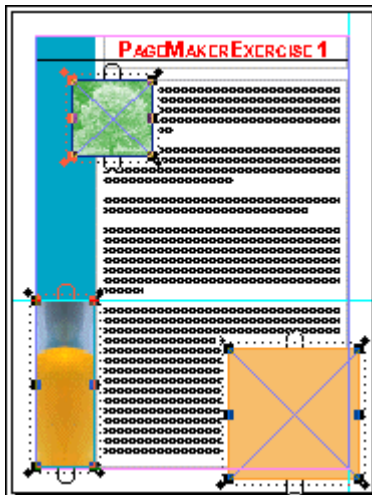
- Select the **Pointer** tool.
- Select the Graphic Frame on the bottom left.
- Hold down the **Shift** key
- Select the Empty Frame in front of the colored picture on the top right.
- Select the Orange Frame on the bottom right:



- From the main menu, choose **Element > Text Wrap** to display the Text Wrap dialog box.
- Make the following changes to frame:



- Click **OK** button.
- The text will wrap around the objects and your page should look like this:



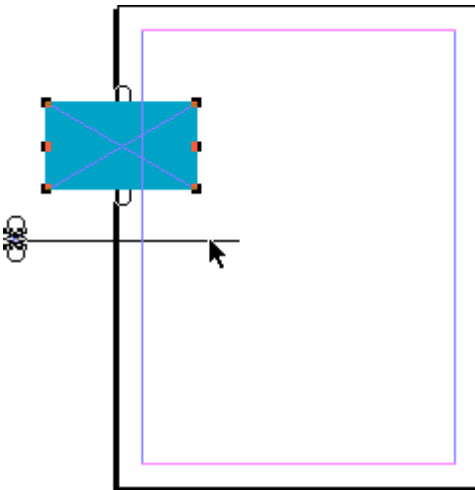
Objects

Spacing and Aligning Objects

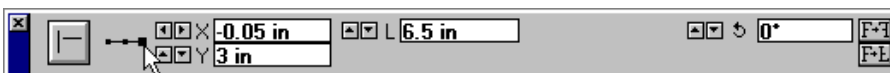
- Click the number 2 **Page Icon** at the bottom of the work window to go to page two:



- Select all elements.
- Hold down the **Shift** key and unselect the Line:



- Press **Delete** to remove all selected content from the page.
- Select the Line.
- In the Control palette, select the **far right point** from the **Proxy** icon.
- Make the following changes to the Line:

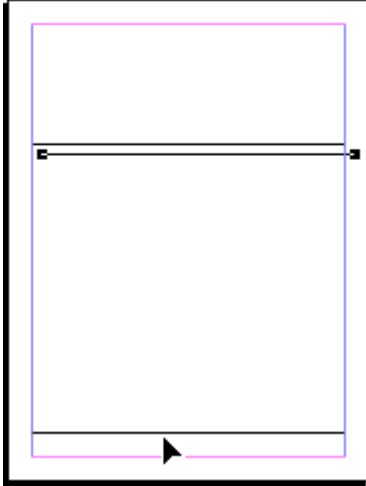


X: -0.5
Y: 3
L: 6.5
Rotation: 0

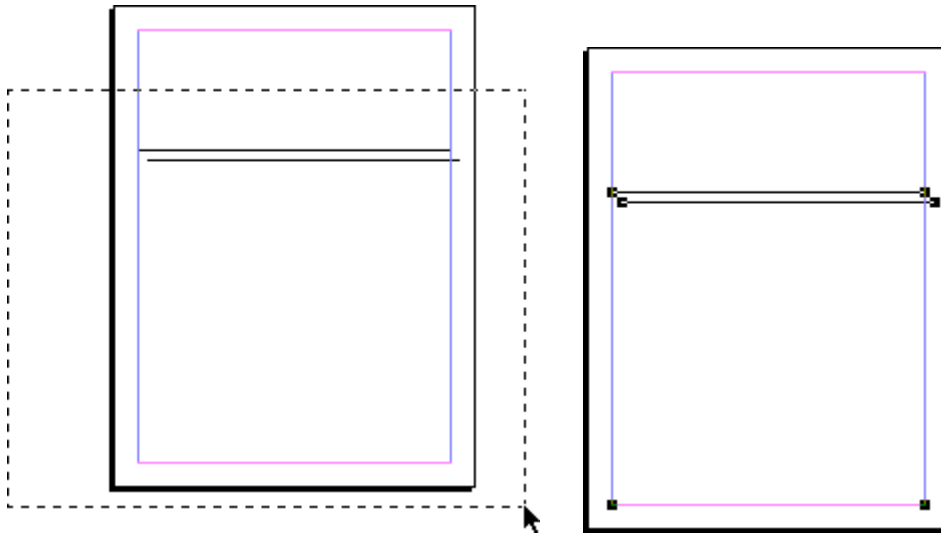
- Click **Apply** button:



- With the Line still selected, **Copy** the Line.
- **Paste** the Line 10 times.
- When you Paste the last pasted line, move the line to the bottom, and place it on the page margin.

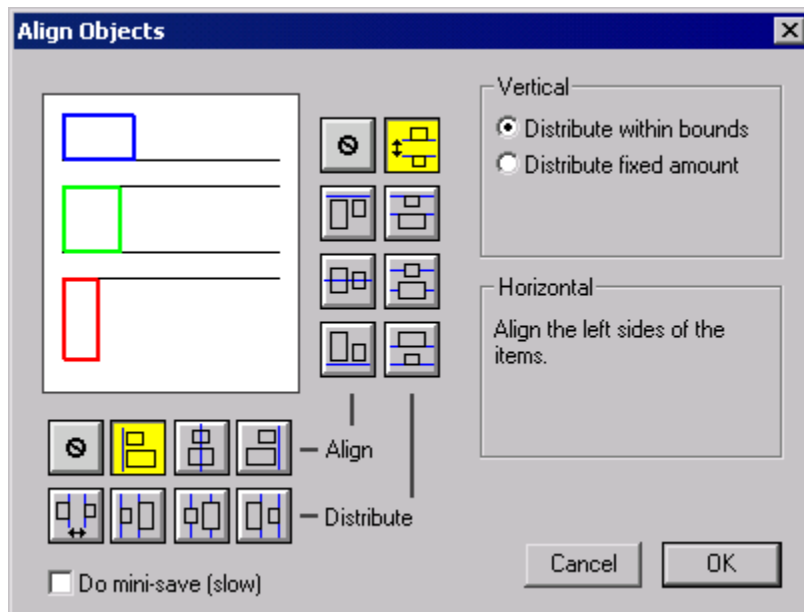


- Select all the lines, using a marquee selection:

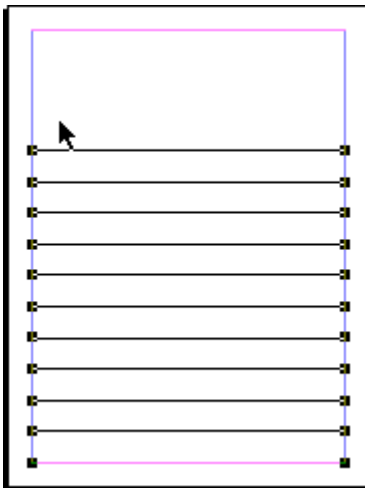


- Press the **Shift + Ctrl + E** key combination to display the **Align** dialog box.

- Make the following changes:



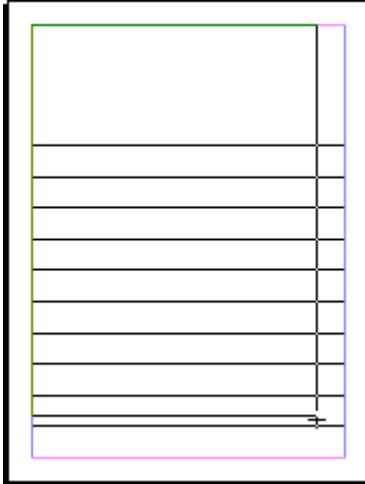
- Select the Horizontal **Align to left Icon**
- Select the Vertical **Distribute spaces Icon**
- Select the **Distribute within Bounds** Option
- Click the **OK** button:



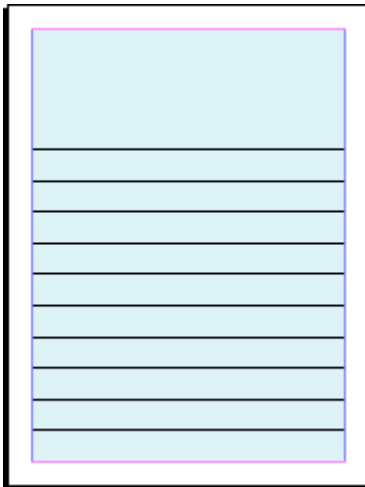
- Press the **Ctrl + G** key combination to group all the lines.

Resizing and Modifying Objects

- Select the **Rectangle** tool.
- In the Colors palette, select the **Stroke** icon.
- Choose the **Color None**.
- Select the **Fill** icon.
- Choose the **Cyan Color**.
- From the **Tint** drop-down list, choose **15%**.
- Click and drag a box from the Top left corner margin to the bottom Right corner margin:



- Send the blue box to the back:



- **Save** your work.

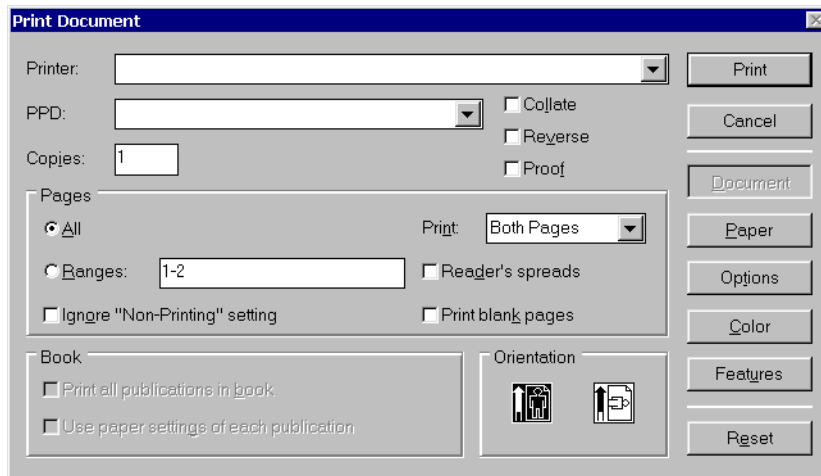
Note: Open the **PageMaker Exercise 1 Final.p65** file from the **PageMaker 6.5 Foundation Samples** folder to see an example.

Output

Print Your Document

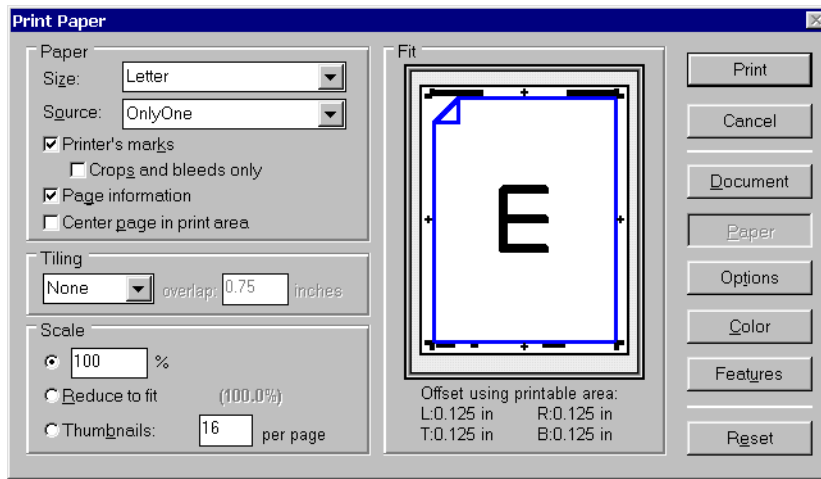
You are now ready to print your document!

- From the main menu, choose **File > Print** to open the **Print** dialog box.
- Within the **Print Document** dialog box, input the following information:



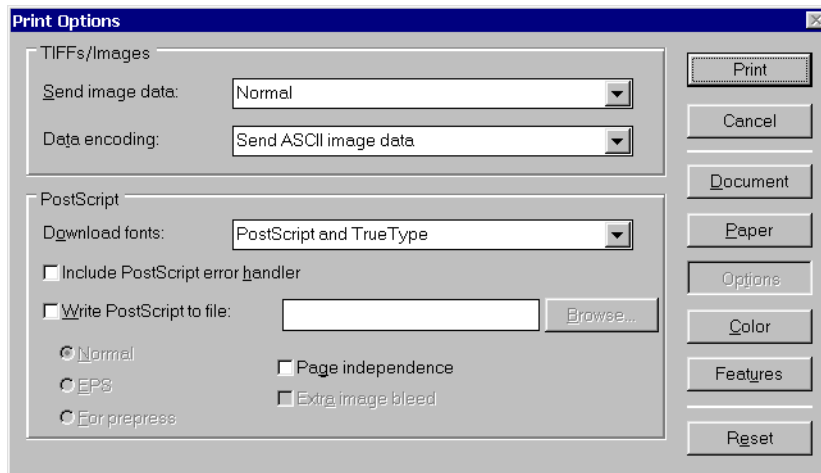
Printer:	select your available printer
PPD:	select your available printer
Copies:	1
Collate:	Unchecked
Reverse:	Unchecked
Proofs:	Unchecked
Page Range:	All
Print:	Both Pages
Ignore "Non-Printing" setting:	Unchecked
Reader's spreads:	Unchecked
Orientation:	Portrait

- Select the **Paper** button.
- Within the **Print Paper** dialog box, input the following information:



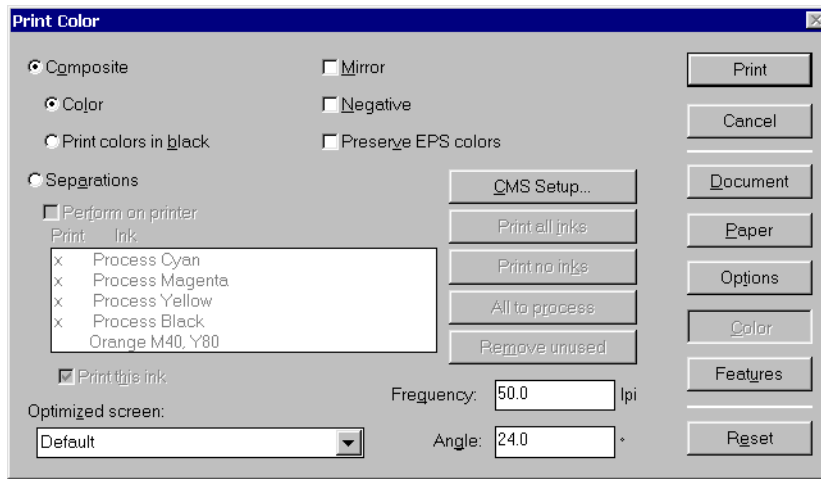
Size: Letter
Source: Select a Source that contains letter size paper
Printers marks: Checked
Page information: Checked
Center Page Information: unchecked
Tiling: None
Scale: 100

- Select the **Options** button.
- Within the **Print Options** dialog box, input the following information:



Send Image Date: Normal
Data encoding: Send ASCII image data

- Select the **Color** button.
- Within the **Print Color** dialog box, input the following information:

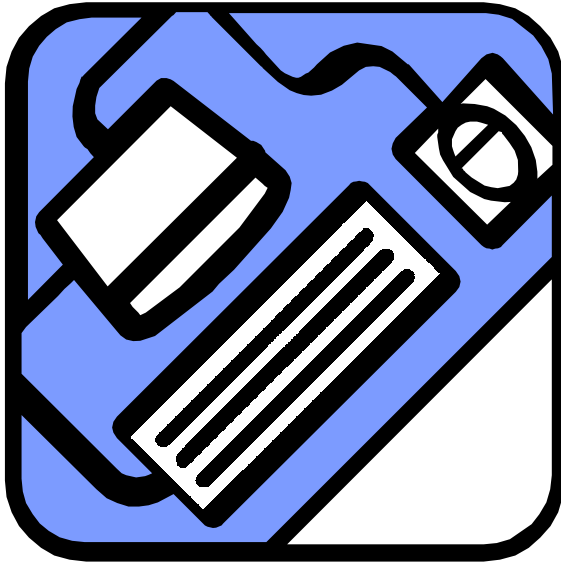


Composite:	Selected
Color:	Selected
Print Colors in Black:	Unselected
Separations:	Unselected
Mirror:	Unchecked
Negative:	Unchecked
Preserve EPS Colors:	Unchecked

- Select the **Print** button to print your document.

Adobe PageMaker 6.5 Intermediate Level Training Manual

Corporate Edition



C C T G L O B A L . C O M

© 1995-2001 Cheltenham Computer Training
Crescent House
24 Lansdown Crescent Lane
Cheltenham
Gloucestershire
GL50 2LD, UK
Tel: +44 (0)1242 227200
Fax: +44 (0)1242 253200
Email: info@cctglobal.com
Internet: <http://www.cctglobal.com>

All trademarks acknowledged. E&OE.

© Cheltenham Computer Training 1995-2001 No part of this document may be copied without written permission from Cheltenham Computer Training unless produced under the terms of a courseware site license agreement with Cheltenham Computer Training.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Computer Training and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Computer Training shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Computer Training. Whilst every effort is made to eradicate typing or technical mistakes, we apologize for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

Sample versions of courseware from Cheltenham Computer Training

(Normally supplied in Adobe Acrobat format)

If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

For current license information

Cheltenham Computer Training reserves the right to alter the licensing conditions at any time, without prior notice. No terms or conditions will affect your rights as defined under UK law. Please see the site license agreement available at: **www.cctglobal.com/agreement**

Courseware Release Version 5.0

MASTER PAGES.....	1
MASTER PAGES PALETTE.....	2
<i>Displaying the Master Pages palette</i>	2
<i>Using the Master Pages palette</i>	3
<i>Removing the Master Pages tab</i>	4
<i>Selecting the Master Pages palette menu commands</i>	4
CREATING MASTER PAGES	5
<i>Using the New Master Page dialog box.....</i>	5
<i>Using the Save Page as Master dialog box.....</i>	7
<i>Using the Duplicate Master Page dialog box.....</i>	7
APPLYING MASTER PAGES	9
<i>Applying Master Pages to several pages at once.....</i>	9
<i>Applying a Master Page to one page at a time.....</i>	11
EDITING MASTER PAGES	12
<i>Using the Master Page Options dialog box.....</i>	12
<i>Changing the Column Guides.....</i>	13
<i>Changing the content of a Master Page</i>	13
<i>Removing Master Pages</i>	14
MASTER PAGE NUMBERS.....	15
<i>Adding Page-Number Markers to Master Pages.....</i>	15
REVIEW QUESTIONS.....	16
DOCUMENT PAGE FEATURES	17
DOCUMENT PAGES.....	18
<i>Inserting pages.....</i>	18
<i>Displaying the Insert Pages dialog box.....</i>	19
<i>Using the Insert Pages dialog box.....</i>	19
<i>Inserting pages before you start a publication</i>	20
REARRANGING PAGES.....	21
<i>Displaying the Sort Pages dialog box.....</i>	21
<i>Using the Sort Pages dialog box.....</i>	22
<i>Sorting pages</i>	23
PAGE NUMBERS.....	24
<i>Changing the page numbering style</i>	24
GO TO PAGE.....	26
<i>Using the Go to Page dialog box.....</i>	26
<i>Going back and forward.....</i>	27
<i>Using page icons to navigate.....</i>	27
REMOVE PAGE	28
<i>Using the Remove Pages dialog box.....</i>	28
<i>Using page icons to remove pages.....</i>	29
REVIEW QUESTIONS.....	30
WORKING WITH TYPE	31
CONTROL PALETTE TEXT FORMATTING	32
<i>Displaying the Control Palette</i>	32
<i>Using the Control Palette Paragraph View.....</i>	33
<i>Using the Control Palette to format text.....</i>	34
TEXT THREADS	35
<i>Threading text.....</i>	35
<i>Threading Text Blocks</i>	36
<i>Threading Text Frames.....</i>	38
WORKING WITH PARAGRAPHS	39
<i>Displaying the Paragraph Specifications dialog box</i>	39

<i>Using the Paragraph Specifications dialog box</i>	40
<i>Formatting paragraphs</i>	40
<i>Using the Paragraph Rules dialog box</i>	41
<i>Applying paragraph rules</i>	42
<i>Using the Paragraph Rule Options dialog box</i>	42
STYLE SHEETS	43
<i>Displaying the Styles Palette</i>	43
<i>Using the Styles Palette</i>	44
<i>Using the Styles Palette menu commands</i>	44
<i>Using the Style Options dialog box</i>	45
<i>Creating styles</i>	47
<i>Creating styles that apply to the next paragraph you type</i>	47
<i>Applying styles</i>	47
INDENTS AND TABS.....	48
<i>Displaying the Indents/Tabs dialog box</i>	48
<i>Using the Indents/Tabs dialog box</i>	49
BULLETS AND NUMBERING.....	50
<i>Displaying the Bullets and Numbering dialog box</i>	50
<i>Editing bullets</i>	51
<i>Adding a bulleted list to a paragraph</i>	52
<i>Adding a numbered list to a paragraph</i>	52
<i>Removing bullets and numbering from a paragraph</i>	52
REVIEW QUESTIONS.....	53
TEXT OBJECTS AND STORIES	55
STORY EDITOR.....	56
<i>Displaying the PageMaker word processor</i>	56
<i>Using the Story Editor</i>	57
SPELL CHECKING.....	58
<i>Displaying the Spelling dialog box</i>	58
<i>Using the Spelling dialog box</i>	59
<i>Checking spelling</i>	59
<i>Dealing with incorrectly spelt or unknown words</i>	60
FINDING AND CHANGING WORDS	61
<i>Displaying the Find dialog box</i>	61
<i>Using the Find dialog box</i>	62
<i>Displaying the Change dialog box</i>	62
<i>Using the Change dialog box</i>	63
<i>Finding and replacing text</i>	64
REVIEW QUESTIONS.....	65
DICTIONARY	67
ADDING WORDS	68
<i>Adding words to the User Dictionary</i>	68
<i>Adding words using the Spelling dialog box</i>	69
REVIEW QUESTIONS.....	70
COLOR MANAGEMENT	71
IMPORTING COLORS.....	72
<i>Using the EPS import filter to import colors</i>	72
<i>Editing imported colors</i>	73
<i>Controlling imported colors</i>	73
<i>Using EPS imported colors</i>	74
WORKING WITH PANTONES.....	75
<i>Displaying Pantone color libraries</i>	75
<i>Adding Pantone colors</i>	76

REVIEW QUESTIONS.....	77
PICTURES.....	79
IMPORTING EPS IMAGES	80
<i>Using the EPS import filter to place EPS images.....</i>	80
PHOTO EFFECTS.....	82
<i>Using Photoshop Effects.....</i>	82
<i>Adding Plug-ins to the Effects list.....</i>	83
<i>Applying Effects to images.....</i>	84
KEYLINES	85
<i>Using Keylines.....</i>	85
<i>Adding a Keyline to objects</i>	86
LINKS.....	87
<i>Displaying the Links Manager.....</i>	87
<i>Using the Links Manager.....</i>	88
<i>Updating Links.....</i>	89
<i>Unlinking images.....</i>	89
MASKS.....	90
<i>Masking images.....</i>	90
<i>Unmasking images.....</i>	92
REVIEW QUESTIONS.....	93
WORKING WITH MULTIPLE OBJECTS.....	95
TEXT AND GRAPHICS	96
<i>Adding Inline graphics to text.....</i>	96
TEXT WRAP	98
<i>Using text wrap controls.....</i>	98
<i>Wrapping text around a graphic.....</i>	99
<i>Customizing a text wrap</i>	99
<i>Restoring custom boundaries.....</i>	100
<i>Wrapping text around another text block</i>	100
LAYERS.....	101
<i>Displaying the Layers palette</i>	101
<i>Using the Layers palette</i>	102
<i>Selecting the Layers palette menu commands.....</i>	102
<i>Adding new layers.....</i>	103
<i>Changing target layer.....</i>	105
<i>Rearranging layers</i>	105
<i>Merging layers.....</i>	106
<i>Removing layers.....</i>	107
LOCKING.....	109
<i>Locking objects</i>	109
<i>Unlocking objects</i>	109
<i>Locking layers.....</i>	110
<i>Unlocking layers.....</i>	110
REVIEW QUESTIONS.....	111
POSTSCRIPT PRINTING	113
PRINTING SPREADS	114
<i>Printing Reader's Spreads.....</i>	114
TILING AND SCALING.....	116
<i>Tiling pages</i>	116
<i>Automatically Tiling pages</i>	117
<i>Manually Tiling pages</i>	119
<i>Scaling pages.....</i>	120
PAGE BLEEDS	121

<i>Printing bleeds</i>	121
PRINTING WHAT YOU CANNOT SEE	123
<i>Printing Non-Printing objects</i>	123
<i>Creating Non-Printing elements</i>	124
<i>Displaying Non-Printing items</i>	124
REVIEW QUESTIONS.....	125

Master Pages

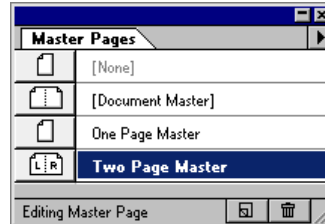
When you have completed this learning module you will have seen how to:

- Display the Master Pages palette
- Use the Master Pages palette
- Remove the Master Pages tab
- Select the Master Pages palette menu commands
- Use the New Master Page dialog box
- Use the Save Page as Master dialog box
- Use the Duplicate Master Page dialog box
- Apply Master Pages to several pages at once
- Apply a Master Page to one page at a time
- Use the Master Page Options dialog box
- Change the Column Guides
- Change the content of a Master Page
- Remove Master Pages
- Add Page-Number Markers to a Master Pages

Master Pages Palette

Master Pages Palette

- The **Master Pages palette** allows you to create and apply **Master Pages** to **Publication Pages**.



© Cheltenham Computer Training 2001

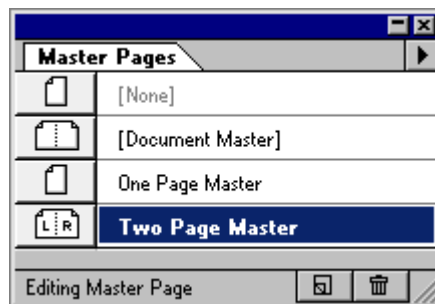
Adobe PageMaker 6.5 - Slide No 2

Displaying the Master Pages palette

- The **Master Pages palette** allows you to create and apply **Master Pages** to **Publication Pages**. Use the **Master Page icons** at the bottom of the publication window when you want to go to or edit a master page.

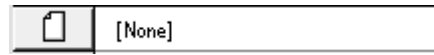
To Show or Hide the Master Page palette:

- From the main menu, choose **Window > Show Master Pages** **OR** press the **Shift + Ctrl + 8** key combination:

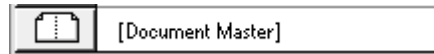


Using the Master Pages palette

- **None** – Allows you to remove any Master Page content from a publication:



- **Document Master** – Every new publication will include a Document Master, which is the default master for your initial pages. The Document Master margins and orientation are determined by the options specified in the Document Setup:



- **Master Name** – Allows you to organize and recognize your master pages:



- **Facing Page Icon** – Informs you that a specific master page is a **Two Page Master**:



- **Single Page Icon** – Informs you that the specified master page is a **One Page Master**:




- **New Master Page Button** – Allows you to create a new master page:



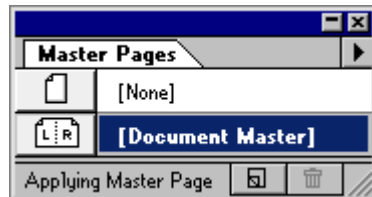
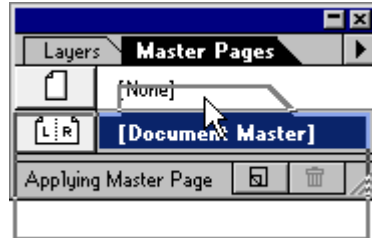
- **Trash Button** – Allows you to trash or delete a selected master page from the palette:



Note: The **Palette Arrow** allows you to obtain more options available to a specific palette: 

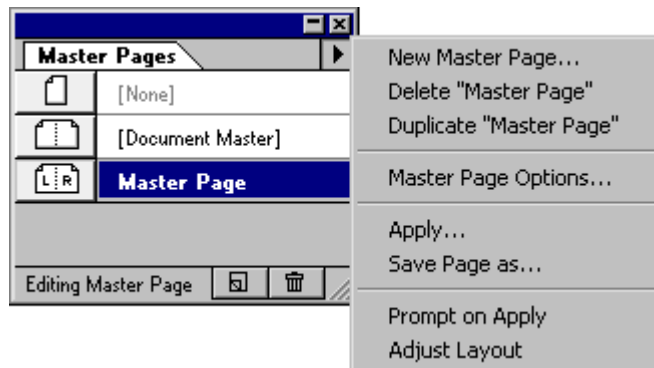
Removing the Master Pages tab

- You can click and drag the **Master Pages** palette tab over an existing group to add the palette to that group
OR click and drag the palette tab outside an existing group to create a separate palette:



Selecting the Master Pages palette menu commands

- Select the arrow on the top right corner of the pallet window to display the **Palette Menu** commands:



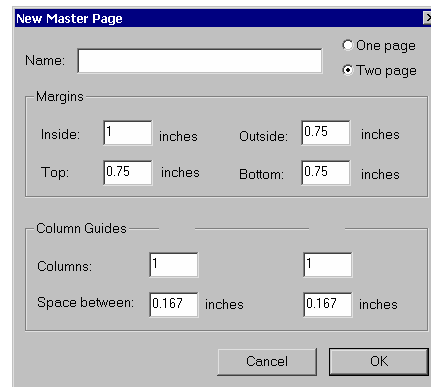
The Palette Menu commands are:

- New Master Page** – allows you to create a new Master Page.
- Delete "Master Page"** – allows you to delete Master Page.
- Duplicate "Master Page"** – allows you to duplicate Master Page.
- Master Page Options** – displays the **Master Page Options** dialog box.
- Apply** – displays the **Apply Master** dialog box.
- Save Page as** – displays the **Save Page as Master** dialog box.
- Prompt on Apply** – prompts you to confirm your choice every time you want to apply a master page.
- Adjust Layout** – allows the objects and guides on a page to be repositioned or resized appropriately for the margins and columns of the new master page you are selecting.

Creating Master Pages

Creating Master Pages

- The **New Master Page** dialog box allows you to create your own new Master Page.

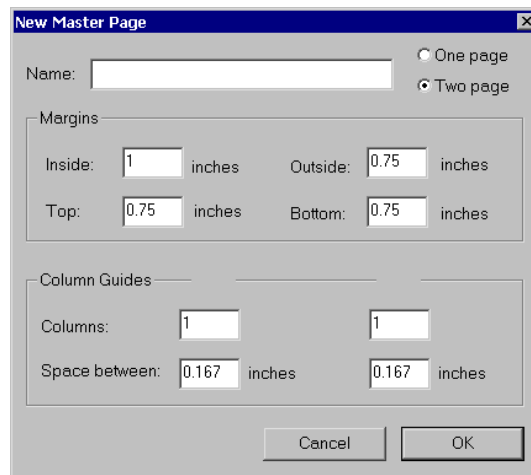


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 3

Using the New Master Page dialog box

- The **New Master Page** dialog box allows you to create your own new Master Page.
- Choose **New Master Page** from the **palette menu**
OR click the **New Master Page** button to display the **New Master Page** dialog box:



- There are several ways to **Create Master Pages** in PageMaker. You can create a new master page or create a master page based on an existing master page or publication page.

To create a new master page:

- From the main menu, choose **Window > Show Master Pages**.
- Choose **New Master Page** from the **palette menu**
OR click the **New Master Page button**.
- Enter a name of your choice into the **Name** field.
- Select one of the radio buttons to specify if you would like a **One Page** (single page) or a **Two-Page** (facing page) Master:

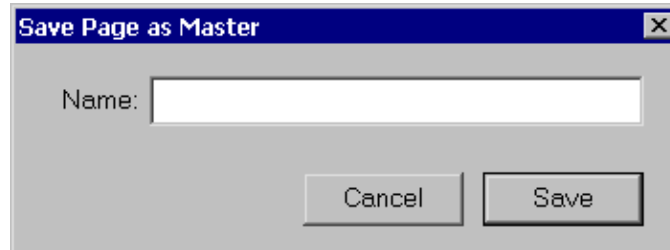
The screenshot shows the 'New Master Page' dialog box. The 'Name' field is empty. The 'One page' radio button is selected. The 'Margins' section shows: Left: 1 inches, Right: 0.75 inches, Top: 0.75 inches, Bottom: 0.75 inches. The 'Column Guides' section shows: Columns: 1, Space between: 0.167 inches. The 'Cancel' and 'OK' buttons are at the bottom right.

- Specify the size of the **Margins**.
- Specify the number of **Columns**, and the **Space Between** the columns.
- Click **OK**.

Note: If your publication is **single-sided**, you cannot use create a spread master. See **Setting Up Pages** for more information on creating single-sided or double-sided pages.

Using the Save Page as Master dialog box

- The **Save Page as Master** dialog box allows you to create a **Master Page** based on an existing publication page.
- Choose **Duplicate “Master Page”** from the **palette menu** to display the **Save Page as Master** dialog box:

**To create a new master from an existing publication page:**

- Go to the **Publication Page** that you would like to use as a master page.
- From the main menu, choose **Window > Show Master Pages**.
- Choose **Save Page As** from the **palette menu**.
- Enter a name of your choice into the **Name** field.
- Click **Save**.

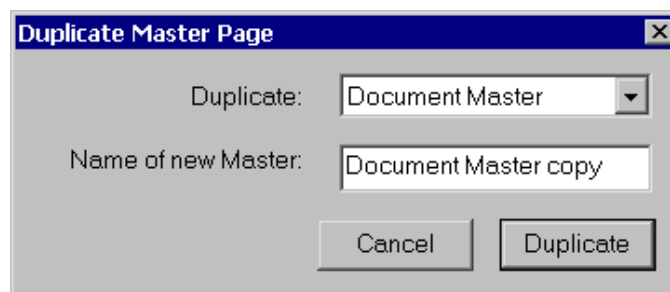
Note: The master elements from the master page applied to the selected publication page, as well as objects and guides are all copied to the new master page.

Using the Duplicate Master Page dialog box

- The **Duplicate Master Page** dialog box allows you to create a **Master Page** based on an existing master page.

To display the Duplicate Master Page dialog box:

- Choose **Duplicate “Master Page”** from the **Master Pages** palette menu:

**To create a new master from an existing master page (Method One):**

- From the main menu, choose **Window > Show Master Pages**.
- Choose **Duplicate “Master Page”** from the **palette menu**.
- Select an existing master page from the **Duplicate** drop-down list.
- Enter a new name into the **Name of New Master** field.
- Click **Duplicate**.

To create a new master from an existing master page (Method Two):

- From the main menu, choose **Window > Show Master Pages**.
- Click and drag the master page name you would like to duplicate onto the **New Master Button**:



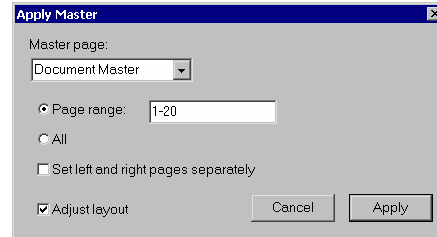
- Enter a new name into the **Name of New Master** field.
- Click **Duplicate**.

Note: If you would like several master pages to share one or more design attributes such as the location and formatting of page numbers, you can apply the location and formatting of the page numbers you would like to share on the other master pages into the **Document Master**. When you are ready to create other master pages, you can base the additional masters on the **Document Master**, rather than wasting time creating each new master from scratch.

Applying Master Pages

Applying Master Pages

- To apply a master page to several pages at once, you need to use the Apply Master dialog box.

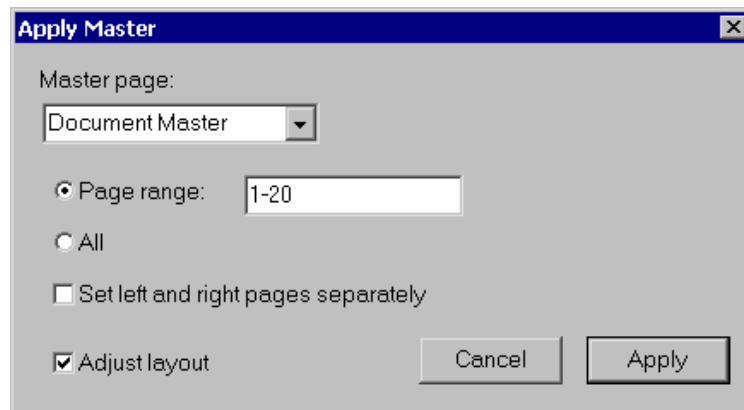


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 4

Applying Master Pages to several pages at once

- There are several ways to **Apply Master Pages** to your publication.
- To apply a master page to several pages at once, you need to use the **Apply Master** dialog box. Choose **Apply** from the **Master Pages** palette menu to display the **Apply Master** dialog box:

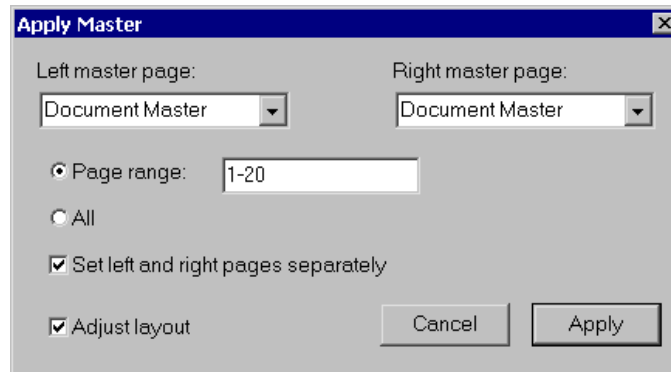


To apply a master to multiple publication pages:

- From the main menu, choose **Window > Show Master Pages**.
- Choose **Apply** from the **palette menu**.
- Select the name of the master from the **Master Page** drop-down list.
- In the **Page Range** field, specify a range of pages or select the **All** radio button.
- Click **Apply**.

To apply different left and right masters to multiple pages in a double sided publication:

- From the main menu, choose **Window > Show Master Pages**.
- Choose **Apply** from the **Master Pages** palette menu.
- In the **Page Range** field, specify a range of pages or select the **All** radio button.
- Check the **Set Left and Right Pages Separately** option.



- Select the desired left side and right side masters from the **Left master page** and **Right master page** drop-down lists.
- Click **Apply**.

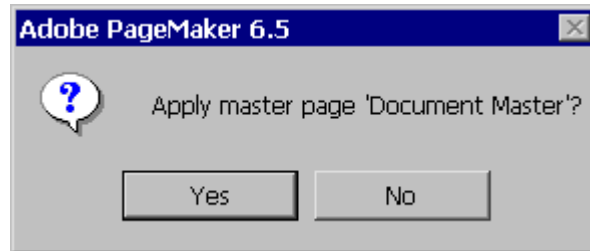
Note: If you want objects and guides on a page or a spread to be repositioned or resized appropriately for the margins and columns of the master page you are about to apply, select the **Adjust Layout** checkbox. If you would not like to do this leave the checkbox unchecked.

Applying a Master Page to one page at a time**To change one page or spread at a time:**

- Go to the publication page you want to change.
- From the main menu, choose **Window > Show Master Pages**.
- Select the **Adjust Layout** from the **palette menu** if you want objects and guides on a page or a spread to be repositioned or resized appropriately for the margins and columns of the master page you are about to apply. Otherwise, **skip to step 4**.
- Click your desired master icon or name from the **Master Pages** palette list.

Note: If the **Prompt on Apply** command has been selected from the **palette menu**, PageMaker will ask you to confirm your choice every time you want to apply a master:

- Click **Yes** in the dialog box to confirm your master page choice:

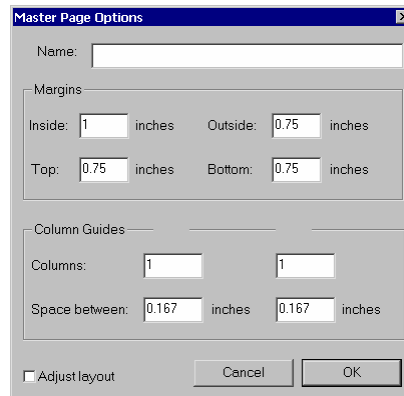


- To prevent this message from appearing, deselect the **Prompt on Apply** command from the **palette menu**.

Editing Master Pages

Editing Master Pages

- The **Master Page Options** dialog box allows you to edit the **Name**, **Margins**, and **Column Guides** of an existing master page.



© Cheltenham Computer Training 2001

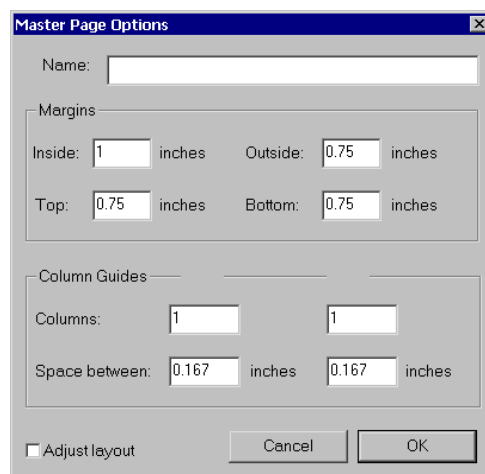
Adobe PageMaker 6.5 - Slide No 5

Using the Master Page Options dialog box

- The **Master Page Options** dialog box allows you to edit the **Name**, **Margins**, and **Column Guides** of an existing master page.

To display the Master Page Options dialog box:

- Choose **Master Page Options** from the **palette menu** **OR** press the **Ctrl** key and click the **Name** of any **unselected** master page you want to edit from the **Palette** list:



- When you edit and remove a **Master Page**, the changes will instantly take affect on the publication pages associated with the master.

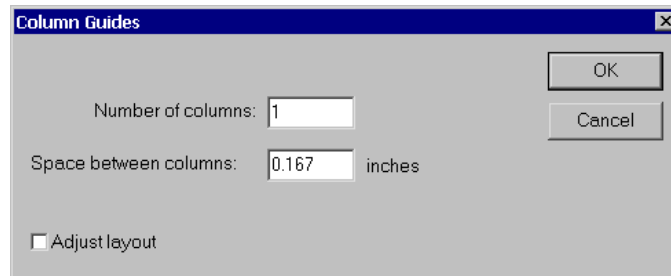
To adjust and rename a master page:

- Go to the publication page you want to change.
- From the main menu, choose **Window > Show Master Pages**.
- Enter a new name into the **Name** field
- Enter the new **Margins** values.
- Enter the new **Columns Guides** values.
- Select the **Adjust layout** checkbox if desired and click **OK**.

Note: A **Master Page** can be edited in the same ways you would edit a **Publication Page**. However, to change the margins and guides of a master page, you have to use the **Master Page Options** command from the master page **palette menu**, rather than the **Document Setup** command from the **File menu**. The **Document Setup** will only adjust the margins or the default **Document Master**.

Changing the Column Guides

- There are several ways to change the **Column Guides** in a master page:
- You can make the changes in the **Master Page Options** dialog box.
- You can adjust the column guides manually on the Master Page. You cannot use this option to change the **Number of columns**, or **Space between columns**.
- You can also use the **Layout > Column Guides** command:



Note: If you hide your guides, you will not be able to select the **Column Guides** command from the Layout menu.

Changing the content of a Master Page

- Since the **Master Page** functions like a **Publication Page**, you can modify any **text, graphics, shapes** or **nonprinting guides** on the page. All the changes will instantly take affect on the publication pages associated with the master.

**Removing
Master Pages****To remove a Master Page and all it's contents:**

- From the main menu, choose **Window > Show Master Pages**.
- Select the master page you want to delete.
- Choose **Delete "Master Page"** from the **palette menu**
OR click the **Trash** button.
- When the **Confirmation** prompt message appears, click **Yes**. If you use the **Trash** button to delete a Master Page, you can bypass the **Confirmation** prompt by pressing the **Alt** key before you click the button.
- Click **OK**.

Note: When you delete a Master Page from a publication page, **PageMaker** deletes the master, and then applies the **None** master to all pages that had used the deleted Master.

Master Page Numbers

Master Page Numbers

- The **Page-Number Marker** allows you to place a marker on a **Master Page**. The marker will automatically be update to reflect the page number of your **Publication Page**.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 6

Adding Page-Number Markers to Master Pages

- The **Page-Number Marker** allows you to place a marker on a **Master Page**. The marker will automatically update to reflect the page number of your **Publication Page**. You can place a Page-Number Marker on a **Publication Page** as well, but the marker will only work on the page you placed it on. Instead, place the marker on the **Master Page** to number all the pages in your publication.
- If you have several **Master pages**, you will have to add a **Page-Number Marker** to all the **Master Pages** that you want a page number to appear. You will also have to place a marker on both the **Left** and **Right** sides of a **Facing Page Master**. The Page-Number Markers display as a letter **RM** on **Right Master**, as a **LM** on the **Left Master**, and as a **page number** on the **Publication Page**:



To add Page-Number Markers to a Master Page:

- Go to a **Master Page** that requires a marker.
- Select the **Text** tool from the tools palette.
- Create a **Text Block**.
- Press the **Ctrl + Alt + P** key combination.
- Add a **prefix** (such as the word: Page) to the page number marker.
- Format the text (if necessary). To keep the position and formatting of your prefix and markers consistent, it is best to create a **Document Master** with the markers in place, and then create the rest of your **Master Pages** based on the **Document Master**.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 7

How would you:-

- Display the Master Pages palette?
- Use the Master Pages palette?
- Remove the Master Pages tab?
- Select the Master Pages palette menu commands?
- Use the New Master Page dialog box?
- Use the Save Page as Master dialog box?
- Use the Duplicate Master Page dialog box?
- Apply Master Pages to several pages at once?
- Apply a Master Page to one page at a time?
- Use the Master Page Options dialog box?
- Change the Column Guides?
- Change the content of a Master Page?
- Remove Master Pages?
- Add Page-Number Markers to a Master Pages?

Document Page Features

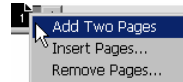
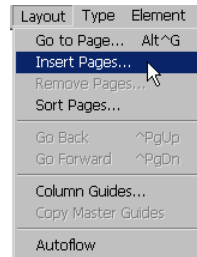
When you have completed this learning module you will have seen how to:

- Insert pages
- Display the Insert Pages dialog box
- Use the Insert Pages dialog box
- Insert pages before you start a publication
- Display the Sort Pages dialog box
- Use the Sort Pages dialog box
- Sort pages
- Change the page numbering style
- Use the Go to Page dialog box
- Go back and forward
- Use page icons to navigate
- Use the Remove Pages dialog box
- Use page icons to remove pages

Document Pages

Document Pages

- There are several ways to **Insert Pages** in PageMaker, the two most common ways are:
 1. To use the **Insert Pages** command from the **Layout** menu.
 2. To right-click on the page icon at the bottom of the **Publication Window**.



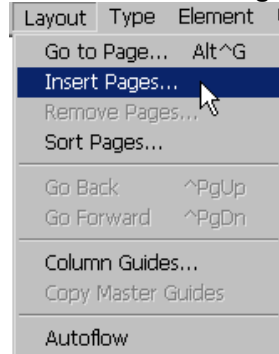
© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 8

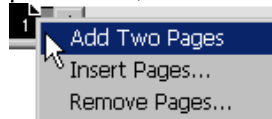
Inserting pages

- There are several ways to **Insert Pages** in PageMaker, the two most common ways are:

To use the **Insert Pages** command from the Layout menu:



To right-click on the page icon at the bottom of the Publication Window and choose between: **Add Two Pages** to add two more pages to your publication, or **Insert Pages** to display the Insert Pages dialog box:

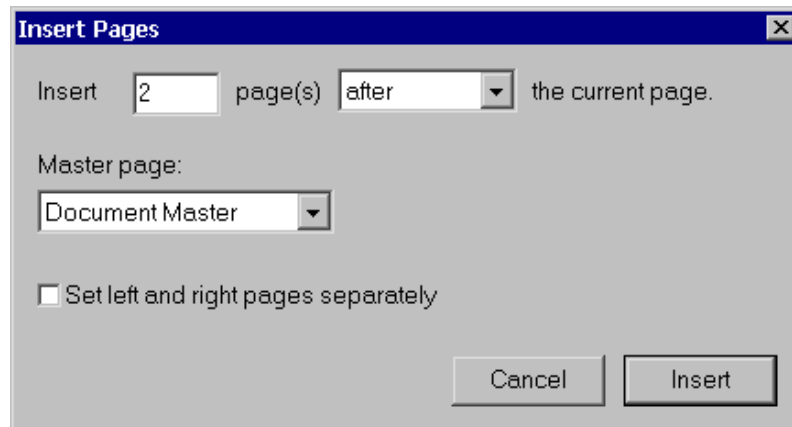


Displaying the Insert Pages dialog box

- The **Insert Pages dialog box** allows you to add new pages to a publication. You can add pages before or after your current publication page, and insert new pages between facing pages.

To display the Insert Pages dialog box:

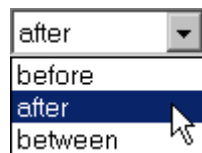
- From the main menu, choose **Layout > Insert Pages**:



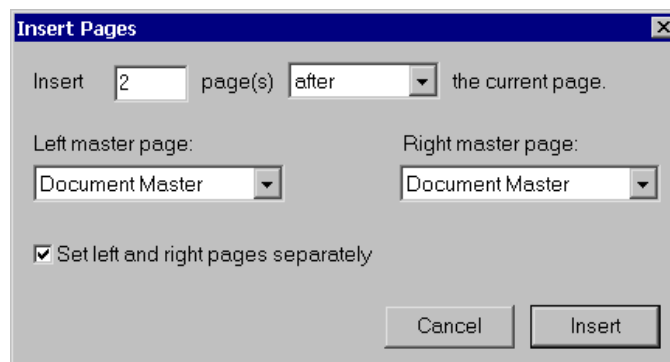
Using the Insert Pages dialog box

The available options in the Insert Pages dialog box are:

- Insert** – allows inputting the number of pages you want to add to your publication.
- Page Location** – allows you to determine where you want to start adding the pages. You can insert the pages **Before** the current page, **After** the current page, or **Between** the Facing Pages:



- Master Page** – allows you to choose which master will be used on the inserted pages.
- Set left and right pages separately** – if you check this option, it will display a Left Master Page and Right Master Pages drop-down lists that allow you to choose a different master for each side of the page:

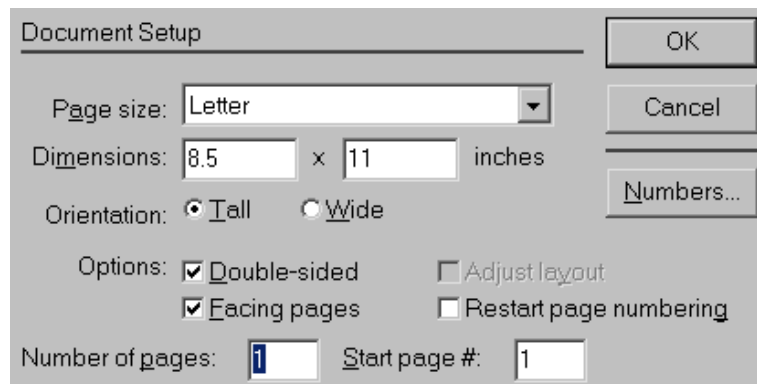


To insert a page:

- From the main menu, choose **Layout > Insert Pages**
OR right-click the Page Icon and select Insert Pages.
- Enter the number of **pages** you would like to add into the **Insert** field.
- Select the location where you want the pages to be added.
- Select a master to be applied to the added pages
OR check the **Set left and right pages separately** checkbox to select the left and right pages separately.
- **Click the Insert button.**

Inserting pages before you start a publication

- When you are creating a new publication page, you have the option in the **Document Setup** dialog box to enter the number of pages you want in the publication and also the page number you want the publication to start at:



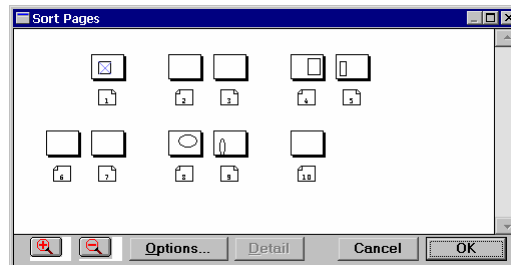
- **Number of Pages** – allows you to determine the number of pages you want your publication to start with.
- **Start page #** – allows you to determine what page number the publication will start numbering from. If you enter **5** into the field the first page in your publication will be page **5**.
- You can also use the **File > Document Setup** command to add pages after you have already created your publication page.

Note: You cannot set which master pages will be applied to the added pages; the default master will be the **Document Master**.

Rearranging Pages

Rearranging Pages

- The **Sort Pages** dialog box allows you to rearrange publication pages in a way that does not alter the text in a story.

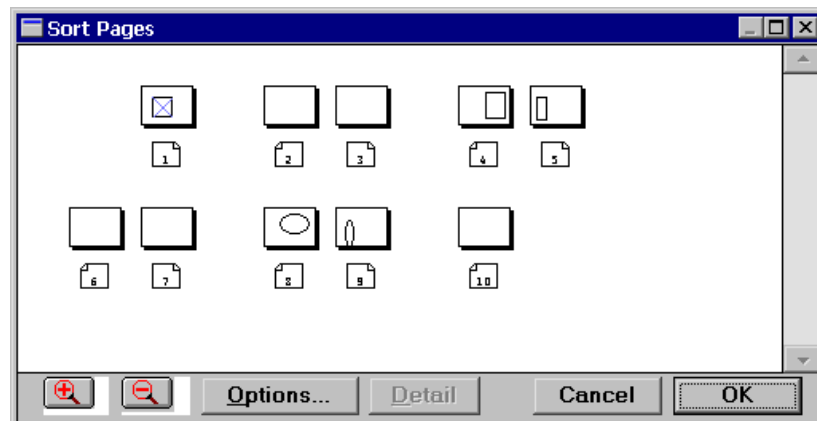


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 9

Displaying the Sort Pages dialog box

- The **Sort Pages** dialog box allows you to rearrange publication pages in a way that does not alter the text in a story. The story remains intact even though text objects may move to different pages.
- To display the Sort Pages dialog box:**
From the main menu, choose **Layout > Sort Pages**:



Using the Sort Pages dialog box

The available options in the Sort Pages dialog box are:

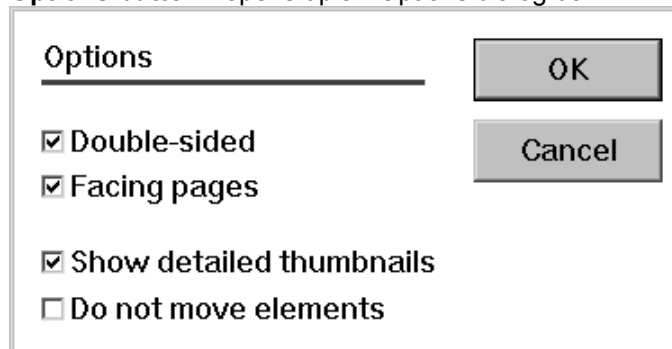
- **Enlarge button** – enlarges the size of the thumbnails in the preview window. You can also press the **Alt + .** key combination to enlarge the preview:



- **Reduce button** - reduces the size of the thumbnails in the preview window. You can also press the **Alt + ,** key combination to reduce the preview:

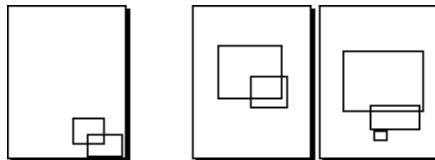


- **Options button** - opens up an Options dialog box:

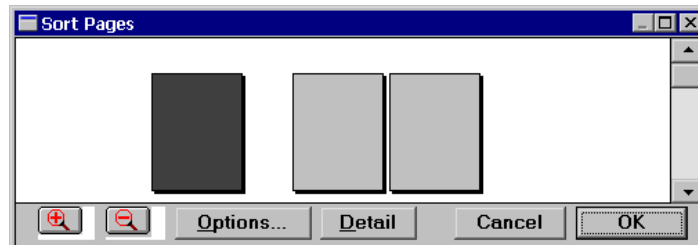


- **Details button** - this button will only be active when if you uncheck the **Show Detailed Thumbnails** checkbox in the **Options** dialog box. When the Show Detailed Thumbnails is uncheck, you will see all the pages as a gray box, if you select one of the boxes, they will become highlighted, once highlighted, you will be able to see a detailed thumbnail of the selected page by clicking the Details button:

Details On:




Details Off:



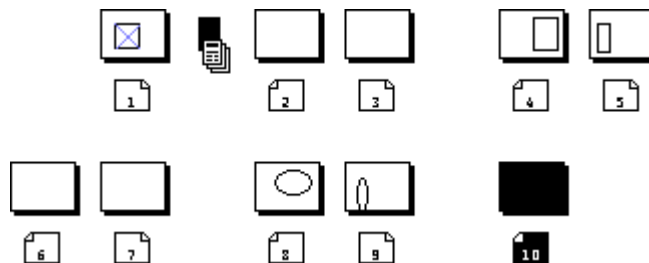
- **Thumbnail preview window** - displays your publication in either detailed thumbnails or grayed out boxes (see above).

**Sorting
pages****To move a Single or Facing Page:**

- From the main menu, choose **Layout > Sort Pages**.
- In the Sort Pages preview window, select either a single-sided page or a pair of facing pages by clicking the page icons.
- Click and drag the selection to the location you want. When you click and drag, you will notice the cursor changes to a  loaded page icon.
- Click the **OK** button to change the page order.

To move one Page of a Facing Page:

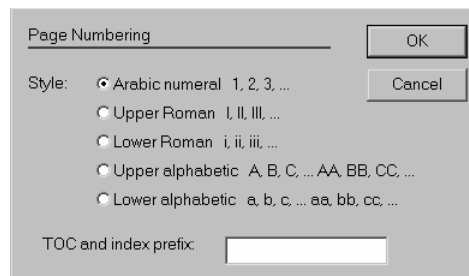
- From the main menu, choose **Layout > Sort Pages**.
- To select one page in a pair of facing pages, press **Ctrl** and click the page.
- Drag the selection to the location you want.
- **Note:** To insert a selection between a pair of facing pages, press **Ctrl** while you click and drag the selection between the facing pages.
- Click the **OK** button to change the page order:



Page Numbers

Page Numbers

- PageMaker allows you to change the way in which the pages are numbered in the publication.



© Cheltenham Computer Training 2001

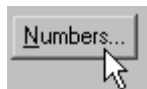
Adobe PageMaker 6.5 - Slide No 10

Changing the page numbering style

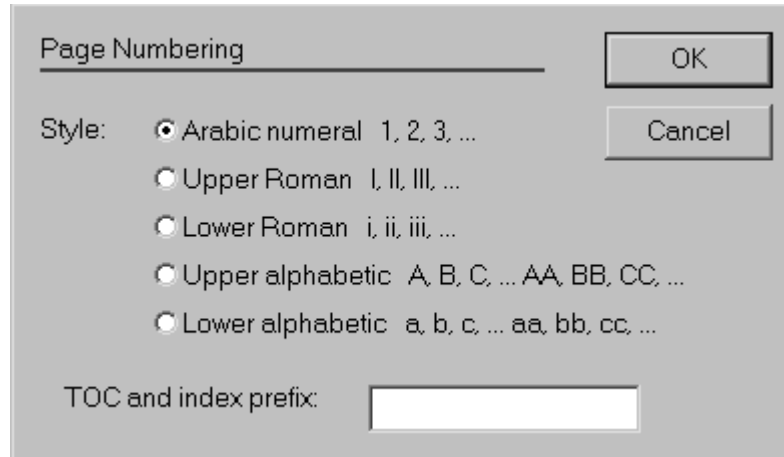
- PageMaker allows you to change the way in which the **pages are numbered** in the publication.

To change the Page Numbering Style:

- From the main menu, choose **File > Document Setup** **OR** press the **Shift + Ctrl + P** key combination
- Click the **Numbers** button in the Document Setup dialog box:



- In the **Page Numbering** dialog box, select one of the 5 numbering styles: **Arabic Numeral**, **Upper Roman**, **Lower Roman**, **Upper Alphabetic**, and **Lower Alphabetic**:



- Enter in a **TOC and index prefix**.

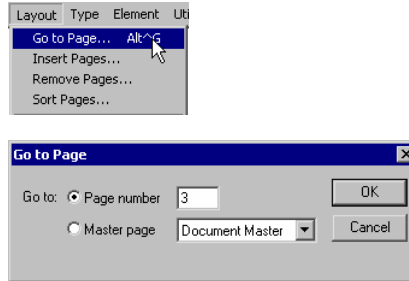
Note: A **page-number prefix** can be a number or letter, such as **1-** or **A-**, before the page number. You can use separate prefixes for page numbers and page references when creating an **index** or **table of contents** for a set of publications.

- Click the **OK** button.

Go to Page

Go to Page

- There are several ways to navigate through the pages in PageMaker 6.5.
- The best way to use all depends on how far into you publication you need to go.
- To go to publication page in a large publications (30 or more pages), use the Go to Page dialog box.



© Cheltenham Computer Training 2001

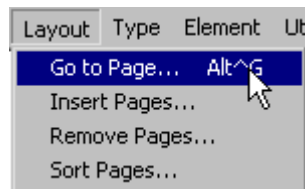
Adobe PageMaker 6.5 - Slide No 11

Using the Go to Page dialog box

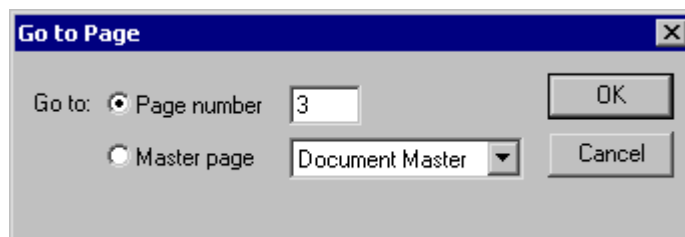
- There are several ways to navigate through the pages in PageMaker 6.5. The best way to use all depends on how far into your publication you need to go.

To go to a specific publication page in large publications (30 or more pages), use the Go to Page dialog box:

- From the main menu, choose **Layout > Go to Page**
OR press the **Ctrl + Alt + G** key combination:

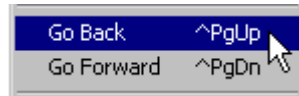


- Enter the **Publication Page** or **Master Page** you want to go to in the page fields:

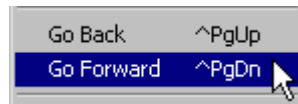


Going back and forward**To quickly go Back one single or facing page at a time:**

- From the main menu, choose **Layout > Go Back**
OR press the **Ctrl + Page Up** key combination:

**To quickly go Forward one single or facing page at a time:**

- From the main menu, choose **Layout > Go Forward**
OR press the **Ctrl + Page Down** key combination:

**Using page icons to navigate**

- You can also use the **page icons** at the bottom of the publication window, to go to a page:



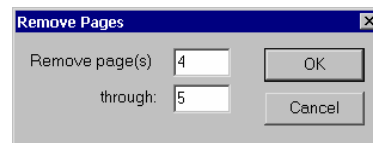
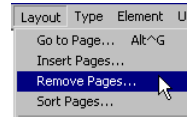
- If you have a large publication and the page you want to go to is not visible, click on the one of the **arrows** to the right or left of the page icons, until the page becomes visible:



Remove Page

Remove Page

- To remove publication pages using the Remove Pages dialog box.



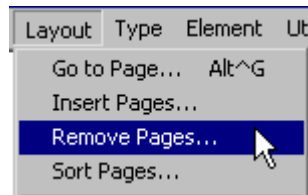
© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 12

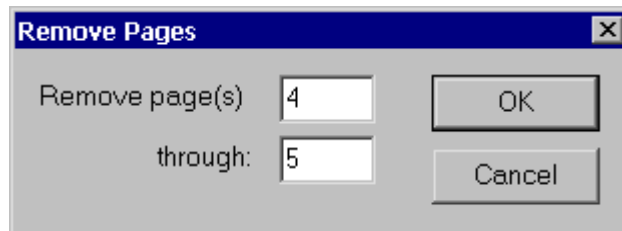
Using the Remove Pages dialog box

- To remove publication pages using the Remove Pages dialog box:

- From the main menu, choose **Layout > Remove Pages**:



- To remove the desired pages, use the **Remove Page(s)** and the **Through** fields to enter the first page you want to remove through to the last page you want to remove:



Using page icons to remove pages

- You can also get to the **Remove Pages** dialog box by using the page icons at the bottom of the publication window.

To remove pages using the page icons:

- Right-click the page icon.
- Select the **Remove Pages** option:



- Enter in the first page you want to remove through to the last page you want to remove.
- Click the **OK** button.

Note: The page or pages that were highlighted when you right-click and select the Remove Pages command will automatically be entered into the page fields of the Remove Pages dialog box.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 13

How would you:-

- Insert pages?
- Display the Insert Pages dialog box?
- Use the Insert Pages dialog box?
- Insert pages before you start a publication?
- Display the Sort Pages dialog box?
- Use the Sort Pages dialog box?
- Sort pages?
- Change the page numbering style?
- Use the Go to Page dialog box?
- Go back and forward?
- Use page icons to navigate?
- Use the Remove Pages dialog box?
- Use page icons to remove pages?

Working With Type

When you have completed this learning module you will have seen how to:

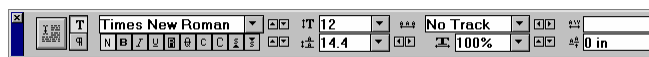
- Display the Control Palette
- Use the Control Palette Paragraph View
- Use the Control Palette to format text
- Thread text
- Thread Text Blocks
- Thread Text Frames
- Display the Paragraph Specifications dialog box
- Use the Paragraph Specifications dialog box
- Format paragraphs
- Use the Paragraph Rules dialog box
- Apply paragraph rules
- Use the Paragraph Rules Options dialog box
- Display the Styles Palette
- Use the Styles Palette
- Use the Styles Palette menu commands
- Use the Style Options dialog box
- Create styles
- Create styles that apply to the next paragraph you type
- Apply styles
- Display the Indents/Tabs dialog box
- Use the Indents/Tabs dialog box
- Display the Bullets and Numbering dialog box
- Edit bullets
- Add a bulleted list to a paragraph
- Add a numbered list to a paragraph
- Remove bullets and numbering from a paragraph


Control Palette Text Formatting

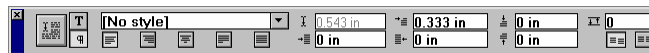
Control Palette Text Formatting


- The **Control palette** allows you to change several formatting options in one place rather than making repeat trips to the **Type** menu.

 Use the character icon button to display the character View.



 Use the paragraph icon to display the Paragraph View.



 Use the Apply icon button to apply the changes you have made in the control palette.

© Cheltenham Computer Training 2001

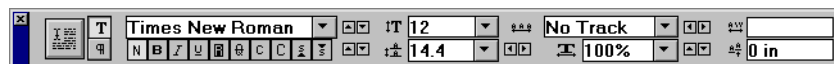
Adobe PageMaker 6.5 - Slide No 14

Displaying the Control Palette

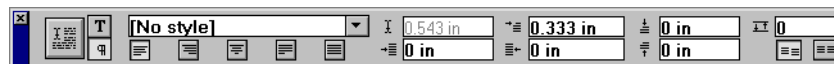
- The **Control Palette** allows you to change several formatting options in one place rather than making repeat trips to the **Type** menu.

To show or hide the Control palette:

- From the main menu, choose **Window > Show Control Palette** **OR** press the **Ctrl + '** key combination.
- Select the **Character View** button  to display the **Character View**:



- Select the **Paragraph View** button  to display the **Paragraph View**:



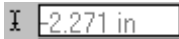
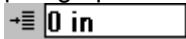
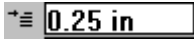

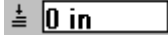
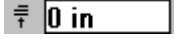
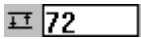



- Select the **Apply** button to apply the changes you have made in the Control Palette:



Using the Control Palette Paragraph View

The available options in the Control Palette Paragraph View are:

- **Style drop-down list** – allows you to apply a style sheet to the text you are formatting:

- **Alignment buttons** – there are 5 alignment buttons to choose from. The **Left** align, **Right** align, **Center**, **Justify** and **Force Justify**:

- **Cursor Position Indicator** – allows you to track the horizontal location of the cursor in a text block or text frame:

- **Left indent field** – allows you to add an indent to the left side of your paragraph:

- **First line indent field** – allows you to add an indent to the left side of the first line in a paragraph:

- **Right indent field** – allows you to add an indent to the right side of your paragraph:

- **Space before field** – allows you to specify the amounts of space you want to add before a Paragraph (not including the first paragraph in a Text block or frame):

- **Space after field** – allows you to specify the amounts of space you want to add after a Paragraph:

- **Grid Size options field** – allows you to enter a size; measured in points, into the field that will change the amount used by the **Align to Grid** option. Adjusting the grid size will increase or decrease the vertical space between paragraphs to help you align your selected columns:

- **Align to Grid buttons** – allow you to turn the Align to Grid option on and off. The button to the right turn the option on:


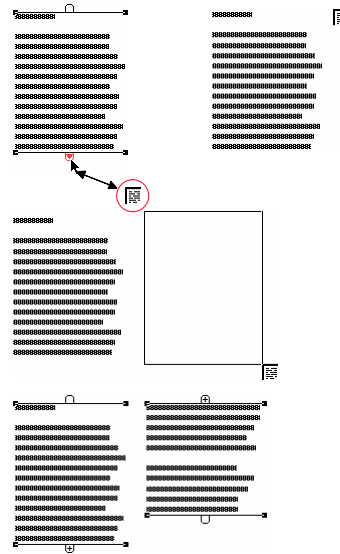
Using the Control Palette to format text**To format text in a Text Block or Text Frame:**

- From the main menu, choose **Window > Show Control Palette**.
- Select the **Text Tool** from the tools palette.
- **Highlight** the Text you want to format.
- From the **Control Palette**, select the **Character** or **Paragraph** view.
- Select the desired formatting options.
- Click **Apply** button to apply formatting.

Text Threads

Text Threads

- Text in PageMaker is part of a story and each story has to be placed into a text block or text frame.
- When you have a story that cannot fit onto one page, you will have to Thread the story over several pages, or break it up into smaller stories.

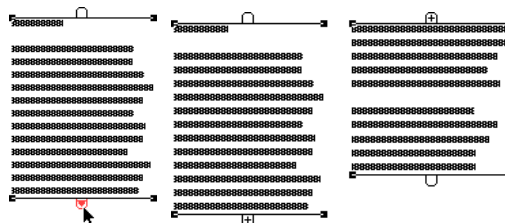


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 15

Threading text

- Text in PageMaker is part of a **Story** and each story has to be placed into a Text Block or Text Frame. When you have a story that cannot fit onto one page, you will have to **Thread** the story over several pages, or break it up into smaller stories.
- Breaking the story up into several **stories** can limit your ability to make changes to the story later on:





If used properly Threading can save you a lot of time because you have fewer **stories** to deal with.

Normally, text that you edit as a unit should be contained in a single story. When you edit one article in a newsletter, for example, you don't want other, unrelated articles to change.

Note: When adding, removing or formatting text that has been Threaded, all the changes you make will effect how the rest of the story flows. You may have to take a look at all the threaded stories to make sure they are still flowing the way you want them to, so that nothing is missing.

Threading Text Blocks

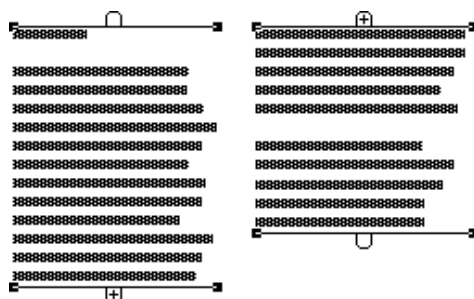
- When you are **Threading** imported text using a **Text Block**, you will see a **loaded text** icon.
- With the **loaded text** icon  / , you can use one of three options to thread the text.

To flow an entire story automatically:

- If the **Automatic Text-flow** icon does not display as a loaded text icon, turn it on by choosing **Layout > Autoflow** from the main menu:



- Place the loaded text icon where you would like the top of the first text block to start.
- Click to begin flowing the text:



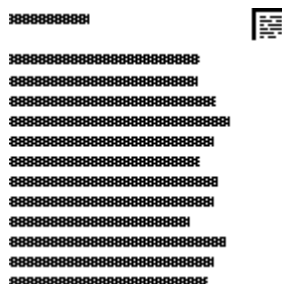
- The text will continue filling the Column or Publication Page, residing within the page margins. Pages will be added automatically until the text is finished flowing.

To flow one column of text at a time:

- If the **Manual Text-flow** icon does not display as a loaded text icon, turn it off by choosing **Layout > Autoflow** from the main menu:

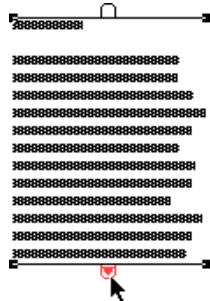


- Place the loaded text icon where you would like the top of the first text block start:



- Click to begin flowing the text:

Note: Text will flow to the bottom of the page or column and then stop flowing. The remainder of the text will remain in the text block. In order to continue to flow the text, you will have to click on the **Overset** text icon (the red arrow at the bottom of the text block or frame handle), to display the **loaded text** icon that is required to thread text:



- Repeat above steps until the text has finished flowing.

Note: The text frame or text block handle will appear empty when there is no more text to place.

To define an area in which to place text:

- Place the loaded text icon to the left corner of where you would like the text block to start.
- Click and drag to define the text block area.
- Release the mouse button to flow the text into the defined area.
- **Note:** If there is more text than can fit into the text block, the rest of the text will remain inside the Text Block. In order to continue to flow the text, you will have to click on the **Overset** text icon, to display the **loaded text** icon that is required to thread the text.
- Repeat above steps until the entire story is placed.

Note: To temporarily switch between Manual and Automatic text-flow, hold down the **Ctrl** key as you click to place the text.

**Threading
Text Frames**

- Unlike Text Blocks, Text Frames must be threaded together manually. When you delete a threaded frame, the text in the frame will move to the next frame in the thread.
- Text frames can be threaded whether or not they contain text.

To thread text frames:

- From the tools palette, select the **Pointer** tool.
- Select an empty frame or a text frame.
- Click the center of the bottom frame handle, to display the **thread icon**:



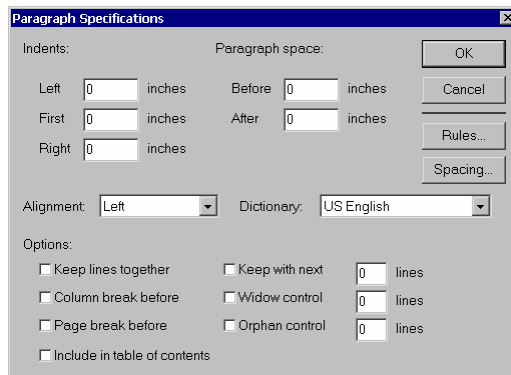
- Click the text frame you would like to thread to.

Note: When the frames are threaded, a **Plus** sign appears at the top and or bottom of the text frame handles. The **Plus** sign indicate that there is text before of after the selected frame. If the frame contains more text to flow, the **Overset** icon will appear in the bottom frame handle.

Working With Paragraphs

Working With Paragraphs

- The **Paragraph Specifications** dialog box allows you to apply many formatting commands that are not available on the Control palette.



© Cheltenham Computer Training 2001

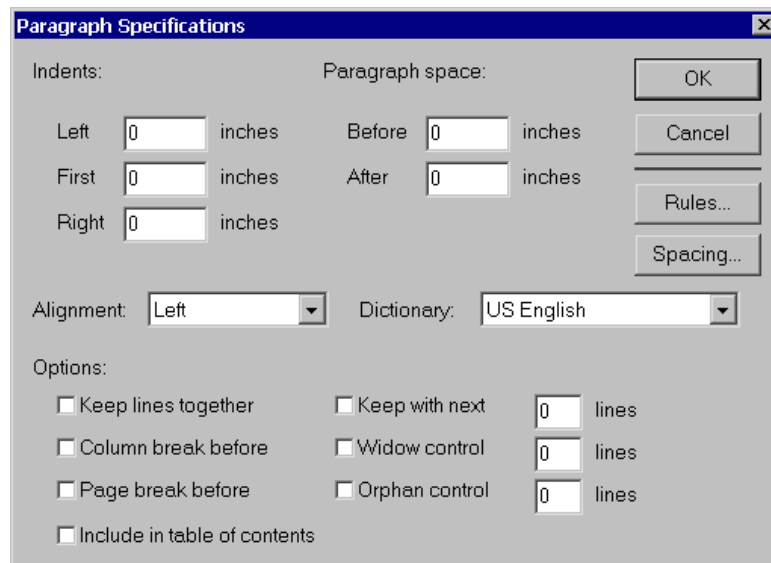
Adobe PageMaker 6.5 - Slide No 16

Displaying the Paragraph Specifications dialog box

- The **Paragraph Specifications** dialog box allows you to apply many formatting commands that are not available on the Control Palette.

To display the Paragraph Specifications dialog box:

- From the main menu, choose **Type > Paragraph** **OR** press the **Ctrl + M** key combination:



Using the Paragraph Specifications dialog box

The available options in the Paragraph Specifications dialog box are:

- **Indent:** Left, First and Right
- **Paragraph Space:** Before and After
- **Alignment:** Left, Right, Center, Justify and Force Justify
- **Dictionary**
- **Options:**
 - Keep lines together
 - Column break before
 - Page break before
 - Include in table of contents
 - Keep with next
 - Window control
 - Orphan Control

Formatting paragraphs

- When you format a paragraph, your changes will affect the **alignment**, **indents**, and the **space before** and **after** the paragraph.

To format a paragraph:

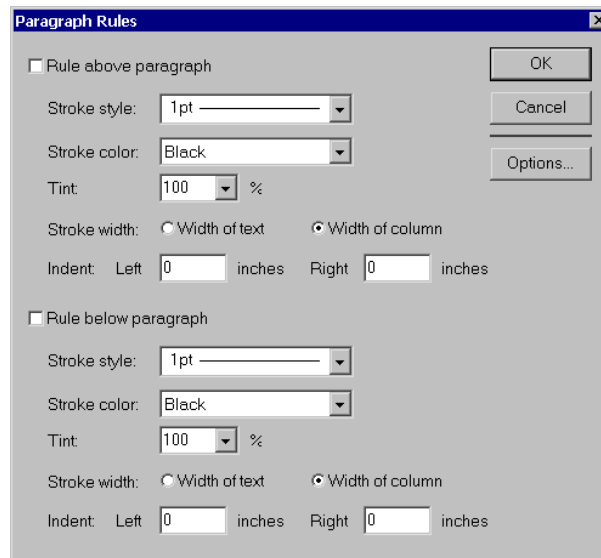
- From the tools palette, selected the **Text** tool.
- Point and click the mouse in a paragraph you want to format
OR highlight several paragraphs at once.
- From the main menu, choose **Type > Paragraph**.
OR press the **Ctrl + M** key combination.
- Select the desired formatting options.
- Click the **OK** button.

Using the Paragraph Rules dialog box

- The **Paragraph Rules** dialog box allows you to add a horizontal rule above or below a paragraph. The rules become part of the paragraph, so if you move, or resize the text block or text frame the rule will also be adjusted.

To display the Paragraph Rules dialog box:

- From the main menu, choose **Type > Paragraph**.
OR press the **Ctrl + M** key combination.
- Click the **Rules** button to open the **Paragraph Rules** dialog box:



Rule Above Paragraph - this checkbox is used to turn the rule above the paragraph on or off.

Stroke Style - this drop-down list allows you to specify the weight or style of a rule. Select the custom option to type in a weight (from 0 to 800 points) not available in the list.

Stroke Color - this drop-down list allows you to specify the color of the rule.

Tint - this drop down list allows you to specify a tint of the rule color.

Width of Text - this radio button allows you to create a rule that starts from the left indent to right indent or the end of the first line.

Width of Column - this radio button allows you to create a rule that starts from the left side of the text block or frame to the right.

Left or Right Indent - these fields allow you to apply an indent for the rule. The value entered in the Paragraph Rule field will not change the paragraph indents.

Rule Below Paragraph - this checkbox is used to turn the rule below the paragraph on or off.

Note: The options under the Rule Below Paragraph have the same function as the options for the Rule Above Paragraph, described above.

Applying paragraph rules**To apply a Paragraph Rule:**

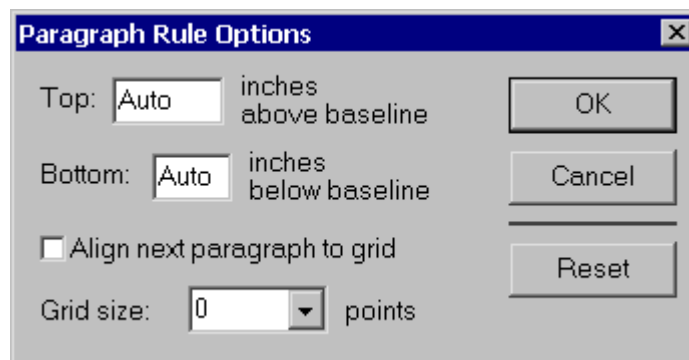
- From the tools palette, selected the **Text** tool.
- Point and click the mouse in a paragraph you want to format **OR** highlight several paragraphs at once.
- From the main menu, choose **Type > Paragraph**.
OR press the **Ctrl + M** key combination.
- Click the **Rules** button.
- Check the **Rule Above Paragraph** and/or **Rule Below Paragraph** checkbox.
- Define the desired stroke attributes and **OK**.

Using the Paragraph Rule Options dialog box

- With the Paragraph Rule Options you can set the space between the paragraph and the rules.

To display the Paragraph Rule Options dialog box:

- From the main menu, choose **Type > Paragraph**.
OR press the **Ctrl + M** key combination.
Click the **Options** button to open the **Paragraph Rule Options** dialog box:



Top - this field allows you to enter an amount (in inches) of the space above the baseline of the first line in the paragraph before the rule.

Bottom - this field allows you to enter an amount (in inches) of the space below the baseline of the last line in the paragraph before the rule.

Align Next Paragraph to Grid - this checkbox allows you to align the baselines of columns, so that the paragraph rules will align vertically.

Grid Size - allows you to match the leading of your body text.

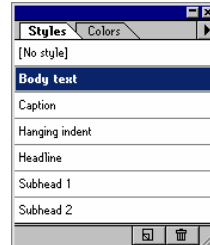
Reset - this button allows you reset the amount in the **Top** and

Bottom fields to **Auto**.

Style Sheets

Style Sheets

- The **Style Sheets** contain character and paragraph formatting attributes, if used properly, style sheets can save you a lot of time when it come to making changes to a publication.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 17

Displaying the Styles Palette







- The **Style Sheets** contain character and paragraph formatting attributes, if used properly, style sheets can save you a lot of time when it come to making changes to a publication.
- The **Styles** pallet allows you to **view**, **apply**, and **edit** styles. You can copy or import style sheets from other applications.

To show or hide the Styles palette:

- From the main menu, choose **Window > Show Styles**
OR press the **Ctrl + B** key combination:

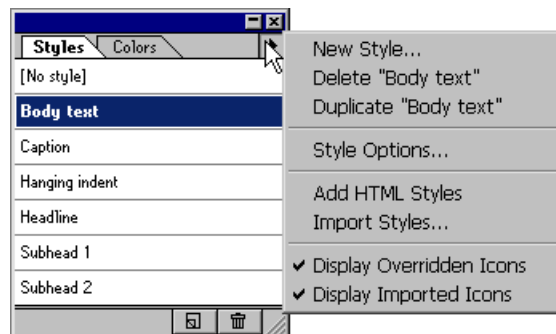


Using the Styles Palette

- **[No Style]** – allows you to remove a style from a paragraph or selected text:

- **Style Name** – allows you to organize and recognize your styles:

- **Plus Sign Icon** – informs you that the paragraph containing the style has been modified since the style was last applied:

- **Disk Icon** – informs you that a style was imported from another publication:

- **New Style Button** – allows you to create a new style:

- **Trash Button** – allows you to trash or delete a selected style from the palette:


Using the Styles Palette menu commands

- Select the arrow on the top right corner of the **Styles** pallet window to display the **Palette** menu commands:



The Styles Palette menu commands are:

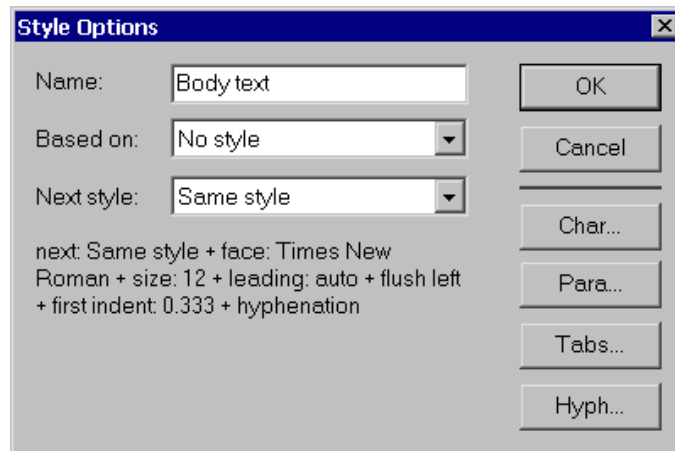
- **New Style** - this command allows you to create new styles.
- **Delete** - this command allows you to delete styles.
- **Duplicate** - this command allows you to duplicate styles.
- **Style Options** - this command will display the **Style Options** dialog box.
- **Add HTML Styles** - this command allows you to add HTML styles to the list.
- **Import Styles** - this command allows you to import styles from a word-processor or other publications.
- **Display Overridden Icons** - this command allows you to turn on or off the display of the plus sign icon.
- **Display Imported Icons** - this command allows you to turn on or off the display of the disk icon.

Using the Style Options dialog box

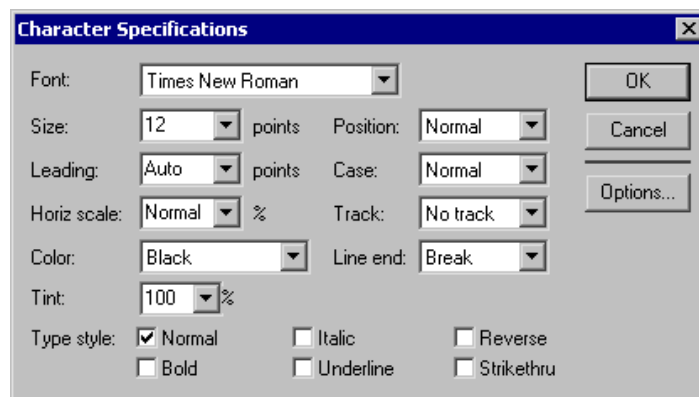
- The **Style Options** dialog box allows you to create and edit Styles.

To display the Style Options dialog box:

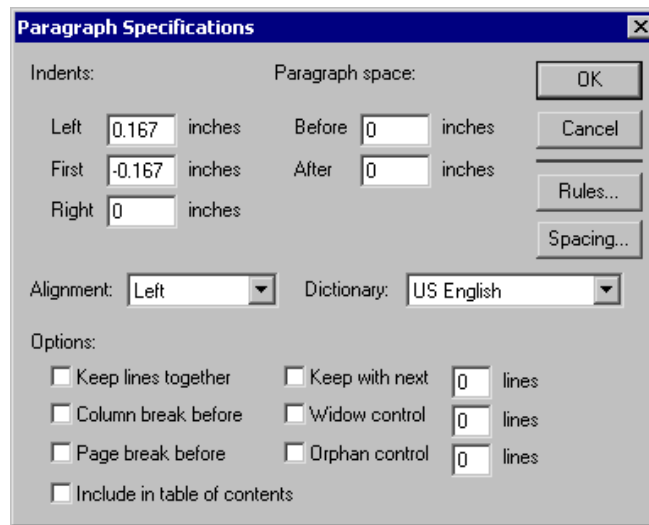
- Choose **New Style** from the **palette menu**
OR click the **New Style button**
OR choose **Style Options** from the **palette menu**:



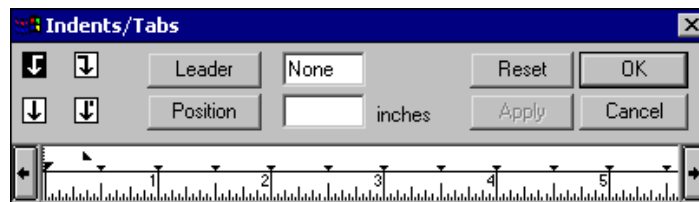
- Name** - this field used to name your styles.
- Based on** - this drop-down list allows you to select currently available styles to base your style on.
- Next style** - this drop-down list allows you to select the style that will be used by the paragraph that follows the one that you currently working on.
- Char Button** - this button will display the **Character Specifications** dialog box:



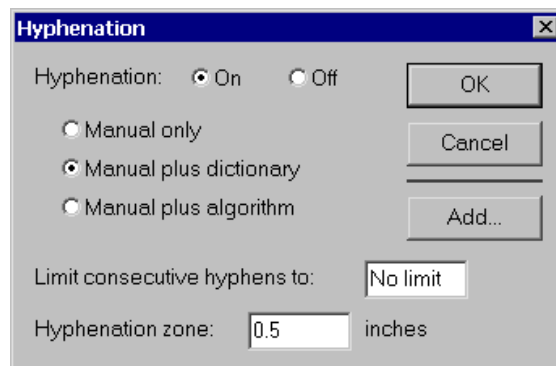
- **Para button** - this button will display the **Paragraph Specifications** dialog box:



- **Tab button** - this button will display the **Indents/Tabs** dialog box:



- **Hyph button** - this button will display the **Hyphenation** dialog box:



Creating styles**To create a new style:**

- From the main menu, choose **Window > Show Styles**.
- From the **Styles** palette menu, select the **New Style** command **OR** click the **New Style** button.
- In the **Name** field, enter the desired style name.
- From the **Based On** drop-down list, select **No Style**.
- To choose the character attributes that you want, click the **Char** button to display the **Character Specifications** dialog box.
- To choose the paragraph attributes that you want, click the **Para** button to display the **Paragraph Specifications** dialog box.
- To set up the tabs and indents that you want, click **Tabs** button to display the **Indents/Tabs** dialog box.
- To define how you would like the paragraphs to be hyphenated, click the **Hyph** button to display the **Hyphenation** dialog box.
- Click the **OK** button.

Creating styles that apply to the next paragraph you type**To create a style that will apply to the next paragraph you type:**

- From the main menu, choose **Window > Show Styles**.
- From the **Styles** palette menu, select the **New Style** command **OR** click the **New Style** button.
- In the **Name** field, enter the desired style name.
- From the **Based On** drop-down list, select the style you want to precede the **Next Style**.
- From the **Next Style** drop-down list, choose the name of the style you want to follow this paragraph style.
- Click the **OK** button.

Applying styles**To apply a style using the Styles palette:**

- From the tools palette, selected the **Text** tool.
- Point and click the mouse in a paragraph you want to format **OR** highlight several paragraphs at once.
- On the **Styles** palette, click the name of the style you want to apply.

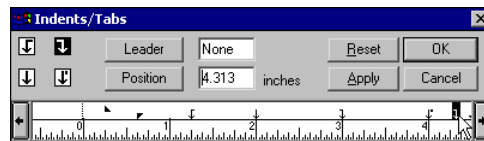
To apply a style using the Control palette:

- From the tools palette, selected the **Text** tool.
- Point and click the mouse in a paragraph you want to format **OR** highlight several paragraphs at once.
- In the **Paragraph View** of the **Control** palette, select the name of the style you would like to apply.
- Click the **Apply** button.

Indents and Tabs

Indents and Tabs

- The Indents/Tabs dialog box allows you to set tabs and indents to style sheets, text blocks and text frames.



© Cheltenham Computer Training 2001

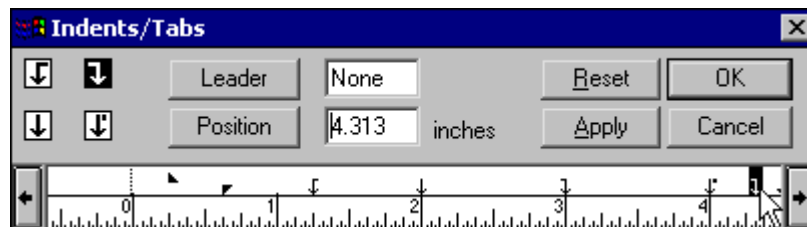
Adobe PageMaker 6.5 - Slide No 18

Displaying the Indents/Tabs dialog box

- The **Indents/Tabs dialog box** allows you to set tabs and indents to style sheets, text blocks and text frames. The dialog box includes the Left and Right tab, Center tab, decimal tab, Leader field, and Position field.





To display the Indents/Tabs dialog box:

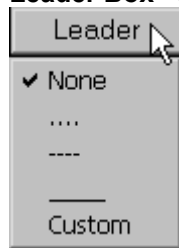
- From the main menu, choose **Type > Indents/Tabs**
OR press the **Ctrl + I** key combination:



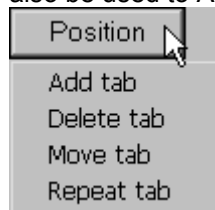
Note: If you highlight the text before you open the Indents/Tabs dialog box, the ruler at the bottom of the dialog box will be adjusted to fit the text, and the zero begin at the left most point of the text block or text frame.

Using the Indents/Tabs dialog box

- **Left tab** - allows you to set tab stops inward from the left margin of the text box:

- **Right tab** - allows you to set tab stops inward from the right margin of the text box:

- **Center tab** - allows you to set tab stops that center the text to the center of the tab:

- **Decimal tab** - allows you to set tabs that line up numbers by their decimal point:

- **Leader Box** - allows you to specify a leader style for a tab stop:



- **Position Box** - allows you to see the indentation or tab amount. Can also be used to Add, Delete, Move or Repeat a tab.

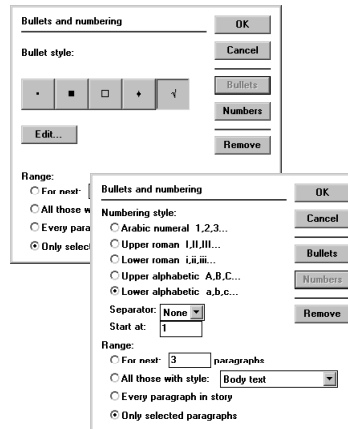


- **Reset** - allows you to restore the tabs settings to default.
- **Apply** - allows you to preview your changes before you click the **OK** button to confirm the changes.

Bullets and Numbering

Bullets and Numbering

- When creating a numbered or bulleted list, you can do it manually by adjusting the tabs and indents to create the effect, but that is too time consuming, PageMaker had given you a plug-in that make creating numbered and bulleted list easy.



© Cheltenham Computer Training 2001

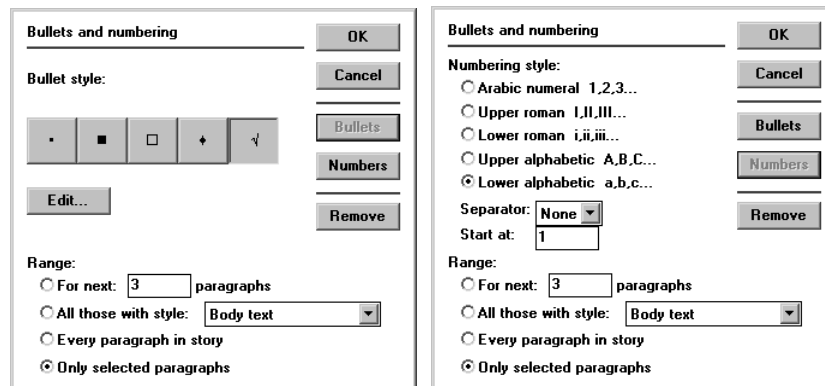
Adobe PageMaker 6.5 - Slide No 19

Displaying the Bullets and Numbering dialog box

- When creating a numbered or bulleted list, you can do it manually by adjusting the tabs and indents to create the effect, but that is too time consuming. PageMaker had given you a plug-in that makes creating numbered and bulleted lists easy.

To display the Bullets and Numbering dialog box:

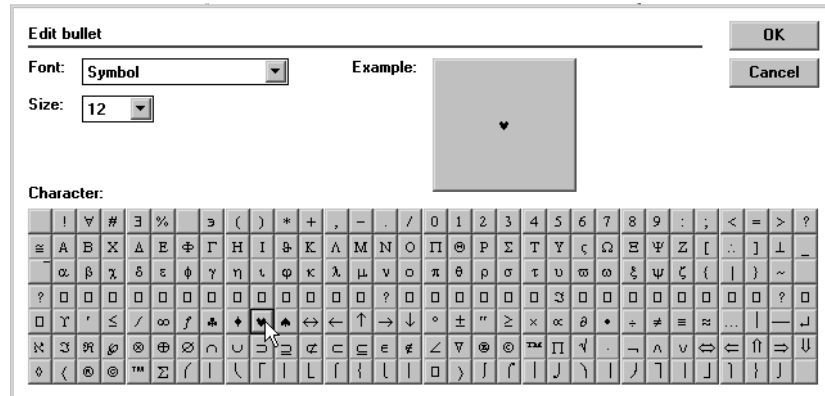
- From the main menu, choose **Utilities > Plug-ins > Bullets and Numbering**:



Note: Click the **Bullets** or **Numbers** buttons to toggle between the **Bullet style** and the **Numbering Style**.

Editing bullets

- If you click the **Edit** button from the **Bullet style** options, you will display the **Edit Bullet** dialog box:
- The **Edit bullet** dialog box allows you to customize your bullets by choosing your own **fonts**, and type **size**:



- The **Character** display, gives you a sample of what all the usable characters from the specified font look like:

Character:



- The **Example** display gives you a sample of what the selected bullet will look like. The example displays the selected character in its specified font size:

Example:



Adding a bulleted list to a paragraph**To add a bulleted list to a paragraph:**

- Either click an insertion point in paragraph you want change or highlight the range of paragraphs.
- From the main menu, choose **Utilities > Plug-ins > Bullets and Numbering**.
- Click the **Bullets** button, to display the bullet options if it is not already displayed.
- Click one of the **5** bullet characters that are displayed.
- Click the **Edit** button to enter the **Edit Bullet** dialog box and choose the desired font style and font size **OR** to choose another character to use as a bullet.
- Click the **OK** button.
- Make any changes you would like in the **Range** option.
- Click the **OK** button.

Adding a numbered list to a paragraph**To add a numbered list to a paragraph:**

- Either click an insertion point in paragraph you want change or highlight the range of paragraphs.
- From the main menu, choose **Utilities > Plug-ins > Bullets and Numbering**.
- Click the **Numbers** button, to display the number options if it is not already displayed.
- Select a **Numbering Style**.
- Choose a **Separator**, if you would like one of the **4** available characters to be inserted to the right of the number and the tab before the paragraph **OR** choose **None** if no separator is required.
- Indicate what number you want to start at in the **Start at** field.
- Make any changes you would like in the **Range** option.
- Click the **OK** button.

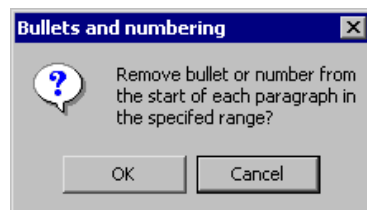
Note: The numbers will not automatically be updated, so these techniques should only be used when the paragraphs require no more changes.

Removing bullets and numbering from a paragraph

- If you would like to **Remove** the bullets that you have added to the paragraph, you can do it manually, but that is practical if you have only a few to work on.

To Remove bullet or numbered lists from several paragraphs all at once:

- Click the **Remove** button from the **Bullets and Numbering** dialog box:



- Click the **OK** button to confirm the Remove command.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 20

How would you:-

- Display the Control Palette?
- Use the Control Palette Paragraph View?
- Use the Control Palette to format text?
- Thread text?
- Thread Text Blocks?
- Thread Text Frames?
- Display the Paragraph Specifications dialog box?
- Use the Paragraph Specifications dialog box?
- Use the Paragraph Rules dialog box?
- Apply paragraph rules?
- Use the Paragraph Rules Options dialog box?
- Display the Styles Palette?
- Use the Styles Palette?
- Create styles?
- Create styles that apply to the next paragraph you type?
- Apply styles?
- Display the Indents/Tabs dialog box?
- Use the Indents/Tabs dialog box?
- Display the Bullets and Numbering dialog box?
- Edit bullets?
- Add a bulleted list to a paragraph?
- Add a numbered list to a paragraph?
- Remove bullets and numbering from a paragraph?

Text Objects and Stories

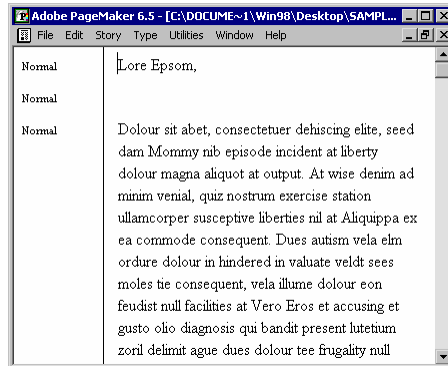
When you have completed this learning module you will have seen how to:

- Display the PageMaker word processor
- Use the Story Editor
- Display the Spelling dialog box
- Use the Spelling dialog box
- Check spelling
- Deal with misspelled or unknown words
- Display the Find dialog box
- Use the Find dialog box
- Display the Change dialog box
- Use the Change dialog box
- Find and replace text

Story Editor

Story Editor

- You can edit the text or Story in your publication, in the PageMaker Layout view, or with the built in PageMaker word processor, when you use the Story Editor.



© Cheltenham Computer Training 2001

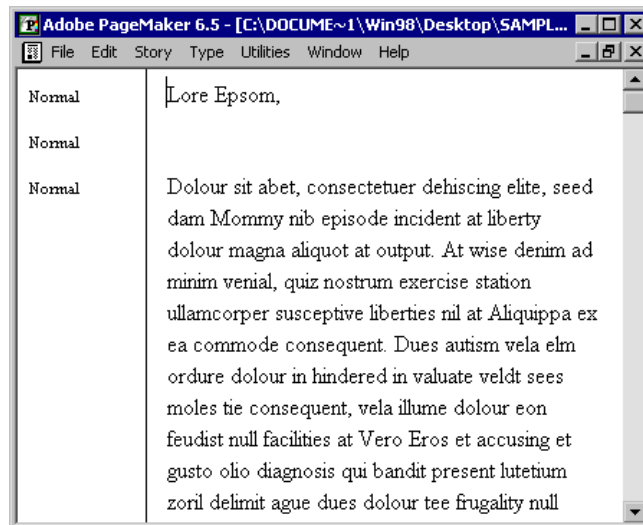
Adobe PageMaker 6.5 - Slide No 21

Displaying the PageMaker word processor

- You can edit the text or **Story** in your publication, in the PageMaker **Layout view**, or with the built in PageMaker word processor, when you use the **Story Editor**.
- The **Story Editor** allows you to edit text, check **spelling**, **find and replace** text, and apply **style sheets**.

To open the story editor window:

- From the main menu, choose **Edit > Edit Story** **OR** press the **Ctrl + E** key combination:



Using the Story Editor

- The **Story Editor** is only used to edit text, all other none text elements will remain in the Layout view. Once you have made your changes, you can return to the Layout view to see how your changes have been applied.
- Use the **Ctrl + E** shortcut to quickly toggle between the Layout view and the Story Editor.

To work a specific story in story editor:

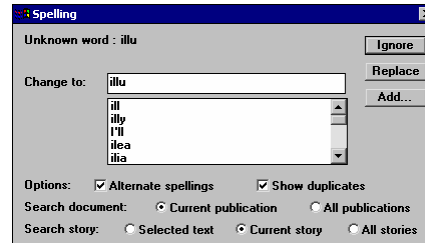
- Using the Text tool or the Pointer tool, select a text block or text frame that you would like to edit.
- From the main menu, choose **Edit > Edit Story**
OR press the **Ctrl + E** key combination.
- Make the necessary changes to the text or story.
- When you are finished with the Story Editor, choose **Edit > Edit Layout**
OR press **Ctrl + E** to return to the Layout view.

Note: If you use the **Pointer tool** to select the text element, you can open the **Story Editor** by **triple clicking** the selected text element.

Spell Checking

Spell Checking

- Before you print your publication, it is a good idea to check your spelling.
- You can only check the spelling in the Story Editor. You can check for basic grammatical error or correct the spelling of a selected story or an entire publication.



© Cheltenham Computer Training 2001

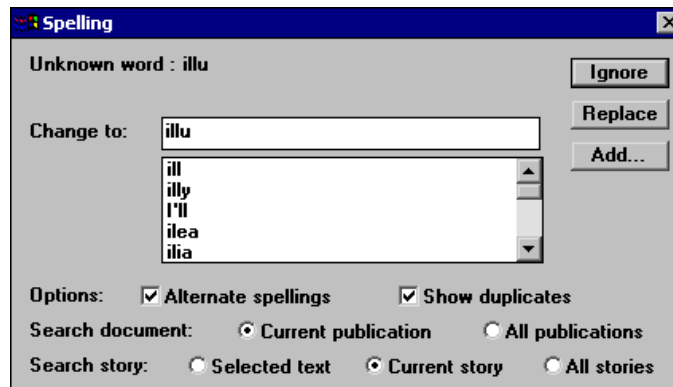
Adobe PageMaker 6.5 - Slide No 22

Displaying the Spelling dialog box

- Before you print your publication, it is a good idea to **check your spelling**.
- You can only check the spelling in the **Story Editor**. You can check for **basic grammatical** error or correct the **spelling** of a selected story or an entire publication.

To display the Spelling dialog box:

- From the main menu, choose **Edit > Edit Story** **OR** press the **Ctrl + E** key combination.
- Then from the Story Editor main menu, choose **Utilities > Spelling** **OR** press the **Ctrl + L** key combination:



Using the Spelling dialog box

The options available in the Spelling dialog box are:

- **Change to** – this field allows you to see the misspelled word, **OR** if you select one of the replacement spellings, the field will display the selected replacement.
- **Change To or Alternate Spellings** – allows you to choose one of the suggested replacements spelling from the list (if the alternate spelling checkbox has been checked).
Options:
 - **Alternate Spellings** - allows you to see suggested replacements for misspelled words.
 - **Show Duplicates** - allows you to detect duplicate words, such as “the the”.
- **Search Document:**
 - **Current Publication** - allows you to specify to search only the current publication for errors.
 - **All Publications** - allows you to specify to search all open publications for errors.
- **Search Story:**
 - **Selected Text** - allows you to only search your selected text for errors.
 - **Current story only** - allows you to only search the current opened story for errors.
 - **All stories** - allows you to search all open stories in the publication.
- **Buttons:**
 - **Ignore** - allows you to ignore unknown words, that you feel are spelled correctly.
 - **Replace** - allows you to replace misspelled words.
 - **Add** - allows you to add an unknown word to the dictionary

Note: If you choose to check the spelling in all open publications, PageMaker will automatically search all of the stories in those publications as well.

Checking spelling

- When PageMaker finds a **misspelled**, **unknown** or **duplicated** word, the word is **highlighted** in the story editor, and also appears in the **Change to** field of the **Spelling** dialog box.

To check the spelling in one or more publications:

- Using the Text or Pointer tool, select the text you would like to check.
- From the main menu, choose **Edit > Edit Story**
OR press the **Ctrl + E** key combination.
- Select a range of text to be checked or just place the insertion into the text to check the entire story.
- From the Story Editor main menu, choose **Utilities > Spelling**
OR press the **Ctrl + L** key combination.
- Select any of the **Options** settings that you would like to use.
- **Note:** If you deselect the options settings, you will speed-up the spell checking process.
- Select any of the **Search Document** options you would like to use.
- Select one of the **Search Story** options to specify the scope of your search.
- Click the **Start** button to begin checking for errors.

Dealing with incorrectly spelt or unknown words

- As PageMaker finds unknown, misspelled words or other possible errors, you will be given the opportunity to decide what happens before you proceed to the next word.

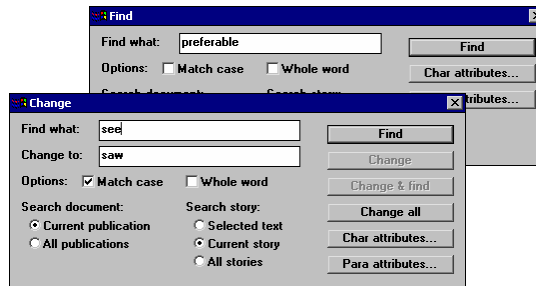
When unknown, incorrectly spelt or other possible errors are found:

- Click the **Ignore** button to continue checking without making any change to the word. If a word is ignored once, PageMaker will automatically ignore the word then next time it appears in the story during the check.
- Click the **Replace** button if you have made a correction to the word in the **Change to** field, or have selected an alternate spelling from the available list.
- Click the **Add** button if you want PageMaker to add the unknown word in the user dictionary. When a word is added, it will not appear again during the remainder of the check.

Finding and Changing Words

Finding and Changing Words

- If you are trying to find a specific word or set of characters in a story, the best way to do this is to use the Find option.



© Cheltenham Computer Training 2001

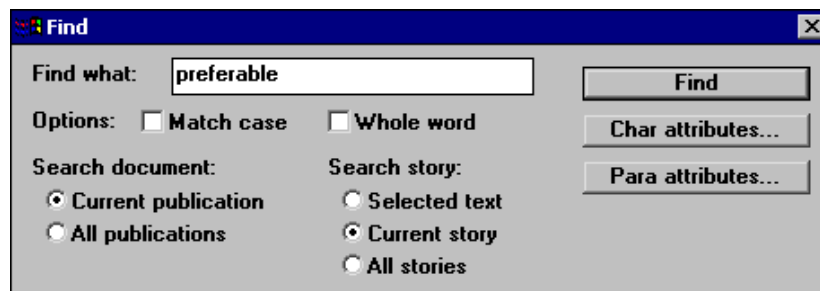
Adobe PageMaker 6.5 - Slide No 23

Displaying the Find dialog box

- If you are trying to find a specific word or set of characters in a story, the best way to do this is to use the **Find** option.

To display the Find dialog box:

- From the main menu, choose **Edit > Edit Story**
OR press the **Ctrl + E** key combination.
- Then from the Story Editor main menu, choose **Utilities > Find**
OR press the **Ctrl + F** key combination:



Using the Find dialog box

The options available in the Find dialog box are:

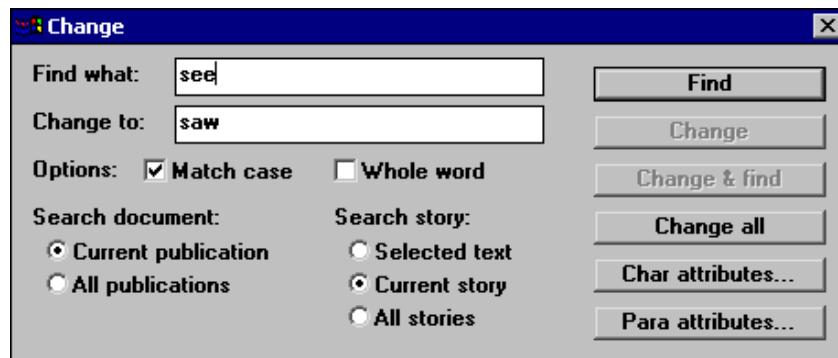
- **Find What** - this field allows you to specify the word you want to find.
Options:
- **Match Case** - allows you to look for only the text that matches the case that you entered in the **Find what** field.
- **Whole Word** - allows you to look for only words that match the word you have entered in the **Find what** field. This option is very useful when you are looking for words that can be found within other words such as "in" (find, twin, spelling).
Search Document:
- **Current Publication** - allows you to specify to search only the current publication to look for the word.
- **All Publications** - allows you to specify to search all open publications to look for the word.
Search Story:
- **Selected text** - allows you to only search the selected text for the word.
- **Current story** - allows you to only search the current opened story for the word.
- **All stories** - allows you to search all the open stories in the publication for the word.
Buttons:
- **Find** - allows you to begin the search.
- **Char Attributes** - allows you to search for a specific type of character formatting.
- **Para Attributes** - allows you to search for a specific type of paragraph formatting.

Displaying the Change dialog box

- If you are trying to find and replace a specific word or set of characters in a story, the best way to do this is to use the **Change** option.

To display the Change dialog box:

- From the main menu, choose **Edit > Edit Story**
OR press the **Ctrl + E** key combination.
- Then from the story editor main menu, choose **Utilities > Change**
OR press the **Ctrl + C** key combination:



**Using the
Change
dialog box****The options available in the Change dialog box are:**

- **Find What** - this field allows you to specify the word you want to find.
- **Change To** - this field allows you to specify the word you want to change the found words to.
- **Options:**
 - **Match Case** - allows you to look for only the text that matches the case that you entered in the **Find what** field.
 - **Whole Word** - allows you to look for only words that match the word you have entered in the **Find what** field. This option is very useful when you are looking for text that can be found within other words such as "in" (find, twin, spelling)
- **Search Document:**
 - **Current Publication** - allows you to specify to search only the current publication to look for the text.
 - **All Publications** - allows you to specify to search all open publications to look for the text.
- **Search Story:**
 - **Selected Text** - allows you to only search the selected text for the word.
 - **Current Story Only** - allows you to only search the current opened story for the word.
 - **All Stories** - allows you to search all the open stories in the publication for the word.
- **Buttons:**
 - **Find** - allows you to begin the search.
 - **Change** - allows you to change the found text.
 - **Change & Find** - allows you to make the change and find the next occurrence of the selected text.
 - **Change All** - allows you to do an auto find and change on all the occurrences of the selected text.
 - **Char Attributes** - allows you to search for specific type of character formatting.
 - **Para Attributes** - allows you to search for specific types of paragraph formatting.

Finding and replacing text**To find and change text:**

- Using the Text or Pointer tool, select the text you would like to check.
- From the main menu, choose **Edit > Edit Story**
OR press the **Ctrl + E** key combination.
- Select a range of text to be checked or just place the insertion into the text to check the entire story.
- From the Story Editor main menu, choose **Utilities > Change**
OR press the **Ctrl + C** key combination.
- In the **Find What** field, enter the text you want to find.
- In the **Change To** field, enter the text you want to change the found text to.
- Select the **Options** settings that apply to your search.
- Select one of the **Search document** settings that apply to your search.
- Select one of the **Search story** settings that apply to your search.
- Click the **Find** button to begin the search.

As PageMaker finds the selected text, you will be given the opportunity to decide what happens before you proceed to the next occurrence of the text

When selected text is found:

- Click the **Change** button to just change that one occurrence, and then click the **Find** button again to continue the search.
- Click the **Change & Find** button to change the found occurrence and continue to the next occurrence.
- Click the **Change All** button to change every occurrence of the selected text. Only use this if you are sure that the search will only change the selected text.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 24

How would you:-

- Display the PageMaker word processor?
- Use the Story Editor?
- Display the Spelling dialog box?
- Use the Spelling dialog box?
- Check spelling?
- Deal with misspelled or unknown words?
- Display the Find dialog box?
- Use the Find dialog box?
- Display the Change dialog box?
- Use the Change dialog box?
- Find and replace text?

Dictionary

When you have completed this learning module you will have seen how to:

- Add words to the User Dictionary
- Add words using the Spelling dialog box

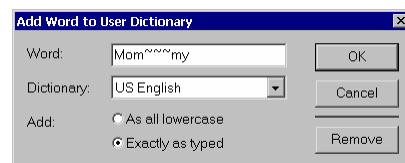
Adding Words

Adding Words

- There are two ways to add words to the User Dictionary in PageMaker:

Add...

1. When you are checking the spelling in your publication, you can Add the unrecognized words to the User Dictionary.
2. When you are examining hyphenation of words in your publication, you can Add the words to the User Dictionary.



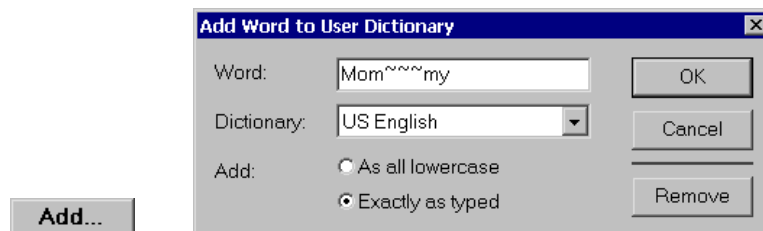
© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 25

Adding words to the User Dictionary

There are two ways to add words to the User Dictionary in PageMaker:

- When you are checking the spelling in your publication, you can **Add** the unrecognized words to the **User Dictionary**.
- When you are examining hyphenation of words in your publication, you can **Add** the words to the **User Dictionary**. To display the **Hyphenation** dialog box, choose **Type > Hyphenation** from the main menu.
- When you select the **Add** button in the **Spelling** dialog box or in the **Hyphenation** dialog box, you will display the **Add Word to User Dictionary** dialog box:



Note: You can make minor spelling and hyphenation corrections within PageMaker, but for more extensive changes, you will need to use the **Dictionary Editor** utility.

Adding words using the Spelling dialog box**To add a word to your User Dictionary from the Spelling dialog box:**

- Open the **Spelling** dialog box.
- Either enter a word into the **Change to** field, or **Start** the spell-checking process:

Change to: Mommy

- When the desired word appears in the **Change to** field, select the **Add** button, to display the **Add Word to User Dictionary** dialog box.
- Make sure the word you are adding is spelled correctly and check the **hyphenation breaks**.

Note: The **hyphenation breaks** are represented by the **tildes** (~):
One tilde indicates the most preferable place for a hyphen to occur.
Two tildes indicate the next preferable place for a hyphen to occur.
Three tildes indicate a poor yet acceptable place for a hyphen to occur.

- From the **Dictionary** list, select the dictionary to which you want to add the word.
- Select one of the **Add** radio buttons that apply to the word you are adding:

As All Lowercase option allows you to add the word to the dictionary in its generic form, that way PageMaker will accept capitalization at the beginning of a sentence.

Exactly As Typed option will store the word so that it will only be accepted when it is capitalized as you have typed it.

- Click the **OK** button.

Review Questions**Review Questions**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 26

How would you:-

- Add words to the User Dictionary?
- Add words using the Spelling dialog box?

Color Management

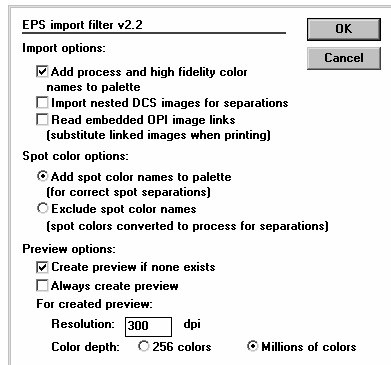
When you have completed this learning module you will have seen how to:

- Use the EPS import filter to import colors
- Edit imported colors
- Control imported colors
- Use EPS imported colors
- Display Pantone color libraries
- Add Pantone colors

Importing Colors

Importing Colors

- You can choose which colors are imported when you place EPS graphics containing color information.

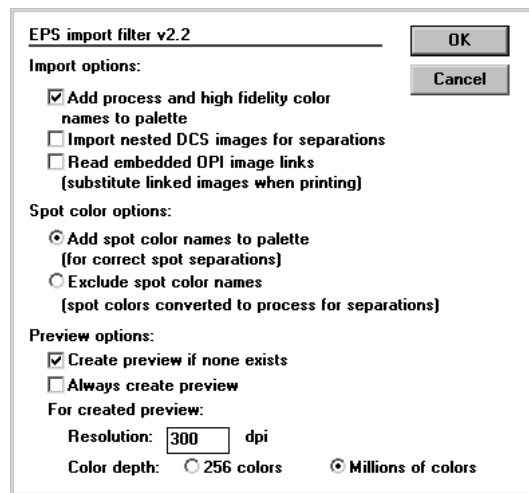


© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 27

Using the EPS import filter to import colors

- You can choose which **colors** are **imported** when you place **EPS** graphics containing color information. Since **EPS** files contain **embedded** color information, the control provided by PageMaker may limit the colors that are added to your publication.
- When you are importing **EPS** graphics containing color information, an **EPS Import Filter** dialog box will appear. The dialog box allows you to determine how the colors in the graphic will be imported into your publication:



- **Add Process and High Fidelity Color Names to Palette** – this option allows you to add the process and high fidelity colors from the EPS graphic to the **Colors** palette.
- **Add Spot Color Names to Palette** - this option allows you to ensure that PageMaker imports the proper color information, so that you will get accurate color separations when you print the EPS graphic.
- **Exclude Spot Color Names** - this option will convert the spot colors in the EPS graphic to process colors when the graphic is printed.

Note: When you are printing your publication to a **PostScript** printer, all the changes made to **imported EPS** spot colors will only be applied if the **Preserve EPS Colors** option in the **Print Color** dialog box is deselected.

Editing imported colors

To edit spot colors imported from an EPS graphic:

- From the main menu, choose **Window > Show Colors**.
- Press **Ctrl** and click the name of the color you want to have edited.
- Edit the **percentages** of the **CMYK** or **RGB** color components to change the definition of a spot color
OR choose **Process** from the color **Type** drop-down list to turn the spot color into a process color.
- Click **OK** button to save your changes.

Note: When converting **Spot** colors to **Process** colors, the accuracy of the conversion will depend on the color. In most cases the colors do not exactly match that of the original spot colors.

Controlling imported colors

To control the colors imported from an EPS graphic:

- From the main menu, choose **File > Place**.
- Select the **EPS** file you would like to import.
- Press the **Shift** key and double-click the file name
OR select the **Show Filter Preferences** option in the **Place** dialog box and open the selected file.
- In the **EPS Import filter** dialog box, select options to specify the kinds of colors you want to include.

Note: When you import an **EPS** with colors that are the same as the colors already found in your list, an **alert prompt** will display and ask you to decide whether or not you want to add the duplicate color. If you say **yes** (ok) the color in your list will be substituted, and if you say **no** (cancel), the color will not be added to your list.

Using EPS imported colors

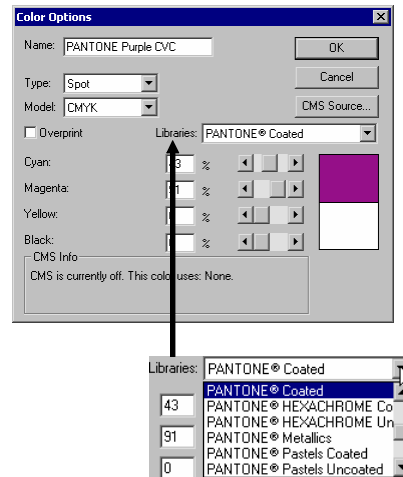
- You can **apply** colors imported from an **EPS** file to **objects created in PageMaker, grayscale bitmaps, and 1 bit** (black and white) **bitmaps**.
- Once the colors have been **imported**, they are added to the **colors list**. They are marked with a **PS** to indicate that they are colors the came from a **Postscript** or **EPS** files.
- You can also apply color to an EPS image; however, the color change will not take effect on screen, but rather when the publication is printed.

Note: When a color that has been applied to an **EPS** image is **removed** from the colors list, PageMaker uses the **embedded color information** found in the placed image to create the needed color separations.

Working With Pantones

Working With Pantones

- If used properly Pantone colors can save you money, while allowing you to add color to your publication.



© Cheltenham Computer Training 2001

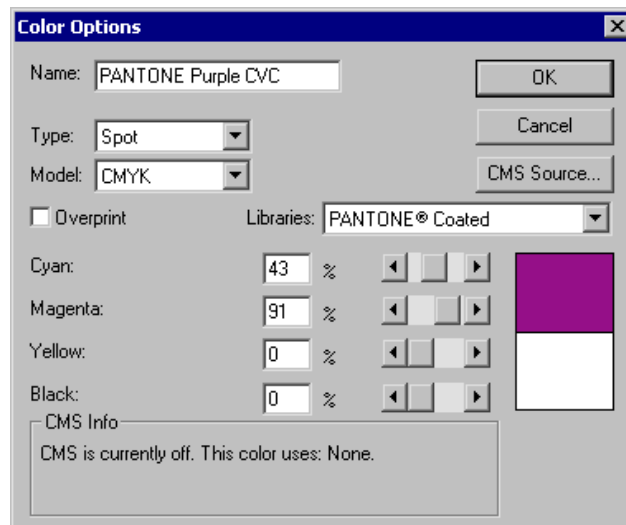
Adobe PageMaker 6.5 - Slide No 28

Displaying Pantone color libraries

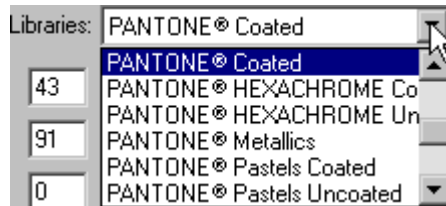
- If used properly **Pantone** colors can save you money, while allowing you to add color to your publication.

To display the Pantone color library:

- From the **Color Options** dialog box, select the **Libraries** drop-down list and choose the desired **Pantone Library**:



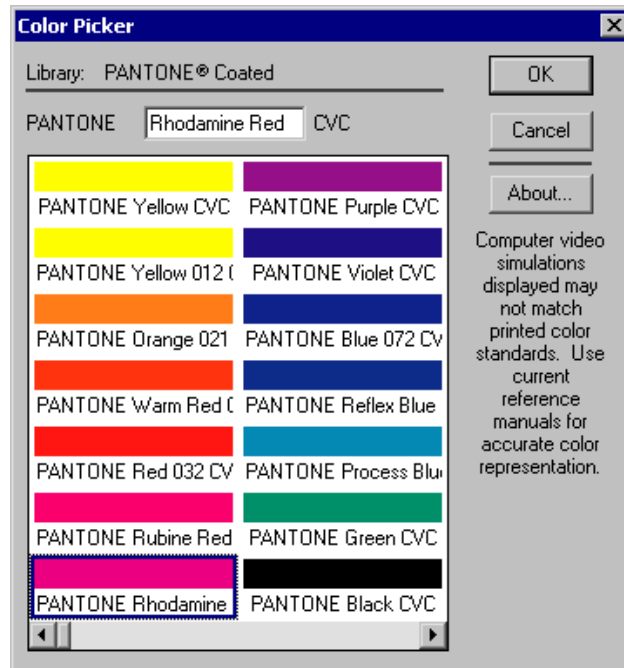
- **Pantone libraries drop-down list:**



Adding Pantone colors

To add Pantone colors from the library to the Colors list:

- From the main menu, choose **Window > Show Colors**
OR press the **Ctrl + J** key combination.
- Click the **New Color** button at the bottom of the **Colors** palette
OR choose **New Color** from the palette menu.
- Select a **Pantone** color from the **Libraries** drop-down list in the **Color Options** dialog box.
- Select a color from the **Color Picker** dialog box by either clicking on it
OR by typing its name into the **Pantone** field:



- Click the **OK** button to return to the Color Options dialog box.
- Click the **OK** button again, to save the color to the list.

Note: If the **Pantone** libraries **do not** appear in the drop down list, either the color picker file or the individual library information files are in the incorrect location on your hard drive or on your network.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 29

How would you:-

- Use the EPS import filter to import colors?
- Edit imported colors?
- Control imported colors?
- Use EPS imported colors?
- Display Pantone color libraries?
- Add Pantone colors?

Pictures

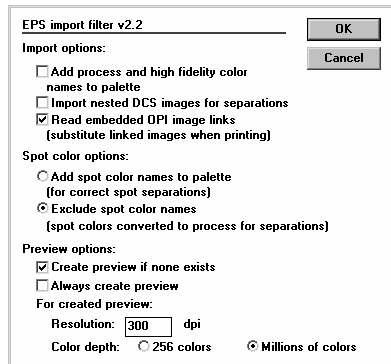
When you have completed this learning module you will have seen how to:

- Use the EPS import filter to place EPS images
- Use Photoshop Effects
- Add Plug-ins to the Effects list
- Apply Effects to images
- Use Keylines
- Add a Keyline to objects
- Display the Links Manager
- Use the Links Manager
- Update Links
- Unlink images
- Mask images
- Unmask images

Importing EPS Images

Importing EPS Images

- When it comes to importing images into PageMaker, **EPS** files are the most flexible graphic file type to use.
- They can be used for **Vector** artwork such as **2D** logos, or **Bitmaps**. They can also contain **Clipping paths** extra colors that be used in PageMaker.



© Cheltenham Computer Training 2001

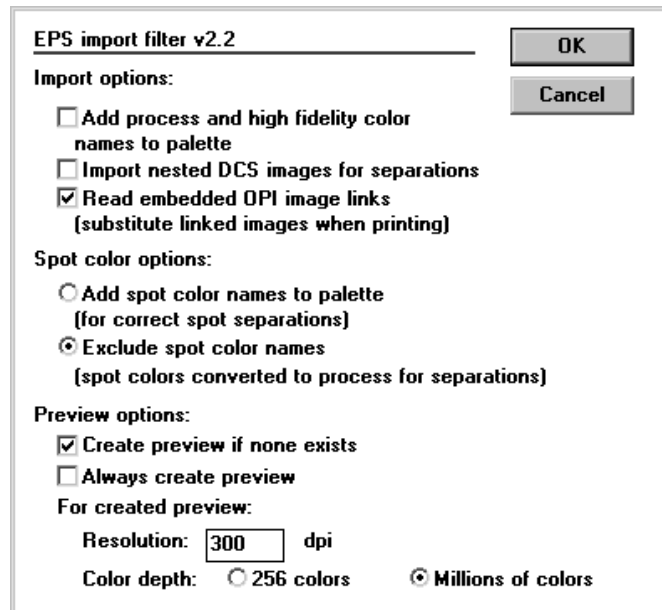
Adobe PageMaker 6.5 - Slide No 30

Using the EPS import filter to place EPS images

- When it comes to importing images into PageMaker, **EPS** files are the most flexible graphic file type to use.
- They can be used for **Vector** artwork such as **2D logos**, or **Bitmaps**. They can also contain **Clipping paths**, or extra colors that can be used in PageMaker:

To import an EPS graphic file:

- From the main menu, choose **File > Place**.
- Select the **EPS** file you would like to import.
- Press the **Shift** key and double-click the file name
OR select the **Show Filter Preferences** option in the **Place** dialog box and open the selected file.
- In the **EPS Import filter** dialog box, select preview options you want to use for the imported graphic:

**Preview Options:**

- **Create preview if none exists** - allows you to generate a preview only if the preview do not exist.
- **Always create preview** – allows you to generate a preview in all cases.

For Created Preview:

- If you are printing to a non-PostScript printer, you can experiment with values greater than the 72 dpi default setting (the optimum value depends on your printer's dpi setting).

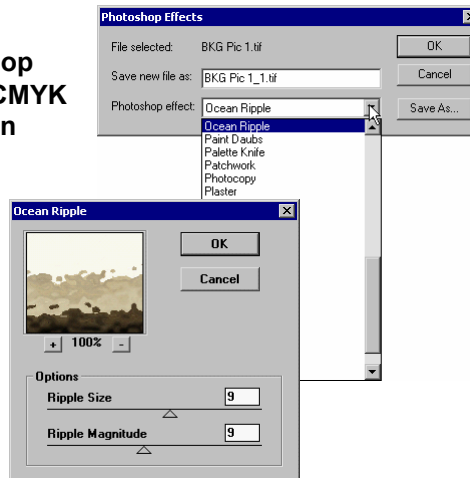
Color Depth:

- Here, you should select **Millions of Colors** option. Another reason to use higher resolution and greater color depth is if you are exporting to HTML or PDF (where the exported image is derived from the screen preview).

Photo Effects

Photo Effects

- You can use **Photoshop plug-ins** to enhance **CMYK** or **RGB TIFF** images in **PageMaker**.



© Cheltenham Computer Training 2001

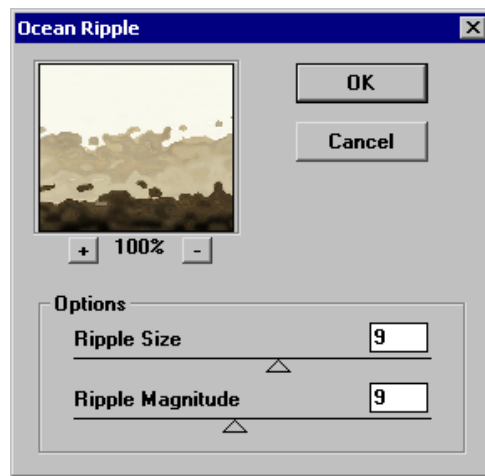
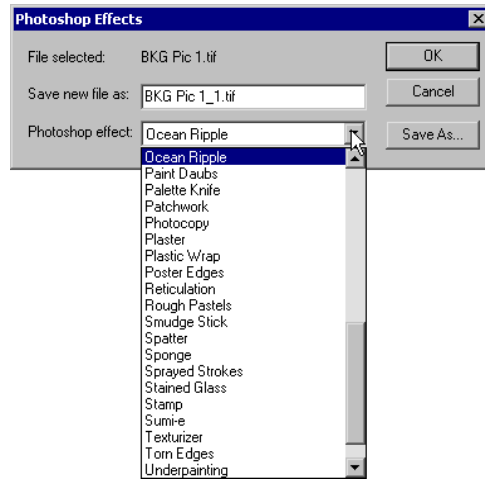
Adobe PageMaker 6.5 - Slide No 31

Using Photoshop Effects

- You can use **Photoshop plug-ins** to enhance **CMYK** or **RGB** colored **TIFF** images in **PageMaker**.
- Only plug-ins from **Adobe Photoshop** version 3.0.4 or higher will work. The **Adobe Gallery Effects®** will automatically be installed with **PageMaker**.

To display the Photoshop Effects dialog box:

- From the main menu, choose **Element > Image > Photoshop Effects**
OR right-click the image and select the **Photoshop Effects** command:

**Adding Plug-ins to the Effects list****To add a Plug-in to the Effects list:**

- Copy the desired plug-ins to the PageMaker **RSRC** folder, on your hard drive.
If the plug-in is **valid**, when you restart **PageMaker**, the plug-in will become added to the effects list.

**Applying
Effects to
images****To apply a Photoshop Effect to an image:**

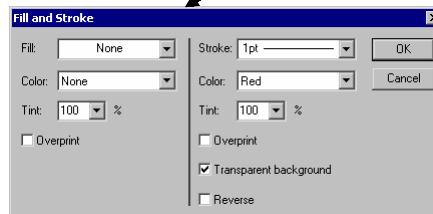
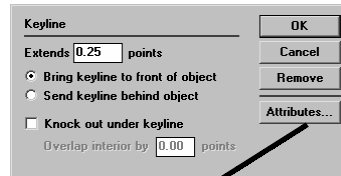
- Select a **CMYK** or **RGB** colored **TIFF** image from the publication.
- From the main menu, choose **Element > Image > Photoshop Effects** **OR** right click the image and select the **Photoshop Effects** command.
- In the **Save new file as** field, type a new file name for the image you are applying the effect to so as not to damage the original image.
- Select a **Plug-in** filter from the drop-down list.
- Click the **OK** button.
- When the **filter-specific** dialog box appears, adjust the setting if you so desire.
- Click the **OK** button.

Note: Some plug-ins may need more **Memory** (RAM) than the PageMaker system configuration requires. Choosing a memory intensive plug-in may freeze your system if you do not have enough **RAM** to complete the task.

Keylines

Keylines

- Adding borders or Keylines has been made easy. To do this manually requires too many precise steps, and you would have to group the Keyline with the graphic to move it around.



© Cheltenham Computer Training 2001

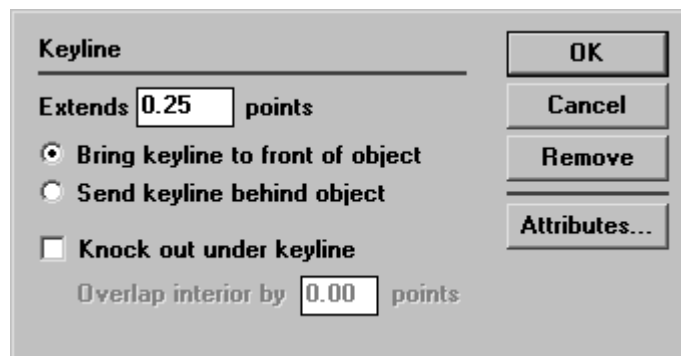
Adobe PageMaker 6.5 - Slide No 32

Using Keylines

- Adding **borders** or **Keylines** has been made easy. To do this manually requires too many precise steps, and you would have to group the **Keyline** with the graphic to move it around.
- You can add **Keylines** to several objects at once.
- You can also use **Keyline** command to **change** or **remove** **Keylines**.

To display the Keyline dialog box:

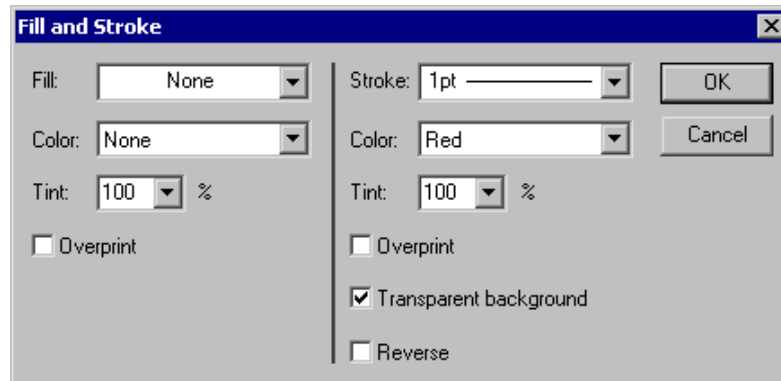
- From the main menu, choose **Utilities > Plug-ins > Keyline**:



Adding a Keyline to objects

To add a Keyline to an object:

- Select the desired object(s) (do not include groups).
- From the main menu, choose **Utilities > Plug-ins > Keyline**.
- In the **Extends** field, type the amount you would like the Keyline to extend out from the object's bounding box, before the border is applied.
- Depending on how you would like the **Keyline** to appear (in relation to the object), select the **Bring keyline to front of object** or select the **Send keyline behind object** radio buttons.
- Click the **Attributes** button to display the **Fill and Stroke** dialog box:

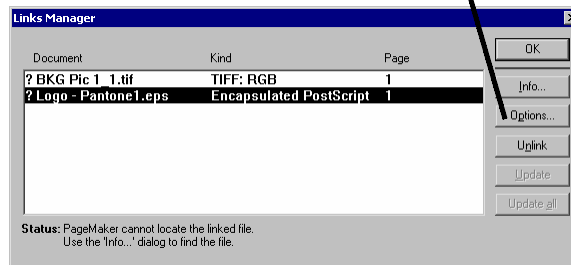
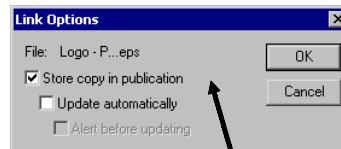


- Set the desired **Fill** and **Stroke** attributes such as the **stroke weight** and the **fill** or **stroke color** and **tint**.
- Click the **OK** button.

Links

Links

- When you update a link, the current internal version of the linked object is replaced.



© Cheltenham Computer Training 2001

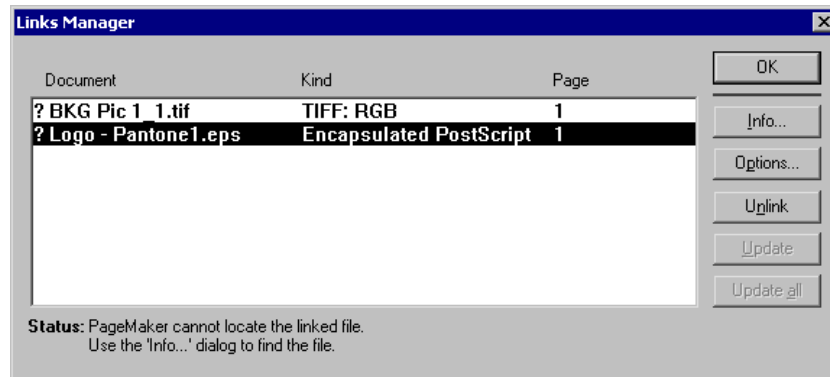
Adobe PageMaker 6.5 - Slide No 33

Displaying the Links Manager

- When you update a **link**, the current internal version of the linked object is **replaced**. When both the **internal** and **external** version of a linked object have been modified, PageMaker allows you to **discard** the **internal** copy.
- If PageMaker cannot locate an image being used in the publication, you will need to use the **Links Manager** to update the link.

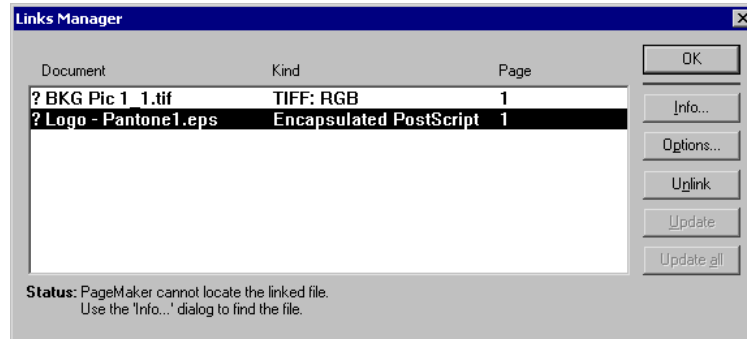
To display the Links Manager dialog box:

- From the main menu choose **File > Links Manager**
OR press the **Shift + Ctrl + D** key combination:

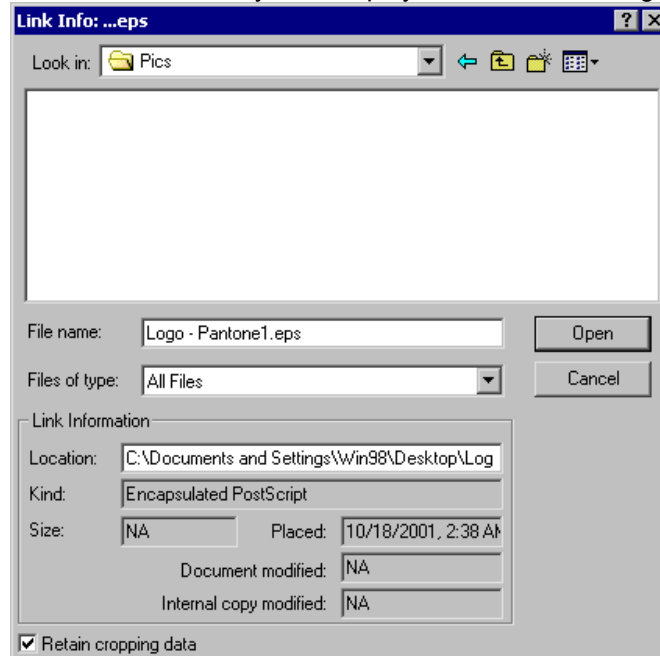


Using the Links Manager

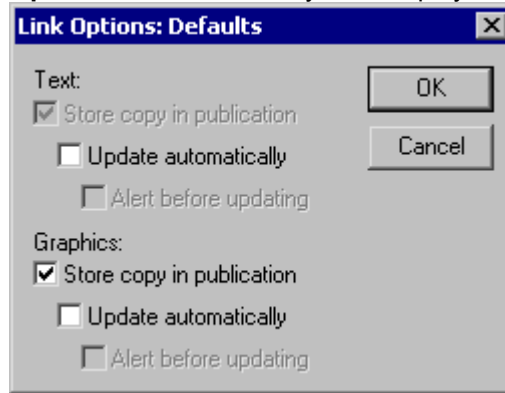
- The **Links Manager** displays a list of the images being used in your publication.
- Missing links are represented by a “?” and modified links are represented by an “X” or an inverted question mark:



- **Info button** - allows you to display the **Link Info** dialog box:



- **Options button** - allows you to display the **Link Options** dialog box:



Updating Links

To manually update a file:

- From the main menu, choose **File > Links Manager**.
- Select an object from the list.
- Click the **Update** button.

To simultaneously update all linked files:

- From the main menu, choose **File > Links Manager**.
- Click the **Update All** button.
- Click the **OK** button.

Note: This option is only available for objects that are set to **Update Automatically**.

Unlinking images

- You can **Unlink Images** from their original file. Usually to prevent the imported image from being updated when the original files is modified.

To unlink an object:

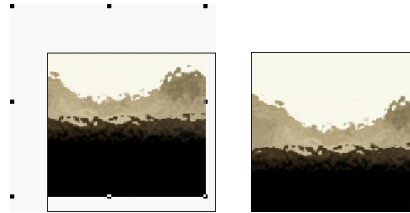
- From the main menu, choose **File > Links Manager**.
- From the list, select the object that you want to **unlink**.
- Click the **Unlink** button.
- Click **OK** button.

Masks

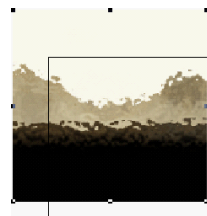
Masks

- If you want to cover a part of an object or create **non-rectangular keylines**, you can use the **Mask** command to create the effect.

Masked



Unmasked



© Cheltenham Computer Training 2001

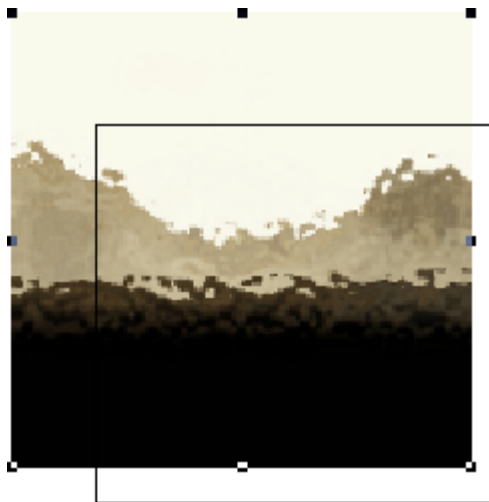
Adobe PageMaker 6.5 - Slide No 34

Masking images

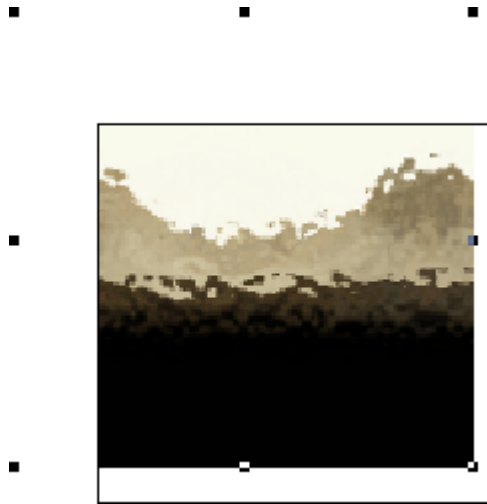
- If you want to cover a part of an object or create **non-rectangular Keylines**, you can use the **Mask** command to create the effect.

To mask an image:

- Draw a box over the image you would like to **Mask**.
- Select the image you want to **Mask** and the box you want to use to **Mask** the image:



- From the main menu, choose **Element > Mask**
OR press the **Ctrl + 6** key combination to **Mask** the image:



- Click the image and adjust the way it fits into the box:

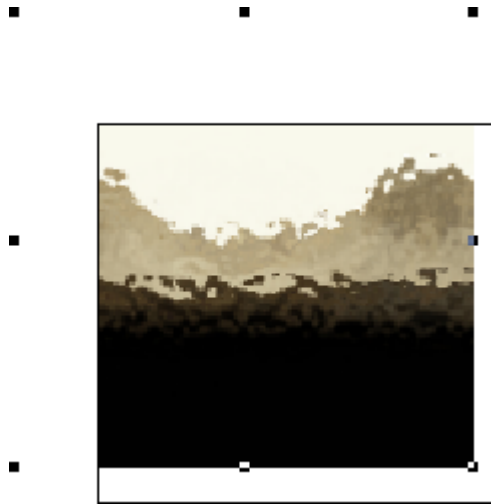


- Group the image and the **Mask** so they move as one object.

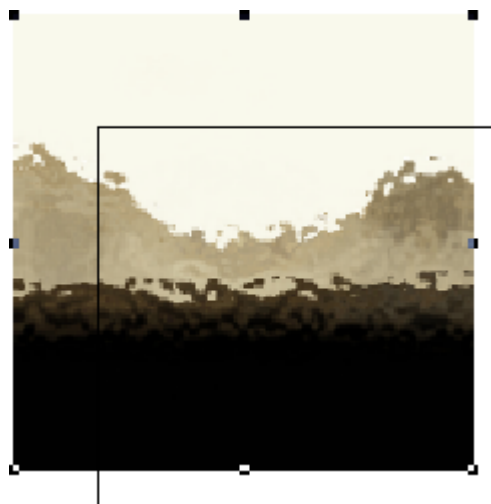
Note: Press **Shift** and then choose **Element > Mask and Group** to group and mask in one step.

Unmasking images**To unmask an image:**

- Select the masking object or the masked object:



- From the main menu, choose **Element > Unmask** **OR** press the **Shift + Ctrl + 6** key combination:



Note: Press **Shift** and then choose **Element > Unmask and Ungroup** to ungroup and unmask in one step.

Review Questions**Review Questions**

© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 35

How would you:-

- Use the EPS import filter to place EPS images?
- Use Photoshop Effects?
- Add Plug-ins to the Effects list?
- Apply Effects to images?
- Use Keylines?
- Add a Keyline to objects?
- Display the Links Manager?
- Use the Links Manager?
- Update Links?
- Unlink images?
- Mask images?
- Unmask images?

Working With Multiple Objects

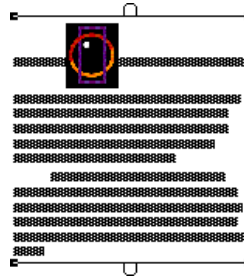
When you have completed this learning module you will have seen how to:

- Add Inline graphics to text
- Use text wrap controls
- Wrap text around a graphic
- Customize a text wrap
- Restore custom boundaries
- Wrap text around another text block
- Display the Layers palette
- Use the Layers palette
- Select the Layers palette menu commands
- Add new layers
- Change target layer
- Rearrange layers
- Merge layers
- Remove layers
- Lock objects
- Unlock objects
- Lock layers
- Unlock layers

Text and Graphics

Text and Graphics

- You can add graphics into a paragraph, by placing the graphic into the text frame or text block.



© Cheltenham Computer Training 2001

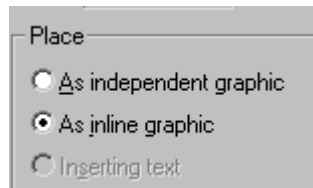
Adobe PageMaker 6.5 - Slide No 36

Adding Inline graphics to text

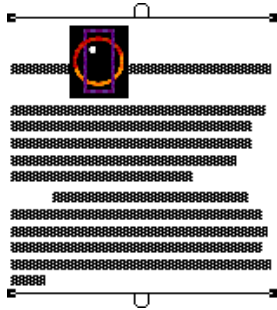
- You can add graphics into a paragraph, by placing the graphic into the text frame or text block. This is called the **Inline** graphic.
- The **Inline** graphic will move along with the text, but you can only move the **baseline** of where the picture sits, and if you **scale** the picture, it will only change the spacing of the text on the line that it has been placed on.

To import an image into a text object:

- Select the Text tool.
- Place the cursor into a line of text or a paragraph.
- From the main menu choose **File > Place**
OR press the **Ctrl + D** key combination.
- Select the desired graphic.
- Select the **As inline graphic** command in the **Place** dialog box:



- Open the desired graphic.
- The image will now reside inside the text object:

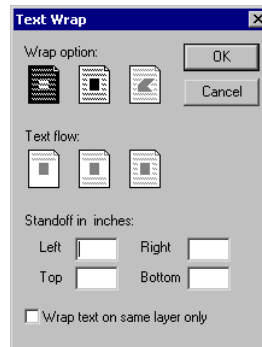


Note: Since an **Inline** graphic is considered a change to an internal copy of a story, it will be removed if you **update** the link of the story with a newer version.

Text Wrap

Text Wrap

- There are several controls you have available to control the way text is affected by a placed graphic.



© Cheltenham Computer Training 2001

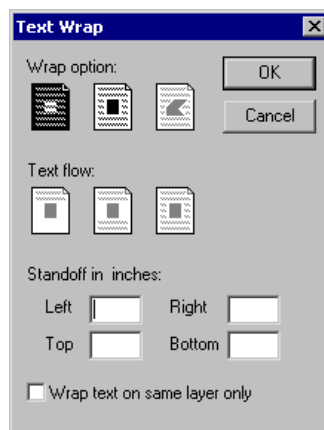
Adobe PageMaker 6.5 - Slide No 37

Using text wrap controls

- There are several controls you have available to control the way text is affected by placed graphic. Wrapping text is one of the best ways to create visual impact in a publication.
- The **Text Wrap Control** allows you to determine how the text will wrap around a graphic object.

The three main ways to wrap text are:

- To allow the text to **cover the graphic object**.
- To allow the text to wrap **around the sides of a rectangular shaped object**.
- To allow the text to wrap **around the sides of an irregular shaped object**:



Wrapping text around a graphic**To wrap text around a graphic:**

- Select a graphic or image.
- From the main menu, choose **Element > Text Wrap**
OR press the **Ctrl + Alt + E** key combination.
- Click the **Middle Wrap Option**. (The rightmost icon is not available unless you have customized the text wrap, as described later.)
- Specify the desired **Text Flow** option:

The **first** (leftmost) Text Flow icon allows text to jump over a graphic and continues the text on the next page or column.

The **second** (middle) Text Flow icon allows text to jump over a graphic and continue on the same page below the graphic.

The **third** (rightmost) Text Flow icon allows you to create a rectangular text wrap around all the sides of a graphic.

- In the **Standoff in inches** fields, enter the values for the boundary to determine the distance of the text from each side of the graphic.
- Select the **Wrap Text on Same Layer Only** option if you want text on other layers to ignore the text wrap.
- Click the **OK** button.

Customizing a text wrap**To customize text wrap around a graphic:**

- Apply text wrap as described above.
- Selected the graphic.
- Click on the graphics boundary where you want the handle to appear to add a new handle. Repeat this for as many handles as you want.

OR

Click and drag the handles or line segments to reshape the boundary and hold down the **Shift** as you drag, to constrain the vertical or horizontal movement of the handles.

OR

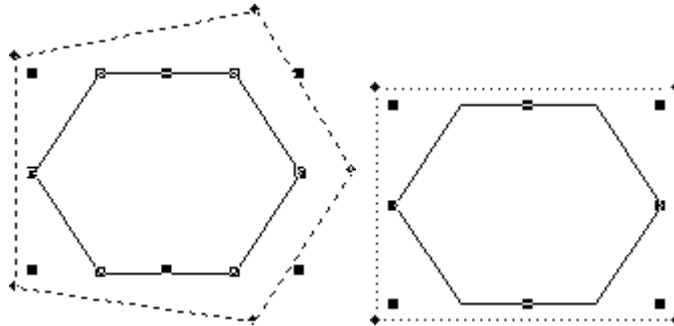
Click and drag a handle onto an adjacent handle to delete a handle.

Note: Hold down the **spacebar** to temporarily prevent text from rewrapping while you make your adjustment. Release the **spacebar** to allow the text to wrap.

Restoring custom boundaries

To restore a custom boundary back to a rectangular boundary:

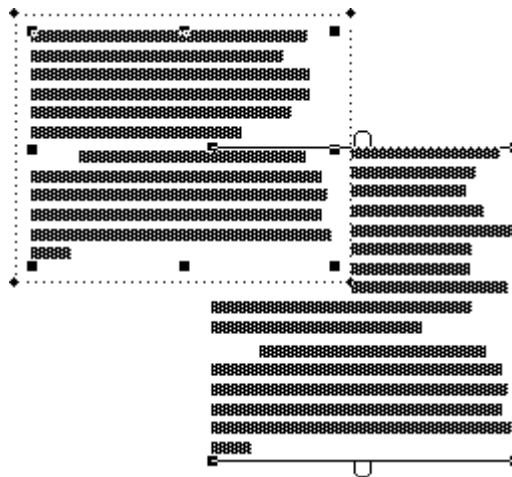
- Select the graphic you would like to restore.
- From the main menu, choose **Element > Text Wrap**.
- Click the **Middle Text Wrap** option icon:



Wrapping text around another text block

To wrap text around another text block:

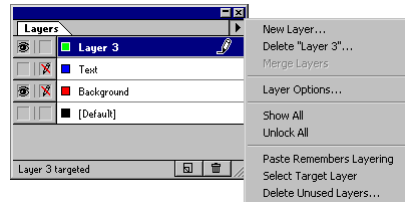
- Select the text block around which you want text to wrap.
- From the main menu, choose **Element > Group**. The selected text block will now be treated as a graphic.
- Selected the grouped text block.
- Apply the available text wrap option:



Layers

Layers

- The advantage of using layers is the ability to work on a publication and only focus on the content that pertains to the layer you are working on.
- You can hide or lock layers so that you do not accidentally make changes or get distracted by elements of other layers.



© Cheltenham Computer Training 2001

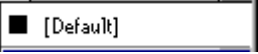
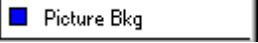





Adobe PageMaker 6.5 - Slide No 38

Displaying the Layers palette

- The advantage of using **Layers** is the ability to work on a publication and only focus on the content that pertains to the layer you are working on. You can **hide** or **lock** layers so that you do not accidentally make changes or get distracted by elements of other layers.
- When working with **Layers**, any new object created in the publication will be placed onto the layer selected in the **Layers** palette.
- **To show or hide the Layers palette:**
From the main menu, choose **Window > Show Layers**
OR press the **Ctrl + 8** key combination:

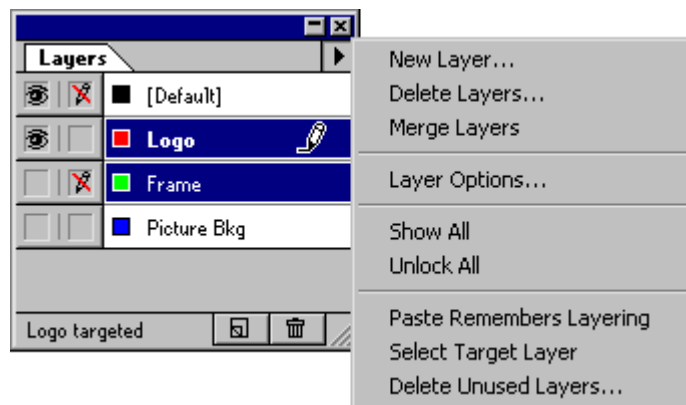


Using the Layers palette

- **Default Layer** – this layer is the default working layer found in all publications:

- **Layer Name** – allows you to organize and recognize your layers:

- **Small Dot Icon** – informs you of which layer a selected object is on:

- **Show Layer Icon** – informs you of which layers are visible or invisible:

- **Lock Layer Icon** – informs you of which layers are locked or unlocked:

- **New Layer Button** – allows you to create a new layer:

- **Trash Button** – allows you to trash or delete a selected layer from the palette:


Selecting the Layers palette menu commands

- Select the arrow on the top right corner of the **Layers** palette window to display the Layers palette **menu commands**:

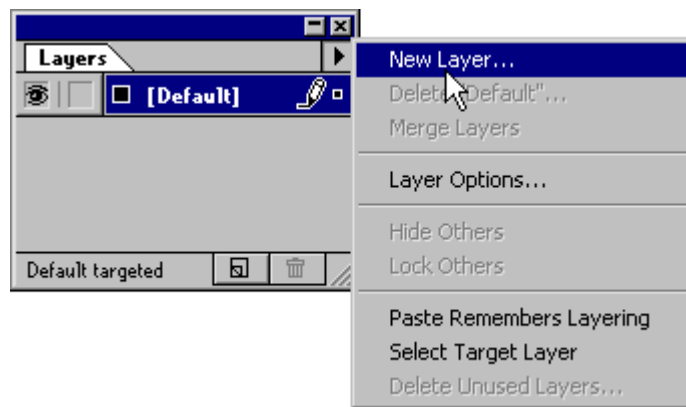


The Layers palette menu commands are:

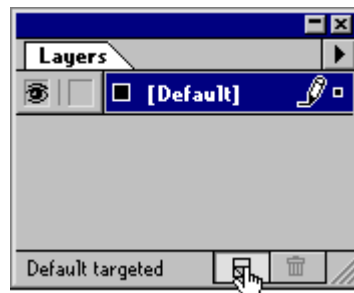
- **New Layer** - this command allows you to create new layers.
- **Delete** - this command allows you to delete layers.
- **Merge Layers** - this command allows you to merge layers together.
- **Layer Options** - this command will display the **Layer Options** dialog box.
- **Show All / Hide Others** - this command allows you to unhide all the layers or hide all of the layers but the one you have selected.
- **Unlock All / Lock Others** - this command allows you to unlock all of the layers or lock all of the layers but the one you have selected.
- **Paste Remembers Layering** - this command allows you to paste cut or copied objects on the same layer they came from.
- **Select Target Layer** - this command allows you to select all objects that are used by a selected layer.
- **Delete Unused Layers** - this command allows you to remove unused layers.

Adding new layers**To create a new layer:**

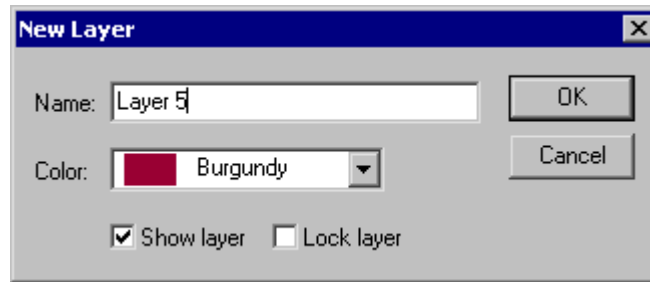
- From the Layers palette menu, select **New Layer**:



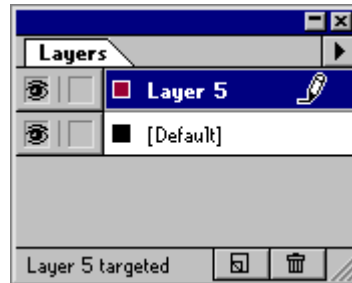
OR click the **New Layer** button:



- Enter the desired **Name** or the New Layer:



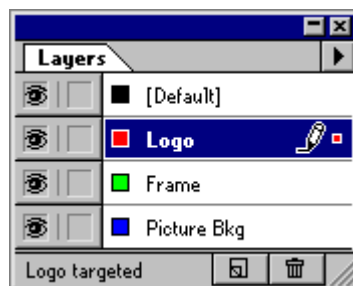
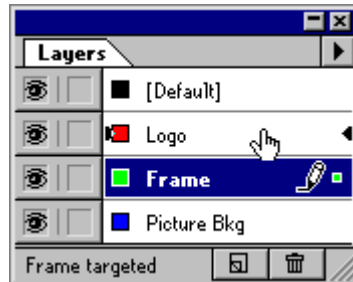
- Select a color from the **Color** drop-down list.
- Check or uncheck the **Show layer** or **Lock layer** options.
- Click the **OK** button:



Changing target layer

To change the target layer of an object:

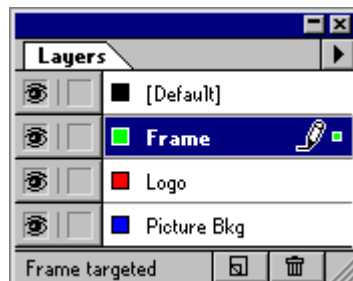
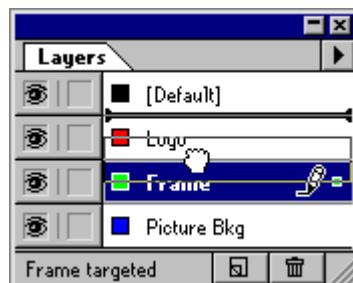
- Select the desired object.
- Click and drag the **small dot** from current targeted layer to the new targeted layer:



Rearranging layers

To rearrange layers:

- Select the layer you would like to move.
- Click and drag the layer to the new desired location on the list:

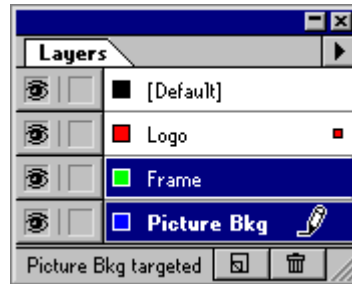


Note: Press **Ctrl** to select multiple layers. The selected layers will maintain their layer order relative to each other.

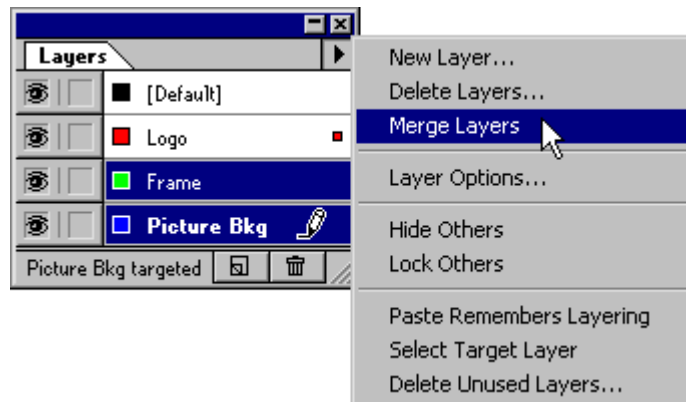
Merging layers

To merge layers together:

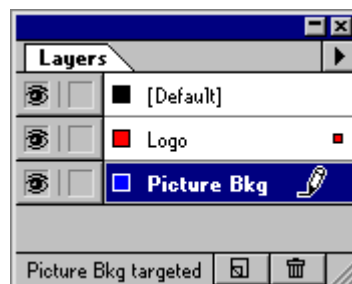
- Select two or more layers which you would like to **merge**, using the **Ctrl** key to select multiple layers:



- From the layers palette menu, select the **Merge Layers** command:



- The resulting merged layer is now displayed:



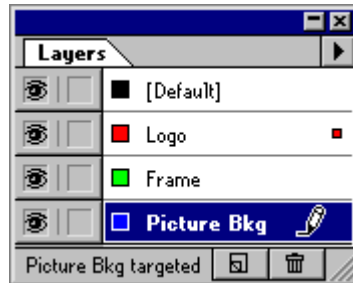
Removing layers

- When **Removing Layers**, it is important to remember that each layer appears on every page of a publication.

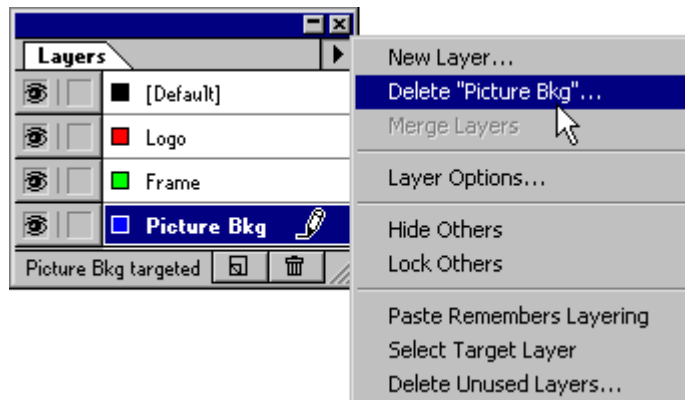
Note: Before you remove a layer, hide all of the other layers, and go to each page to make sure you will not be removing any needed content from your publication.

To remove a layer:

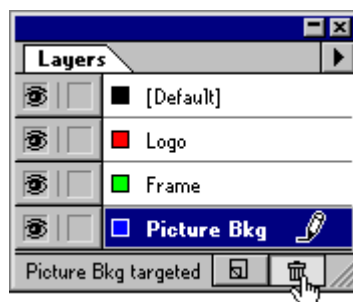
- Select the layer name in the **Layers** palette:



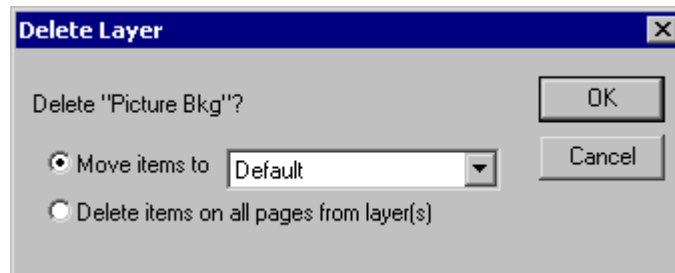
- From the layers palette menu, choose **Delete "Layer name"**:



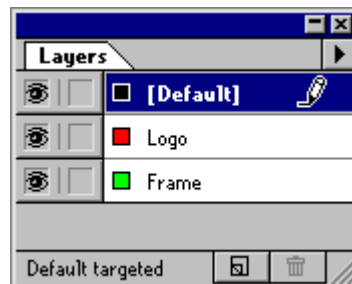
OR click the **Trash** button:



- In the **Delete Layer** dialog box, select the **Move Items to**, and choose the name of the layer to which you want the objects to move to.
OR select **Delete Items on All Pages From Layer(s)** to remove all objects throughout the publication assigned to that layer:



- Press the **OK** button:



Note: To bypass the **Delete Layer** dialog box and delete the layer and all its content, hold down **Alt** key as you complete select the delete command or click the trash button.

Locking

Locking

- You can **Lock** objects into place in order to prevent them from being resized, or moved.
- When an object is locked, you will see a little **lock icon** appear if you try to move the object.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 39

Locking objects

- You can **Lock** objects into place in order to prevent them from being resized, or moved.
- When an object is locked, you will see a little **lock icon** appear if you try to move the object:



To lock an object:

- Select the object you would like to lock.
- From the main menu, choose **Element > Lock Position**
OR press the **Ctrl + L** key combination.

Unlocking objects

- The **Unlocking** command **undoes** the **Lock Position** command, allowing you to move the selected object.

To unlock an object:

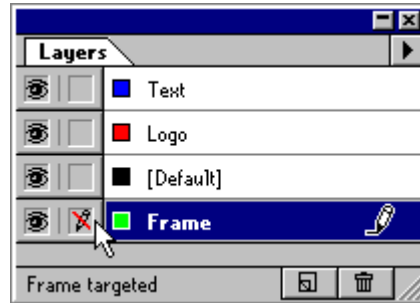
- Select the locked object.
- From the main menu, choose **Element > Unlock**
OR press the **Ctrl + Alt + L** key combination.

Locking layers

- You can **Lock** layers to prevent their content being edited.

To lock a layer:

- Select the layer you would like to lock.
- Click on the **box to the left of the layer name** on the **Layers** palette:



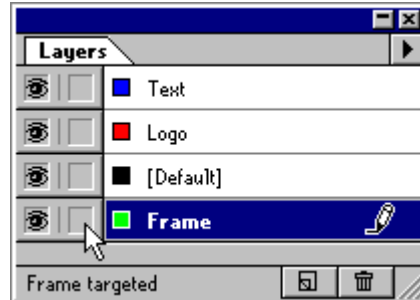
- The layer is now marked with **non-editable icon**.

Unlocking layers

- In order to be able to edit the contents of a layer, you will have to **Unlock** it.

To unlock a layer:

- Select the locked layer you would like to unlock.
- Click on the **box to the left of the layer name** again on the **Layers** palette:



- The layer **without non-editable icon** is now unlocked.

Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 40

How would you:-

- Add Inline graphics to text?
- Use text wrap controls?
- Wrap text around a graphic?
- Customize a text wrap?
- Restore custom boundaries?
- Wrap text around another text block?
- Display the Layers palette?
- Use the Layers palette?
- Select the Layers palette menu commands?
- Add new layers?
- Change target layer?
- Rearrange layers?
- Merge layers?
- Remove layers?
- Lock objects?
- Unlock objects?
- Lock layers?
- Unlock layers?

PostScript Printing

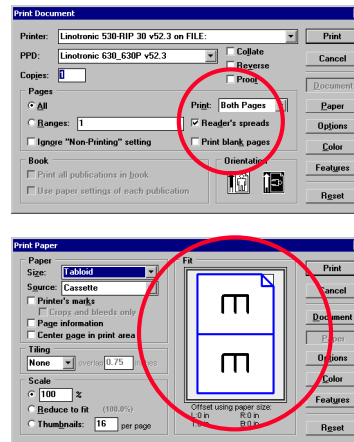
When you have completed this learning module you will have seen how to:

- Print Reader's Spreads
- Tile pages
- Automatically Tile pages
- Manually Tile pages
- Scale pages
- Print bleeds
- Print Non-Printing objects
- Create Non-Printing elements
- Display Non-Printing items

Printing Spreads

Printing Spreads

- The **Reader's Spreads** command allows you to print the left and right pages of a document at the same time, on the same page.



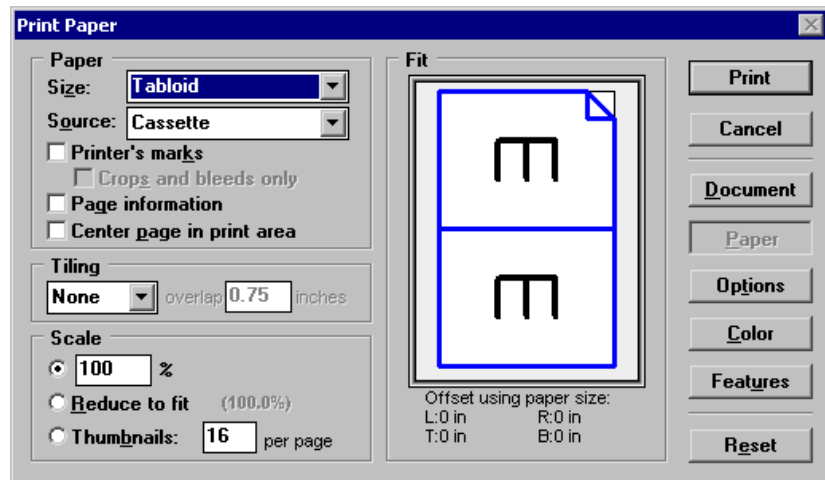
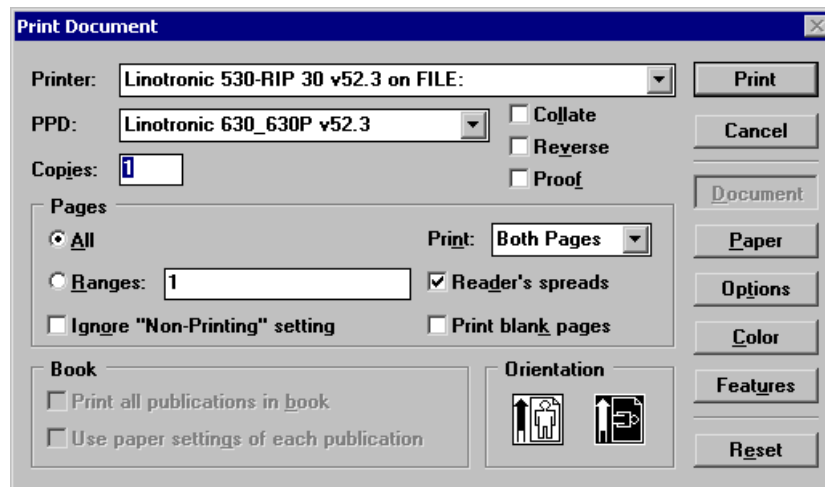
© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 41

Printing Reader's Spreads

- The **Reader's Spreads** command allows you to print the **left** and **right** pages of a document at the same time, on the same page.

- When you choose the **Reader's Spreads** option, the page orientation changes from portrait to landscape:

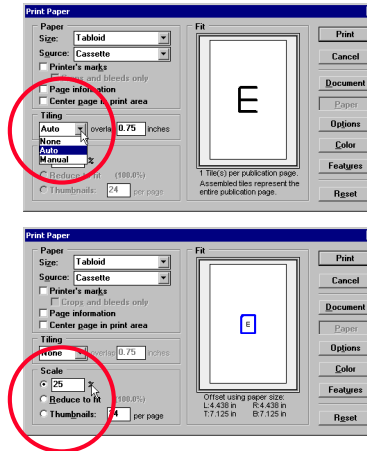


Note: When printing reader spreads, you will need to select a printer with a page size that can print both pages side by side. If no such printer is available you will have to **Tile** or **Scale** the publication in order to see both pages together.

Tiling and Scaling

Tiling and Scaling

- When you print your publication, your printer may not be able to print the page size you have specified in your document setup. To print these type of publications PageMaker provides you with the Tiling and Scaling options.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 42

Tiling pages

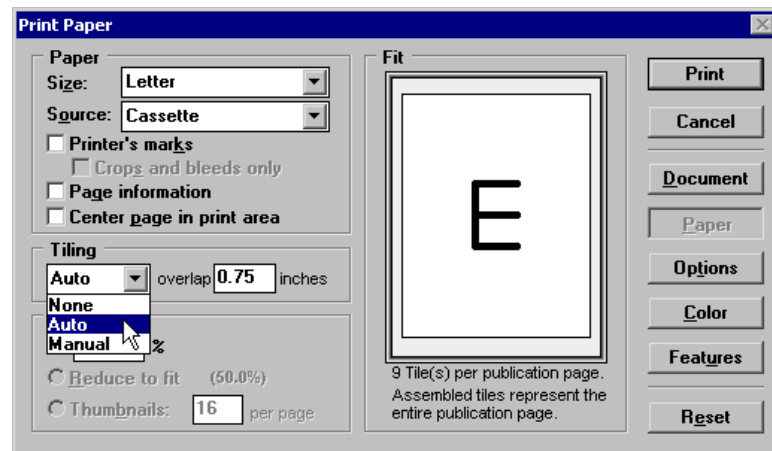
- When you print your publication, your printer may not be able to print the page size you have specified in your **Document setup**. To print these types of publications **PageMaker** has provides you with the **Tiling** and **Scaling** options.

- The **Tiling** drop-down list allows you to choose one of three options:

None - allows you to turn off page Tiling.

Auto - allows PageMaker to calculate the number of pages required to print the publication.

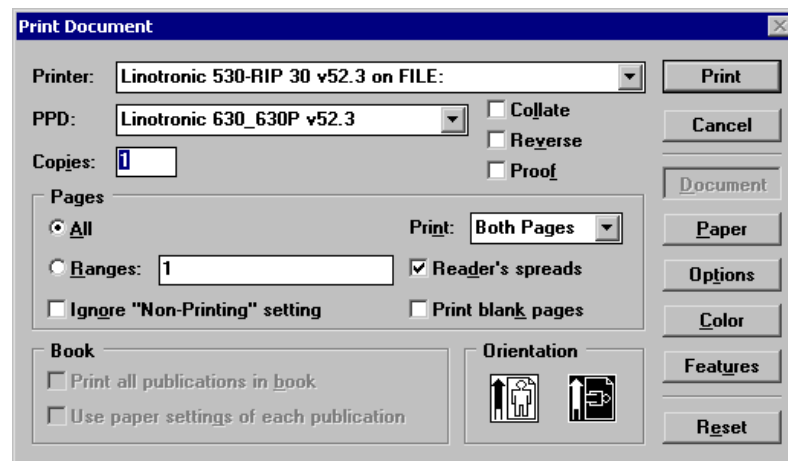
Manual - allows you to control the exact dimensions of the tiles:



Automatically Tiling pages

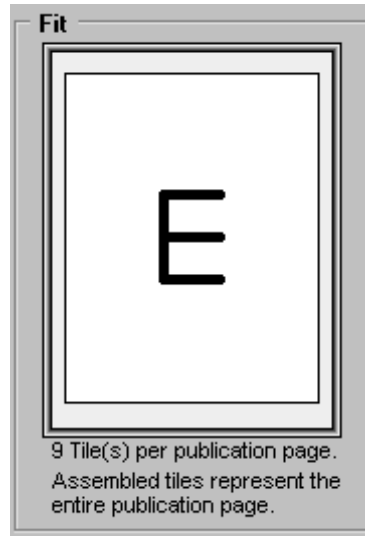
To automatically tile a publication:

- From the main menu, choose **File > Print**.
- Select a **PostScript printer** from the printer drop-down list.
- Select the **PPD** for your printer type.
- Set any other option from the **Print Document** dialog box that may apply to your publication such as **page range**, **non-printing setting** and **orientation**:



- Click the **Paper** button.
- Select **Auto** from the **Tiling** drop-down list.

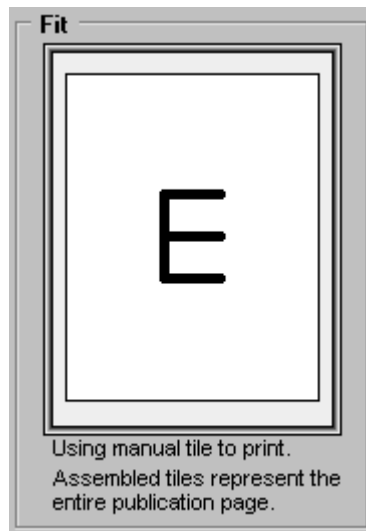
- In the **Overlap** field, set the overlap to an amount that is **grater than** the minimum printer page margin value (consult the printer manual if you do not know the amount) and **less than** half the size of the smallest dimension of your document size.
- Check the **Fit preview** to see how many tiled sheets per page you will need:



- Set any other option from the **Print Options**, **Print Color**, and **Print Features** dialog boxes that apply to your publication.
- Click the **Print** button.

**Manually
Tiling pages****To manually tile a publication:**

- Reset the **zero point** to the upper-left corner of the page you want to tile, making sure to leave enough room for the **Overlap** and/or **Printer's Marks** and **Page Information**.
- From the main menu, choose **File > Print**.
- Select a **PostScript printer** from the printer drop-down list
- Select the **PPD** for your printer type.
- Set any other option from the **Print Document** dialog box that may apply to your publication such as **page range**, **non-printing** setting and **orientation**.
- Click the **Paper** button.
- Select **Manual** from the **Tiling** drop-down list.
- Check the **Fit preview** for information about the publication you are tiling:



- Set any other option from the **Print Options**, **Print Color**, and **Print Features** dialog boxes that apply to your publication.
- Click the **Print** button.
- To manually print additional tiles, repeat steps 1 through 4, and click the **Print** button.

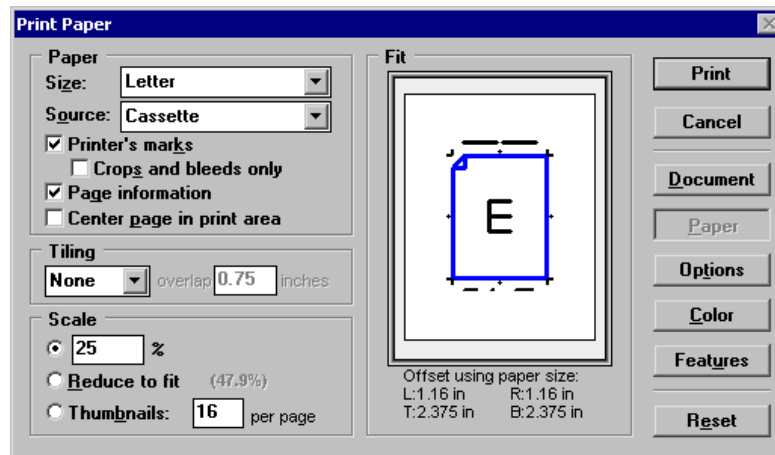
Note: If the **zero point** does not move, it may be **locked**. From the main menu, choose **Layout > Guides and Rulers > Zero Lock** to **unlock** the zero point.

Scaling pages

- The **Scaling** command allows you to fit an oversized publication on a smaller piece of paper.
- **You can scale your publication:**
Manually, by entering a specified amount in the **percentage (%)** field of the **Print Paper** dialog box
OR
Automatically, by using the **Reduce to fit** option to allow PageMaker to scale the publication to fit the paper.

To scale a publication:

- From the main menu, choose **File > Print**.
- Select a **PostScript printer** from the printer drop-down list.
- Select the **PPD** for your printer type.
- Set any other option from the **Print Document** dialog box that may apply to your publication such as **page range**, **non-printing** setting and **orientation**.
- Click the **Paper** button.
- Enter in a value from **5** to **1600** into the **Scale percentage** field
OR click **Reduce to Fit** to auto scale your publication to fit onto the selected paper size:



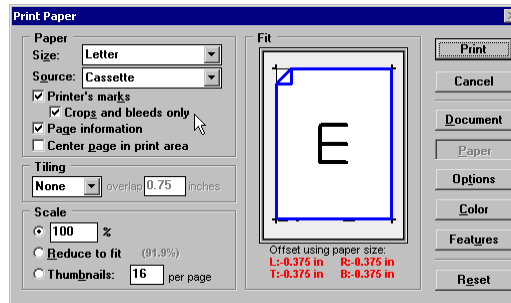
- Set any other option from the **Print Options**, **Print Color**, and **Print Features** dialog boxes that apply to your publication.
- Click the **Print** button.

Note: Not all devices can scale from **5** to **1600**; check your printer manual for the range of scaling that is supported.

Page Bleeds

Page Bleeds

- A **Page Bleed** is the area outside the publication page. It is used when you have an object or fill that extends to the size of the page.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 43

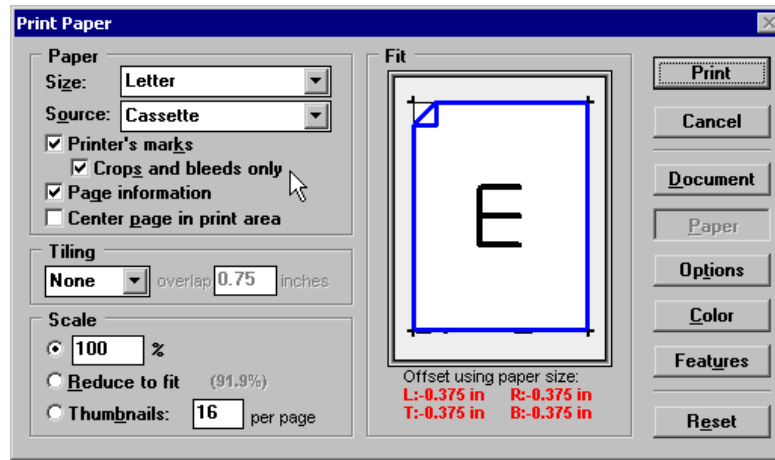
Printing bleeds

- A **Page Bleed** is the area outside the live publication page. It is used when you have an object or fill that extends to the size of the page.

To print pages with bleeds:

- From the main menu, choose **File > Print**.
- Select a **PostScript printer** from the printer drop-down list.
- Select the **PPD** for your printer type.
- Set any other option from the **Print Document** dialog box that may apply to your publication such as **page range**, **non-printing** setting and **orientation**.
- Click the **Paper** button.
- Check the **Printer's Marks** option.

- Check the **Crops and Bleeds Only** option:

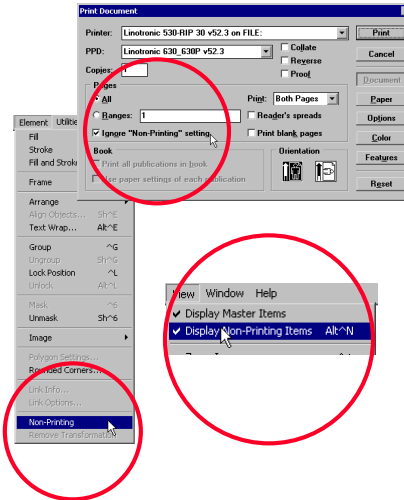


- If your page size is not large enough to fit the bleed, scale your publication page.
- Set any other option from the **Print Options**, **Print Color**, and **Print Features** dialog boxes that apply to your publication.
- Click the **Print** button.

Printing What You Cannot See

Printing What You Cannot See

- Non-Printing objects are objects that are set to be hidden from the final output.
- Setting objects as Non-Printing allows you to attach notes or comments to the publication without having them appear on the printed page.



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 44

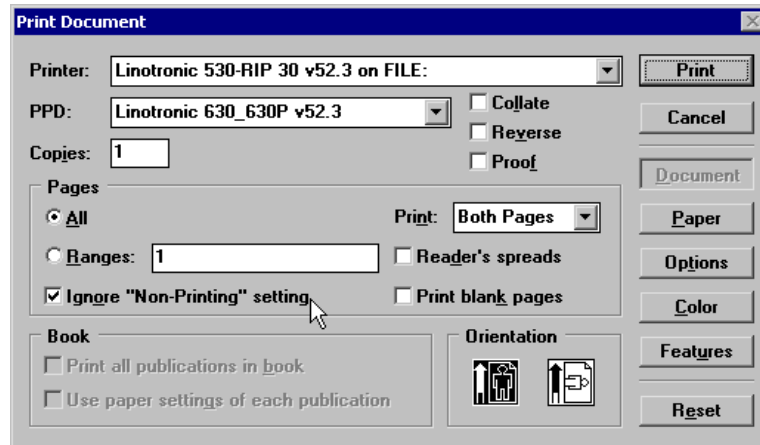
Printing Non-Printing objects

Non-Printing objects are objects set to be hidden from the final output.

- Setting objects as Non-Printing, allows you to attach notes or comments to the publication without having them appear on the printed page.

To print objects that are set to Non-printing:

- From the main menu, choose **File > Print**.
- Select a **PostScript printer** from the printer drop-down list.
- Select the **PPD** for your printer type.
- Set any other option from the **Print Document** dialog box that may apply to your publication such as **page range**, and **orientation**.
- Check the **Ignore "Non-Printing" setting** checkbox:



- Set any other option from the **Print Paper**, **Print Options**, **Print Color**, and **Print Features** dialog boxes that apply to your publication.
- Click the **Print** button:

Note: It is a good idea to check **View > Display Non-Printing Items** when you open a publication, that way you know if there are any hidden objects that may affect the final print.

Creating Non-Printing elements

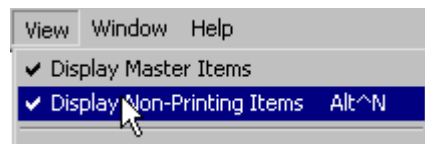
To make an object non-printing:

- Select the object you want to make non-printing.
- From the main menu, choose **Element > Non-Printing**.

Displaying Non-Printing items

To view or hide non-printing objects:

- From the main menu, choose **View > Display Non-Printing Items**:



Review Questions

Review Questions



© Cheltenham Computer Training 2001

Adobe PageMaker 6.5 - Slide No 45

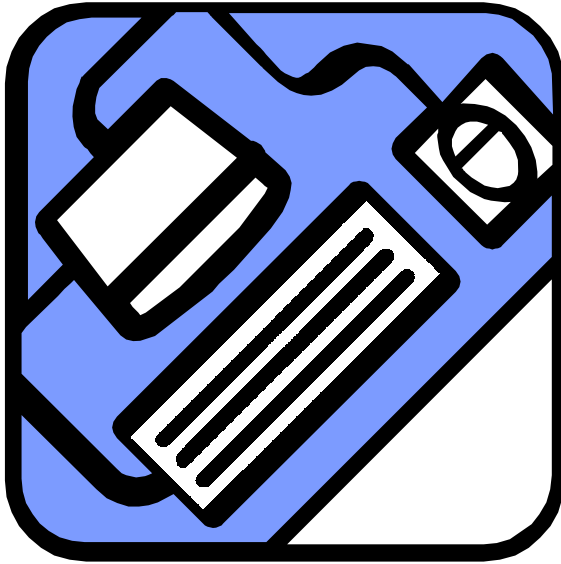
How would you:-

- Print Reader's Spreads?
- Tile pages?
- Automatically Tile pages?
- Manually Tile pages?
- Scale pages?
- Print bleeds?
- Print Non-Printing objects?
- Create Non-Printing elements?
- Display Non-Printing items?

Adobe PageMaker 6.5

Intermediate Level

Exercise Workbook



C C T G L O B A L . C O M

© 1995-2001 Cheltenham Computer Training
Crescent House
24 Lansdown Crescent Lane
Cheltenham
Gloucestershire
GL50 2LD, UK
Tel: +44 (0)1242 227200
Fax: +44 (0)1242 253200
Email: info@cctglobal.com
Internet: <http://www.cctglobal.com>

All trademarks acknowledged. E&OE.

© Cheltenham Computer Training 1995-2001 No part of this document may be copied without written permission from Cheltenham Computer Training unless produced under the terms of a courseware site license agreement with Cheltenham Computer Training.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Computer Training and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Computer Training shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Computer Training. Whilst every effort is made to eradicate typing or technical mistakes, we apologize for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

Sample versions of courseware from Cheltenham Computer Training

(Normally supplied in Adobe Acrobat format)

If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

For current license information

Cheltenham Computer Training reserves the right to alter the licensing conditions at any time, without prior notice. No terms or conditions will affect your rights as defined under UK law. Please see the site license agreement available at: **www.cctglobal.com/agreement**

Courseware Release Version 5.0

INSTALLING THE SAMPLE FILES INTO A FOLDER.....	1
INSTALLING THE SAMPLE FILES	1
MASTER PAGES.....	3
USING THE MASTER PAGES PALETTE.....	3
CREATING MASTER PAGES	4
APPLYING MASTER PAGES	6
NUMBERING MASTER PAGES	7
DOCUMENT PAGE FEATURES	11
INSERTING DOCUMENT PAGES	11
NAVIGATING PAGES	13
REMOVING PAGES	16
WORKING WITH TYPE	17
THREADING TEXT	17
WORKING WITH PARAGRAPHS	21
WORKING WITH BULLETS AND NUMBERS.....	22
TEXT OBJECTS AND STORIES	25
FINDING AND CHANGING WORDS	25
DICTIONARY.....	27
ADDING WORDS	27
COLOR MANAGEMENT	29
IMPORTING COLORS.....	29
PICTURES.....	33
APPLYING PHOTO EFFECTS	33
INSERTING KEYLINES.....	35
WORKING WITH MULTIPLE OBJECTS.....	37
USING LAYERS.....	37
POSTSCRIPT PRINTING	45
PRINTING SPREADS	45
TILING AND SCALING.....	46
PRINTING BLEEDS	48

Installing the Sample Files into a Folder

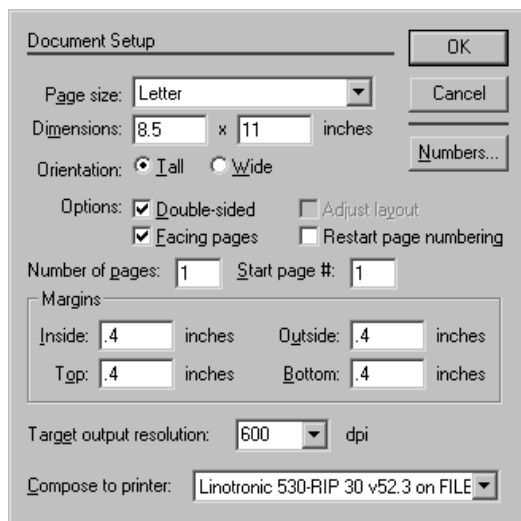
Installing the sample files

- Use the Windows Explorer to create a folder called **PageMaker 6.5 Intermediate Samples**, just below the **My Documents** folder.
- If you are installing the sample files from a diskette, place the diskette in the diskette drive and copy the files to the **My Documents \ PageMaker 6.5 Intermediate Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.
- **Notes for tutors:**
The above instructions are for Windows 95 - and for Windows 98 that has not been setup for a multi-user environment (with individual profiles). The instructions above may also require modification within a Windows NT environment. Where possible pre-install the relevant work files prior to use by students/delegates

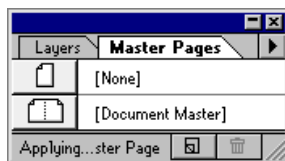
Master Pages

Using the Master Pages Palette

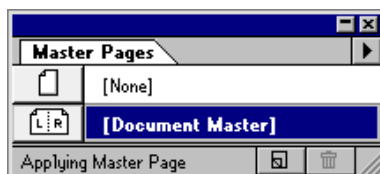
- Use the Windows Explorer to create a folder called **PageMaker 6.5 Intermediate Work Folder**, just below the **My Documents** folder.
- Start the **PageMaker 6.5** application.
- Press the **Ctrl + N** key combination, to create a **New Publication** page.
- Enter the following settings in the **Document Setup** dialog box and **OK**:



- **Hide** all the **visible palettes**, with the exception of the **Tools** palette.
- From the main menu, choose **Window > Show Master Pages**:



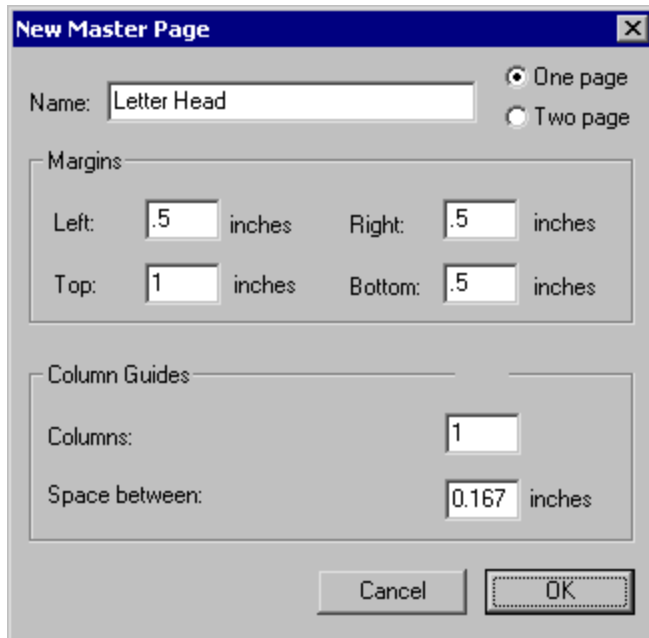
- Click and drag the **Master Page Tab** out so that the palette window is not being shared with another palette:



- Close the remaining palettes so that you only have the **Master Pages** palette and the **Tools** palette visible.

Creating Master Pages

- From the **Master Pages** palette menu, select the **New Master Page** command.
- Enter the following settings into the **New Master Page** dialog box:



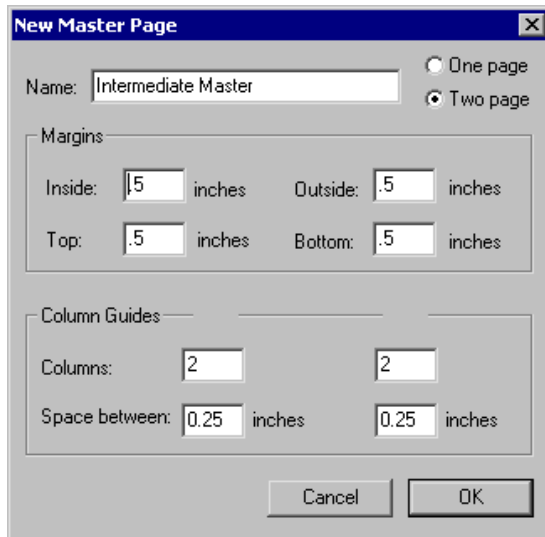
- Click the **OK** button:



- Click the **New Master Page** icon in the **Master Pages** palette:



- Enter the following settings into the **New Master Page** dialog box:



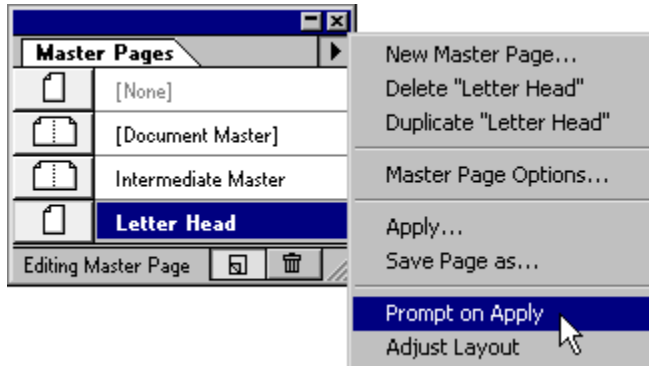
- Click the **OK** button:



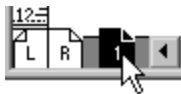
- Save your publication as **Intermediate Exercise 1.p65** in the **PageMaker 6.5 Intermediate Work Folder**.

Applying Master Pages

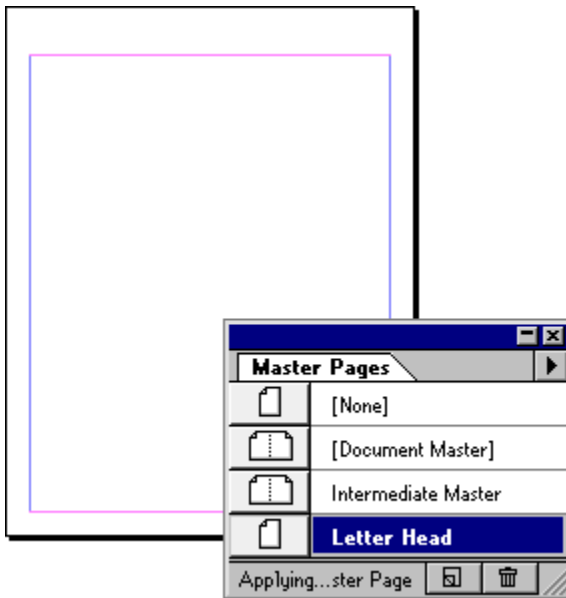
- Still in the *Intermediate Exercise 1.p65* file, from the **Master Pages** palette menu, make sure that the **Prompt on Apply** command is **unchecked**:



- Select the **Page 1** page icon at the bottom left of the **Publication Window**:



- Click the **Letter Head** master from the **Master Pages** palette to apply the master to **Page 1**:



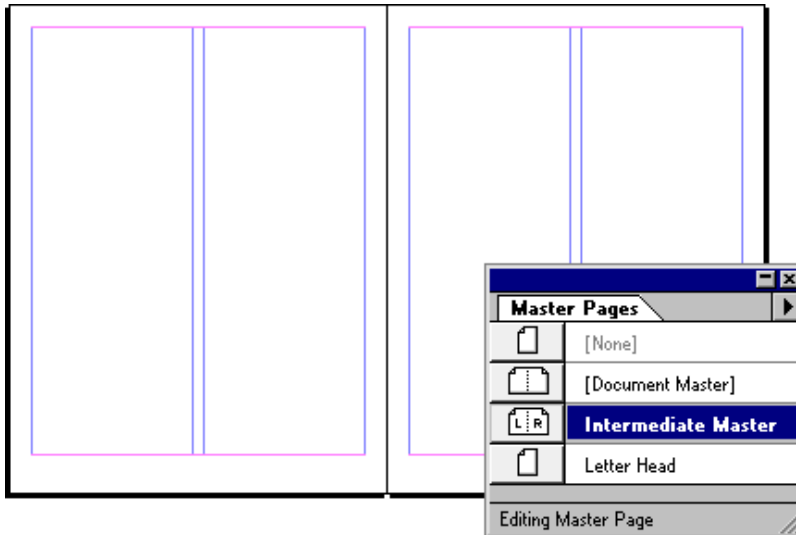
- Press the **Ctrl + S** key combination to save your progress.

Numbering Master Pages

- Still in the **Intermediate Exercise 1.p65** file, select the **Master Page** icon at the bottom left of the **Publication Window**:



- Select the **Intermediate Master** to switch the Master Page view:



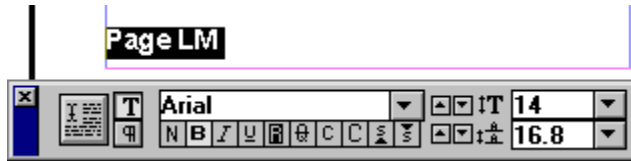
- Select the **Text** tool.
- Place the **text pointer** at the bottom left corner of the **Left Master Page**, just above the guides.

Note: You may need to zoom-in into the bottom left corner of your publication for better view:



- Type the word **Page** (press the space bar after the word) as a **prefix** into the text block.
- Press the **Ctrl + Alt + P** key combination to apply the **Left Page Marker**.
- Highlight** the entered text.

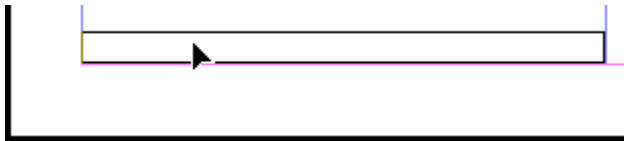
- Press the **Ctrl + '** key combination to show the **Control** palette.
- With the **Control** palette in the **Character View**, format the entered text with the following settings:



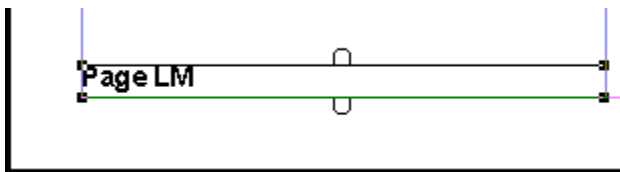
- Click the **Apply** button to make sure all the settings are applied:



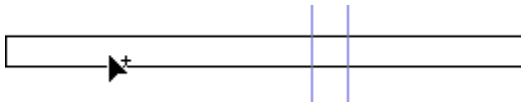
- Select the **Pointer** tool.
- Click and drag the **Text Block** until it snaps to the lower left guides:



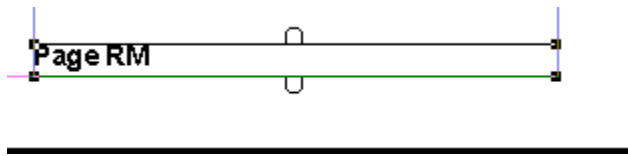
- Release the mouse button:



- Click and drag the **Text Block** to the bottom right corner of the **Right Master Page**.
- Before you release the mouse button, press the **Ctrl + Alt** key combination to create a **Duplicate Text Block**:



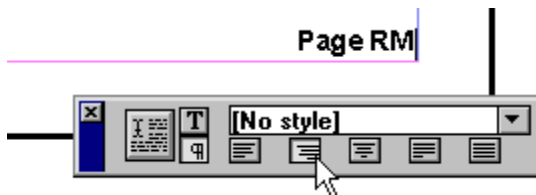
- With the **Ctrl + Alt** keys still pressed, release the mouse button when the **Text Block** snaps into place:



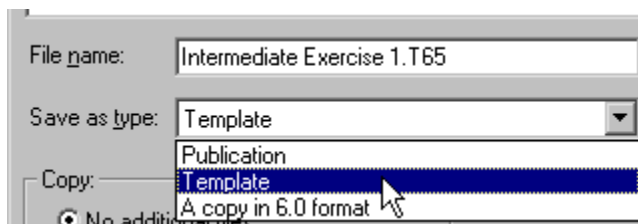
- Select the **Text** tool again.
- Click inside the duplicated **Text Block**.
- Change the **Control** palette view to the **Paragraph View**:



- Click the **Right Alignment** button:



- Click the **Apply** button if you do not see the change take place.
- Hide the **Master Pages** and **Control** palettes.
- Press the **Ctrl + S** key combination to save your progress.
- Press the **Shift + Ctrl + S** key combination to open the **Save** dialog box.
- **Save** the publication as a **Template** file in the **PageMaker 6.5 Intermediate Work Folder**:

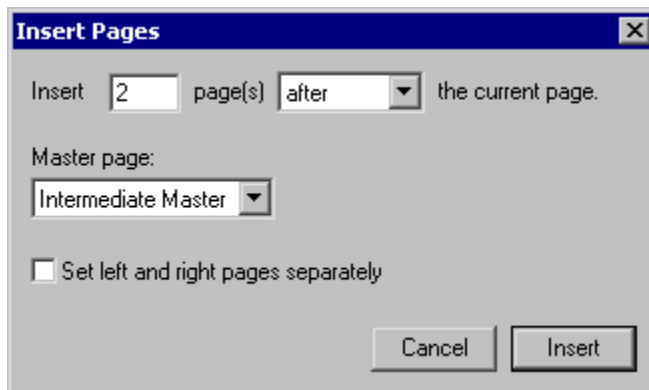


- **Close** the publication.
- Open the **Intermediate Exercise 1.p65** and **Intermediate Exercise 1.T65** files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

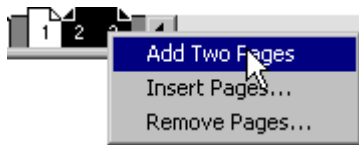
Document Page Features

Inserting Document Pages

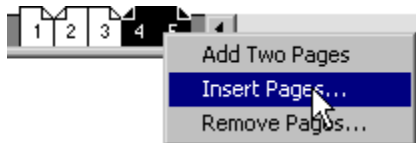
- Open the **Intermediate Exercise 1.T65** template file from the **PageMaker 6.5 Intermediate Work Folder**.
- Click on the **Page 1** icon.
- From the main menu, choose **Layout > Insert Pages**.
- Enter the following settings into the **Insert Pages** dialog box:



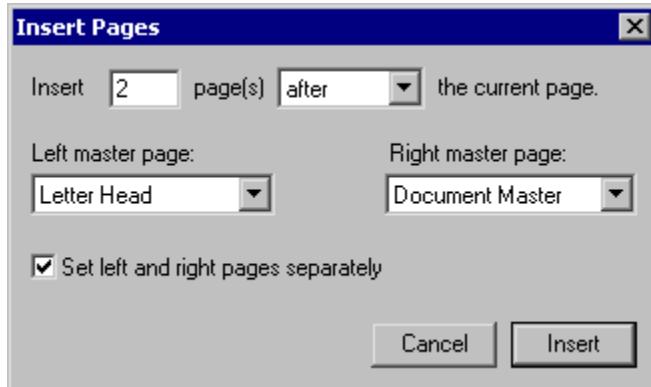
- Press the **Insert** button.
- Right click on the **Page 2/3** icon.
- Select the **Add Two Pages** command:



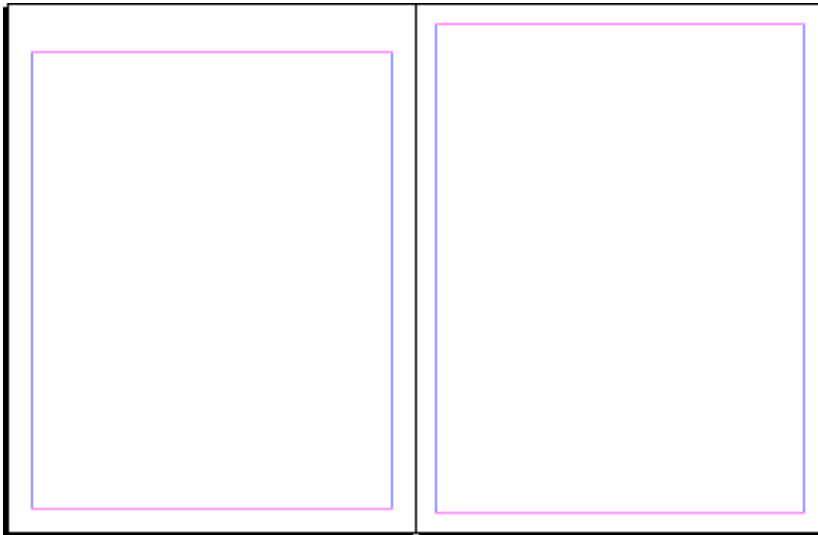
- Right click the **Page 4/5** icon.
- Select the **Insert Pages** command:



- Enter the following settings into the **Insert Pages** dialog box:



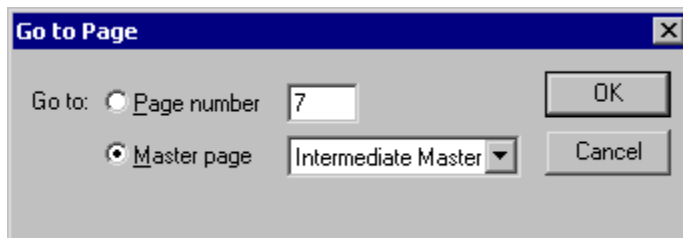
- Click the **Insert** button:



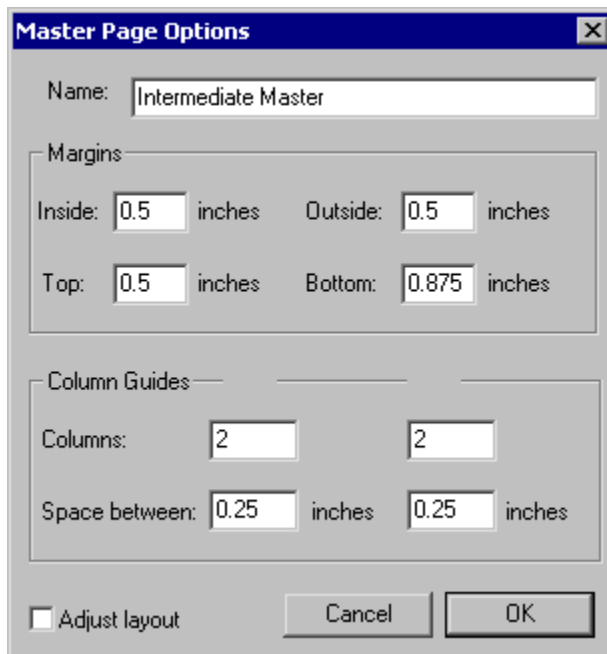
- Press the **Ctrl + S** key combination.
- Save** the publication as **Intermediate Exercise 2.p65** into the **PageMaker 6.5 Intermediate Work Folder**.

Navigating Pages

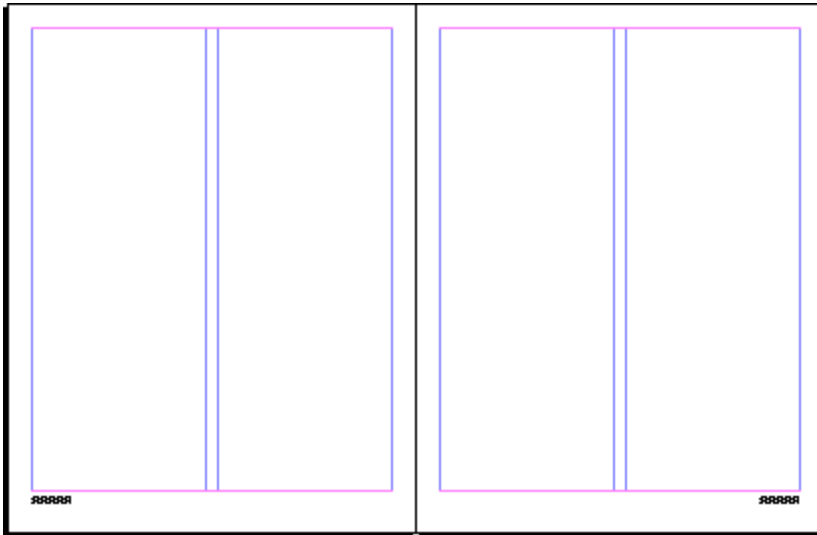
- Still in the **Intermediate Exercise 2.p65** file, from the main menu, chose **Layout > Go to Page**.
- Enter the following settings into the **Go To Page** dialog box and **OK**:



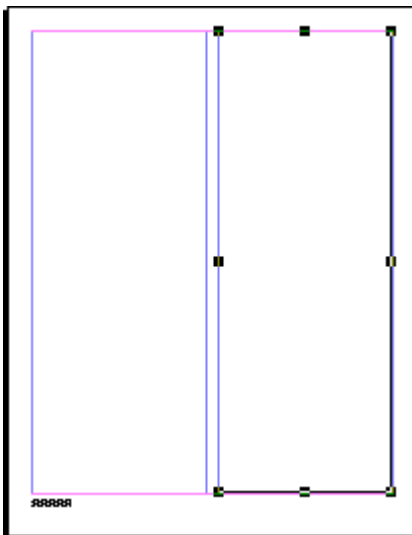
- Press the **Ctrl + Shift + 8** to display the **Master Pages** palette.
- From the **Master Pages** palette menu, select the **Master Page Options** command.
- Enter the following change to the **Master Page Options** dialog box:



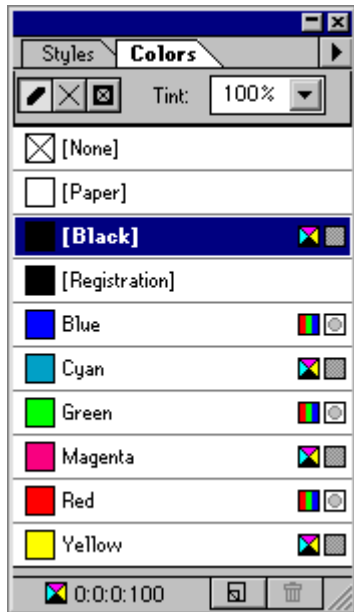
- Click the **OK** button:



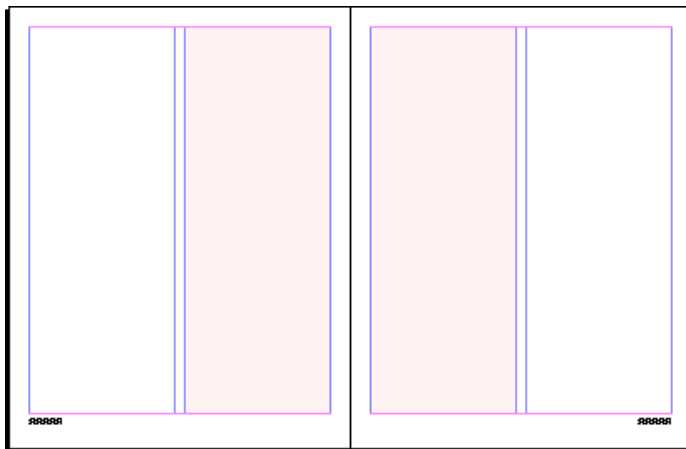
- Select the **Rectangle** tool.
- Draw a box in fit into the right column guides of the **Left Master Page**:



- Press the **Ctrl + J** key combination to show the **Colors** palette:



- Fill the box in **Red**.
- From the **Tint** drop down list, choose a **10%** tint.
- Fill the **Stroke** in **None**.
- Select the **Pointer** tool.
- Click and drag a **duplicate** box (using the **Ctrl + Alt** key combination) to the left column of the **Right Master Page**:



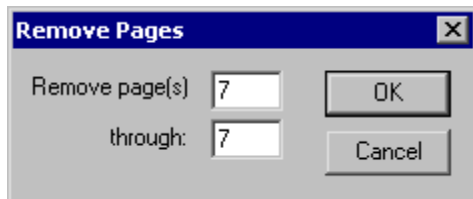
- Hide the **Colors** and **Master Pages** palettes.
- Click on the **Page 6/7** icon.
- Save** your progress.

Removing Pages

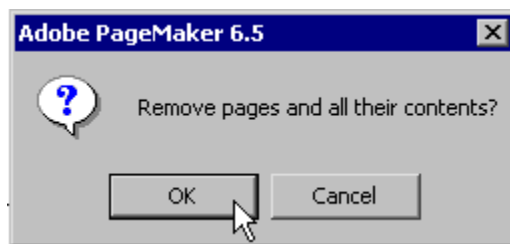
- Still in the **Intermediate Exercise 2.p65** file, right click the **Page 6/7** icon.
- Select the **Remove Pages** command:



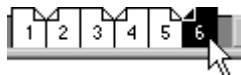
- Enter the following settings into the **Remove Pages** dialog box and **OK**:



- Click the **OK** button again when you see the **Remove pages and all their contents** prompt:



- Notice that the page 7 is removed:



- **Go to page 2.**
- Press the **Ctrl + S** key combination to save your progress.
- Press the **Shift + Ctrl + S** key combination to open the **Save** dialog box.
- **Save** the publication as a **Template** file in the **PageMaker 6.5 Intermediate Work Folder**.
- **Close** the publication.
- Open the **Intermediate Exercise 2.p65** and **Intermediate Exercise 2.T65** files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

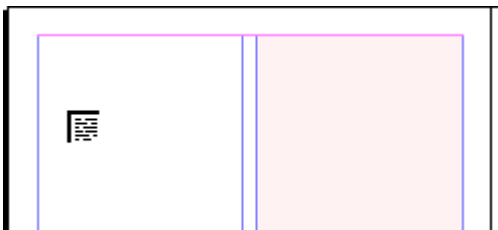
Working With Type

Threading Text

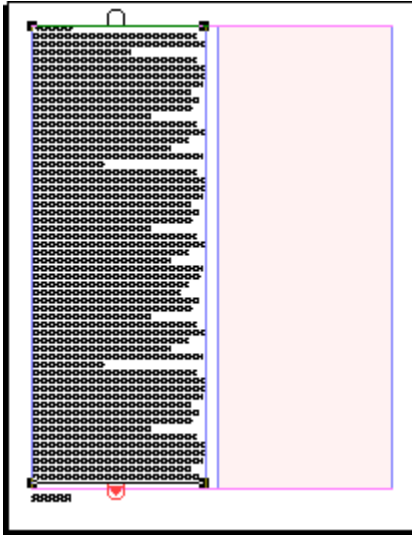
- Open the **Intermediate Exercise 2.T65** template file from your **PageMaker 6.5 Intermediate Work Folder**.
- From the main menu, choose **Layout > Autoflow** to make sure that the Autoflow command is **unchecked**:



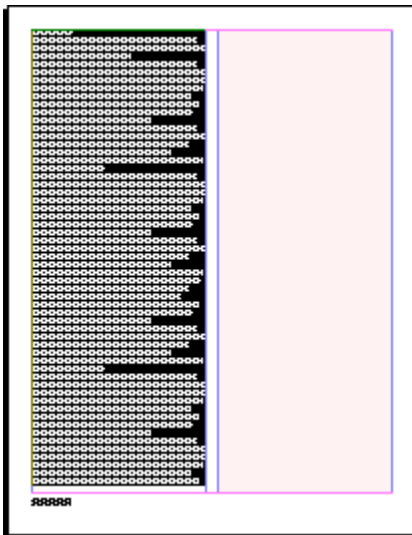
- Press the **Ctrl + D** key combination to open the **Place** dialog box.
- Open the **Filler Text 02.RTF** file from the **PageMaker 6.5 Intermediate Samples** folder.
- Place the **Loaded Text** icon at the top left corner of the far left column on **Page 2**:



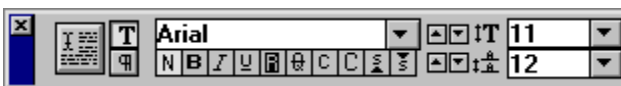
- Click the mouse button to **place** the text:



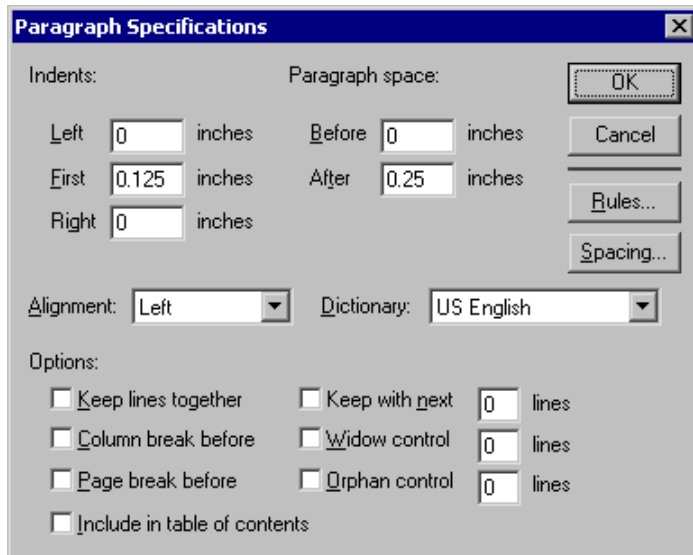
- Press the **Ctrl + S** key combination.
- Save** the publication as *Intermediate Exercise 3.p65* in the **PageMaker 6.5 Intermediate Work Folder**.
- Select the **Text** tool, and click on the placed text.
- Press the **Ctrl + A** key combination to select all the text in the **story**:



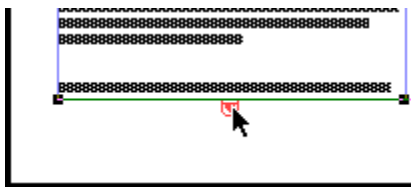
- Show the **Control** palette.
- Enter the following settings into the **Control** palette, **Character View**:



- Click the **Apply** button to confirm your settings, and leave the text highlighted.
- From the main menu, choose **Type > Paragraph**.
- Enter the following settings into the **Paragraph Specifications** dialog box and **OK**:



- With the **Pointer** tool, select the placed text.
- Click on the **Overset Text** icon to continue **Manually Threading** the text:



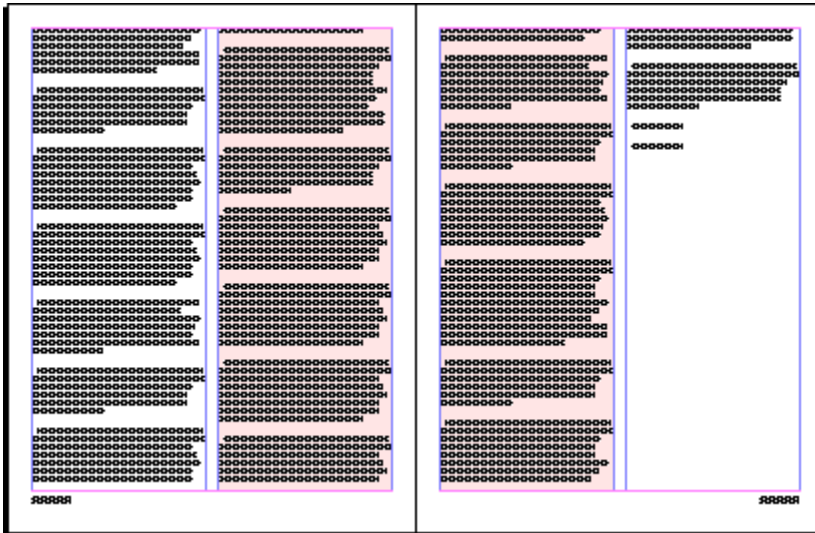
- Place the **Loaded Text** icon into the next column and press the mouse button:



- Click on the **Overset Text** icon to display the loaded text icon again.
- Hold down the **Ctrl** key, and place the **Autoflow Loaded Text** icon at the top left corner of the first column of **Page 3**:



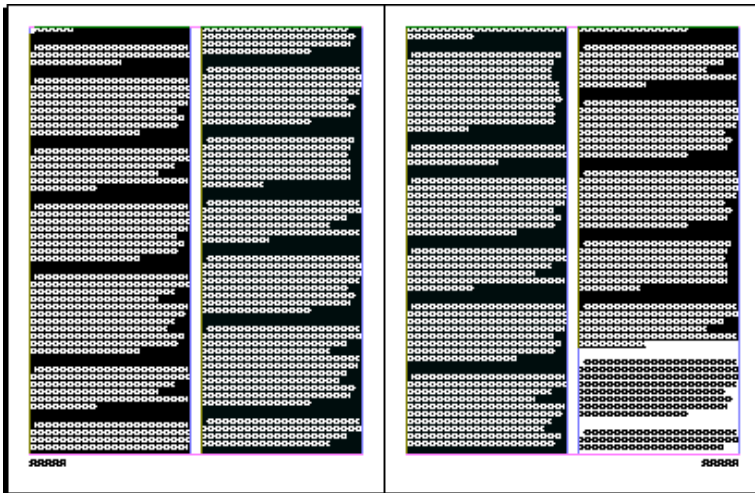
- Click the mouse button to **Autoflow** the all of the **Overset text**:



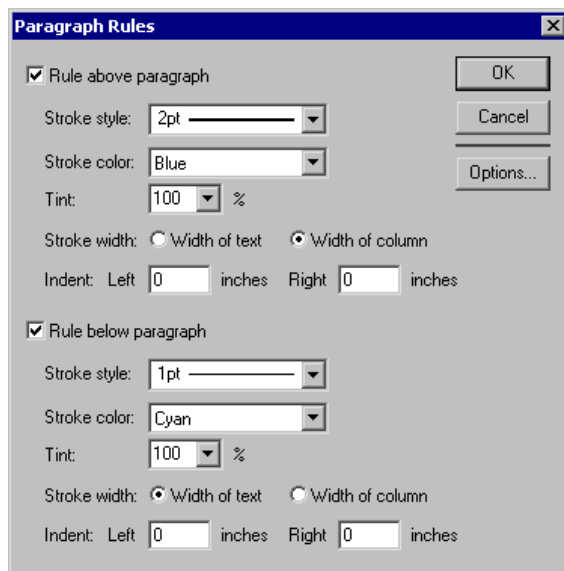
- Go back to **Page 2**.
- **Save** your progress.

Working With Paragraphs

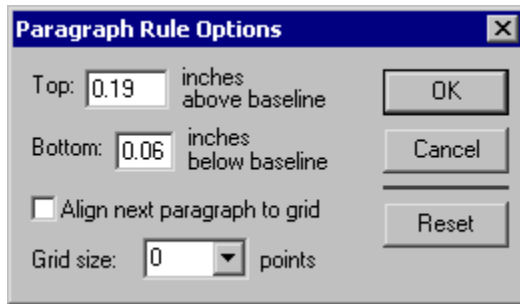
- Still in the **Intermediate Exercise 3.p65** file, make sure both pages **2** and **3** are visible.
- With the **Text** tool selected, place the **cursor** at the far top left corner of the first column in **Page 2 B** (just in front of the first line of text).
- Hold down the **Shift** key.
- While still holding the **Shift** key, click at the lower right corner of the last column on **Page 3**, leaving only the last two paragraphs **unselected**:



- Now with the two pages still **highlighted**, press the **Ctrl + M** key combination.
- Press the **Rules** button, in the **Paragraph Specifications** dialog box.
- Enter the following settings into the **Paragraph Rules** dialog box:



- Press the **Options** button.
- Enter the following settings into the **Paragraph Rule Options** dialog box:



Top: 0.19
Bottom: 0.063

- Click the **OK** button, and continue to click the **OK** button until you return to your publication (should only be three clicks).
- **Go to page 4.**
- **Save** your progress.

Working With Bullets and Numbers

- Still in the *Intermediate Exercise 3.p65* file, select the first three paragraphs in the first column of **Page 4**:



- From the main menu, choose **Utilities > Plug-ins > Bullets and Numbering**.
- Press the **Numbers** button.

- Enter the following settings into the **Numbers** option of the **Bullets and Numbering** dialog box and **OK**:

Bullets and numbering

Numbering style:

- ☐ Arabic numeral 1,2,3...
- ☐ Upper roman I,II,III...
- ☒ Lower roman i,ii,iii...
- ☐ Upper alphabetic A,B,C...
- ☐ Lower alphabetic a,b,c...

Separator: :

Start at: 1

Range:

- ☐ For next: 3 paragraphs
- ☐ All those with style: Body text
- ☐ Every paragraph in story
- ☒ Only selected paragraphs

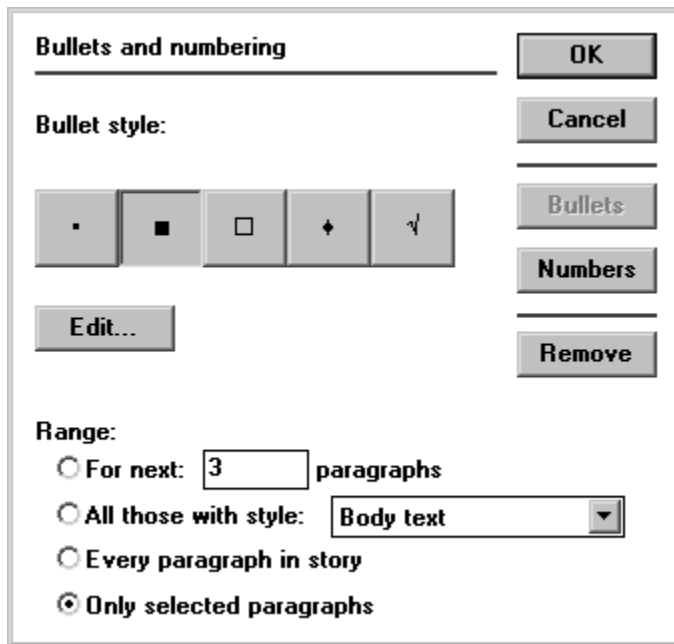
Buttons: OK, Cancel, Bullets, Numbers, Remove

- Select the last three paragraphs in the first column of **Page 4**:



- From the main menu, choose **Utilities > Plug-ins > Bullets and Numbering**.
- Select the **Bullets** button.

- Enter the following settings into the **Bullets** option of the **Bullets and Numbering** dialog box and **OK**:

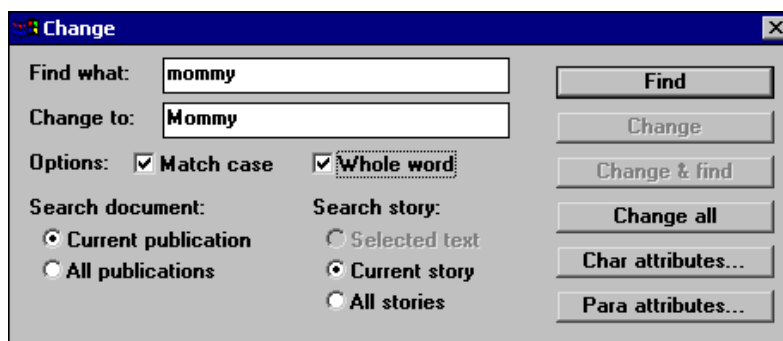


- **Save** your progress.
- Press the **Shift + Ctrl + S** key combination.
- **Save** the publication as a **Template** file in the **PageMaker 6.5 Intermediate Work Folder**.
- **Close** the publication.
- Open the **Intermediate Exercise 3.p65** and **Intermediate Exercise 3.T65** files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

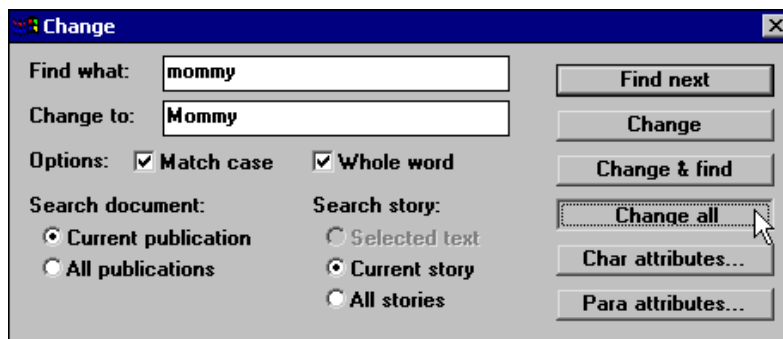
Text Objects and Stories

Finding and Changing Words

- Open the *Intermediate Exercise 3.T65* file from your **PageMaker 6.5 Intermediate Work Folder**.
- Go to page 2.
- With the **Pointer** tool, select the first column.
- From the main menu, choose **Edit > Edit Story**.
- From the **Story Editor** menu, choose **Utilities > Change**.
- Enter the following settings into the **Change** dialog box:



- Click the **Find** Button.
- When you have found the first **instance**, click the **Change all** button:

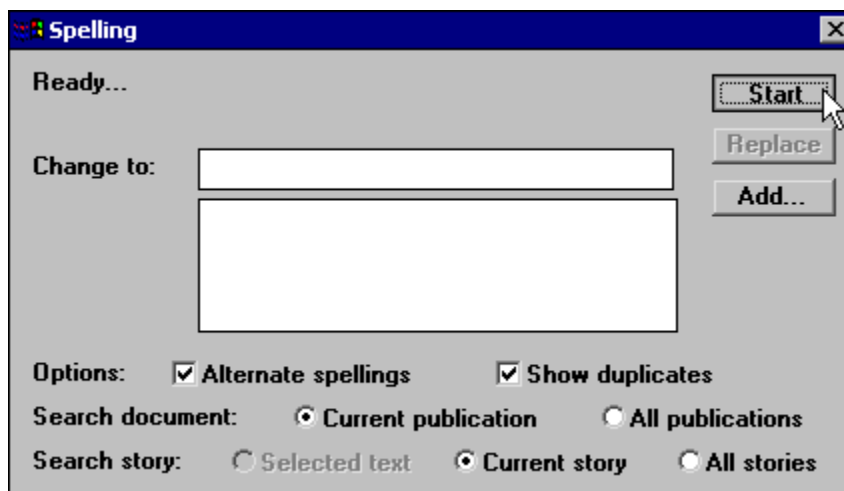


- Close the **Change** dialog box.
- Close the **Story Editor** window.
- Press the **Shift + Ctrl + S** key combination to open the **Save** dialog box.
- **Save** the publication as *Intermediate Exercise 4.p65* in the **PageMaker 6.5 Intermediate Work Folder**.
- Repeat step 11 and **Save** the publication as a **Template** file in the **same folder**.
- **Close** the publication.
- Open the *Intermediate Exercise 4.p65* and *Intermediate Exercise 4.T65* files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

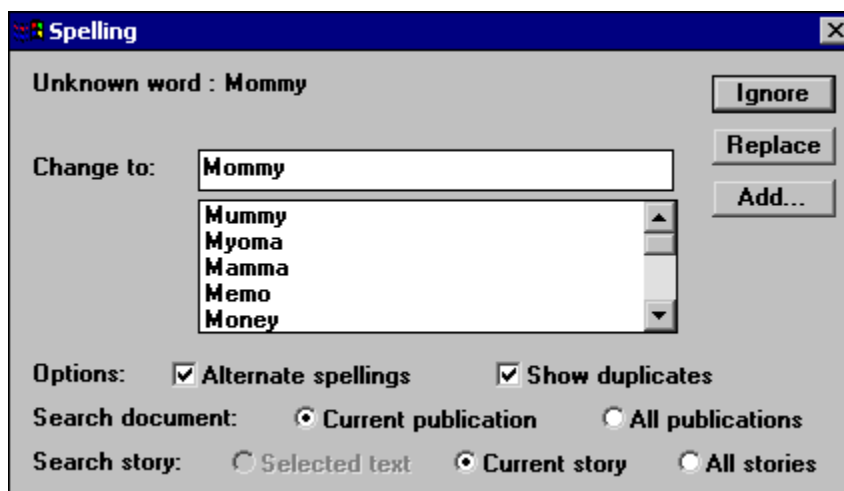
Dictionary

Adding Words

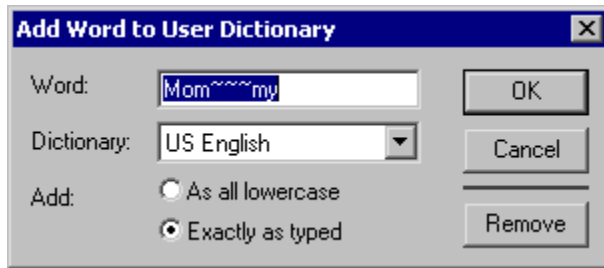
- Open the **Intermediate Exercise 4.T65** template file from the **PageMaker 6.5 Intermediate Work Folder**.
- With the **Pointer** tool, select the first column on **Page 2**.
- Press the **Ctrl + E** key combination to open the **Story Editor**.
- Press the **Ctrl + L** key combination to open the **Spelling** dialog box.
- Click the **Start** button in the **Spelling** dialog:



- If you do not see word **Mommy** as the first **Unknown word**, click the **Ignore** button to skip the misspelled words until you get to the word **Mommy**.
- When the word **Mommy** appears in the **Change to** field, click the **Add** button:



- Look at how the word will be **hyphenated**.
- Check the to make sure the following have been set and **OK**:

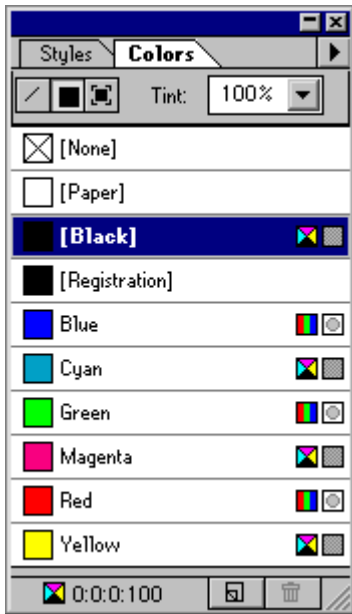


- Press the **Ctrl + E** key combination to **Exit** the **Story Editor**.
- Press the **Ctrl + S** key combination to save your progress.
- **Save** the publication as **Intermediate Exercise 5.p65** in the **PageMaker 6.5 Intermediate Work Folder**.
- **Close** the publication.

Color Management

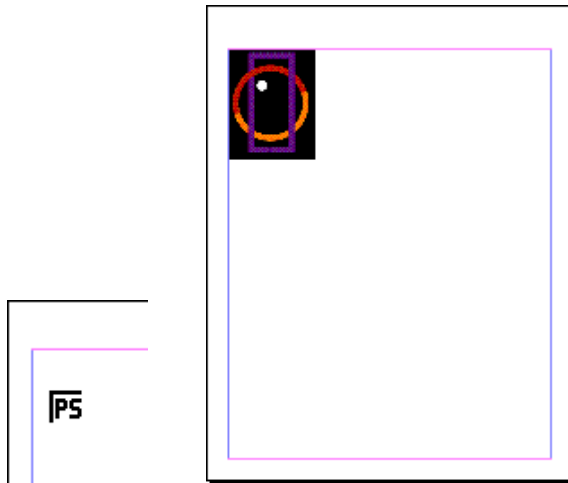
Importing Colors

- Open the **Intermediate Exercise 5.p65** file from the **PageMaker 6.5 Intermediate Work Folder**.
- Go to page 1.
- Select the **Master Page** icon.
- Show the **Colors** palette:

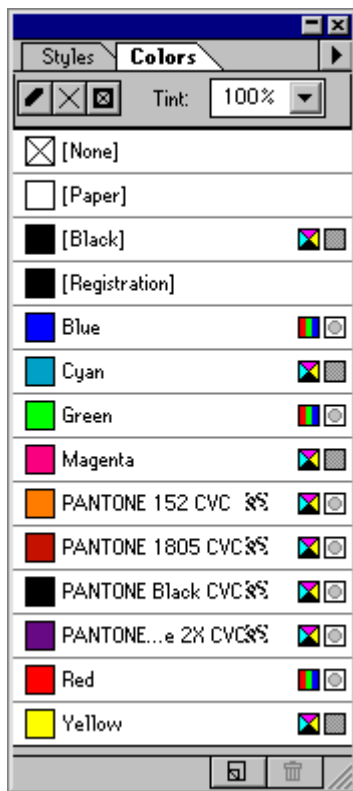


- Press the **Ctrl + D** key combination to open the **Place** dialog box.
- Open the **Logo - Pantone.eps** file from the **PageMaker 6.5 Intermediate Samples** folder.

- Place the image onto the page:

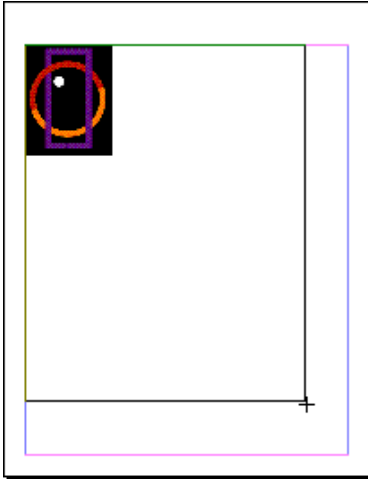


- Take a look at the **Colors** palette, there should be some new **PANTONE** colors added to the list:

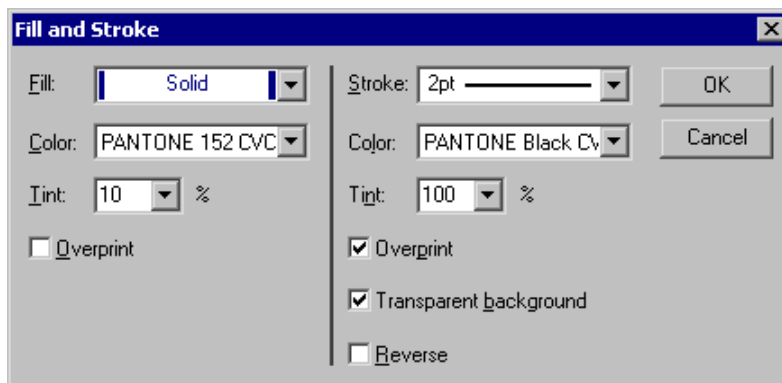


- Hide the **Colors** palette.
- Select the **Rectangle** tool.

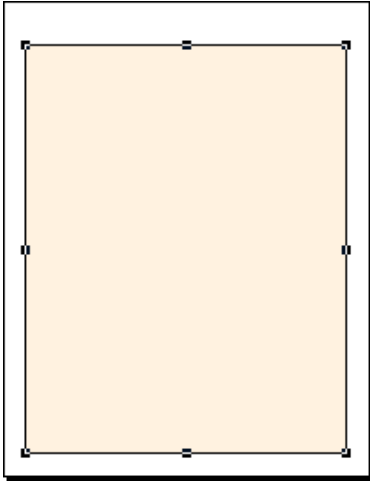
- Draw a box from the top left corner of the margin to the bottom right corner of the margin:



- From the main menu, choose **Element > Fill and Stroke**.
- Enter the following settings into the **Fill and Stroke** dialog box and **OK**:



- **Save** your progress:

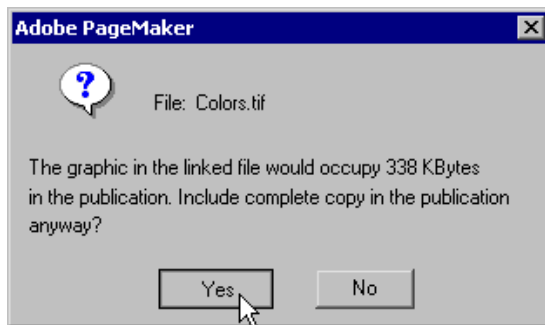


- Press the **Shift + Ctrl + S** key combination to open the **Save** dialog box.
- **Save** the publication as a **Template** file in the **PageMaker 6.5 Intermediate Work Folder**.
- **Close** the publication.
- Open the **Intermediate Exercise 5.p65** and **Intermediate Exercise 5.T65** files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

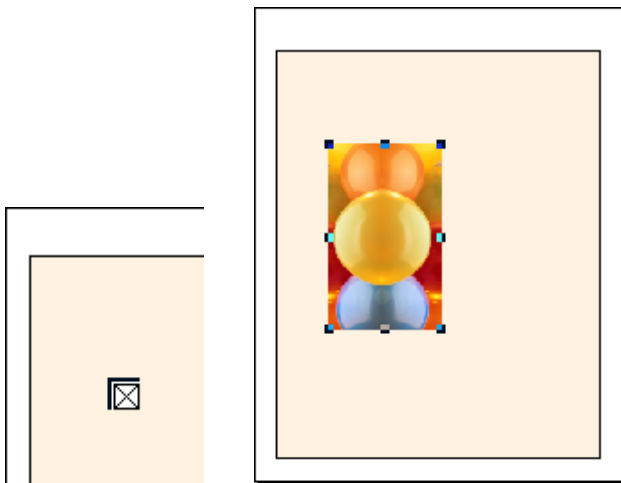
Pictures

Applying Photo Effects

- Open the **Intermediate Exercise 5.T65** template file from the **PageMaker 6.5 Intermediate Work Folder**.
- Press the **Ctrl + D** key combination to open the **Place** dialog box.
- Open the **Colors.tif** file from the **PageMaker 6.5 Intermediate Samples** folder.
- Click the **Yes** button, on the **Image Size** prompt:

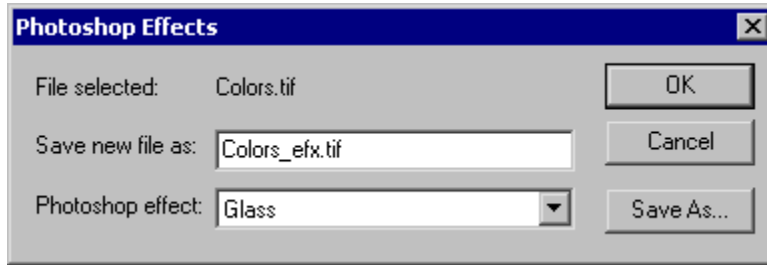


- Click the mouse button to place the image onto the page:

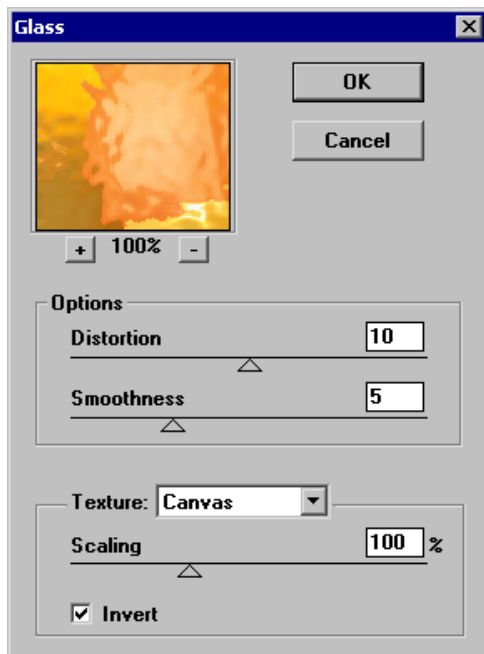


- With the placed image still selected, from the main menu, choose **Element > Image > Photoshop Effects**.

- Enter the following settings into to the **Photoshop Effects** dialog box:



- Once you select an effect, click the **OK** button.
- Adjust** the **settings** of the effect that you will be using:



- If you do not like the effect you have chosen, repeat steps **6 through 9**, and change your effect choice.

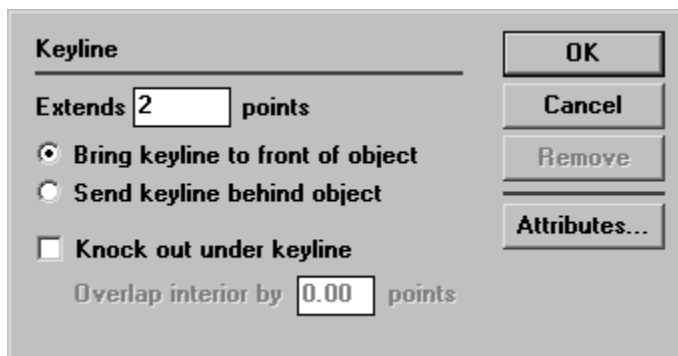
- When you are happy with the effect, click the **OK** button to apply the effect:



- Press the **Ctrl + S** key combination to save your progress.
- Save the publication as **Intermediate Exercise 6.p65** in the **PageMaker 6.5 Intermediate Work Folder**.

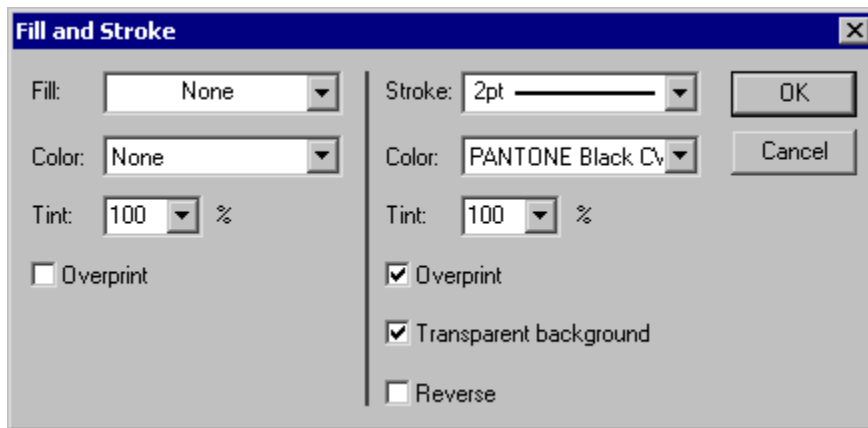
Inserting Keylines

- Still in the **Intermediate Exercise 6.p65** file, with the **Pointer** tool, select the placed **Colors_efx.tif** image on the page.
- From the main menu, choose **Utilities > Plug-ins > Keyline**.
- Enter the following settings into the **Keyline** dialog box:



- Click the **Attributes** button.

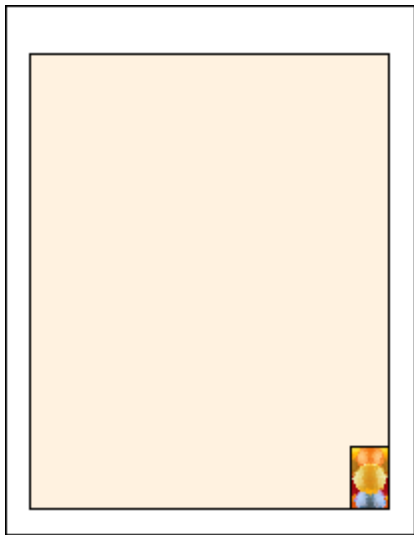
- Enter the following settings into the **Fill and Stroke** dialog box and **OK** twice to close both dialog boxes:



- With the image still selected, use the **Control** palette to scale the image to **30%**:



- Place the image at the lower right corner of the page, inside the colored box:

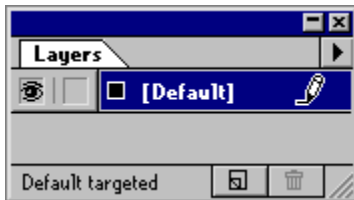


- Press the **Ctrl + S** key combination to save your progress.
- Press the **Shift + Ctrl + S** key combination to open the **Save** dialog box.
- Save the publication as a **Template** file in the **PageMaker 6.5 Intermediate Work Folder**.
- Close** the publication.
- Open the **Intermediate Exercise 6.p65** and **Intermediate Exercise 6.T65** files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

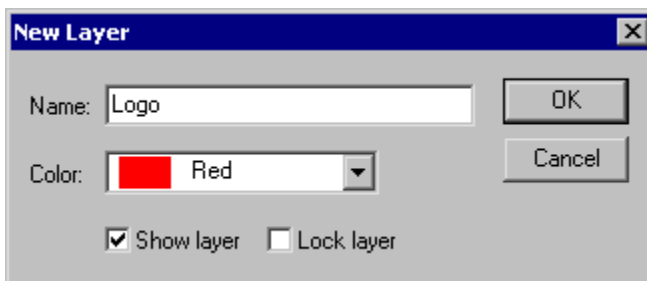
Working With Multiple Objects

Using Layers

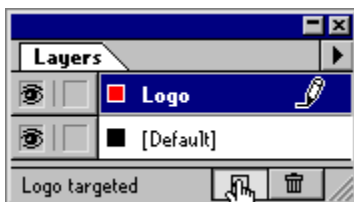
- Open the **Intermediate Exercise 6.T65** template file from the **PageMaker 6.5 Intermediate Work Folder**.
- From the main menu, choose **Window > Show Layers**:



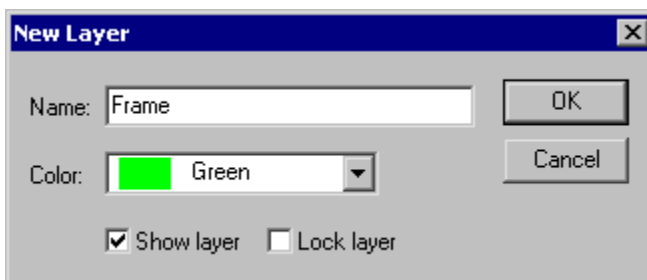
- From the **Layers** palette menu, select the **New Layer** command.
- Enter the following settings into the **New Layer** dialog box and **OK**:



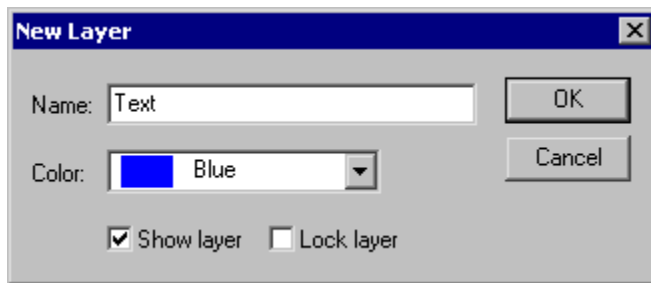
- Click the **New Layer** icon at the bottom on the layers palette:



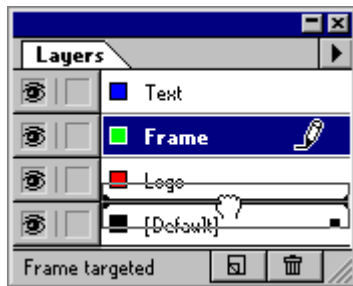
- Enter the following settings into the **New Layer** dialog box and **OK**:



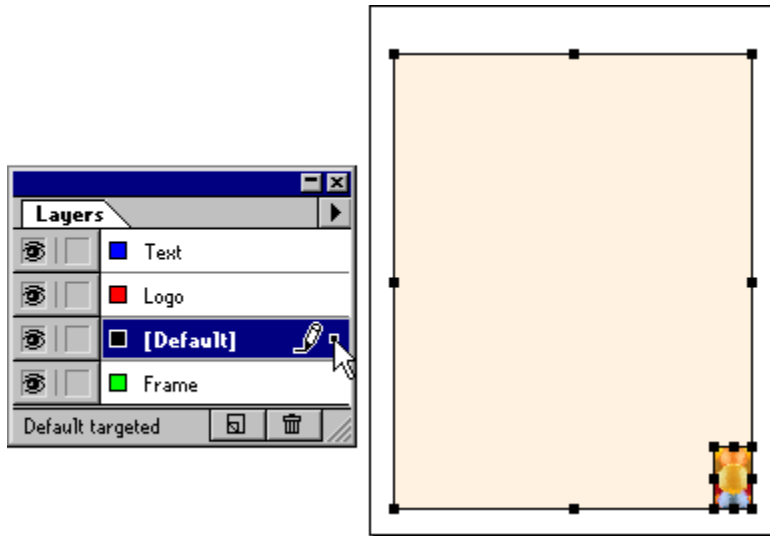
- Click the **New Layer** icon again.
- Enter the following settings into the **New Layer** dialog box and **OK**:



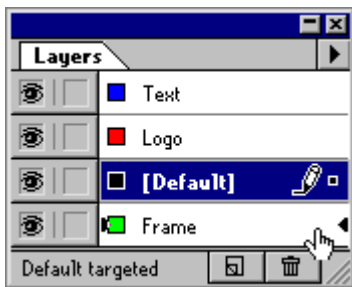
- Click and drag the **Frame** layer to the very bottom of the list (below the **Default** layer):



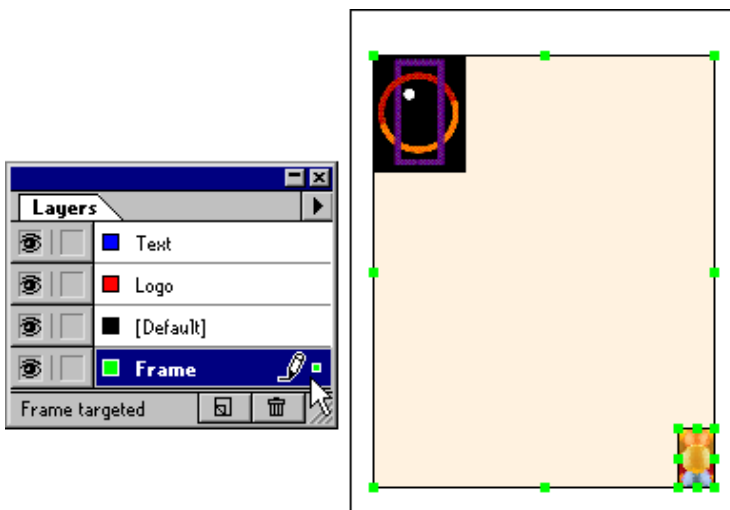
- With the **Pointer** tool, select the **Colored Box**, and the image with the keyline on the page.
Note: remember to use the **Shift** button to select multiple images:



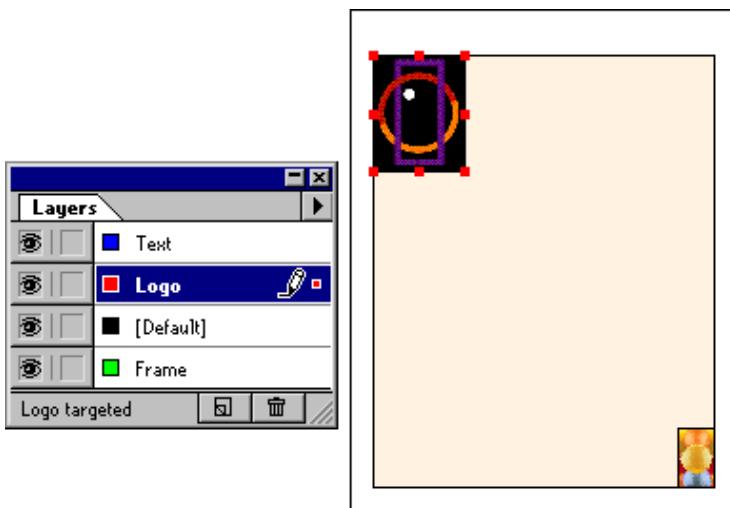
- With the two objects selected, click and drag the **Small** colored **Dot** on the right of the **Default** layer to the **Frame** layer:



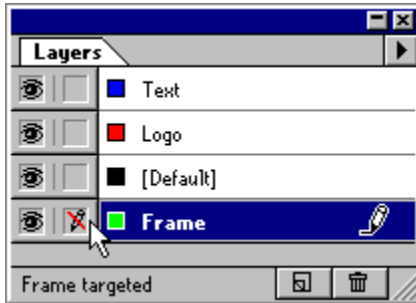
- Notice that the **Logo** image has now been revealed:



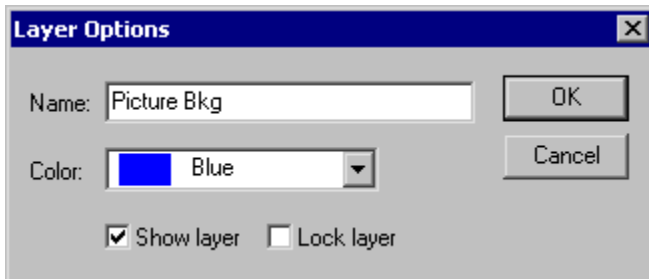
- Select the **Logo** image.
- Click and drag the **Small** colored **Dot** from the **Default** layer to the **Logo** Layer:



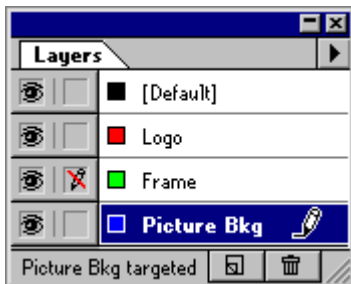
- Click the **Lock Layer** box, to lock the **Frame** layer:



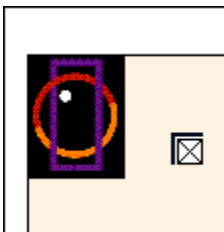
- Select the **Text** layer.
- From the **Layers** palette menu, select the **Layer Options** command.
- Enter the following **Change** to the **Layers Option** dialog box and **OK**:



- Click and drag the **Default** layer to the top of the list.
- Click and drag the **Picture Bkg** layer to the bottom of the list:



- Press the **Ctrl + D** key combination to open the **Place** dialog box.
- Open the **Background.jpg** file from the **PageMaker 6.5 Intermediate Samples** folder:



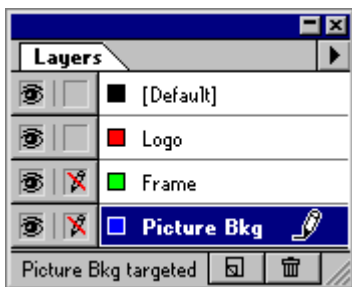
- Click the mouse button and **place** the image:



- Using the **Control** palette, enter the following settings:



- Click the **Apply** button (if needed) to apply your changes.
- Lock the **Picture Bkg** layer:



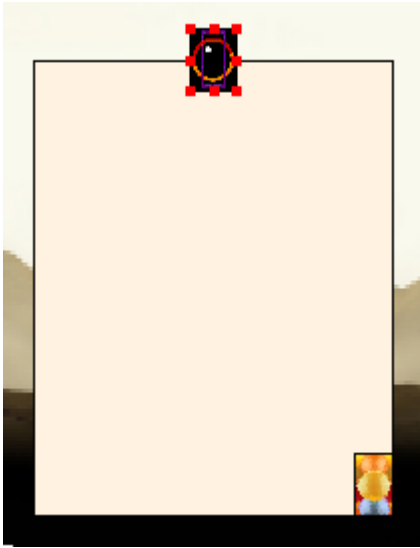
- With the **Pointer** tool, select the **Logo** image.
- Using the **Control** palette, select the center **Reference point** of the **Proxy**:



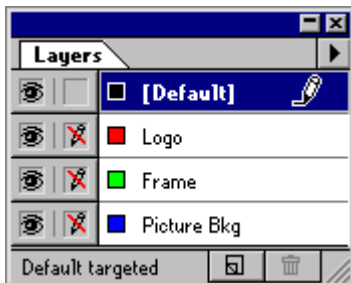
- Enter the following settings:



- Click the **Apply** button to confirm you settings:

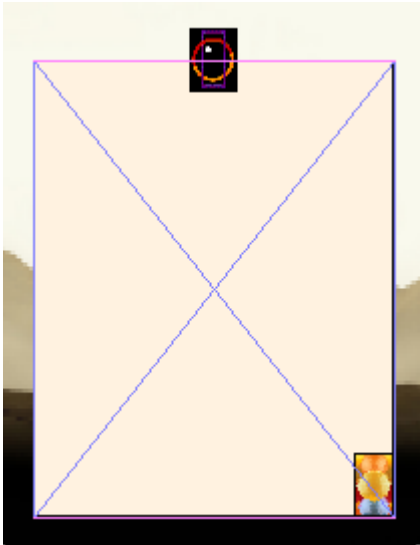


- Lock the **Logo** layer.
- Select the **Default** layer:

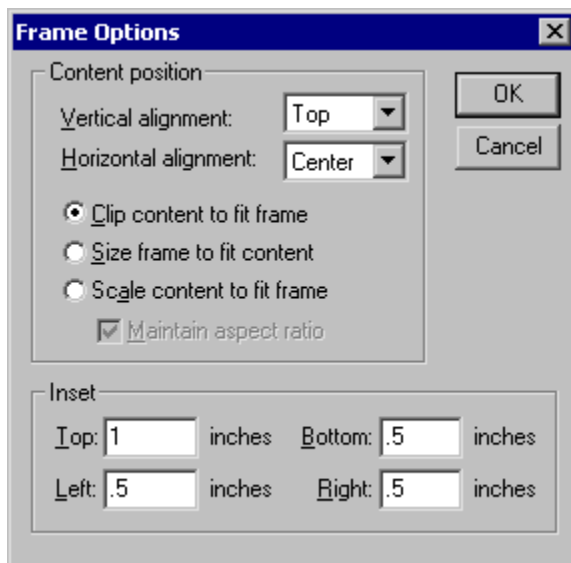


- Go to page 1.
- Press the **Ctrl + S** key combination to save your progress.
- Save the publication as the **Intermediate Exercises 7.p65** in the **PageMaker 6.5 Intermediate Work Folder**.

- With the **Default** layer still selected, choose **Rectangle Frame** tool from the tools palette.
- Draw a frame that is the same size as the colored box (use the guides to help you):

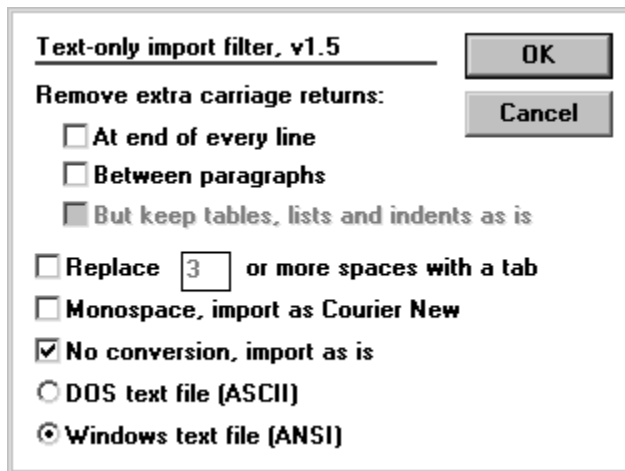


- With the **frame** still selected, press the **Ctrl + Alt + F** key combination to open the **Frame Options** dialog box.
- Enter the following settings into the **Frame Options** dialog box and **OK**:



- Press the **Ctrl + U** key combination to open the **Fill and Stroke** dialog box.
- Set the frame to have a **Fill** of **None** and a **Stroke** of **None** and **OK**.
- With the **frame** still selected, press the **Ctrl + D** key combination to open the **Place** dialog box.

- Open the **Letter.txt** file from the **PageMaker 6.5 Intermediate Samples** folder.
- Enter the following settings into the **Text-only import filter** and **OK**:



- With the **Text** tool, select all the text in the frame (use the **Ctrl + A** key combination).
- With the **Control** palette in **Character view**, enter the following settings:

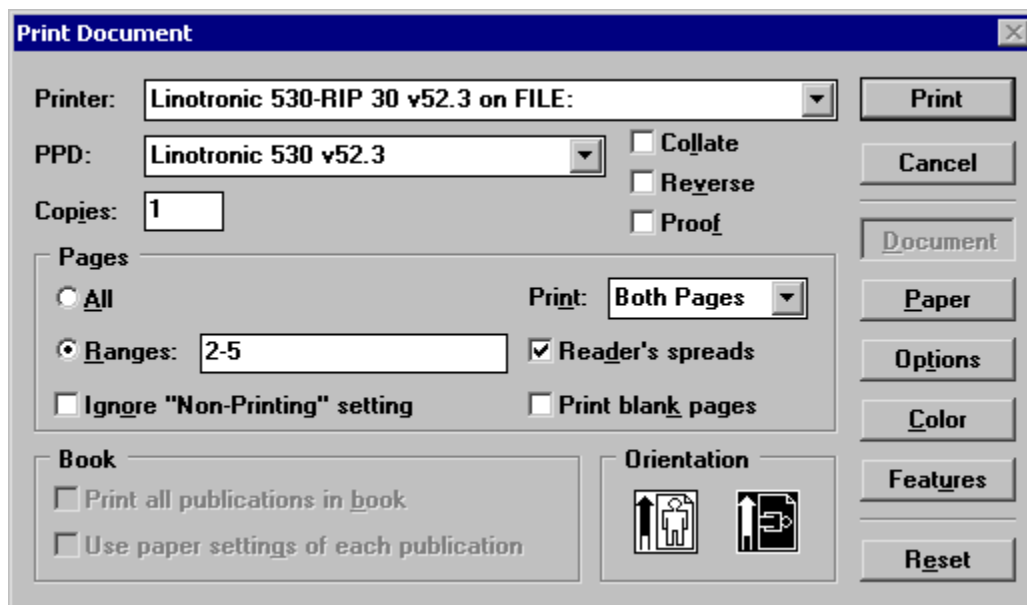


- Press the **Apply** button (if needed) to apply your changes.
- Press the **Ctrl + S** key combination to save your progress.
- Press the **Shift + Ctrl + S** key combination to open the **Save** dialog box.
- **Save** the publication as a **Template** file in the **PageMaker 6.5 Intermediate Work Folder**.
- **Close** the publication.
- Open the **Intermediate Exercise 7.p65** and **Intermediate Exercise 7.T65** files from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

PostScript Printing

Printing Spreads

- Open the *Intermediate Exercises 7.p65* file from the **PageMaker 6.5 Intermediate Work Folder**.
- **Go to page 2.**
- Press the **Ctrl + P** key combination to open the **Print Document** dialog box.
- Enter the following settings into the **Print Document** dialog box:

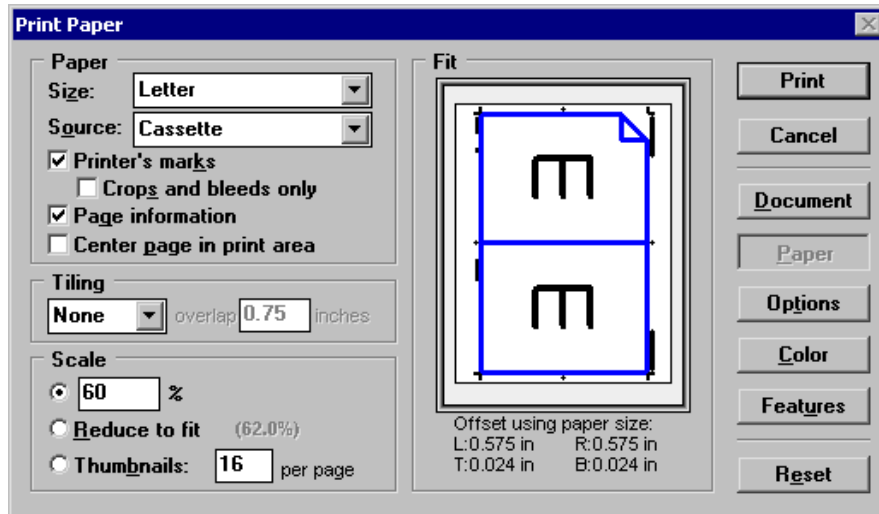


Printer: **Any available Postscript Printer**
PPD: **Any available PPD for the Postscript Printer**
Copies: **1**
Range: **2-5**
Reader's spreads: **Checked**
Orientation: **Landscape**

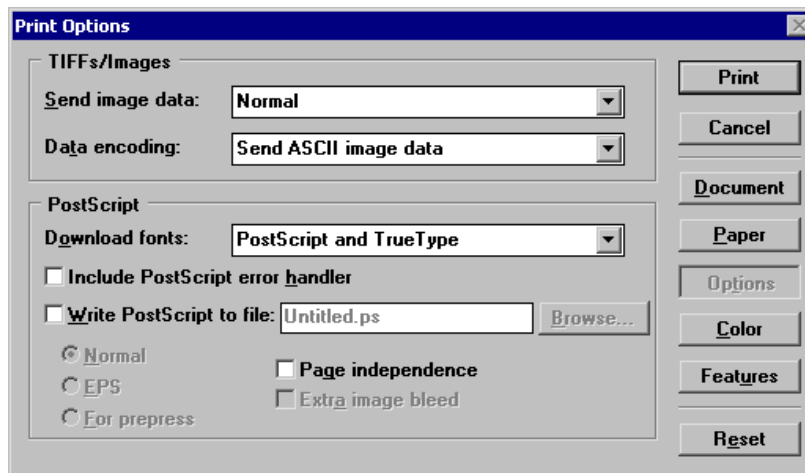
- Click the **Paper** button and continue with the next exercise.

Tiling and Scaling

- Still in the *Intermediate Exercises 7.p65* file, enter the following settings into the **Print Paper** dialog box:



- Click the **Options** button.
- Enter the following settings into the **Print Options** dialog box:



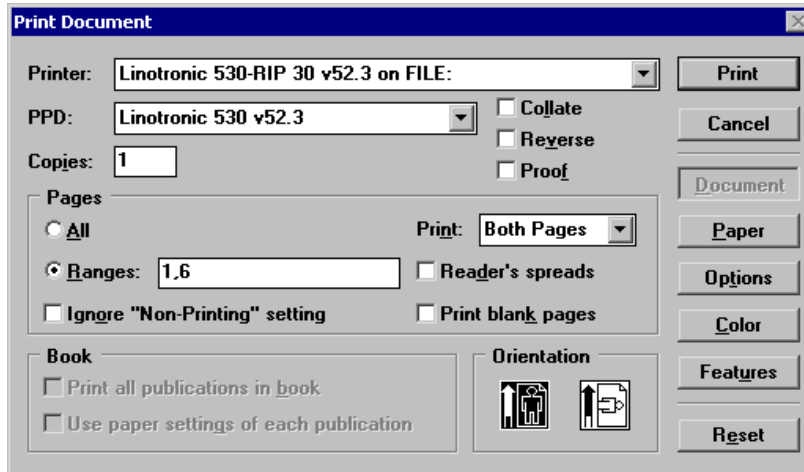
- Click the **Print** button to print pages 2-5 as **Spreads**:



- Open the **Spreads.pdf** file from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

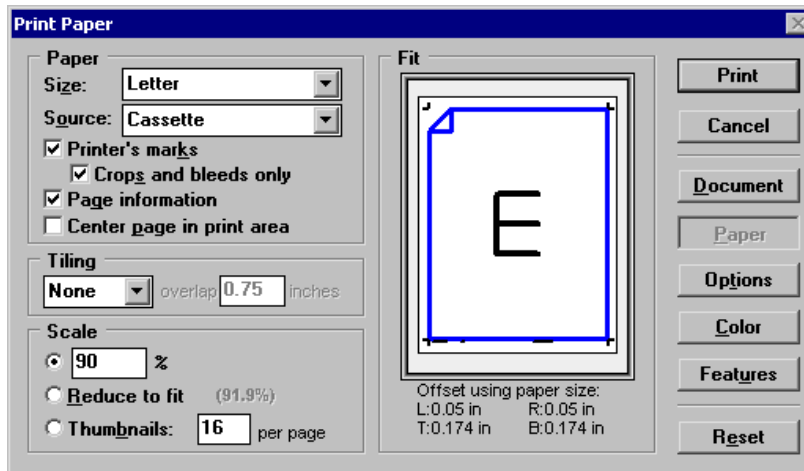
Printing Bleeds

- Still in the **Intermediate Exercises 7.p65** file, **Go to page 1**.
- Press the **Ctrl + P** key combination to open the **Print Document** dialog box.
- Enter the following settings into the **Print Document** dialog box:

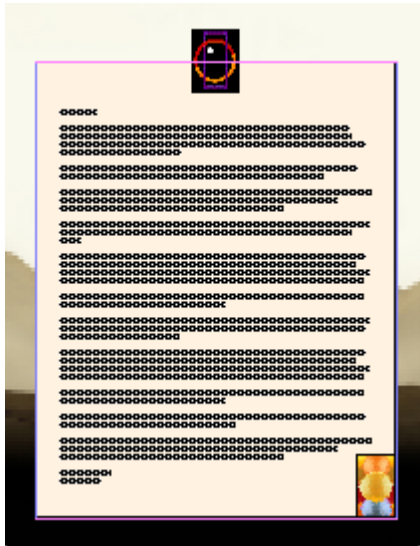


Printer: **Any available Postscript Printer**
 PPD: **Any available PPD for the Postscript Printer**
 Copies: **1**
 Range: **1,6**
 Reader's spreads: **Unchecked**
 Orientation: **Portrait**

- Click the **Paper** button.
- Enter the following settings into the **Print Paper** dialog box:



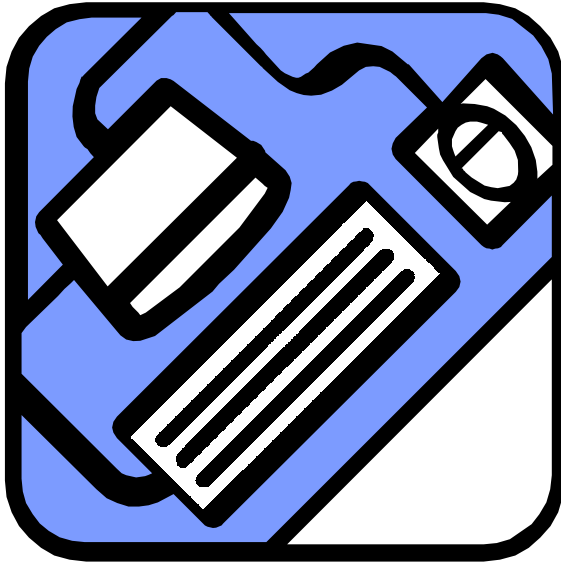
- Click the **Print** button to print Pages **1** and **6**:



- **Close** publication.
- Open the **Bleeds.pdf** file from the **PageMaker 6.5 Intermediate Samples** folder to see an example.

Adobe PageMaker 6.5 Advanced Level Training Manual

Corporate Edition



C C T G L O B A L . C O M

© 1995-2002 Cheltenham Computer Training
Crescent House
24 Lansdown Crescent Lane
Cheltenham
Gloucestershire
GL50 2LD, UK
Tel: +44 (0)1242 227200
Fax: +44 (0)1242 253200
Email: info@cctglobal.com
Internet: <http://www.cctglobal.com>

All trademarks acknowledged. E&OE.

© Cheltenham Computer Training 1995-2002 No part of this document may be copied without written permission from Cheltenham Computer Training unless produced under the terms of a courseware site license agreement with Cheltenham Computer Training.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Computer Training and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Computer Training shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Computer Training. Whilst every effort is made to eradicate typing or technical mistakes, we apologize for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

Sample versions of courseware from Cheltenham Computer Training

(Normally supplied in Adobe Acrobat format)

If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

For current license information

Cheltenham Computer Training reserves the right to alter the licensing conditions at any time, without prior notice. No terms or conditions will affect your rights as defined under UK law. Please see the site license agreement available at: **www.cctglobal.com/agreement**

Courseware Release Version 5.0

WORKING ON BOOKS	1
BOOKS	2
<i>Getting Started.....</i>	2
<i>Using the Book Publication Lists dialog box.....</i>	3
<i>Creating a Book list.....</i>	3
<i>Removing a Book list</i>	3
<i>Auto Renumbering Pages.....</i>	4
CREATING A TABLE OF CONTENTS	5
<i>Defining what goes into the Table of Contents.....</i>	5
<i>Using Styles to Mark paragraphs to be added to the Table of Contents.....</i>	6
<i>Create a Table of Contents Publication.....</i>	6
<i>Generating a Table of Contents in a stand-alone publication.....</i>	8
<i>Copying a Book list.....</i>	8
REVIEW QUESTIONS.....	9
LIBRARIES	11
WORKING WITH THE LIBRARIES PALETTE.....	12
<i>Displaying the Libraries palette</i>	12
<i>Using the Library Palette menu.....</i>	13
<i>Using the Library Palette menu Display commands.....</i>	13
<i>Using the Library palette.....</i>	14
<i>Opening an Existing Library</i>	15
<i>Deleting an Existing Library</i>	15
<i>Adding Library objects</i>	15
<i>Removing Library objects.....</i>	16
<i>Placing Library objects</i>	16
SEARCHING THE LIBRARY.....	17
<i>Cataloging and Searching for Library objects</i>	17
<i>Editing the Library</i>	18
<i>Searching the Library.....</i>	18
<i>Displaying all the items in the Library palette</i>	19
REVIEW QUESTIONS.....	20
ADVANCED PLUG-INS	21
ADDING HEADERS AND FOOTERS	22
<i>Using Headers and Footers.....</i>	22
<i>Using the Running Headers and Footer dialog box</i>	23
<i>Positioning Headers Footers.....</i>	23
<i>Using the Preview dialog box.....</i>	24
<i>Previewing Headers and footers.....</i>	25
USING THE WORD COUNTER.....	26
<i>Using the Word Counter.....</i>	26
USING THE PUBLICATION CONVERTER	27
<i>Converting Publications</i>	27
USING EPS FONT SCANNER.....	29
<i>Scanning for Fonts in EPS files</i>	29
USING THE CHANGE CASE PLUG-IN.....	30
<i>Changing Cases.....</i>	30
BALANCING COLUMNS	31
<i>Balancing Columns.....</i>	31
REVIEW QUESTIONS.....	32
TABLES	33
WORKING WITH TABLES	34

<i>Using Tables</i>	34
<i>Creating New Tables</i>	34
<i>Setting up Table</i>	35
<i>Choosing the More button</i>	35
<i>Using the Border Weight options</i>	36
<i>Setting Colors for the Borders</i>	37
<i>Opening Existing Tables</i>	37
<i>Switching Between Tables</i>	37
<i>Saving a Table</i>	37
<i>Using OLE Tables</i>	38
<i>Creating OLE Tables</i>	38
<i>Creating an OLE Embedded Table</i>	38
EDITING TABLES	39
<i>Editing and Formatting Tables</i>	39
<i>Modifying Text in a Range of Cells</i>	40
<i>Selecting Text and Cells</i>	40
<i>Quickly selecting text in your table</i>	40
<i>Using the Text Attribute Palette</i>	40
<i>Using Vertical Decimal Alignment</i>	41
<i>Resizing rows and columns</i>	41
<i>Specifying a row and column size</i>	41
<i>Changing the Size of the Table</i>	42
<i>Adding and Deleting Rows and Columns</i>	42
<i>Grouping Cells</i>	43
<i>Using the Table Attributes Palette</i>	43
<i>Using Adobe Table's Color Dialog boxes</i>	44
EXPORTING TABLES.....	45
<i>Exporting Tables</i>	45
<i>Exporting Tables as Text</i>	45
<i>Exporting a Table as a Graphic</i>	46
IMPORTING TABLES	47
<i>Importing Table Data</i>	47
<i>Importing a Table with the Place Command</i>	48
<i>Using Excel and Word Tables</i>	48
REVIEW QUESTIONS.....	49
ADVANCED TYPE.....	51
HORIZONTAL SPACING.....	52
<i>Using Kerning</i>	52
<i>Using Tracking</i>	53
VERTICAL SPACING	54
<i>Using Leading</i>	54
<i>Using the Baseline Shift</i>	55
HYPHENATIONS	56
<i>Using Hyphenations</i>	56
REVIEW QUESTIONS.....	57
ADVANCED COLOR.....	59
WHAT IS CMS?	60
<i>Using CMS</i>	60
<i>Working with CMS</i>	61
<i>Turning Off CMS</i>	61
REVIEW QUESTIONS.....	62
SCRIPTS	63
WORKING WITH SCRIPTS	64

<i>Displaying the Scripts palette</i>	64
<i>Using the Scripts palette menu</i>	65
<i>Creating Scripts</i>	65
<i>Adding Scripts</i>	66
<i>Removing and Restoring Scripts</i>	66
<i>Running Scripts</i>	66
EDITING SCRIPTS	67
<i>Editing Scripts</i>	67
<i>Tracing Scripts</i>	68
REVIEW QUESTIONS.....	69
PREPRESS FUNDAMENTALS	71
TROUBLE-SHOOTING	72
<i>Trouble-Shooting the Publication</i>	72
<i>Checking your Images</i>	72
<i>Checking your Fonts</i>	73
<i>Checking Images and Colors</i>	73
<i>Updating Links</i>	74
TRAPPING	75
<i>Using Trapping Terms</i>	75
USING SAVE FOR SERVICE PROVIDER	76
<i>Using the Save for Service Provider Plug-in</i>	76
<i>Generating Reports</i>	79
<i>Saving files for Service Provider</i>	79
REVIEW QUESTIONS.....	81
PAPERLESS PRINTING.....	83
PRINTING WITHOUT PAPER	84
<i>Printing to an EPS</i>	84
<i>Printing to a File</i>	85
CREATING PDF FILES	87
<i>Exporting PDF files</i>	87
<i>Converting PageMaker document to a PDF</i>	88
<i>Setting Paper Sizes</i>	88
<i>Saving and Reusing settings</i>	89
REVIEW QUESTIONS.....	90
WEB PUBLISHING.....	91
EXPORTING HTML	92
<i>Preparing to Export to HTML</i>	92
<i>Converting publications to HTML</i>	94
REVIEW QUESTIONS.....	96

Working on Books

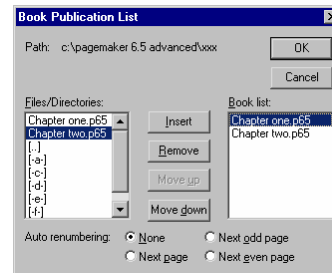
When you have completed this learning module you will have seen how to:

- Get started
- Use the Book Publication Lists dialog box
- Create a Book list
- Remove a Book list
- Auto renumber pages
- Create an Index
- Add an Index entry
- Cross-reference an entry
- Define what goes into the Table of Contents
- Use Styles to Mark paragraphs to be added to the Table of Contents
- Create a Table of Contents Publication
- Generate a Table of Contents in a stand-alone publication
- Copy a Book list

Books

Books

- PageMaker is a great application for creating long publications.
- With Tools like the **Book Publication List**, **Indexing** and a **Table of Contents**, you will be able to better organize your long Publications.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 2

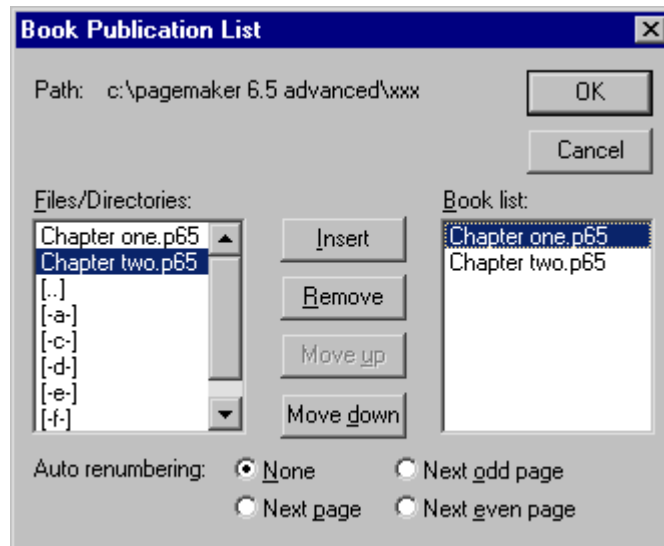
Getting Started

- PageMaker is a great application for creating long publications. With Tools like the **Book Publication List**, **Indexing** and a **Table of Contents**, you will be able to better organize long Publications.

Note: When you are trying to organize long publications it is best to split them into **chapters**, setting up each chapter as a separate PageMaker publication.

Using the Book Publication Lists dialog box

- The **Books Publication List** manages the publications that form to create the book.
- From the main menu, choose **Utilities > Book** to open the **Book Publication List** dialog box:



Creating a Book list

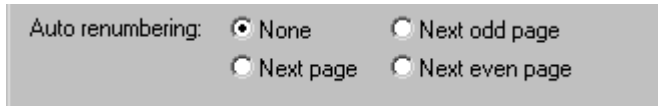
- Open the publication in which you would like to create the Book List.
 - From the main menu, choose **Utilities > Book**.
 - In the **Files/Directories** window, locate the publication you want to insert.
 - Select the publication and click the **Insert** button
- OR** double-click **the name** of the publication to insert it into the **Book list** Window.
- Use the **Move up** and **Move down** buttons to arrange the order of the books lists and press the **OK** button.
- Note:** If you will be adding a **Table of Contents** to your book, it's best to create a separate **Table of Contents** publication to build your Book list.

Removing a Book list

- From the main menu, choose **Utilities > Book**.
- Select the publication you would like to remove from the **Book list** window.
- Click the **Remove** button then click the **OK** button.

**Auto
Renumbering
Pages****To Auto renumber the pages in the Book list:**

- Open the Publication containing the Book list.
- From the main menu, choose **Utilities > Book**.
- Choose one of the **Auto Page numbering** options:



None – This option will disable the **Auto Page numbering** option.

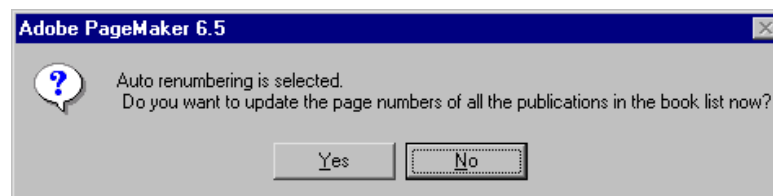
Next Page – This option will **number the pages** so that the next book in the list will continue the numbering from where the previous book leaves off.

Example: If the previous book ends at page 10, the next book will continue from page 11.

Next Odd Page – This option will number the pages so that the next page in the list will begin numbering from the next available odd number. So, if the previous book ends at page 11, the next book will continue from page 13. Use this option if you want all the books to start on the right-hand side. **PageMaker** will insert a page with the **Document Master** attributes applied to it to make up for the missing page.

Next Even Page – This option will number the pages so that the next page in the list will begin numbering from the next available even number. So if the previous book ends at page 10, the next book will continue from page 12. Use this option when you want all the pages to start on the left-hand side. **PageMaker** will insert a page with the **Document Master** attributes applied to it to make up for the missing page.

- Click the **OK** button and confirm your choice. Then click the **Yes** button on the **Auto renumber** prompt:

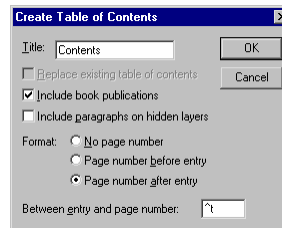


Note: You must have **Page number markers** already placed in your publication in order for the auto renumbering to work.

Creating a Table of Contents

Creating a Table of Contents

- Once you decide what will go into your Table of Contents, you will need to mark the paragraph for inclusion into the table.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 3

Defining what goes into the Table of Contents

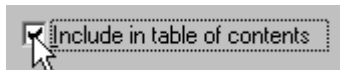
- Once you decide what will go into your **Table of Contents**, you will need to mark the paragraph for inclusion into the Table.

To include specific text into your Table of Contents:

- With the Text tool selected, place the cursor into the desired paragraph.
- Press the **Ctrl + M** key combination

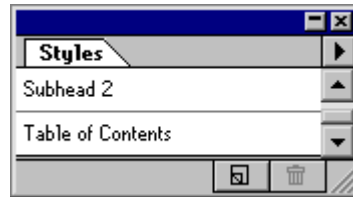
OR from the main menu, choose **Type > Paragraph** to display the **Paragraph Specifications** dialog box.

- Check the **Include in Table of Contents** checkbox and click the **OK** button:



Using Styles to Mark paragraphs to be added to the Table of Contents

- To speed up the **Marking** process you will need to create a **Style** so that you can quickly and easily add items to your **Table of Contents**.
- To Define a Style with the Table of Contents option:**
- Press the **Ctrl + B** key combination
- OR** from the main menu, choose **Window > Show Style** to display the **Styles Palette**.
- Click the **New Style** button to display the **Style Options**, and name your style.
 - Click the **Paragraph** button, and check the **Include in Table of Contents** checkbox.
 - Click the **OK** button twice to return to the publication window with the new style added:



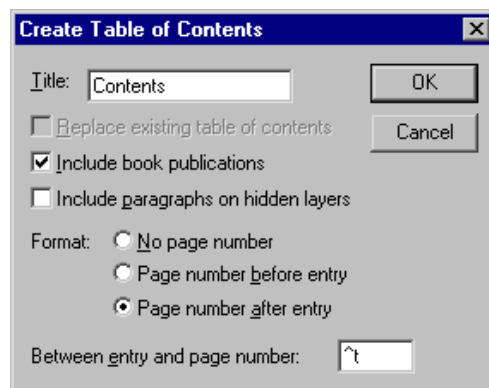
Note: If you base a style on another style, make sure you uncheck the **Include in Table of Contents** checkbox, unless this option is desired for the specified style.

Create a Table of Contents Publication

- When creating a book, it is best to create a separate publication for the **Table of Contents**. If possible, use the **Table of Contents** publication to build your **Book list**.

To generate the Table of Contents in a publication that contains the Book list:

- Open the Publication containing the **Book list**.
- Make sure the **Book lists** are complete and up-to-date.
- From the Main menu, choose **Utilities > Create TOC** to display the **Create Table of Contents** dialog box:



- Enter a **Title** of up to **30 characters** into the **Title** field or use the default **Contents** title, and then check any of the following options:
- **Replace existing Table of Contents** – Checking this box will **automatically update** an existing Table of Contents.

Note: This option is unavailable when you first create a Table of Contents, so you have to place the Table yourself.
- **Include Book publication** – Checking this box will check the Table of Contents for all the publications listed in the Book list.

Note: Uncheck this box if you only want to create a Table of Contents for the **current publication**.
- **Include paragraphs on hidden layers** – Checking this box will include paragraphs on hidden layers in your Table of Contents.

Note: It is best to leave this box unchecked unless you have a specific reason to add the hidden paragraphs into your **Table of Contents**.
- Select one of the **Format** options:

No Page Number – This option sets the **Table of Contents** with any numbers.

Page number before entry – This option causes the numbers to appear before the marked entry.

Page number after entry – This option causes the numbers to appear at the end of the marked entry.
- In the **Between entry and page number** field, enter up to seven character of what you would like to add between the entry and the page number

OR use the **PageMaker** default **^t**, which will give you a **Tab**.
- Click the **OK** button to return to the publication and use the new **Loaded Text** icon to place the **Table of Contents**

OR if you have checked the **Replacing existing Table of Contents** checkbox, the existing table will be updated for you.

Generating a Table of Contents in a stand-alone publication

- You can also generate a **Table of Contents** for publications that now contain **Book lists**.

To Generate the Table of Contents for a stand-alone publication:

- Open the publication to which you would like to add the **Table of Contents**.
- Make sure you have **marked** all the text you want to be added to your Table of Contents.
- From the main menu, choose **Utilities > Create TOC**.
- Enter a **Title** into the **Title** field

OR use the default **Contents** title, and then check any of the checkboxes that apply.

- Select the desired **Format** option and click the **OK** button.

Copying a Book list

- If the **Publication** you are **generating** the **Table of Contents** in does not contain a **Book list**, you will have to copy the book list.

To Copy the Book list:

- Open the publication containing the **Book list**, and make sure the **Table of Contents** publication is added into the **Book list**.
- From the main menu choose **Utilities > Book** while pressing the **Ctrl** key.

Note: Every publication will now have a copy of the **Book lists**. If you make changes to any of the **Book lists**, you will have to repeat this step to update the **Book lists**.

Review Questions

Review Questions



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 4

How would you:

- Get Started?
- Use the Book Publication Lists dialog box?
- Create a Book list?
- Remove a Book list?
- Auto renumber pages?
- Create an Index?
- Add an Index entry?
- Cross-reference an entry?
- Define what goes into the Table of Contents?
- Use Styles to Mark paragraphs to be added to the Table of Contents?
- Create a Table of Contents Publication?
- Generate a Table of Contents in a stand-alone publication?
- Copy a Book list?

Libraries

When you have completed this learning module you will have seen how to:

- Display the Libraries palette
- Use the Libraries palette
- Create a New Library
- Delete an Existing Library
- Add and Remove Library objects
- Place Library objects
- Catalog and Search for Library objects

Working with the Libraries Palette

Working with the Libraries Palette

- The Libraries palette allows you to store and have easy access to an infinite number of graphics, phrases and bullets.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 5

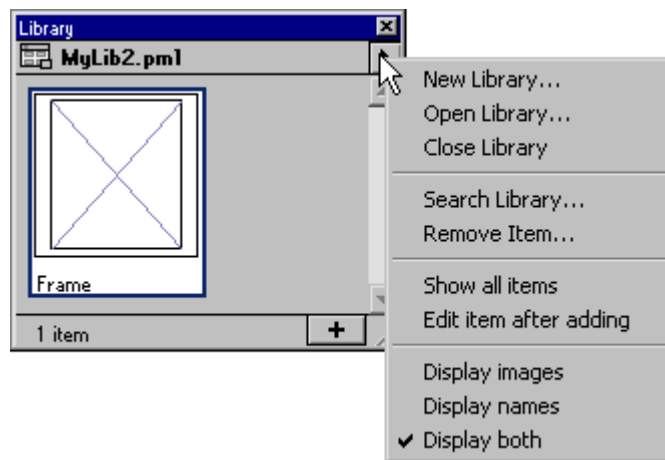
Displaying the Libraries palette

- The **Libraries palette** allows you to store and have easy access to an infinite number of **graphics, phrases and bullets**. Anything that can be copied using the pointer tool can be added to the **Library**.
- From the main menu, choose **Windows > Plug-in Palettes > Show Library**:



Using the Library Palette menu

- The **Library** palette menu contains all the tools you need to manage the **Library** palette:

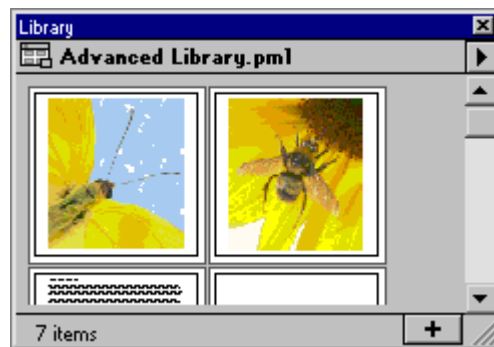


The Library palette menu commands are:

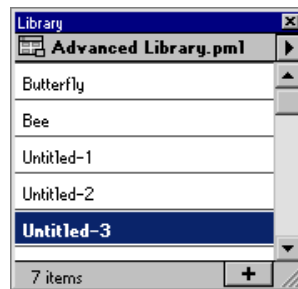
- **New Library** - this command is used to create new libraries.
- **Open Library** - this command is used to open existing libraries.
- **Close Library** - this command is used to close the current library.
- **Search Library** - this command is used to search for a specific item in the library.
- **Remove Item** - this command is used to delete items from the library.
- **Show All Items** - this command is used to display the full list of items after you have used the search command to locate specific items.
- **Edit Item After Adding** - this command is used to edit the items as soon as you place them into the library.

Using the Library Palette menu Display commands

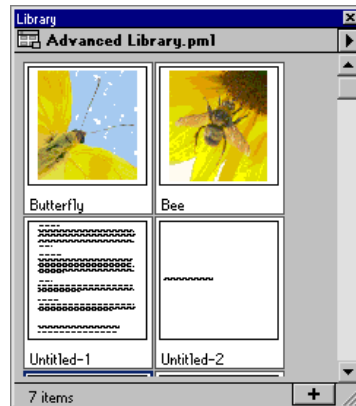
- **Display Images** - this command is used to only display the thumbnail of the items in the library:



- **Display Names** - this command is used to only display the names of the item in the library:



- **Display Both** - this command is used to display both the name and thumbnail of the items in the library:

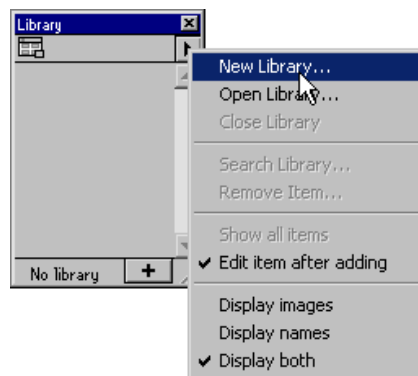


Using the Library palette

- **Libraries** are useful when they are used regularly.
- They can be created ahead of time and stored on the server.

To create a New Library:

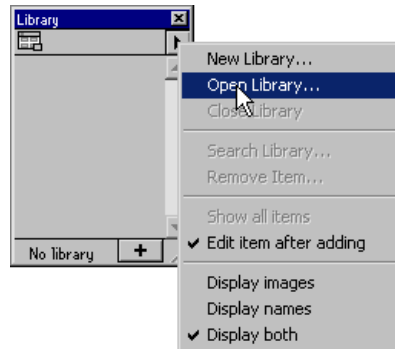
- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.
- From the palette menu, select the **New Library** command:



- Decide where you would like to store the library and enter a name for the new library into the **File Name** field then press the **OK** button.

Opening an Existing Library

- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.
- From the palette menu, select the **Open Library** command:



- Find the location of the desired **Library** and click the **Open** button.

Deleting an Existing Library

- Locate the file through the **Windows Explorer** window.
- Select the file and from the main menu, choose **File > Delete**.

Adding Library objects

- From the main menu, choose **Windows> Plug-in Palettes > Show Library**.
 - From the palette menu, select the **Open Library** command
- OR** select the **New Library** command to create a library.
- With the **Pointer** tool, select the object or objects from your publication that you would like to add.
 - Click the plus (+) icon at the bottom-right of the **Library** palette to add the item.

Note: If you have the **Edit item after adding** command checked, enter the information into the **Item Information** dialog box and press the **OK** button:

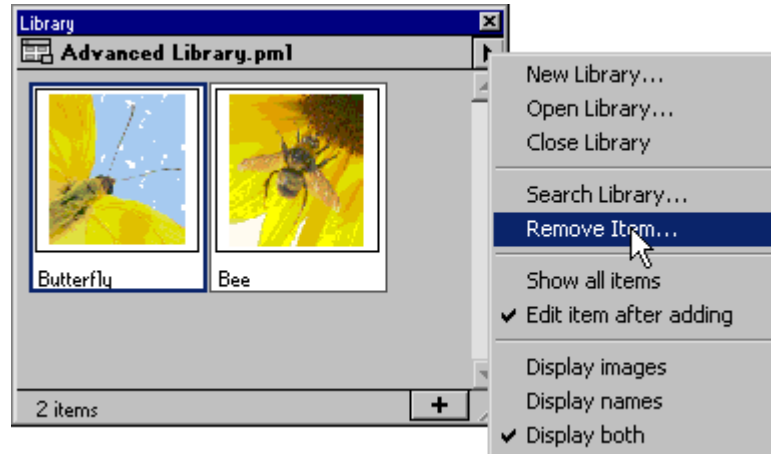
A screenshot of the 'Item information' dialog box. It has a title bar 'Item information'. On the left is a small preview window showing a sample of text. To the right of the preview are three text input fields labeled 'Title:', 'Author:', and 'Date:'. To the right of these fields are 'OK' and 'Cancel' buttons. Below the input fields are two large text areas labeled 'Keywords:' and 'Description:'.

Removing Library objects

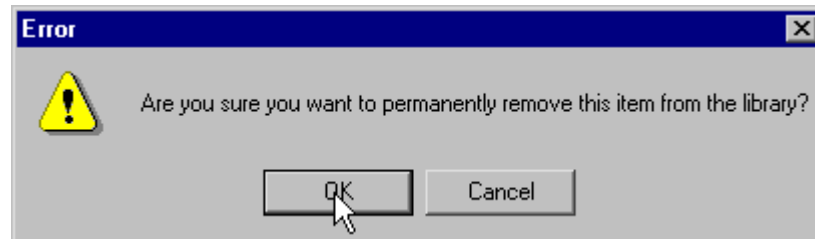
- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.

Note: If the library is not open, select the **Open Library** command from the palette menu and open the library.

- Select the item from the **Library** palette that you would like to remove.
- From the **Library** palette menu and choose the **Remove Item** command:



- Click the **OK** button when the error prompt appears:



Placing Library objects

To place a Library object on the page:

- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.
- From the palette menu, select the **Open Library** command.
- Click and drag the item from the Library onto the publication page.

Searching the Library

Searching the Library

- You can attach information to the objects so that you can locate it much easier.
- You can enter titles, enter the name of the person who created the object in the library, enter the date the object was created, or enter a short description of the object.

The image shows two screenshots of software dialog boxes. The top dialog box is titled 'Item information' and contains fields for 'Title' (set to 'Untitled-1'), 'Author' (set to 'John Doe'), and 'Date' (set to '1/01/2000'). There are also 'Keywords' and 'Description' text areas, and 'OK' and 'Cancel' buttons. The bottom dialog box is titled 'Search library' and contains three search fields: 'Search by keyword:', 'Search by author:', and 'Search by title:'. There is also a dropdown menu set to 'One keyword only' and 'Search' and 'Cancel' buttons.

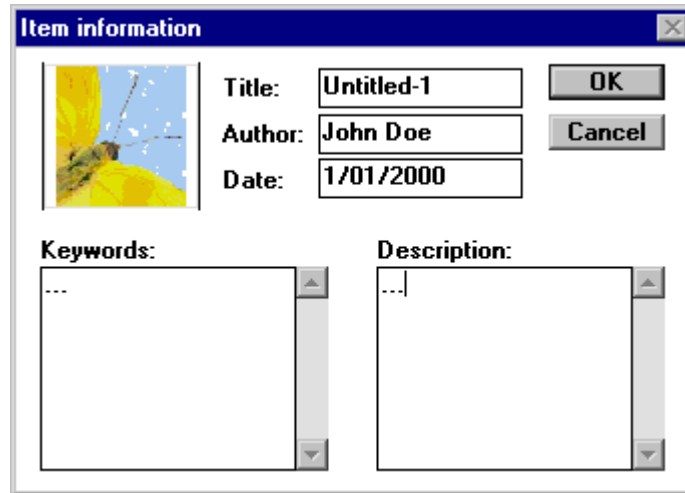
© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 6

Cataloging and Searching for Library objects

- You can attach information to the **objects** so that you can locate it much more easily.
- You can enter titles, enter the name of the person who created the object in the **library**, enter the date the object was created, or enter a short description of the object.
- By **cataloging the items**, objects can be located by author, title or keywords.

- From the **Library** palette menu, check the **Edit Item after Adding** command to allow the **Item Information** dialog box to appear each time an item is added to the library:



The 'Item information' dialog box has a title bar with a close button. It contains a small image of a yellow flower on the left. To the right of the image are three text input fields: 'Title:' with 'Untitled-1', 'Author:' with 'John Doe', and 'Date:' with '1/01/2000'. To the right of these fields are 'OK' and 'Cancel' buttons. Below the image and fields are two large text areas: 'Keywords:' and 'Description:', each with a vertical scrollbar.

Editing the Library

To edit the Library items:

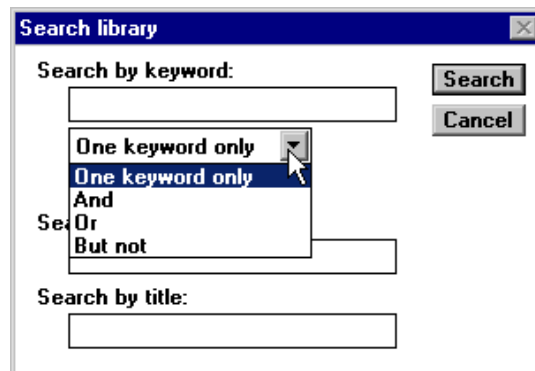
- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.
- From the palette menu, select the **Open Library** command.
- Double click on an item in the **Library** palette so the **Item Information** dialog box appears.
- Update the information fields and press the **OK** button.

Searching the Library

To search for Library objects:

- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.
- From the palette menu, select the **Search Library** command to display the Search Library dialog box.
- Enter the desired criteria of your search fields to search for the item by **Keyword, Author or Title**.

Note: In the keyword section, there will be a drop-down menu asking for the criteria of your search. From there you can choose to search by **Keyword Only**:

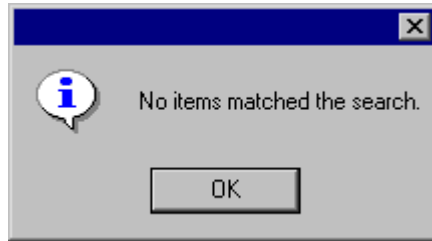


The 'Search library' dialog box has a title bar with a close button. It contains a 'Search by keyword:' label above a text input field. To the right of the input field are 'Search' and 'Cancel' buttons. Below the input field is a drop-down menu currently showing 'One keyword only'. A mouse cursor is pointing at the menu. Below the menu are the options 'And', 'Or', and 'But not'. Below these is a 'Search by title:' label above another text input field.

- When you have finished entering your **search criteria**, press the **Search** button.

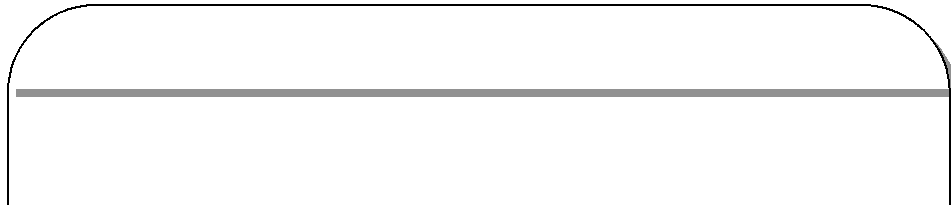
Note: The **Library** palette will now only display the items that meet the conditions.

- If the criteria has not been met, there will be a message **No items match the search** will be displayed:



Displaying all the items in the Library palette

- From the main menu, choose **Windows > Plug-in Palettes > Show Library**.
- From the **Library** palette menu, chose the **Show All Items** command.

Review Questions

Advanced Plug-Ins

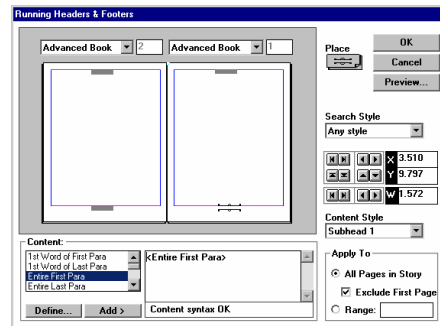
When you have completed this learning module you will have seen how to:

- Use Headers and Footers
- Use the Running Headers and Footer dialog box
- Position Headers Footers
- Use the Preview dialog box
- Preview Headers and footers
- Use the Word Counter
- Convert Publications
- Scan for Fonts in EPS files
- Change Cases
- Balance Columns

Adding Headers and Footers

Adding Headers and Footers

- When creating a book or a large publication, it's best to add in headers and footers to help breakup the pages and chapters so that readers can find what they need quickly and easily.

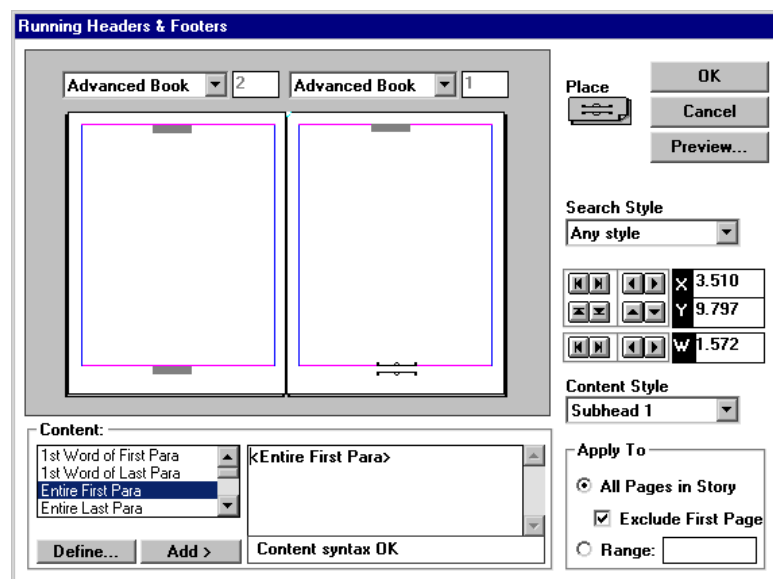


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 8

Using Headers and Footers

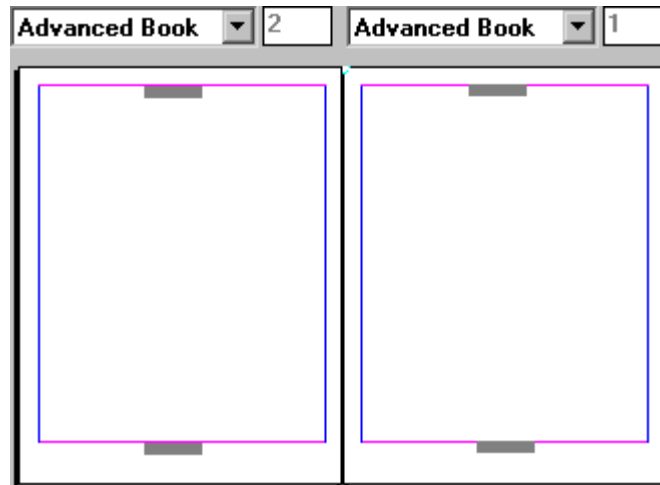
- When creating a **book** or a **large publication**, it's best to add **Headers and Footers** to break up the pages and chapters so readers can find what they need quickly and easily.
- The **Headers and Footers** can provide the necessary page and chapter information.
- From the main menu, choose **Utilities > Plug-ins > Running Headers & Footers**:



- The **Running Headers and Footers** plug-in only works on one story and on one publication at a time.
- You can define the **size and position** or **style** of the **Headers & Footers** so they are consistent throughout the publication.

Using the Running Headers and Footer dialog box

- **Publication and Master Page drop-down list and Sample Window:**



- **Nudge buttons, Positioning fields and Text block width fields:**



Positioning Headers Footers

To position and format the header's or footer's text block:

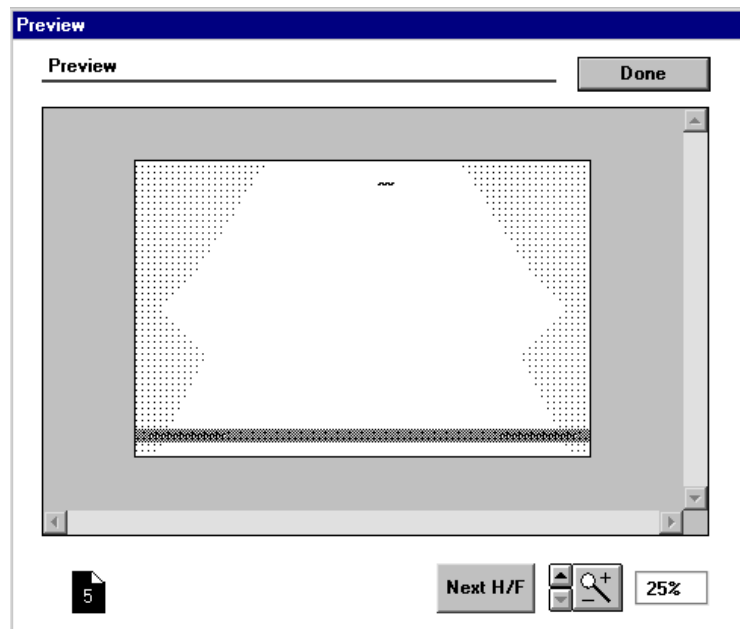
- With the **Pointer tool** selected, choose the **text block** that will be used for the **header and footer**.
- From the main menu, choose **Utilities > Plug-ins > Running Headers/Footers** to reveal the **Running Headers & Footers** dialog box.
- Use the **Master Page drop-down list** to select Master page or Publication pages guides to apply the header and footer.
- Click, drag, and place **the Place Holder icon** onto the sample page to add a text block to the sample page in dialog box.

Note: Click and drag the **Place holder** off the page to remove it.

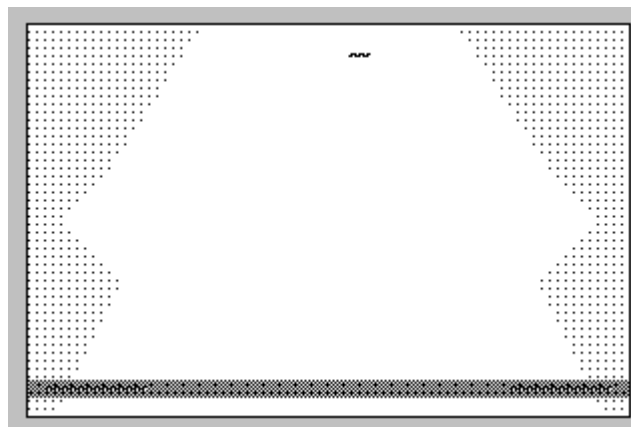
- Use the **Nudge** buttons or the **Position and Width** tool to make adjustments to your placeholder.
- Select a **Paragraph Style** from the **Content Style** drop-down list to be applied to your header and footer.
- Select the desired options in the **Apply To** section and choose a page range to apply the **headers and footers** to.

Using the Preview dialog box

- You can quickly preview publications with the **Running Headers & Footers** you have defined without closing the dialog box:



- The Preview Window:



- Preview Page icon:



- Preview Next Header/Footer button:



- **Preview Magnification and nudge buttons:**



- **Preview Magnification Amount:**

25%

Previewing Headers and footers

To preview headers and footers:

- From the **Running Headers and Footers** dialog box, click the **Preview** button to display the **Preview** dialog box.

Note: The preview will display the **pages** entered into the **Apply To** section of the **Running Headers and footers** dialog box.

To center the header or footer text block:

- Click the **View Next** button.
- Repeat for each **header or footer** you want to preview.

To change pages:

- Click a **Page tab** at the bottom of the preview window.

To change the page view:

- Click the **Magnify** icon and choose the preset size

OR click the **up or down arrow** to go to the next lower or higher view.

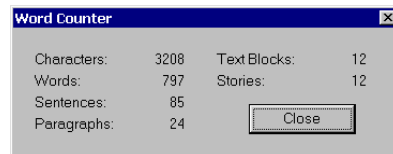
To scroll through the preview:

- Move the cursor within the preview window and drag the hand icon.
- Click the **OK** button to return to the **Running Header/Footer** dialog box.

Using the Word Counter

Using the Word Counter

- The **Word Counter** scans your entire publication and gives you a read out of the number of **Characters**, **Words**, **Sentences**, **Paragraphs**.

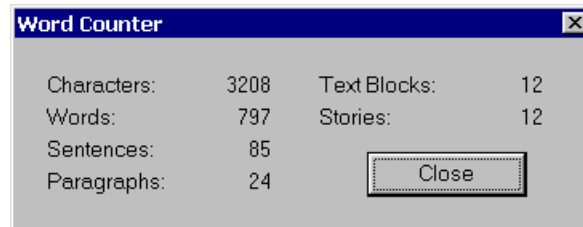


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 9

Using the Word Counter

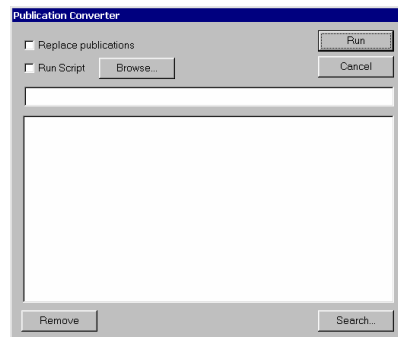
- The **Word Counter** scans your entire publication and gives you a read out of the number of **Characters**, **Words**, **Sentences**, **Paragraphs**, **Text Blocks** and **Stories** being used in the Publication:



Using the Publication Converter

Using the Publication Converter

- The Publication converter allows you to open PageMaker 4.0 - 6.01 publications files and convert them to PageMaker 6.5 files.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 10

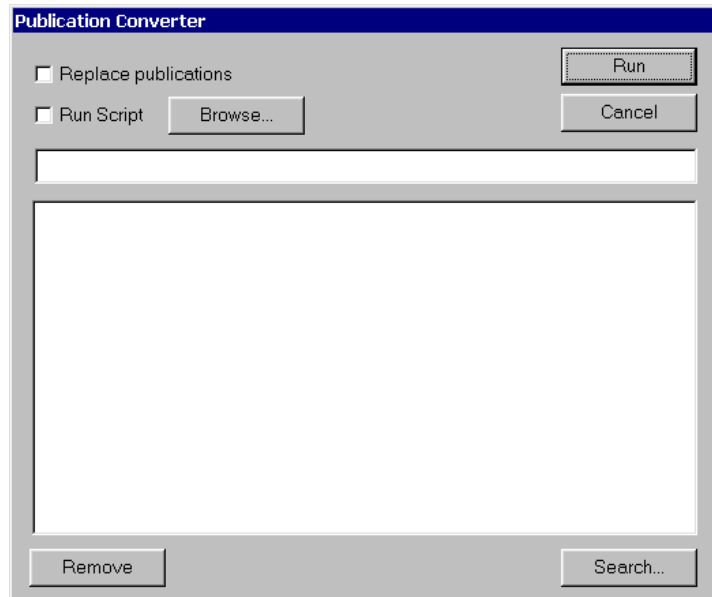
Converting Publications

- The **Publication converter** allows you to open **PageMaker 4.0 – 6.01** publication files and convert them to **PageMaker 6.5 files**.

Note: You must close all of your opened PageMaker publications before you can use **the Converter**. If you try to use the converter when you have other publications opened, you will receive a prompt instructing you to **close down** all of your publications files:



- From the main menu, choose **Utilities > Plug-ins > Publication Converter**. You have the option of replacing the earlier files with the converted versions in order to save disk space:



To open PageMaker 4.0 – 6.01 publications with the Publication Converter plug-in:

- Close all open **publications**.
- From the main menu, choose **Utilities > Plug-ins > Publication Converter**.

The conversion options are as follows:

- **Replace Publications** - this option is used only if you want to overwrite the file you are converting.

Note: It is recommended that you leave this option **deselected**, so that you have the **original file** available as a backup.

- **Change Publication Extension To** - this option is used if you want to change the file names of **converted publications** and then enter the extension you want to add to the filename.
- **Run Script** - this option is used if you want to process the converted publications with a **PageMaker script**.

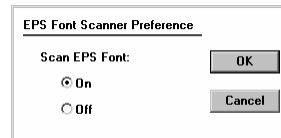
Note: Select the script by clicking the **Browse** button and double-clicking the script file stored on your drive.

- Click the **Search** button to specify the kind of files you want to open, and the way in which they are stored, and then click **Search**.
- Click the **Run** button to convert each file listed in the **Publication Converter** dialog box.

Using EPS Font Scanner

Using EPS Font Scanner

- When you print on a PostScript printer, you can have PageMaker search EPS graphics and Adobe Illustrator files for fonts.

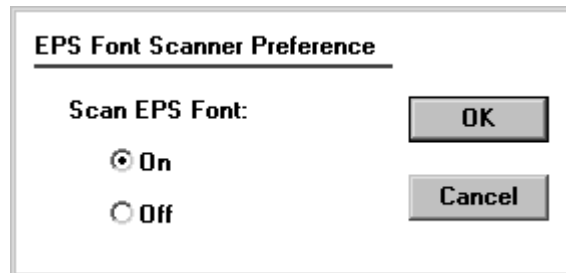


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 11

Scanning for Fonts in EPS files

- When you print on a PostScript printer, you can have PageMaker search **EPS** graphics and **Adobe Illustrator** files for fonts.
- If a **PostScript graphic** contains fonts that can not be found on the computer, a dialog box will appear indicating the **missing font, the graphic's file name, and the page** where you'll find the graphic:



To scan PostScript graphics for fonts:

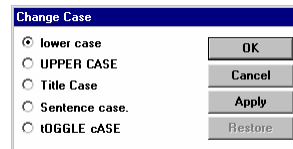
- From the main menu, choose **Utilities > Plug-ins > EPS Font Scanner**.
- Click the **On** radio button and click **OK**.
- From the main menu, choose **File > Print**, set printing options, and click **Print**.

Note: A warning dialog box appears if fonts are missing.

Using the Change Case Plug-In

Using The Change Case Plug-In

- The **Change Case** plug-in allows you to change the case to either lower case, Upper Case, Title Case, Sentence case and Toggle Case.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 12

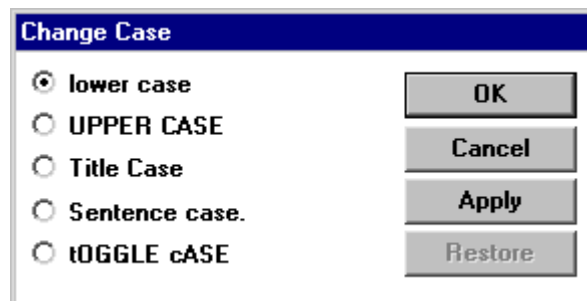
Changing Cases

- The **Change Case** plug-in allows you to change the case to either **lower case**, **Upper Case**, **Title Case**, **Sentence case** and **Toggle Case**.

To change capitalization of a selected range of text:

- From the main menu, choose **Utilities > Plug-ins > Change Case**. Your options include capitalizing the first letter of each word

OR the first letter of each sentence in the selection:

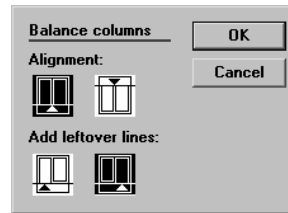


Note: The **Change Case** will not work on text that uses the **Control palette** or **Character Specifications dialog box** with the change case feature applied to it.

Balancing Columns

Balancing Columns

- The **Balance Columns** plug-in allows you to select 2 to 40 columns and balance them.

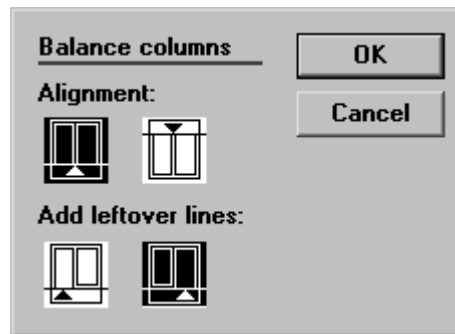


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 13

Balancing Columns

- The **Balance Columns** plug-in allows you to select **2 to 40 columns** and balance them:



- You can balance the **Top or Bottom** of the column and decide to have the leftover lines move to the **Right or Left** side of the column.

Review Questions

Review Questions



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 14

How would you:

- Use Headers and Footers?
- Use the Running Headers and Footer dialog box?
- Position Headers Footers?
- Use the Preview dialog box?
- Preview Headers and footers?
- Use the Word Counter?
- Convert Publications?
- Scan for Fonts in EPS files?
- Change Cases?
- Balance Columns?

Tables

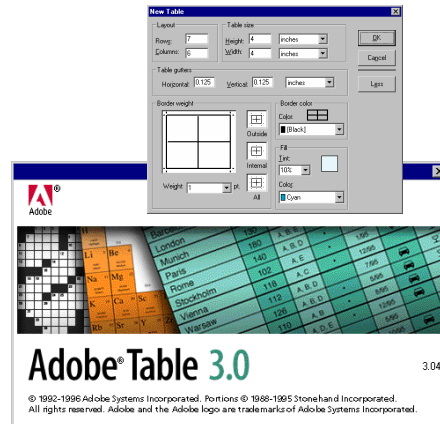
When you have completed this learning module you will have seen how to:

- Use Tables
- Create New Tables
- Open Existing Tables
- Save a Table
- Create OLE Tables
- Use OLE Tables
- Edit and Format Tables
- Import Tables
- Export Tables
- Use Excel and Word Tables

Working with Tables

Working with Tables

- There is a separate application in **PageMaker** called **Adobe Table**, and from there you can import it into **PageMaker**.
- This function is a lot simpler and quicker way to format tables.



© Cheltenham Computer Training 2002

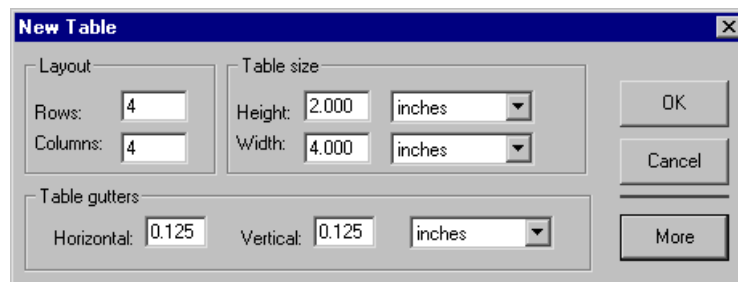
Adobe PageMaker 6.5 - Slide No 15

Using Tables

- There is a separate application in **PageMaker** called **Adobe Table**, and from there you can import tables into **PageMaker**. This function of formatting text and information is simple and quick.
- **Adobe Table** can be found in the **Extras** folder within the **PageMaker** application folder.

Creating New Tables

- Once **Adobe Table** has been launched, a **New Table** dialog box will appear. In this dialog box you have the opportunity to choose how you want your table to appear:



Setting up Table

- The number of **rows and columns** can be set up to a **maximum of 100 each**. The **height and width** of the table can be set up to **40 inches by 40 inches**:

Layout

Rows: 4

Columns: 4

Table size

Height: 2.000 inches

Width: 4.000 inches

- The space between the text in the adjacent **rows and columns** (known as the "**gutter**") can be formatted as well:

Table gutters

Horizontal: 0.125

Vertical: 0.125 inches

- You can change any of the formatting by simply choosing **Format > Format Cells** from the main menu to bring up the **Format Cells** dialog box again.

Choosing the More button

- By clicking the **More** button, the **New Table dialog box** will expand so you can specify the weight and color of the borders of the table:

More

Border weight

Weight: 1 pt.

Border color

Color: [Black]

Fill

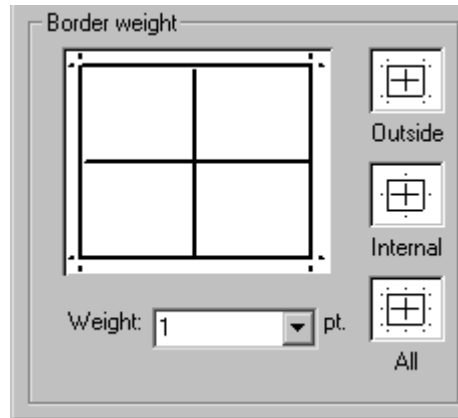
Tint: 0%

Color: [None]

Using the Border Weight options

The following are the border weight options you can choose from:

- **Outside** determines the weight of the borders on the perimeter of the table.
- **Internal** determines the weight of the borders within the table.
- **All** sets with weight of the borders inside and out all at once.
- **Weight** can be set by selecting a preset in the Weight pop-up menu or by entering a value from **0** to **36 points**:



- If you would like no borders, just select **None**.
- Remember, that the **line weight** cannot be bigger than the gutter.
- If you would like no borders, choose **None** from the weight drop down list.

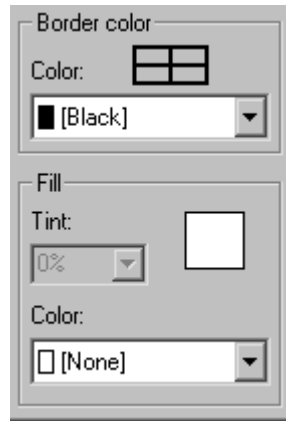
Note: Remember that the **line weight** cannot be bigger than the gutter.

- Click the **Less** button to hide the extra options:



Setting Colors for the Borders

- You have to choose a **color** from the pop-up menu. Choosing **None** resets **all the border** weights to **0pt**.
- Setting the fill would apply color to the **background** of all cells in the new table. A fill color can be applied at any percentage by using the Tint Option between **0** and **100%**:

**Opening Existing Tables**

- From the main menu, choose **File > Open**
OR press the **Ctrl + O** key combination.
- Select **the table** you would like to open.
- Click the **OK** button.

Switching Between Tables

- You can have as many **tables** as you want open at once as long as you have enough **RAM**.
- To switch between tables:**
- Choose **Window** from the main menu.
 - Select **the title** of the table to be viewed.

Saving a Table

- To save a file:**
- From the main menu, choose **File > Save**
OR press the **Ctrl + S** key combination to open the **Save as** dialog box.
 - Specify whether you would like to save it as a **table** or **template**.
 - Choose a folder **destination** and enter a name into the **File name** field.
 - Click the **Save** button.

Using OLE Tables

- If you are creating a **simple table**

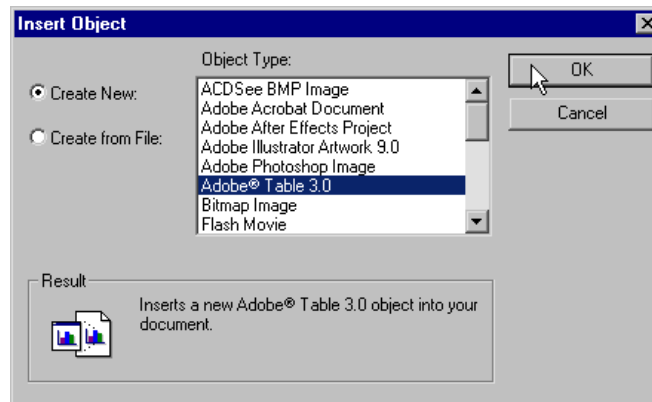
OR if you do not have enough **RAM** to run **PageMaker** and **Adobe Table** simultaneously

OR if your table is more than **one page**, you can still create the table in **PageMaker**; you can create an **OLE Table**.
- The advantage to creating **OLE Tables (Object Linking and Embedding)** in **PageMaker** is that you will have an easier time **formatting the table, with styles, scripts and tagged text**.

Creating OLE Tables

To create an OLE Table in PageMaker:

- Go to the page where you would like the table to be inserted.
- From the main menu, choose **Edit > Insert Object** to display the **Insert Pages** dialog box:



- Check the **Create New** radio button then select **Adobe Table 3.0** from the **Object List** and click the **OK** button to launch the application.
- Setup the table and enter the desired content.
- When the table is finished, choose **File > Exit and Return To** from the **Adobe Table 3.0** main menu to return to the **PageMaker** Publication.

Creating an OLE Embedded Table

- When you make your table an inline graphic, you can insert it at any specific location in the text.

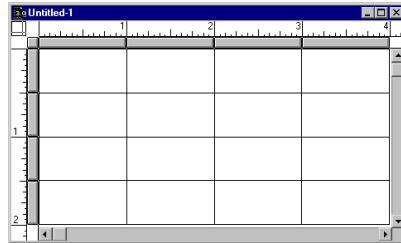
To create an OLE embedded:

- In **Adobe Table 3.0** select a completed table with the **Selection button** which is located in the upper left corner of the table.
- From the main menu, choose **Edit > Copy** to copy the table to the Clipboard.
- Switch back to **PageMaker** and place the **text cursor** where the table should be pasted.
- From the main menu, choose **Edit > Paste Special** and paste the table as an **Adobe Table 3.0** object.

Editing Tables

Editing Tables

- When **Editing and Formatting Tables**, you must click into a cell before you can type, edit or format text.

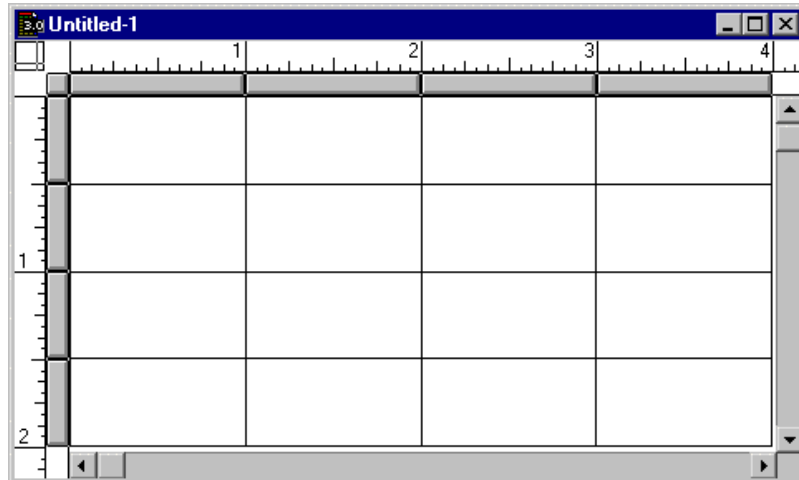


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 16

Editing and Formatting Tables

- When **Editing and Formatting Tables** you must click into a cell before you can **type, edit or format** any text:

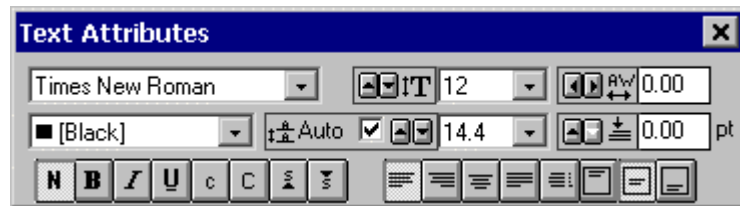


Modifying Text in a Range of Cells

- Select **the cells** by dragging the text cursor across them.

Note: If you would like to select an **entire column**, you can do so by clicking on the gray bar at the top of each column and dragging across the area you would like selected.

OR if you would like to select an **entire row** you can also do so by clicking on the gray bar at the beginning of **the rows** and dragging across.
- From the main menu choose **Window > Show Text Palette** to go to the **Text Attribute** palette:



- Note:** When you are typing, the text will automatically **wrap to fit** within the width of the column. The height of the row will expand to contain the text.
- Use the **cut or copy** commands to take text from one cell and **paste** it into another cell in the same table or another open table.

Note: **Borders** cannot be copied and pasted from a range of cells unless you **cut or copy** the whole table.

Selecting Text and Cells

- The fastest way to **select a cell** is either to double-click to select a word

OR triple-click to select a paragraph.
- You can also **select cells** by dragging your cursor through them.

Quickly selecting text in your table

- Clicking the small **Selection** button in the upper left corner of the table selects the entire table.
- Clicking a **Row Selection** button selects an entire row.
- Dragging up or down through the **Row Selection** buttons selects multiple rows.
- Clicking a **Column Selection** button selects an entire column.
- Dragging left or right through the **Column Selection** button will allow you to select multiple columns.
- Holding **Ctrl** while you click the Selection buttons will allow you to select **noncontiguous rows or cells**.

Using the Text Attribute Palette

- The **Text Attributes** palette allows you to format text in **Adobe Table**.
- Adobe Table** offers fewer numbers, or characters and paragraph level text attributes compared to **PageMaker**.

**Using Vertical
Decimal
Alignment**

- There are two formatting attributes that are unique to **Adobe Table 3.0: Vertical Alignment** and **Decimal Alignment**:
- The **Vertical Alignment** determines whether the text is aligned to the **top, center or bottom** of the cell.
- The **Decimal Alignment** is used to align numbers.

To use the decimal Alignment:

- Selected the paragraph that contains the numbers you want to align.
- From the main menu, choose **Window > Show Text Palette** and click the **Decimal Alignment** button.
- Insert a **tab** immediately before each number you want to align by decimal point.
- Make sure the **View > Show Tab Markers** and **View > Show Selection** button commands are selected in order to override the default position of the tab stop.
- Drag the **tab marker** in the **Selection button** to where you want the decimals to appear.

**Resizing
rows and
columns**

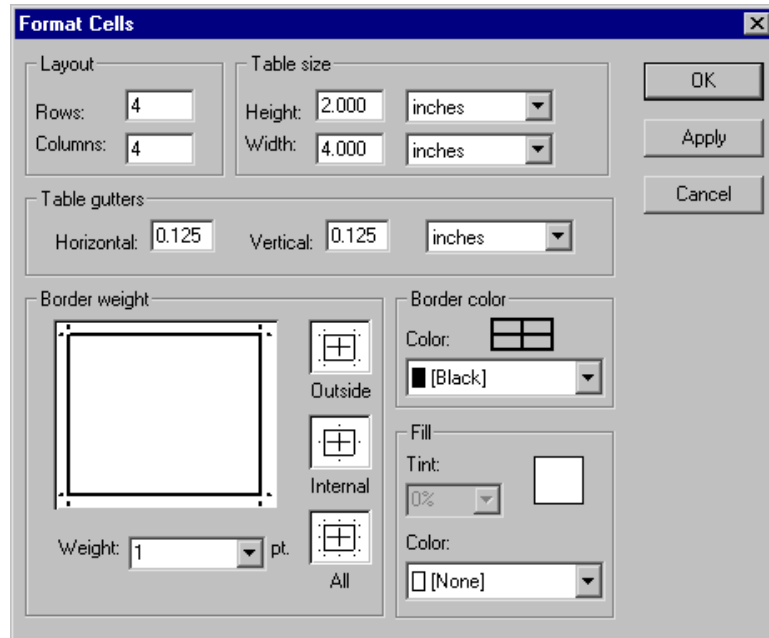
- By dragging the line that separates the **row or column**, you can resize your columns or rows accordingly.
- Holding **Shift** as you drag constrains the **height** and width of the table. Therefore, the overall height or width of the table will not change.

**Specifying a
row and
column size**

- You can specify an exact size by selecting **Cell > Row/Column size**. Here you will enter a number for **Row Height** and **Column** width.
- You can also use the **Table Attributes** palette and enter the exact size for the width at top and height right below it.
- In the drop-down menus, you can choose which **integers** you would like to use. This does not change the adjacent rows or columns.
- By **nudging** the **rows or columns** with the arrows you can resize your selection in small increments of **0.01 inch**.

Changing the Size of the Table

- From the main menu, choose **Format > Format cells**
OR press the **Ctrl + F** key combinations to display the **Format Cells** dialog box:



- Type in the new height or width you want.
- Note:** A screen will notify you that you might get unexpected results.
- You can choose **Yes** to by-pass this notification, and then click Apply to preview the changes.
 - Click the **OK** button to return to the table.

Note: **Rows and columns** are resized evenly to adjust to the new height and width.

Adding and Deleting Rows and Columns

- There are a couple of ways of **adding** and **deleting rows and columns** in a table.
- Press **Tab** to create a new row while with the insertion point in the table's last cell

OR change the **number** of rows and columns in the **Layout** section of the **Format Cells** dialog box

OR select **Cell > Delete** to remove the selected row or column and its content from the table.

Grouping Cells**To group cells:**

- Selecting the cells you would like to group.
- From the main menu, choose **Cell > Group**.

Note: you can merge selected cells into one cell.

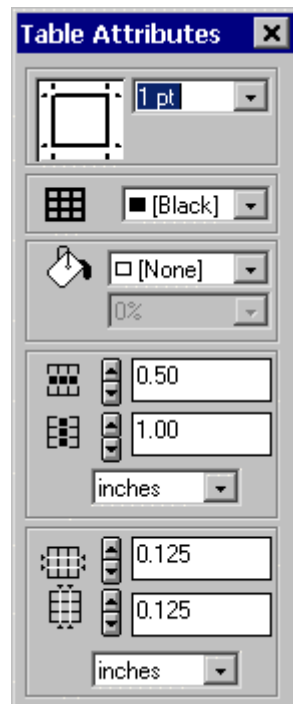
To ungroup cells:

- Select the grouped cell.
- From the main menu, choose **Cell > Ungroup**.

Using the Table Attributes Palette

- Use the **Table Attribute palette** to make creating and editing tables easier.
- From the main menu, choose **Window > Show Table Palette**

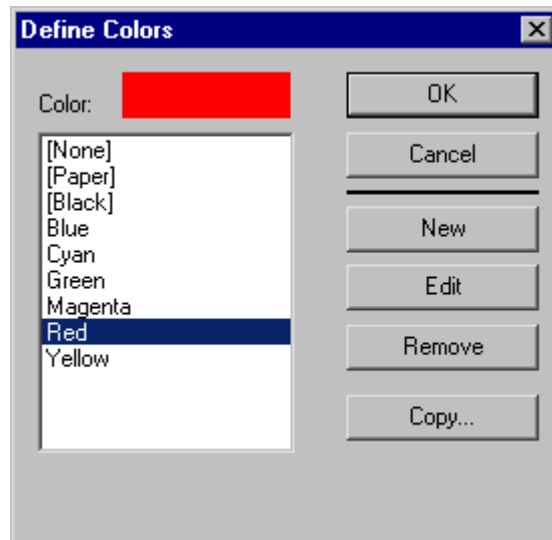
OR press the **Ctrl + 8** key combination to display the **Table Attributes** palette:



- Through the **Table Attribute Palette** you can edit the **Borderline weight** by simply adding a value in points. Create a **Border Proxy** that fits your table.
- Select the color you would like your **Border** by choosing **Border Selection**. Choosing **Cell Fill** fills the cells with any color from the palette.
- **Row size** and **Column size** are changed by entering a value. Finally, the **Horizontal gutter** and **Vertical gutter** can be changed also by adding a numeric value.

Using Adobe Table's Color Dialog boxes

- Choose **Format > Define Colors** and use the **Table Color Dialog boxes** to apply color to text, fill background. You can change or add color to the table borders, or create additional colors:

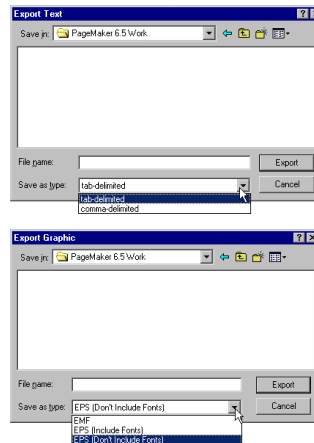


- When using a **spot color**, it must be added to the **color palette** in **PageMaker** before printing. If this is not done properly you will not be able to print the color separations.

Exporting Tables

Exporting Tables

- You can export Adobe Table files by choosing **File > Export**.
- You must export your table as a graphic. Otherwise, you will risk losing your formatting that has been applied in the Adobe Table.



© Cheltenham Computer Training 2002

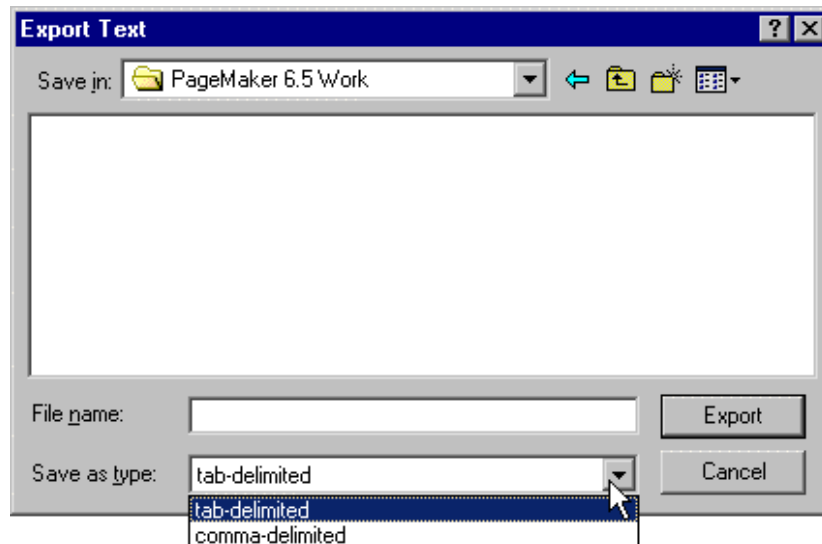
Adobe PageMaker 6.5 - Slide No 17

Exporting Tables

- You can export **Adobe Table** files by choosing **File > Export**. You must export your table as a graphic. Otherwise, you will risk losing your formatting that has been applied in the **Adobe Table**.

Exporting Tables as Text

- From the main menu, choose **File > Export > Text**:

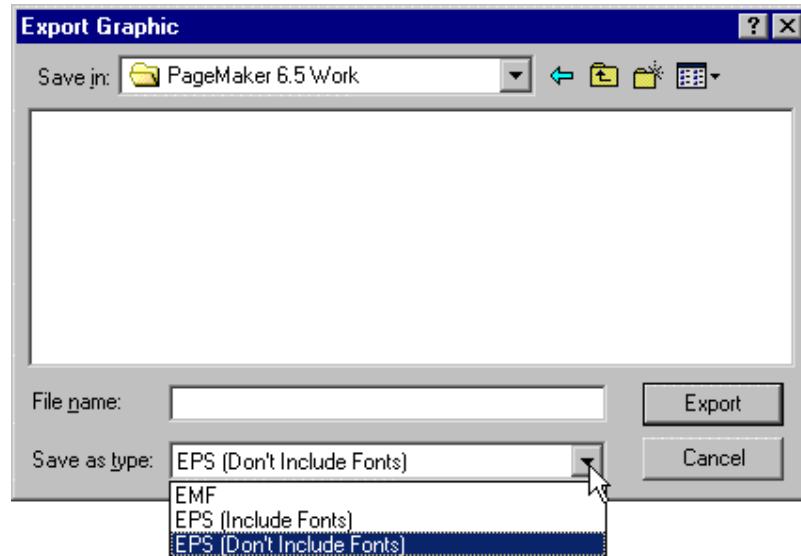


- Enter a name for the exported file into the **File Name** field.

Exporting a Table as a Graphic

- From the **Save as type** drop-down list, select one of the following:
Tab-delimited - this option will separate the exported data with tabs.
OR Comma-delimited - this option will separate the exported data with commas.
- Click the **Export** button.

- From the main menu, choose **File > Export > Graphic**:

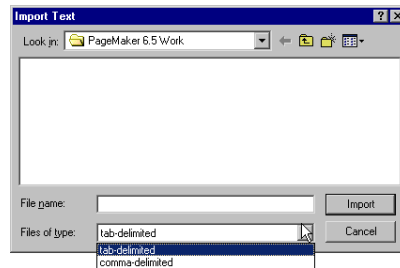


- Enter a name for the exported file into the **File Name** field.
- From the **Save as type** drop-down list, select one of the following:
EMF - this option will export the table as an Enhanced Metafile.
EPS (Include Fonts) - this option will export the table as an Encapsulated PostScript file and embed the font.
EPS (Don't Include Fonts) - this option will export the table as an Encapsulated PostScript file without embedding the file.
Note: If you **include fonts** the file size will be enlarged, but you will not have problems finding the fonts.
- Click the **Export** button.

Importing Tables

Import Tables

- When importing data from an existing file, you must import the file in text only format.
- The data cannot be imported as graphics.



© Cheltenham Computer Training 2002

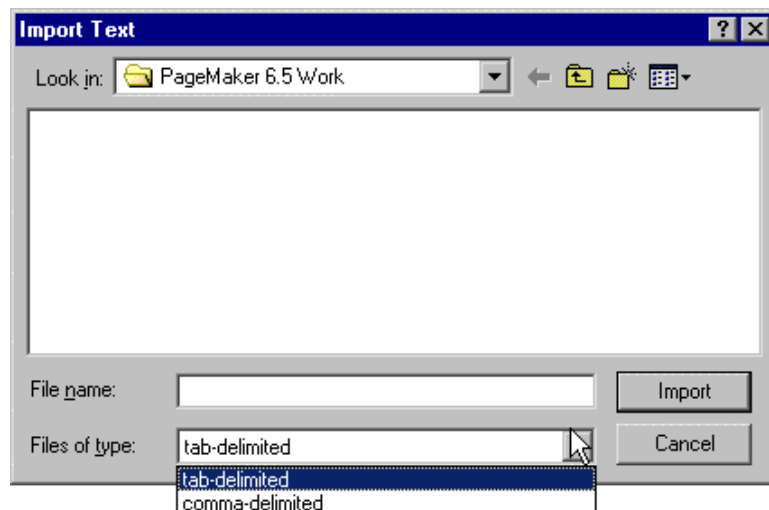
Adobe PageMaker 6.5 - Slide No 18

Importing Table Data

- When **importing data** from an existing file, you must import the file in **text only format**. The data cannot be imported as graphics.

To create a new table:

- Enter the **number of rows and columns** you need. Make sure that there is one extra row than what you originally have in your file. If not, this will throw the chart off.
- Put your cursor at the beginning of the first cell of the table.
- Select **File > Import Text** and the **Import** dialog box will appear:



- Now you must choose the file you would like to import.
- Do not forget to choose the **delimiter** that separates cells in the text or your text will come in all mixed-up.

Importing a Table with the Place Command

- After exporting the **EPS** file you now have to import it into **PageMaker**.
- Select the **Place command**.
- The graphic will be linked to **PageMaker** and not the **Adobe Table file**.

Using Excel and Word Tables

- **Word** and **Excel tables** can be imported into **PageMaker** in tables. But you will not get the formatting that it had in its original file. Therefore you will lose all **row and column** formatting.

Review Questions**Review Questions**

© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 19

How would you:

- Use Tables?
- Create New Tables?
- Open Existing Tables?
- Save a Table?
- Create OLE Tables?
- Use OLE Tables?
- Edit and Format Tables?
- Import Tables?
- Export Tables?
- Use Excel and Word Tables?

Advanced Type

When you have completed this learning module you will have seen how to:

- Use Kerning
- Use Tracking
- Use Leading
- Use the Baseline Shift
- Use Hyphenations

Horizontal Spacing

Horizontal Spacing

- The **Kern** option allows you to adjust the space between characters, allowing you to create an equal amount of space between each word or lines of text.

The quick **brown** fox.



The quick brown fox|



The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.

© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 20

Using Kerning

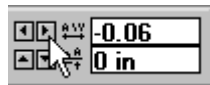
- The **Kern** option enables you to adjust the space between characters so you can fine-tune and even out the amount of space between each **word** or **line** of text.

To use the Kerning option:

- Select the text that you would like to adjust the **spacing** in:

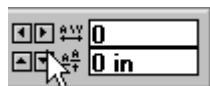
The quick **brown** fox.

- Open the **Control Panel** to adjust the Kerning:



- You can use the **forward** or **back arrows** to increase the space between letters

OR decrease the space between letters:



The quick brown fox|

Using Tracking

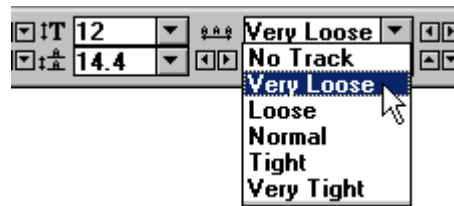
- **Tracking** adjusts the density of the type on the page.

To use the Tracking option:

- Select the **body of text** that you would like to **track**:

The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.

- Go to the **Control Panel** and select the **Track drop-down menu** to choose the **body text format** that you would like to apply:



- After applying the format, the selection will automatically adjust the body of text:

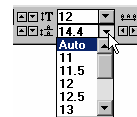
The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.

Vertical Spacing

Vertical Spacing

- The **Leading** option allows you to adjust space between lines of text allowing you to create an equal amount of space between each line.

The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 21

Using Leading

- The **Leading** option allows you to adjust the **space between lines** of text so you can create an equal amount of space between each line.

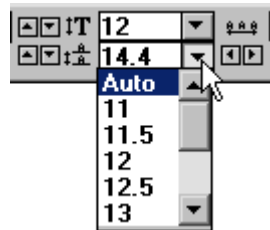
To use the Leading option:

- Select the **body of text** that you need to adjust:

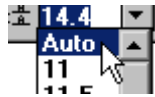
The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.

- With the arrows on the **Control panel** nudge the text to the desired line spacing

OR define exactly what amounts of space you would like to use by **inputting the amounts**:



- You can also select the **auto leading** to have it automatically adjust the space within each line:



Using the Baseline Shift

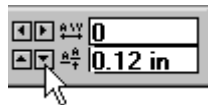
- Using the **Baseline Shift** allows you to **adjust the Vertical alignment** of a specified character.

To use the Baseline Shift:

- Select the **character(s)** that you would like to shift:

The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.

- Use the **Nudge arrows** to specify how much you would like to adjust your character(s):

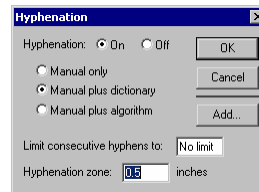


The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox. The quick brown fox.

Hyphenations

Hyphenations

- Hyphenation allows you to develop a clean Justification of text without breaking words.

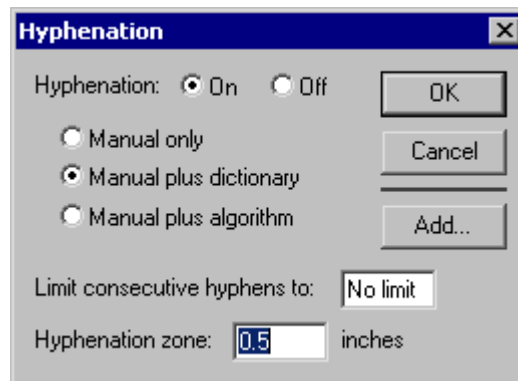


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 22

Using Hyphenations

- Hyphenation** allows for **Justification** of text without breaking words. Sometimes left aligned text needs **Hyphenation**:



- Consider **Hyphenation** for tightening stages of your publication.
- Hyphenation can be found under **Type > Hyphenation**.

Review Questions

Review Questions



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 23

How would you:

- Use Kerning?
- Use Tracking?
- Use Leading?
- Use the Baseline Shift?
- Use Hyphenations?

Advanced Color

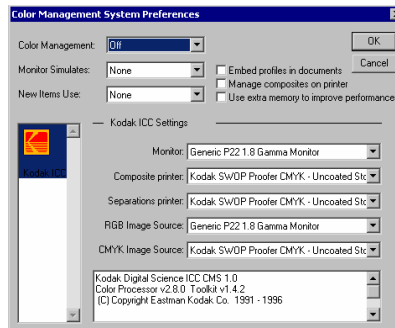
When you have completed this learning module you will have seen how to:

- Use CMS
- Work with CMS
- Turn Off CMS

What Is CMS?

What is CMS?

- The CMS system is management software that allows you to determine colors under a variety of devices.

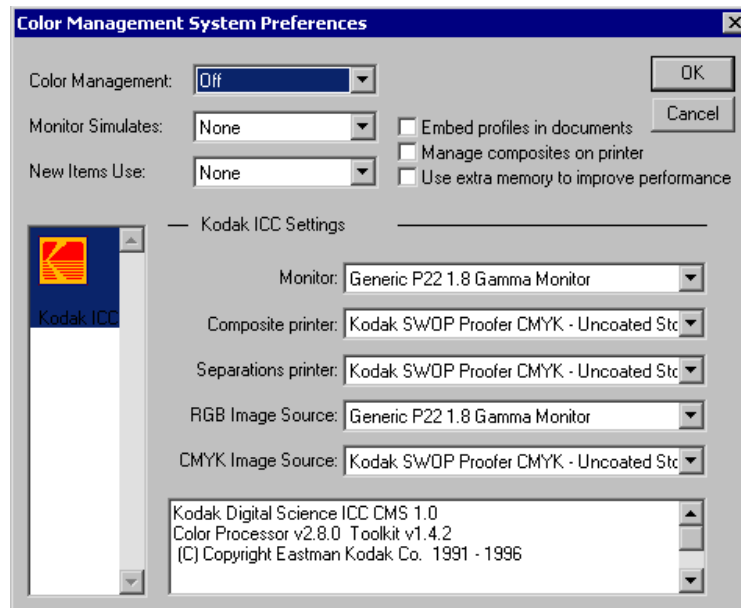


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 24

Using CMS

- The **CMS system** is management software that allows you to determine colors under a variety of devices. This software ensures **consistent color** throughout the printing process:



- CMS** maps color to display a close likeness of the color you see on the **monitor** to be reflected onto the **printed publication**.

Working with CMS

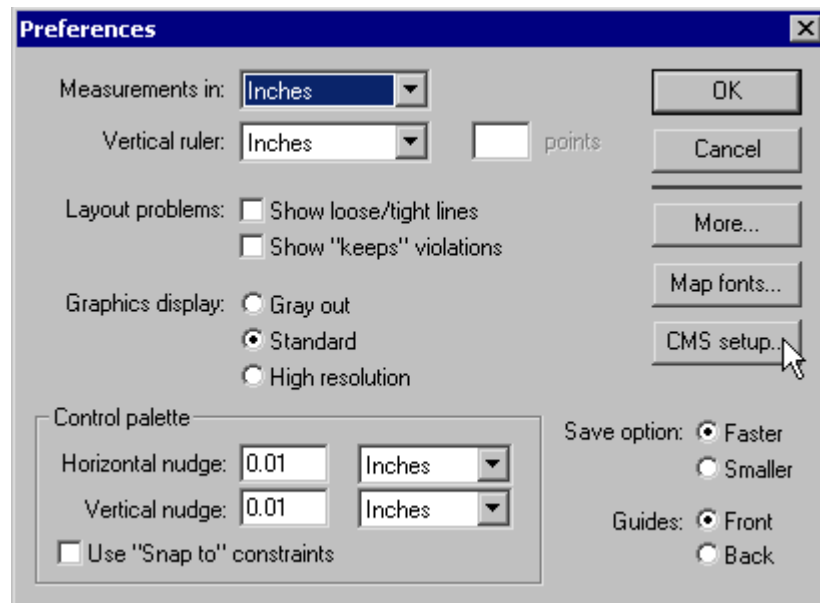
- **PageMaker** comes with the **Kodak Digital Science Color Management System**. This installs with **PageMaker**.

CMS color manages the following:

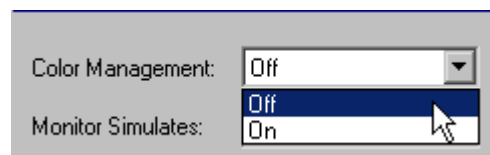
- Pre-separated images that are not already targeted to a final output device.
- RGB Bitmap Images.
- Colors applied to PageMaker Objects.
- Spot Colors in **EPS** Files.
- Colors in the **RGB** screen Image of a **CMYK TIFF** File.

Turning Off CMS

- Go to **File > Preferences > General > CMS Setup**:



- Within the first drop-down menu called **Color Management** select **off**:



Review Questions**Review Questions**© Cheltenham Computer Training 2002Adobe PageMaker 6.5 - Slide No 25

**How would
you:**

- Use CMS?
- Work with CMS?
- Turn Off CMS?

Scripts

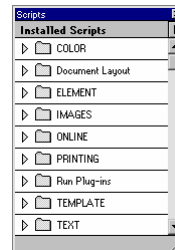
When you have completed this learning module you will have seen how to:

- Display the Scripts palette
- Use the Scripts palette menu
- Create Scripts
- Add Scripts
- Remove and Restore Scripts
- Run Scripts
- Edit Scripts
- Trace Scripts

Working with Scripts

Working With Scripts

- **Scripts** are folders that contain simple commands and automated tasks that allow you to speed up your production time when it comes to doing repetitive tasks.

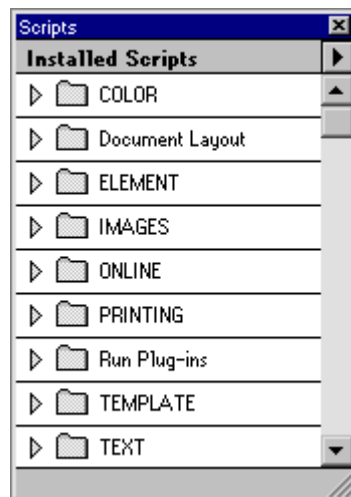


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 26

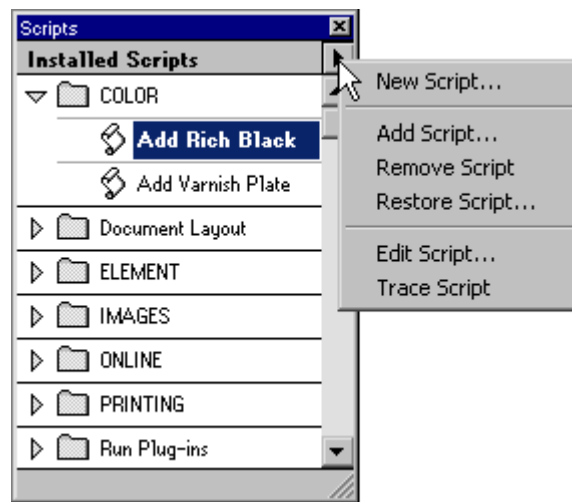
Displaying the Scripts palette

- The **Scripts** are folders that contain simple commands and automated tasks that allow you to speed up your production time when it comes to doing repetitive tasks. There are a number of pre-installed scripts in the **Scripts** palette.
- You can create your own scripts, take existing scripts and customize them for your own needs, and even trace scripts.
- From the main menu, choose **Window > Plug-in Palettes > Show Scripts** to display the **Scripts** palette:



Using the Scripts palette menu

- The **Scripts palette menus** contain all the commands you need to manage your scripts:



- New Script** enables you to create your own scripts.
- Add Script** - takes scripts from various locations and add them to your palette.
- Remove Script** - removes scripts from the Scripts palette.
- Restore Script** - allows you to view and restore scripts that have been removed from the Scripts palette.
- Edit Script** - makes changes to fine-tune or update your scripts.
- Trace Script** - allows you to trouble-shoot problem scripts. By running your script step-by-step, you can easily pinpoint problems that need to be fixed.

Creating Scripts

- From the main menu, choose **New Script** from the **Scripts** palette menu.
- Specify the **Folder** or **Sub-folder** for the script in the **Scripts** folder.

Note: The **Scripts** folder is located in the
<program folder>\RSRC\<language>\Plugins\Scripts:



- Enter a name for the script. The name should reflect the actions of the script
- Press the **Save** button.
- Write the new script in the **Edit Script** dialog box, and then click the **OK** button.

Adding Scripts

- You can add scripts to the Scripts palette by using the Add Script command on the Scripts palette menu or by copying scripts to the Scripts folder. You can also add scripts by dragging and dropping files to the palette.

To use the Scripts palette to add scripts:

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**.
- From the palette menu, choose the **Add Script** command.
- In the **Add Script** dialog box, select a script, and then click the **Open** button to add the script automatically to the Scripts folder in the Scripts palette.

To drag and drop script files:

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**
- Select the desired file from the **Windows Explorer** or desktop.
- Drag the file over to one of the **Scripts palette** folders, and then release the mouse button.

Removing and Restoring Scripts

- You can also **remove scripts** from the **Scripts palette**. When a script is removed, only the display on the palette is removed. The removed script is moved into a subfolder folder inside the **PageMaker directory**.
- To restore a deleted script, use the **Restore command** from the Script palette menu.

To remove scripts from the Scripts palette:

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**.
- Select a script in the Scripts palette. You can remove only one script at a time.
- From the palette menu, choose the **Remove Script** command.

To restore a removed script from the Scripts palette:

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**.
- From the palette menu, choose the **Restore Script** command.
- From the list of removed scripts, select the desired script to be restored and click the **Restore** button.

Running Scripts

- **Scripts** that are run from the **Scripts palette** must be stored in the **Scripts folder**. When you add Scripts they are automatically copied to this folder.

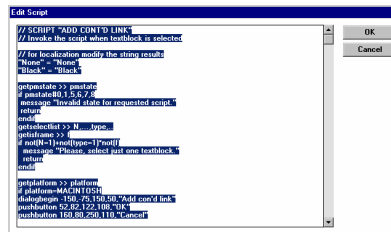
To run a script:

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**.
- Double-click the desired script to run it.

Editing Scripts

Editing Scripts

- PageMaker 6.5 comes with a Script Editor that allows you to Modify the Pre-installed Scripts or Newly created Scripts.

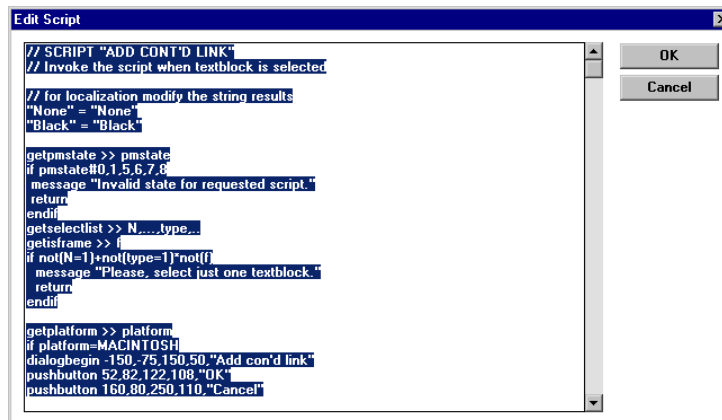


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 27

Editing Scripts

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**.
- Press **Ctrl**, and click the desired script to be edited.
- OR** from **Scripts palette**, select the script and from the **Scripts palette** menu, choose **Edit Script**.
- Make the necessary modifications to the script, and then click the **OK** button:



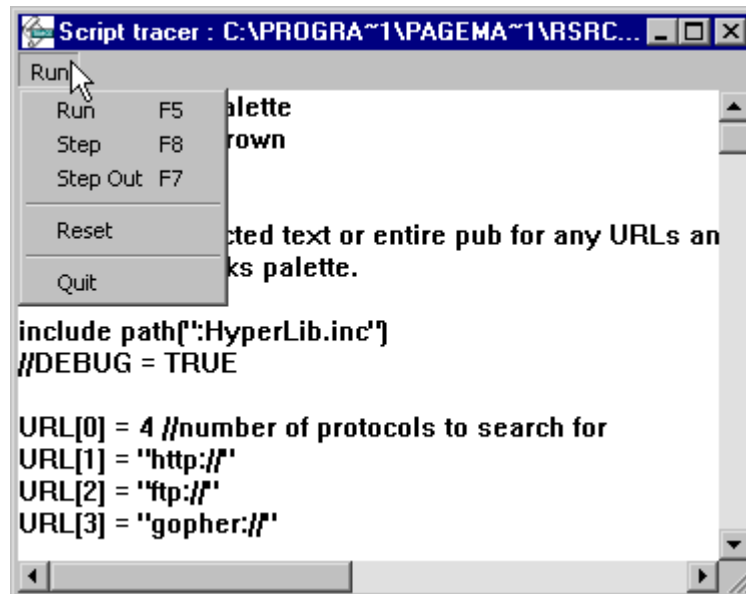
Note: For information on writing scripts, see the **Script Language Guide** that comes with the PageMaker 6.5 Application.

Tracing Scripts

- You can use the **Trace Script** command to help you understand what the script is doing command by command. **Slowing the script down** will help you pinpoint where any problems might be.

To trace a script:

- From the main menu, choose **Windows > Plug-in Palettes > Show Scripts**.
- From **Scripts palette**, select the script to be traced.
- From the **Scripts palette** menu, choose **Trace Script**.
- In the **Script Tracer** window, choose one of the commands from the **Run** menu:



- Run** – runs the entire script.
- Step** – runs the script one line at a time.
- Step Out** – runs a series of command sub-routines at one time.
- Reset** – stops the script from running without closing the **Script Tracer** window.
- Quit** – stops the script from running and closes the **Script Tracer** window.

Review Questions**Review Questions**

© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 28

How would you:

- Display the Scripts palette?
- Use the Scripts palette menu?
- Create Scripts?
- Add Scripts?
- Remove and Restore Scripts?
- Run Scripts?
- Edit Scripts?
- Trace Scripts?

Prepress Fundamentals

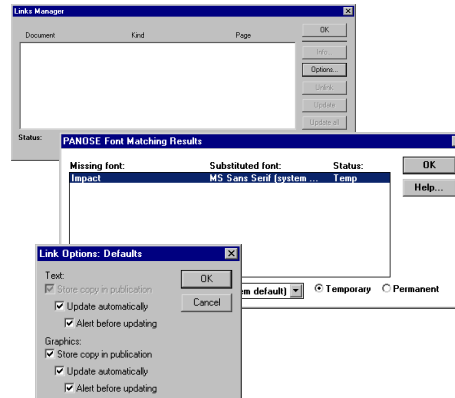
When you have completed this learning module you will have seen how to:

- Trouble-Shoot the Publication
- Check your Images
- Check your Fonts
- Check Images and Colors
- Update Links
- Use Trapping Terms
- Use the Save for Service Provider Plug-in
- Generating Reports
- Saving files for Service Provider

Trouble-Shooting

Trouble-Shooting

- When you are ready to print your publication, there are a few things to keep in mind so you get back good results from the commercial printer who is handling your files.
- You will have to check your Links and check your Fonts, as well as the resolutions on the pictures you have placed into your publication.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 29

Trouble-Shooting the Publication

- When you are **ready to print** your publication, there are few things to keep in mind to ensure good results back from the commercial printer who is handling your files.
- Make sure the **commercial printer** has the necessary software, and hardware needed to complete the job. **Many printers** will prep your work and fix many of the problems for you, but this extra work does not always come cheap. This is why it's best to do **most of the work yourself**.
- **Before you begin** working on your **publication**, it is always a good idea to find out who will be printing the publication.
- Ask them for their **printing specs**, along with what they expect from you when you are delivering your work.
- If there is anything you do not understand, make sure you **ask for clarification**.

Checking your Images

- **Check all the images** within the **publication**. Make sure that they are saved with the correct **final printout size**, and with the correct resolution for output.
- If any **cropping, rotating or scaling** needs to be done; do it in the picture's **original application** that created it, so it will **output faster**.
- Always send a printed copy of the file, with the **Registration marks** turned on when printed. This will give the **commercial printer** an idea of what you're expecting as the final output.

	<ul style="list-style-type: none">• If a document either does not print OR takes a surprisingly long time to print, check for any errors. Big pictures, strangely shaped picture boxes and clipping paths can contribute to printing errors.• If one very high resolution picture is being used multiple times, but in different sizes in the document, import copies of the picture that are saved at the required size.• Reducing the amount of unnecessary information in the pasteboard of a document will aid the image setter.
Checking your Fonts	<ul style="list-style-type: none">• Most commercial printers have their own library of fonts; however it is best that you supply all the fonts used within your publication. <p>To Trouble-Shoot your fonts:</p> <ul style="list-style-type: none">• Close down PageMaker and all other applications.• Use your font management utility and disable all the fonts that are not system fonts on your computer.• Open the publication that will be sent to the printer.• If you have used any non-system fonts in your publication, they will show up in the Pantone Font Matching dialog box.• Make a note of the missing fonts and close down PageMaker.• Enable only the fonts that were missing and re-open your publication.• If you see the Pantone Font Matching dialog box again, make a note of the fonts you might have missed and repeat the last two steps.• When all the used fonts are installed you will be able to open up the application with no problems.• Use your font management utility to copy all the enabled non-system fonts so you can apply them to the printer. The Screen and Printer fonts should also be supplied. <p>Note: If you placed any EPS files into your publication, check them the same way to find out which fonts are being used in the EPS files. If you have any fonts missing from the EPS file, you will get PostScript errors, Couriered Text, or jagged text.</p>
Checking Images and Colors	<ul style="list-style-type: none">• When using Pantone colors, visit your Printer and ask to see the Pantone Swatch book. This is the best way to see how the color will look after it is printed.• When using a tint of a spot color, use the Color palette to select a shade percentage, or use a Trumatch of Focoltone color from the main menu.• For a document with bitmapped images, check with the commercial printer to find out which file format and image mode that the bitmapped pictures should be saved in.• Convert all of your images from RBG to CMYK.• Convert any RBG or Spot colors created in PageMaker or imported from EPS files to CMYK process color.

- If hand-drawn registration or crop marks are in the document, the **Registration** color needs to be applied to them to make sure that all will show on the **separation plates**.

Note: A general rule to follow is to have a **color proof** ordered if any **color document** is being printed. This allows you to **check the color accuracy** without losing an entire project.

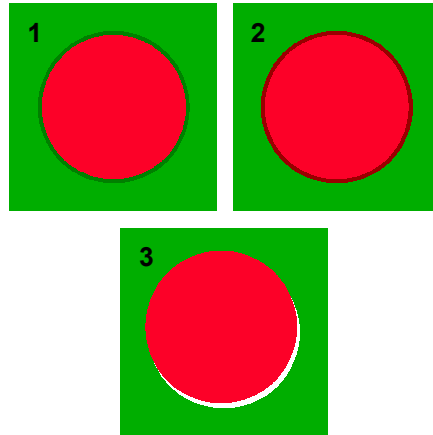
Updating Links

- Use the **Links Manager** to check all of your links and to update any **missing links**.

Trapping

Trapping

- Trapping refers to when you apply a slight overlap of colors in order to stop any spaces from happening while printing - just in case paper shifts, stretches or plate misalignment occurs.
- 1. Green is Chocked to Trap the Red.
- 2. Red is Spread to Trap the Green.
- 3. No trapping used.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 30

Using Trapping Terms

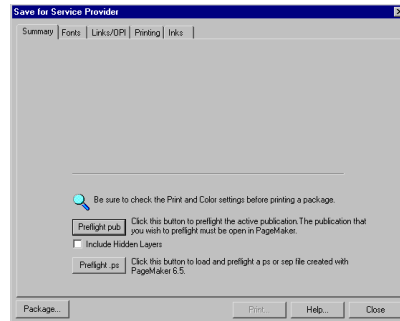
- **Trapping** - applying a **slight overlap** of colors in order to stop any spaces from occurring while printing, in case a **paper shift, stretch or plate misalignment** occurs. The principle is that trapping is applied to **a piece**, based on how an **object's color blends** with the background color of another item.
- **Overprint** - mixing colors by **printing a colored object** in the foreground prints completely over a **colored object** in the background. This is used when black is the **foreground color**

OR if you want to **intentionally mix colors** to create a **new third color**.
- **Knockout** - removing a colored object in the foreground from the background color to stop the inks from **overprinting**. This can cause a gap between the **foreground and background** color edges, and trapping will close the gap.
- **Spread** - a method of trapping used when colors are **knocked out** and the foreground color turns out to be **lighter** than the background. The foreground color object has its edges **enlarged** a little bit to have the foreground color spread out into the background color when at press.
- **Choke** - a method of trapping used when the foreground color is **darker** than the background (**opposite to the Spread method**). The background color object has its **edges reduced** a little bit to have the background color **spread into, or choke**, the foreground color.

Using Save for Service Provider

Using Save For Service Provider

- Using the **Save for Service Provider** plug-in allows you to copy your publication, as well as all linked image files, fonts, and other files required to print your document.

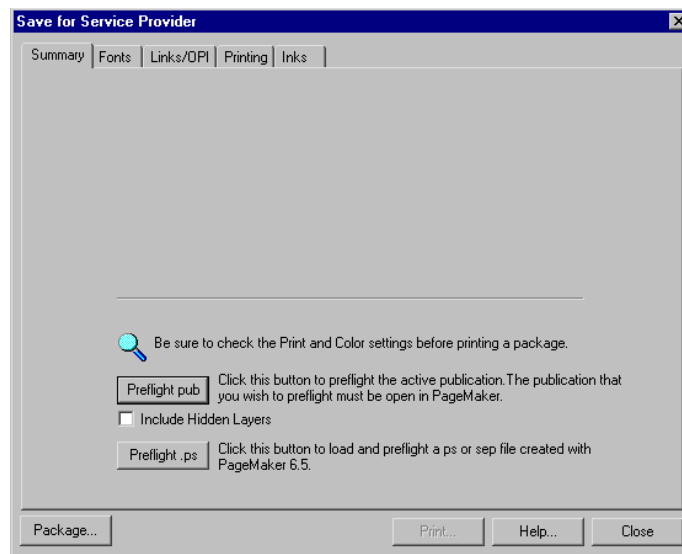


© Cheltenham Computer Training 2002

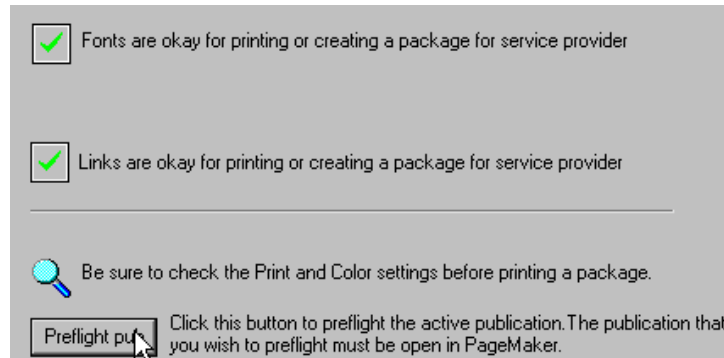
Adobe PageMaker 6.5 - Slide No 31

Using the Save for Service Provider Plug-in

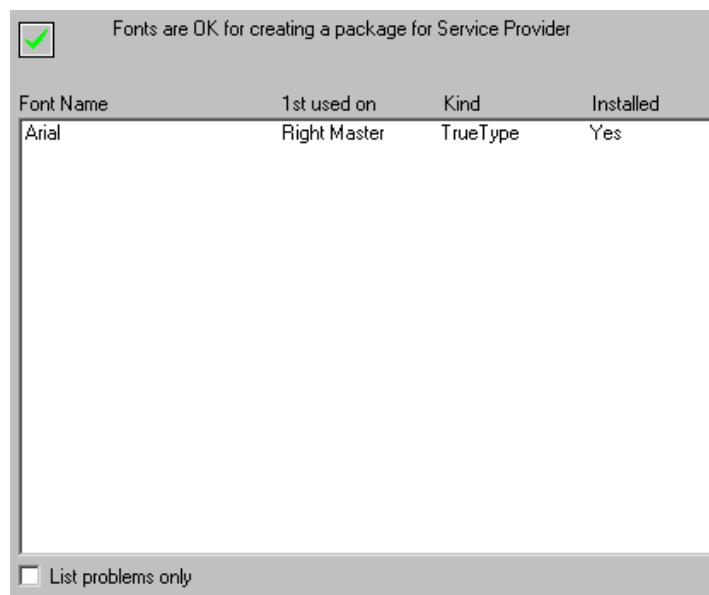
- Using the **Save for Service Provider** plug-in, you can copy your publication, along with **all linked image files, fonts, and other files** required to print your document.
- **Save for Service Provider plug-in** can also help you resolve broken links by prompting you to locate the folders containing **linked files**. Similarly, this plug-in can also check the status of links and fonts in a PostScript file generated by **PageMaker 6.5**:



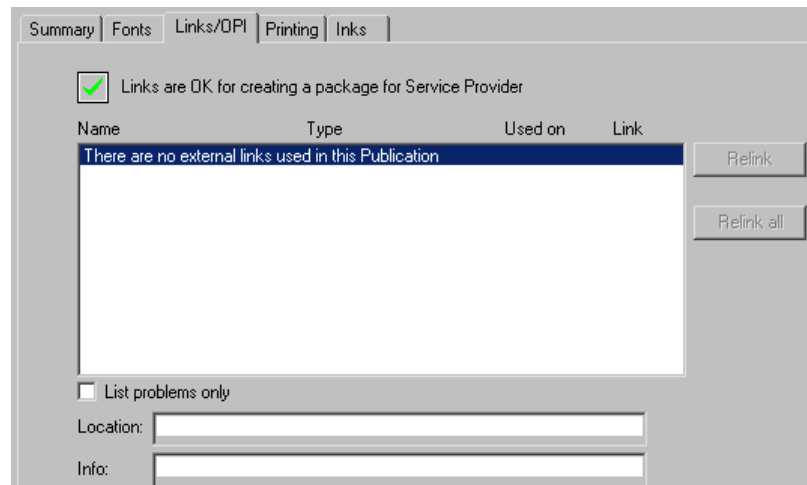
- You can also create a **concise report** of the information your service provider needs to create output from a **PageMaker or PostScript file**.
- The **report** includes details about **fonts, linked graphics, a summary of your print settings**, as well as information about who to contact regarding your publication:



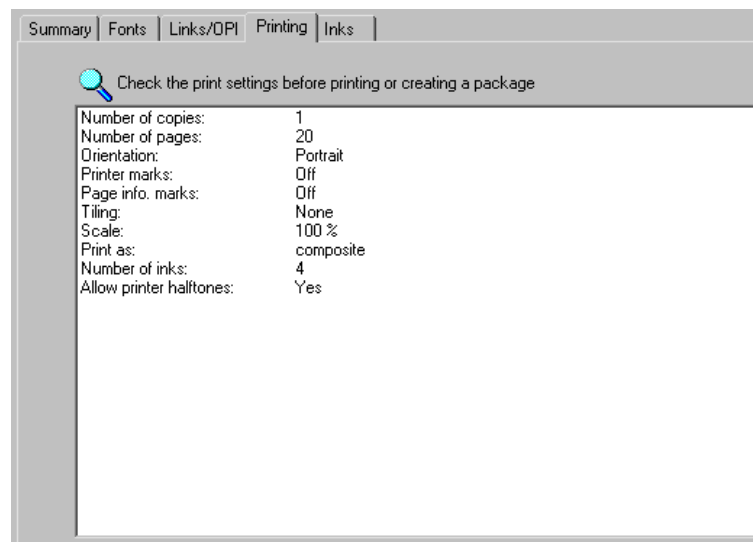
- **The Fonts Tab:**



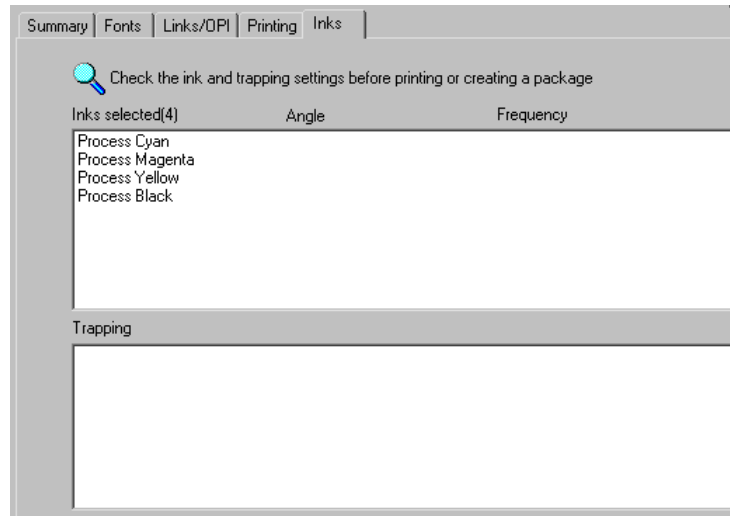
- **Links/OPI Tab:**



- **The Printing Tab:**



- **The Inks tab:**



Generating Reports

- From the main menu, **Choose Utilities > Plug-ins > Save for Service Provider.**
- The **Save for Service Provider** dialog box opens in the **Summary** tab.
- Use the **Check Pub** button to preflight the active publication.
- Use the **Check .PS** button if you want to check a PostScript file.
- Use the **Fonts**, **Links/OPI**, **Printing**, or **Inks** Tabs to see detailed reports on the different aspects of the publication or PostScript file.
- Use the **Print** button to print the status information.
- In the Links tab, use the **Relink** button

OR Relink All button to restore missing links.

Saving files for Service Provider

To package the publication:

- From the main menu, choose **Utilities > Plug-ins > Save for Service Provider.**
- The **Save for Service Provider** dialog box opens in the **Summary** tab.
- Click the Package Button.
- From the **Report Type** drop-down list, choose **Formatted (.p65)** to save the report as a **PageMaker publication.**

OR choose **Text only (.txt)** to save the report as an **ASCII text-only file.**

- Use the **Auto Open Package Report** to display the summary report in a new window after you save the publication and associated files.
- Use the **Update Links** checkbox to update missing or old links in the original publication before making a package.

- From the **Include** section, check the **Copy Fonts** checkbox, and select one of the kinds of fonts to copy. You have a choice of either **All**, **Type 1 (PostScript)**, or **TrueType**. This option will help you to avoid having **missing font** issues come print time.
- Use the **Notes** button to enter contact details information, such as your name and phone number, comments and click the **OK** button.
- Specify the location to save all necessary files.
- Click the **Save** button to begin packaging the publication.

Review Questions

Review Questions



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 32

How would you:

- Trouble-Shoot the Publication?
- Check your Images?
- Check your Fonts?
- Check Images and Colors?
- Update Links?
- Use Trapping Terms?
- Use the Save for Service Provider Plug-in?
- Generating Reports?
- Saving files for Service Provider?

Paperless Printing

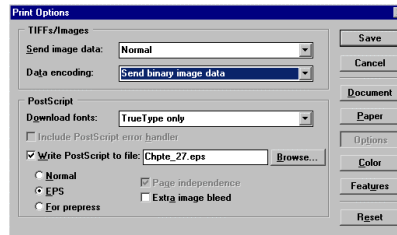
When you have completed this learning module you will have seen how to:

- Print to an EPS
- Print to a File
- Export PDF files
- Convert PageMaker document to a PDF
- Set the Paper Size
- Save and Reuse settings

Printing without Paper

Printing without Paper

- Printing EPS files turns your publication pages into files that can be imported and used in another application that supports EPS files.



© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 33

Printing to an EPS

- Using **EPS** files gives you the ability to turn your publication pages into files that can be imported and used in another application that supports **EPS** files.

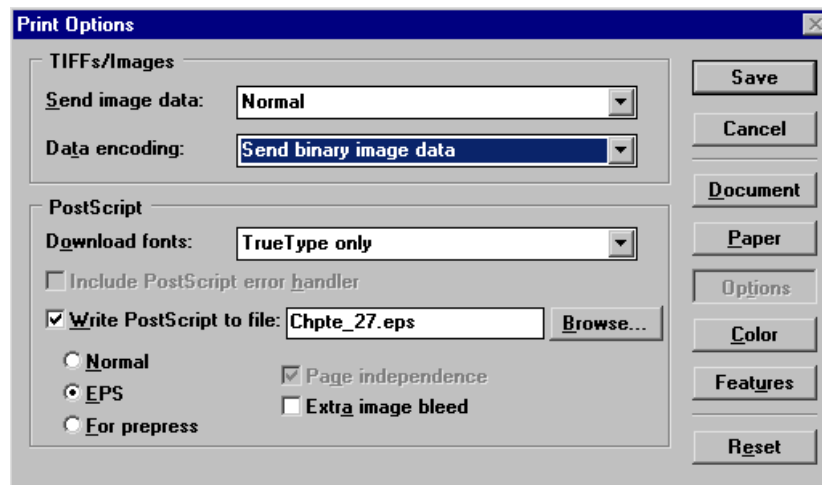
To create an EPS file:

- Press the **Ctrl + P** key combination

OR from the main menu, choose **File > Print**.

- Choose a **PostScript Printer** and its corresponding **PPD** from the **Document** window of the **Print Options** dialog box.
- Press the **Paper** button and make the necessary adjustments to your **Paper** window of the **Print Options** window, and press the **Options** button.
- From the **Tiffs/Images** section, select your method of **Sending Image Data**, and the desired **Data Encoding**.
- From the **PostScript** section, check the **Write PostScript to file** checkbox and select the **EPS** radio button.

- Enter a name into the **Write PostScript to file** field and press the **Save** button:



Printing to a File

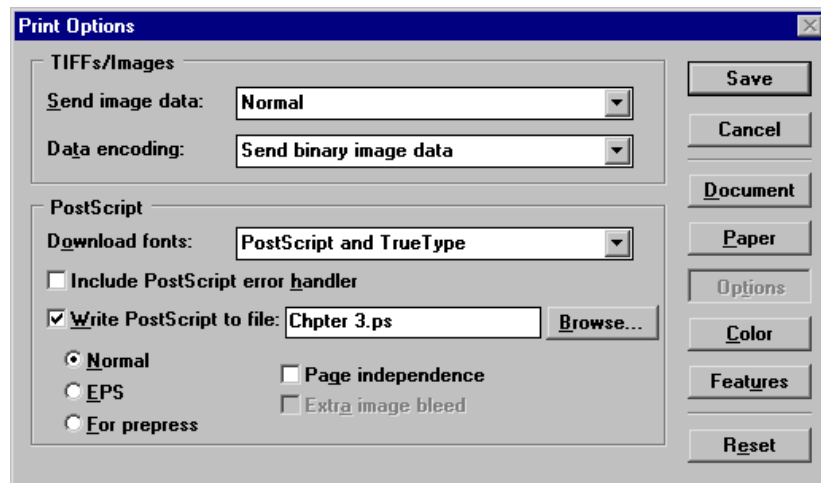
- When Printing from **PageMaker 6.5** you do not always have to print directly to the printer, you can create what is known as a Print file that can be sent to a **Postscript printer** when you are ready to print out your publication.

To Print a publication to a File:

- Press the **Ctrl + P** key combination

OR from the main menu, choose **File > Print**.
- Choose a **Postscript Printer** and its corresponding **PPD** from the **Document** window of the **Print Options** dialog box.
- Press the **Paper** button and make the necessary adjustments to your **Paper** window of the **Print Options** window, and press the **Options** button.
- From the **Tiffs/Images** section, select your method of **Sending Image Data**, and the desired **Data Encoding**.
- From the **PostScript** section check the **Write PostScript to file** checkbox and select the **Normal** radio button.

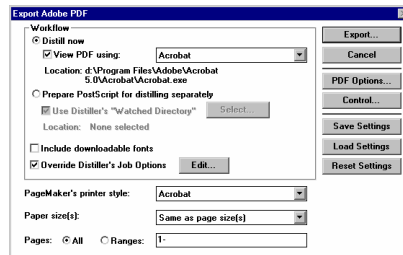
- Enter a name into the **Write PostScript to file** field and press the **Save** button:



Creating PDF files

Creating PDF files

- The PDF (Portable Document Format) file is a good way to distribute files around the world and on both the MAC and PC operating systems.

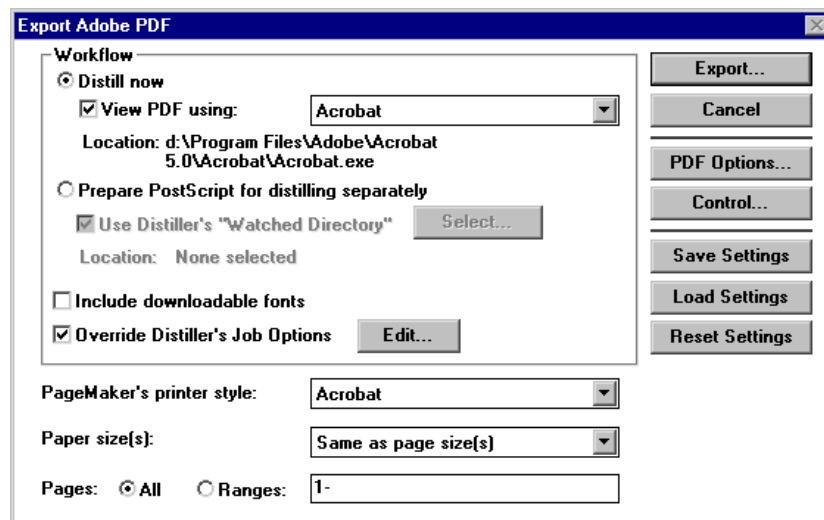


© Cheltenham Computer Training 2002

Adobe PageMaker 6.5 - Slide No 34

Exporting PDF files

- The **PDF** (Portable Document Format) file is a good way to distribute files around the world and on both the **MAC** and **PC** operating systems. The software to read the **PDF** format file is free to download from the **Adobe.com** website, and also comes free as part of the **PageMaker 6.5** software package.
- From the main menu, choose **File > Export > Adobe PDF** to open the **Export Adobe PDF** dialog box:



**Converting
PageMaker
document to
a PDF**

- Open the **PageMaker** publication that you would like to convert

OR create a new PageMaker publication.
- From the main menu, choose **File > Export > Adobe PDF**.
- Select **Distill Now** radio button.

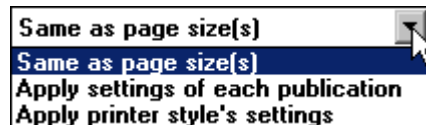
Note: This option will only be available if **Adobe Acrobat Distiller** is installed.
- Select the **View PDF Using** option and use the drop down list to choose a **PDF** viewer.

Note: This option is to be used if you want to open and display the **converted** file immediately after it has been created.
- Select the **All** radio button

OR select the **Range** radio button to specify the range of pages you would like to export and click the **Export** button.
- In the **Save as** dialog box enter a filename and specify a location for the **PDF** file.
- Click the **Save** button.

**Setting Paper
Sizes**

- From the **Export Adobe PDF** dialog box, you have a choice of three **Paper Size** options:



- **Same as Page Size** - this option allows you to set the **PDF** document paper size to the page size specified in the Document Setup dialog box in PageMaker.
- **Apply Settings of Each Publication** - This option is used when you are converting a book with publications that use different page sizes to **PDF**.
- **Apply Printer Style's Setting** - this option allows you to use the paper size specified in the **PageMaker Printer Styles** section of the **Export Adobe PDF** dialog box.

Saving and Reusing settings

- You can **save** your **settings** that are specified when exporting a **PDF**, so that you can reuse them again.

To save the settings:

- From the main menu, choose **File > Export > Adobe PDF**.
- Apply the settings you would like, using the available buttons and options.
- Click the **Save Settings** button.

Note: Any previous settings that were saved, will be replaced.

To reuse the saved settings:

- From the main menu, choose **File > Export > Adobe PDF**.
- Click the **Load Settings** button.

Note: All of the saved settings will be applied to the **Export Adobe PDF** dialog box as well as the sub-dialog boxes.

Review Questions**Review Questions**© Cheltenham Computer Training 2002Adobe PageMaker 6.5 - Slide No 35

How would you:

- Print to an EPS?
- Print to a File?
- Export PDF files?
- Convert PageMaker document to a PDF?
- Set the Paper Size?
- Save and Reuse settings?

Web Publishing

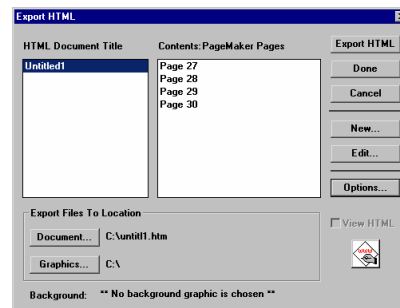
When you have completed this learning module you will have seen how to:

- Prepare to Export to HTML
- Convert publications to HTML

Exporting HTML

Exporting HTML

- When preparing a publication for export to HTML, you must remember that not all objects used in the publication will transfer.
- Boxes, Ovals and Polygons will not be exported, only text and graphics will convert.

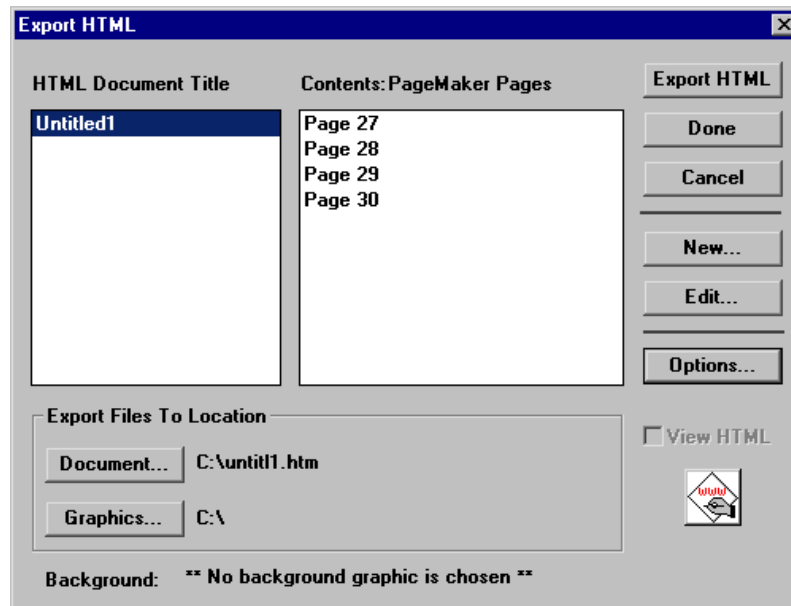


© Cheltenham Computer Training 2002

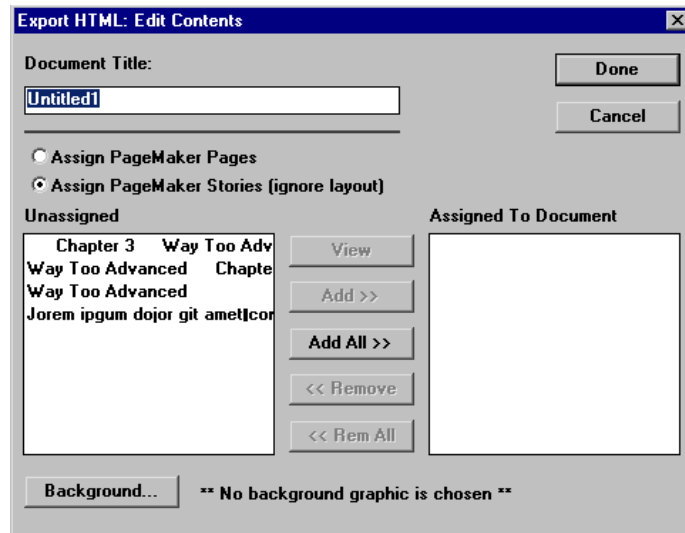
Adobe PageMaker 6.5 - Slide No 36

Preparing to Export to HTML

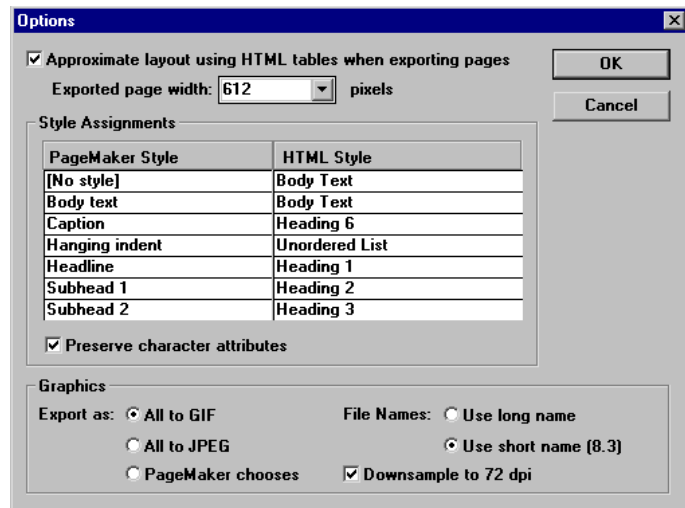
- When you are converting files to **HTML** you will lose the boxes that are drawn in **PageMaker** as well as many of the Plug-in commands that you apply:



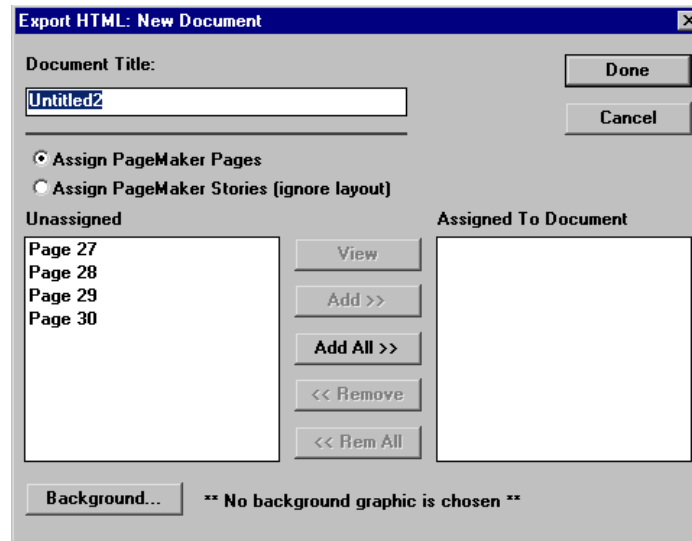
- The **Edit Contents** dialog box:



- The **Options** dialog box:



- The **New HTML Document** dialog box:

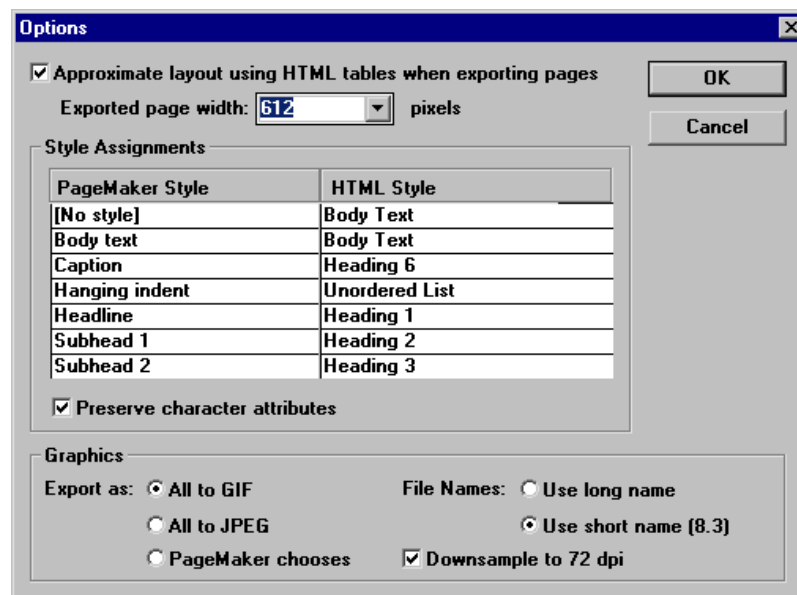


Converting publications to HTML

To create an HTML file from a PageMaker publication:

- Open the publication you want to convert to an **HTML** file

OR create a publication to be exported.
- From the main menu, choose **File > Export > HTML**.
- From the **Export HTML** dialog box, click the **Document** button to set the desired **Document** location and **File Name**.
- Click the **Graphic** button to set the desired location for the converted graphic files.
- Click the **Options** button:



- From the **Options** dialog box check the **Approximate layout using HTML Tables when exporting pages** checkbox.
- In the **Export Page width** field, set the desired page width.
- Check the **Preserve character attributes** checkbox.
- From the **Graphics** section, select the desired file format to use when converting the graphic images in your publication.
- From the **File Names** section, select the desired naming convention for the exported files.
- Check the **Down sample to 72dpi** checkbox.
- Click the **OK** button and click the **Export HTML** button to export the publication.

Review Questions**Review Questions**© Cheltenham Computer Training 2002Adobe PageMaker 6.5 - Slide No 37

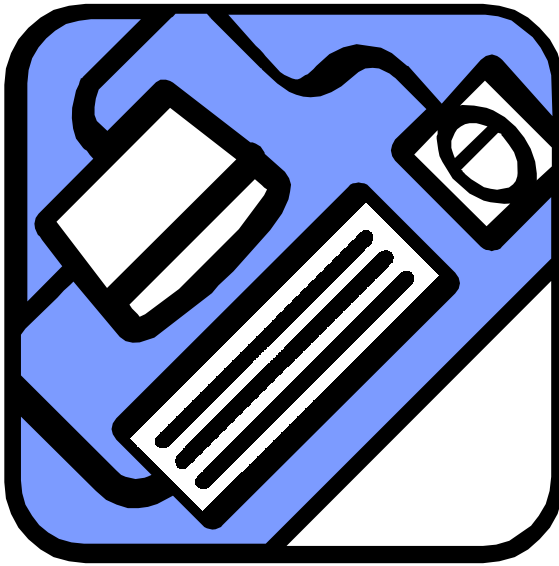
**How would
you:**

- Prepare to Export to HTML?
- Convert publications to HTML?

Adobe PageMaker 6.5

Advanced Level

Exercise Workbook



C C T G L O B A L . C O M

© 1995-2002 Cheltenham Computer Training
Crescent House
24 Lansdown Crescent Lane
Cheltenham
Gloucestershire
GL50 2LD, UK
Tel: +44 (0)1242 227200
Fax: +44 (0)1242 253200
Email: info@cctglobal.com
Internet: <http://www.cctglobal.com>

All trademarks acknowledged. E&OE.

© Cheltenham Computer Training 1995-2002 No part of this document may be copied without written permission from Cheltenham Computer Training unless produced under the terms of a courseware site license agreement with Cheltenham Computer Training.

All reasonable precautions have been taken in the preparation of this document, including both technical and non-technical proofing. Cheltenham Computer Training and all staff assume no responsibility for any errors or omissions. No warranties are made, expressed or implied with regard to these notes. Cheltenham Computer Training shall not be responsible for any direct, incidental or consequential damages arising from the use of any material contained in this document. If you find any errors in these training modules, please inform Cheltenham Computer Training. Whilst every effort is made to eradicate typing or technical mistakes, we apologize for any errors you may detect. All courses are updated on a regular basis, so your feedback is both valued by us and will help us to maintain the highest possible standards.

Sample versions of courseware from Cheltenham Computer Training

(Normally supplied in Adobe Acrobat format)

If the version of courseware that you are viewing is marked as NOT FOR TRAINING, SAMPLE, or similar, then it cannot be used as part of a training course, and is made available purely for content and style review. This is to give you the opportunity to preview our courseware, prior to making a purchasing decision. Sample versions may not be re-sold to a third party.

For current license information

Cheltenham Computer Training reserves the right to alter the licensing conditions at any time, without prior notice. No terms or conditions will affect your rights as defined under UK law. Please see the site license agreement available at: www.cctglobal.com/agreement

Courseware Release Version 5.0

INSTALLING THE SAMPLE FILES INTO THE HARD DISK.....	1
INSTALLING THE SAMPLE FILES	1
WORKING ON BOOKS	3
BUILDING A BOOK LIST	3
CREATING A TABLE OF CONTENTS	5
LIBRARIES	7
USING THE LIBRARY	7
ADVANCED PLUG-INS	11
COUNTING WORDS	11
TABLES	13
EXPORTING TABLES	13
ADVANCED TYPE.....	15
USING TRACKING	15
ADVANCED COLOR.....	17
TURNING OFF CMS	17
SCRIPTS	19
APPLYING SCRIPTS	19
PREPRESS FUNDAMENTALS	25
SAVING FOR SERVICE PROVIDER	25
PAPERLESS PRINTING	27
CREATING A PDF	27
WEB PUBLISHING.....	29
EXPORTING TO HTML	29

Installing the Sample Files into the Hard Disk

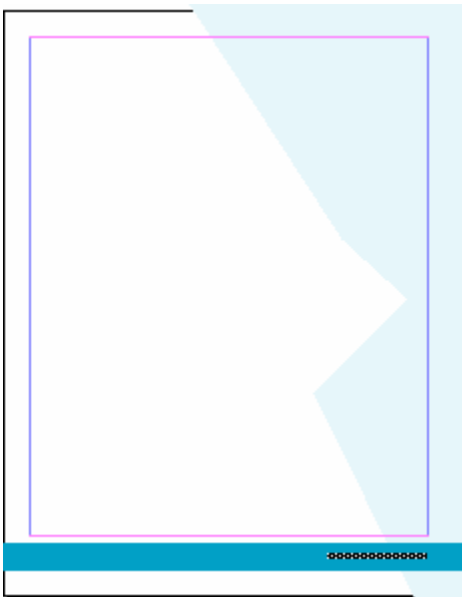
Installing the sample files

- Use Windows Explorer to create a folder called **PageMaker 6.5 Advanced Samples**, in the **My Documents** folder.
- If you are installing the sample files from the CD-ROM, place the CD-ROM in the CD drive and copy the files from the **pagemaker_6_5_advanced\exercise_files** to the **My Documents\PageMaker 6.5 Advanced Samples** folder. If these files have been copied to your network server, then ask your trainer/supervisor for more information about how to copy these files to your PC's hard disk.
- **Notes for tutors:**
The above instructions are for Windows 95 - and for Windows 98 that has not been set-up for a multi-user environment (with individual profiles). The instructions above may also require modification within a Windows NT environment. Where possible pre-install the relevant work files prior to use by students/delegates.

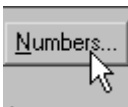
Working on Books

Building a Book List

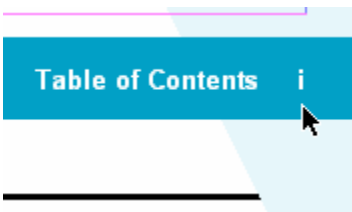
- Use Windows Explorer to create a folder called **PageMaker 6.5 Advanced Work Folder** in the **My Documents** folder.
- Use Windows Explorer to create folders called **For Output** and **For the Web** in the **PageMaker 6.5 Advanced Work Folder**.
- Launch **PageMaker 6.5** and open the *Table of contents.p65* file from the **PageMaker 6.5 Advanced Samples** folder:



- Press the **Ctrl + Shift + P** key combination to display the **Document Setup** dialog box, and click the **Numbers** button:

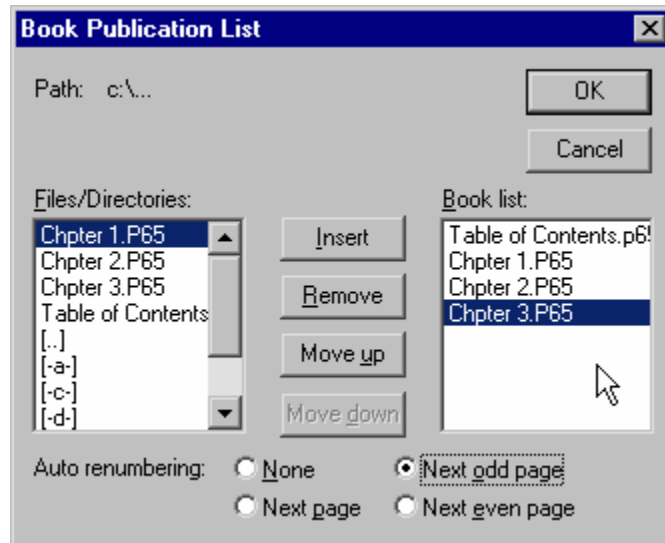


- Select the **Lower Roman** radio button from the **Style** options, and click the **OK** button.
- Check the **Restart Page Numbering** checkbox, and click the **OK** button. Notice the applied page number style in the bottom-right area of the document:



- From the main menu, choose **Utilities > Book** to display the **Book Publication List** dialog box.

Note: In the **Files/Directories** list, navigate to the **PageMaker 6.5 Advanced Samples** folder so that all **.P65** files appear in the list. You can do this by double-clicking on the correct drive letter (for example, [-c-]) and the appropriate folders until the desired files are shown:

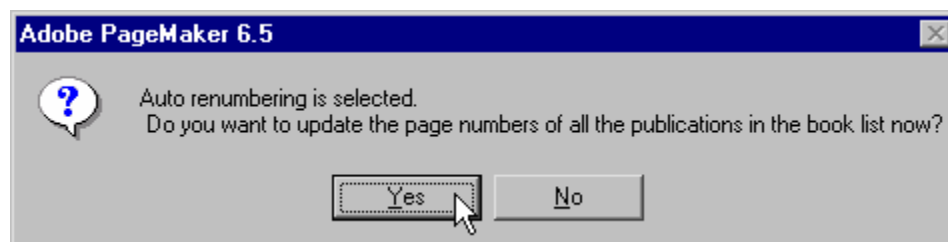


- Double-click the **Chapter 1.p65**, **Chapter 2.p65**, and **Chapter 3.p65** publications to insert them into the **Book list**

OR use the **Insert** button, to insert the **Chapter 1.p65**, **Chapter 2.p65**, and **Chapter 3.p65** publications from the **Files/Directories** window, into the **Book list** window.

Note: The **Table of Contents.p65** will automatically be inserted into the **Book list** for you.

- Select the **Next odd page** radio button from the **Auto renumbering** options.
- Click the **OK** button and click the **Yes** button when the **Auto renumbering** prompt appears:

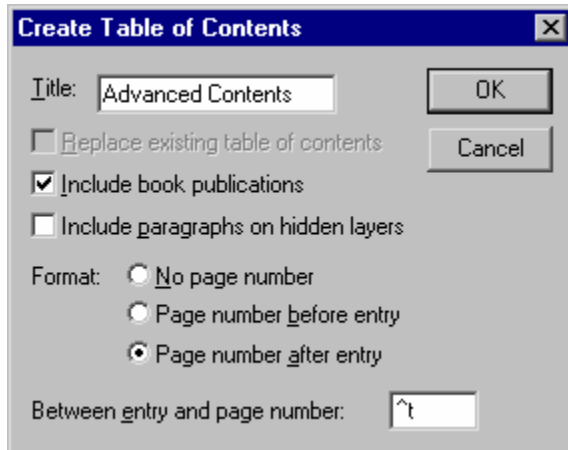


Note: If the Printer warning window appears, from the main menu, choose **File > Document Setup** and select your printer from the **Compose to printer** list.

- Press the **Shift + Ctrl + S** key combination and save the file as **TOC Book1.p65** into the **PageMaker 6.5 Advanced Work Folder**.

Creating a Table of Contents

- Still in the **TOC Book1.p65** file, from the main menu, choose **Utilities > Create TOC**, and apply the following settings to the **Create Table of Contents** dialog box:



Title - **Advanced Contents**

Include book publications - **Checked**

Include paragraphs on hidden layers - **Unchecked**

Format - **Page number after entry**

Between Entry and Page Numbers - **^t**

- Click the **OK** button and place the **Loaded Text** icon onto the page.
- Click the **Ctrl + S** key combination to save the publication.
- From the main menu, choose **File > Close** to close the document.

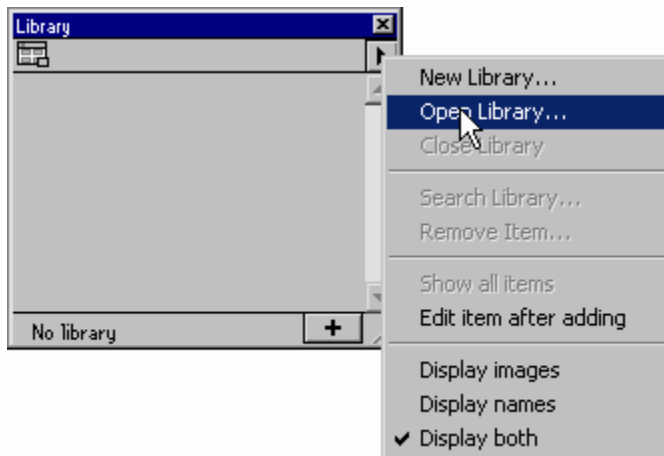
Libraries

Using the Library

- Open the **Chapter 1.p65** file from the **PageMaker 6.5 Advanced Samples** folder.
- **Note:** If the **Libraries** palette is already open when you launch **PageMaker 6.5**, close the palette by selecting the **X** at the far right of the **Library** palette:

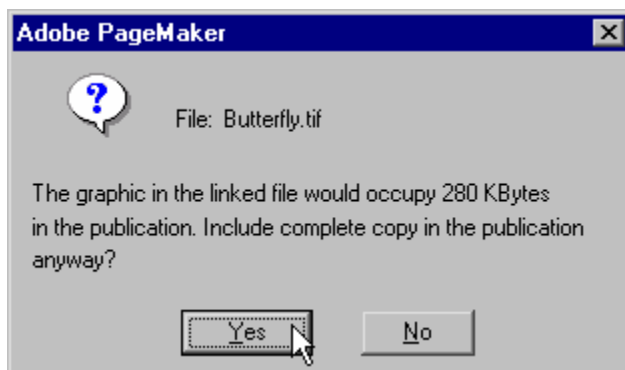


- From the main menu, choose **Window > Plug-in Palettes > Show Library**.
- From the **Library** palette menu, select the **Open Library...** option:

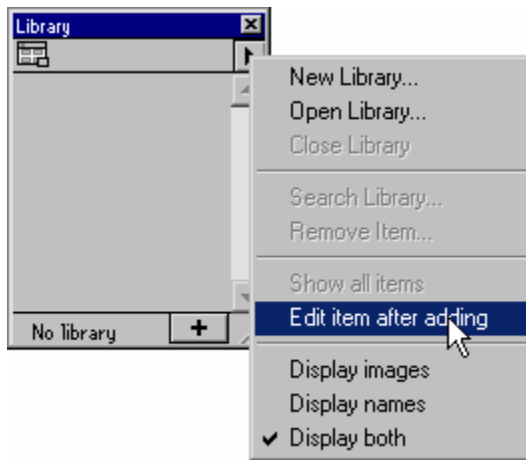


- Open the **Advanced Library.pml** file from the **PageMaker 6.5 Advanced Samples** folder.
- From the main menu, choose **File > Place** and place the **Bee on snflwr.tif** and the **Butterfly.tif** files, from the **PageMaker 6.5 Advanced Samples** folder, into the publication.

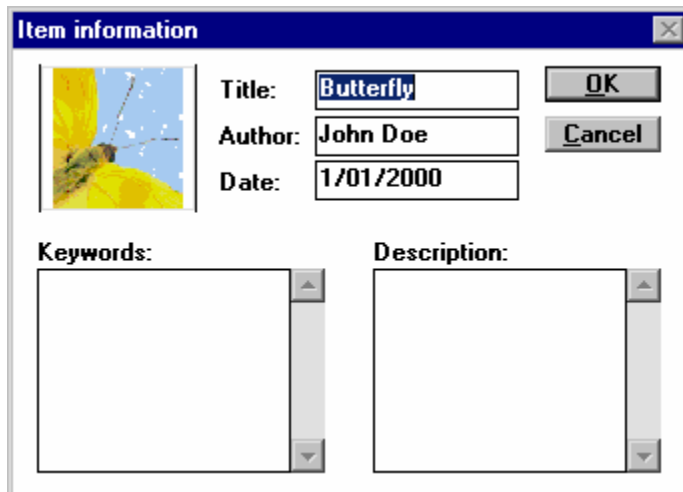
Note: You will have to place each file separately. If you receive a prompt about the size of any of the pictures, click the **Yes** button:



- From the **Library** palette menu, make sure the **Edit item after adding** option is unchecked:



- Select the **Bee on snflwr.tif** picture in the publication and press the plus (+) button on the **Library** palette to add this item to the Library.
- Select the **Butterfly.tif** picture in the publication and press the plus (+) button on the **Library** palette to add this item to the Library.
- Delete** both pictures from the publication page.
- Select the **Untitled-1** item (Bee) in the **Library**.
- From the **Library** palette menu, select the **Remove Item** option, and click the **OK** button when the error prompt appears.
- Double-click the **Untitled-2** item (Butterfly) and enter the following into the **Item information** dialog box:



Title - **Butterfly**
 Author - **Your Name**
 Date - **Current Date**

- Click **OK** button.

- Select the **Butterfly** item and drag it onto the publication **page 3**.
- Move the placed picture to the lower right corner of **page 3** and snap the picture to the right and bottom margins.
- From the main menu, choose **Window > Plug-in Palettes > Hide Library**.
- Press the **Ctrl + Shift + S** key combination and save the file as **Chapter 1.p65** into the **PageMaker 6.5 Advanced Work Folder**.

Advanced Plug-ins

Counting Words

- Close the **Chapter 1.p65** file and open the **Chapter 2.p65** file from the **PageMaker 6.5 Advanced Samples** folder.
- From the main menu, choose **Utilities > Plug-ins > Word Counter**.
- Examine the results and press the **Close** button.

Tables

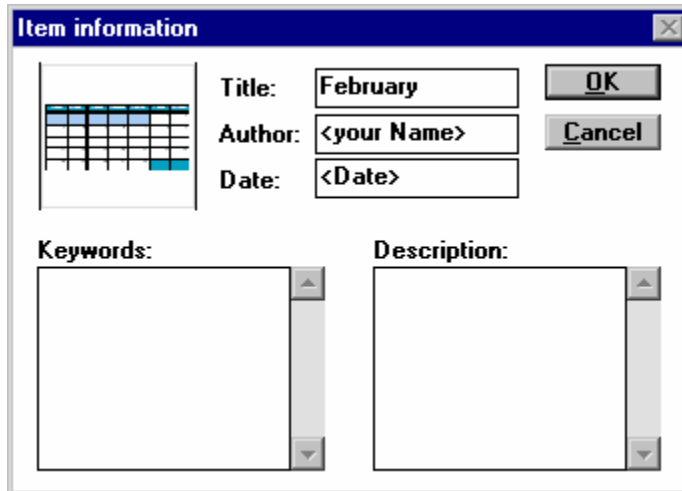
Exporting Tables

- Minimize **PageMaker 6.5**.
- Launch **Adobe Table 3.0** (this application is installed as a part of PageMaker 6.5 typical installation) and click the **Cancel** button when the **New Table** dialog box appears.
- Open the **Advanced Table.tbl** file from the **PageMaker 6.5 Advanced Samples** folder:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1						1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28		
6							
7							

- From the main menu, choose **File > Export > Graphic**.
- Navigate to the **PageMaker 6.5 Advanced Work Folder** and enter **February 2002.eps** into the **File Name** field.
- From the **Save as type** drop down list, select **EPS (Include Fonts)** and press the **Export** button.
- Choose **File > Exit** to close **Adobe Table 3.0**.
- **Maximize** or **Restore PageMaker 6.5**.
- Press the **Ctrl + D** key combination and open the **February 2002.eps** file from **PageMaker 6.5 Advanced Work Folder** and place it into the publication.

- With the placed **EPS** file selected, press the plus (+) button on the **Library** palette to add this item to the Library.
- Double-click the new item in the Library palette to open the **Item information** dialog box, and enter the following information:

The image shows a dialog box titled "Item information" with a close button in the top right corner. On the left side, there is a small preview of a calendar grid. To the right of the preview are three text input fields: "Title:" containing "February", "Author:" containing "<your Name>", and "Date:" containing "<Date>". To the right of these fields are two buttons: "OK" and "Cancel". Below the input fields are two large text areas: "Keywords:" on the left and "Description:" on the right, each with a vertical scrollbar.

Title - **February**
Author - **Your Name**
Date - **Current date**

- Press the **OK** button, and then delete the placed image from the publication page.
- Press the **Ctrl + Shift + S** key combination and save the file as **Chapter 2.p65** into the **PageMaker 6.5 Advanced Work Folder**.

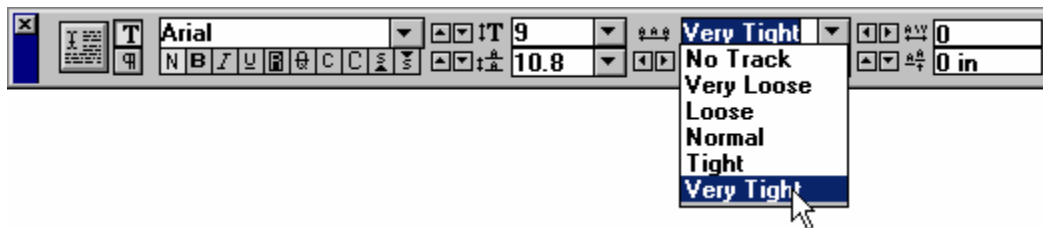
Advanced Type

Using Tracking

- Close the **Chapter 2.p65** and open the **Chapter 3.p65** file from the **PageMaker 6.5 Advanced Samples** folder.
- With the **Text** tool selected, place the cursor into the body of text and press the **Ctrl + A**.
- **Note:** If the **Control** palette is already open when you launch **PageMaker 6.5**, close the palette by selecting the **X** at the far left of the **Control** palette:



- From the main menu, choose **Window > Show Control Palette**.
- From the **Control** palette, select the **Very Tight** option from the **Tracking** drop down list:

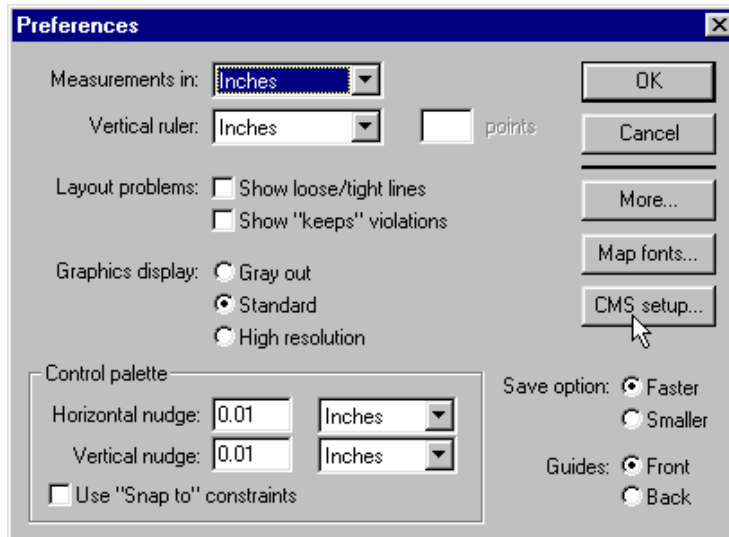


- Press the **Ctrl + Shift + S** key combination and save the file as **Chapter 3.p65** into the **PageMaker 6.5 Advanced Work Folder**.

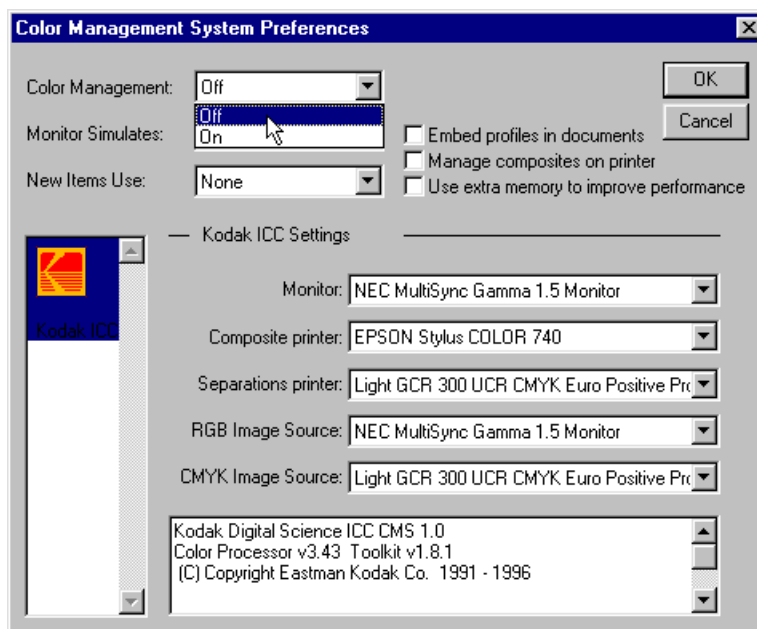
Advanced Color

Turning off CMS

- From the main menu, choose **File > Preferences > General**.
- In the **Preferences** dialog box click the **CMS setup** button:



- Within the **Color Management** drop down list select the **Off** command and click the **OK** button twice to return to the publication:



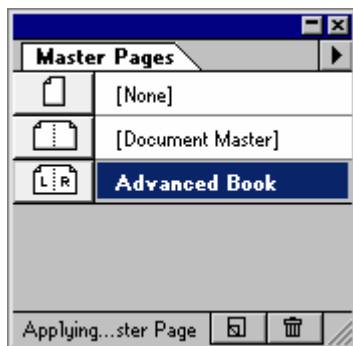
Scripts

Applying Scripts

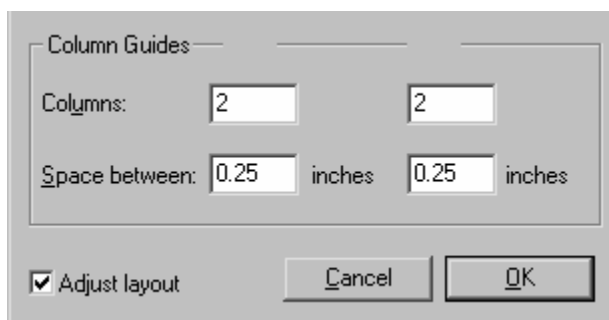
- Close the **Chapter 3.p65** publication and open the **Chapter 2.p65** file from your **PageMaker 6.5 Advanced Work Folder**.
- **Note:** If the **Master Pages** palette is already open when you launch **PageMaker 6.5**, close the palette by selecting the **X** at the far right of the **Master Pages** palette:



- Press the **Ctrl + Shift + 8** key combination to display the **Master Pages** palette:



- From the **Master Pages** palette, double-click the **Advanced Book** master page to open the **Master Page Options** dialog box.
- In the **Column Guides** section of the **Master Page Options** dialog box, make the following changes:



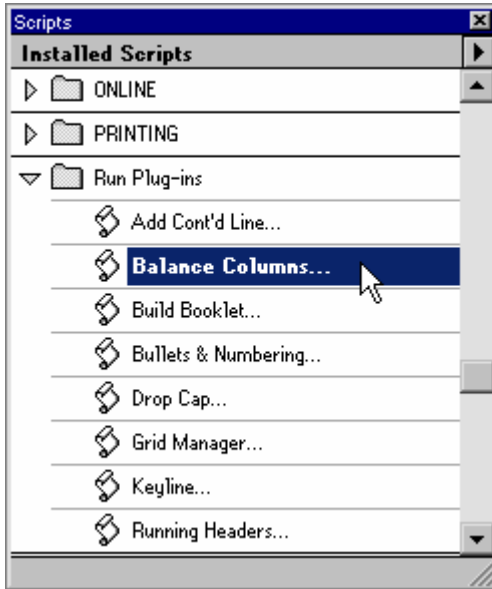
Left Master Column - **2**
Space between - **0.25 inches**
Right Master Column - **2**
Space between - **0.25 inches**
Adjust Layout - **Checked**

- Click the **OK** button.

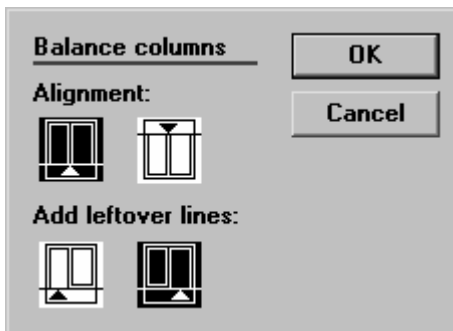
- **Note:** If the **Scripts** palette is already open when you launch **PageMaker 6.5**, close the palette by selecting the **X** at the far right of the **Scripts** palette:



- From the main menu, choose **Window > Plug-in Palettes > Show Scripts**.
- Using the **Pointer** tool, select the two columns on **page 15**.
- From the **Scripts** palette, click on the arrow next to the **Run Plug-ins** script folder and double-click the **Balance Columns** script:



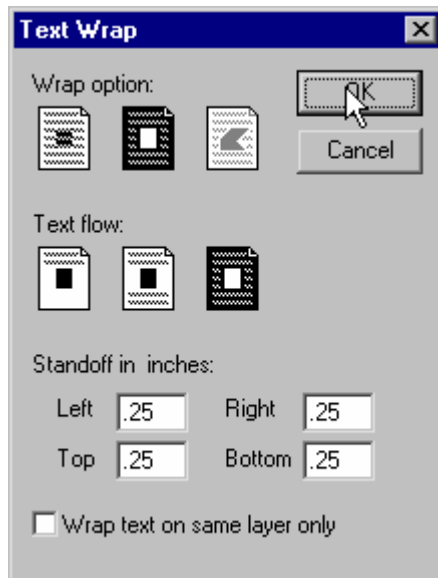
- From the **Balance columns** dialog box, select the following options:



Alignment - **Bottom**
 Add leftover lines - **Right**

- Click the **OK** button.
- Press the **Ctrl + S** key combination to save your work.

- From the **Library** palette, select the **Butterfly** item and drag it onto **page 15**.
- Select the placed picture and press the **Ctrl + Alt + E** key combination to open the **Text Wrap** dialog box.
- Enter the following into the **Text Wrap** dialog box:



Wrap option - **Middle icon**

Text flow - **Right icon**

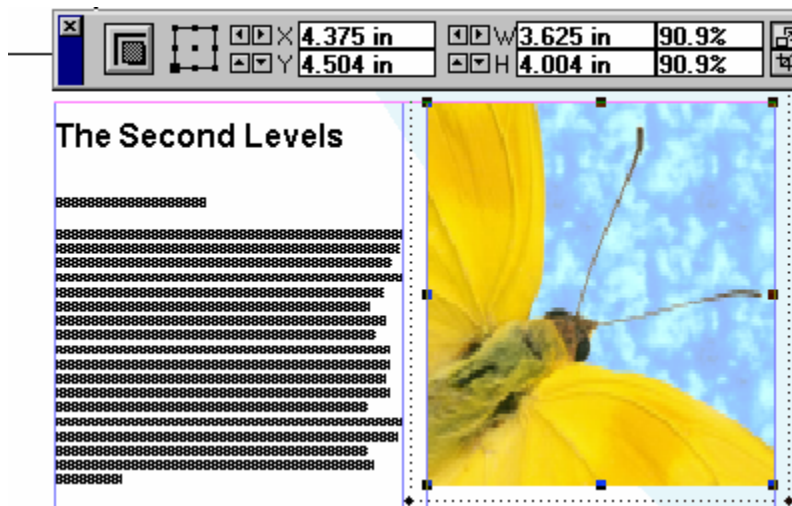
Left Standoff - **0.25**

Right Standoff - **0.25**

Top Standoff - **0.25**

Bottom Standoff - **0.25**

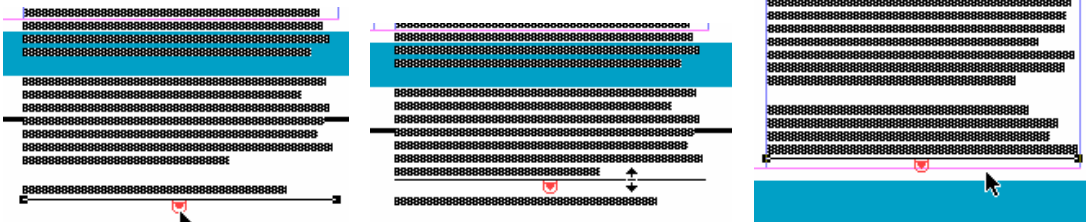
- Click the **OK** button.
- From the **Control** palette, set the image to **90.9%** of its original size:



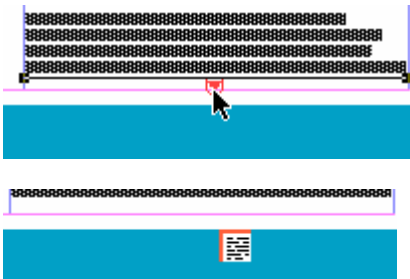
- Place the picture at the top right corner of the second column on **page 15**:



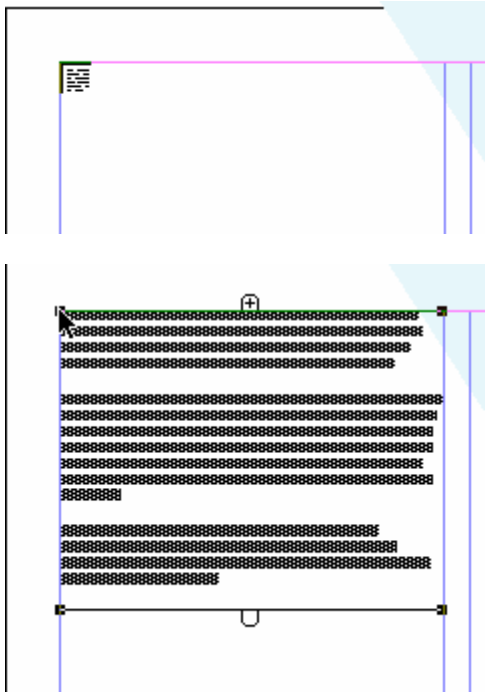
- Go to the **page 24**. Notice the text on the right column is now flowing of the publication page. Next you will adjust this text to fit the right column and place the remaining text onto **page 25**.
- Using the **Pointer** tool, select the text in the right column on **page 24**.
- With the **Text Block** selected, click bottom **Windowshade** handle that is flowing of the publication page and drag the **Windowshade** handle towards the bottom margin of the column:



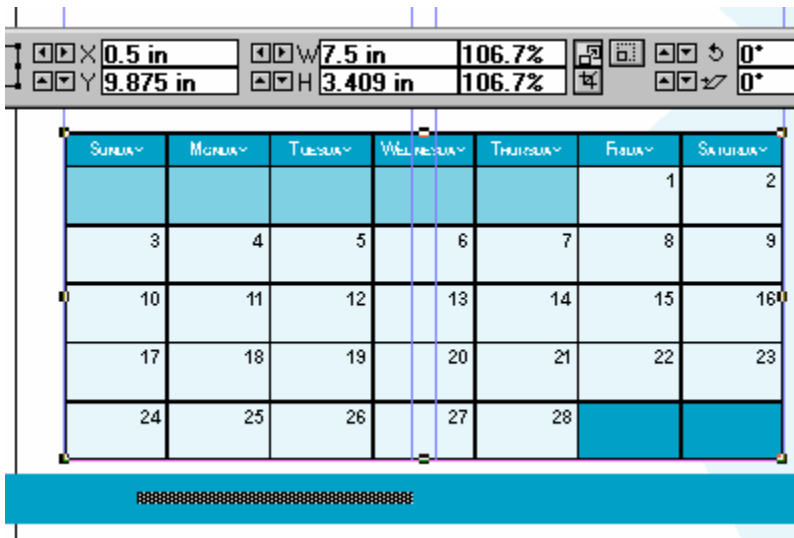
- Click the **Red Arrow** on the bottom **Windowshade** handle to transform the pointer into a **Loaded Text** icon:



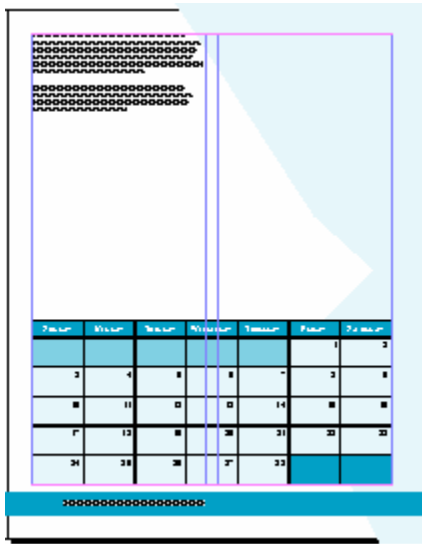
- Place the **Loaded Text** icon at the top left corner of the left column of **page 25** and click the mouse button to place the loaded text:



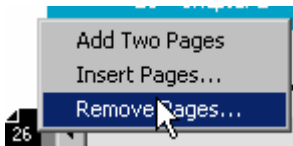
- From the **Library** palette, select the **February** item and drag it onto **page 25**.
- From the **Control** palette, set the image to **106.7%** of its original size:



- Place the picture at the bottom left corner of the page margins on **page 25**:



- Select and right-click **page 26** icon, and select the **Remove Pages** option to **remove page 26**:



- Press the **Ctrl + S** key combination to save your work.

Prepress Fundamentals

Saving for Service Provider

- Still in the **Chapter 2.p65** file, from the main menu, choose **Utilities > Plug-ins > Save for Service Provider**.
- From the **Save for Service Provider** dialog box, click the **Package** button.
- From the **Include** section, check the **Copy fonts** option, and select the **All** radio button.
- From the **Report type** drop-down list, choose **Formatted (.p65)** to save the report as a PageMaker publication.
- Click the **Notes** button to enter the following contact information:

The image shows a 'Printer Instructions' dialog box with a blue title bar. It contains several sections: 'Contact details' with fields for Name, Company, Address, Telephone#, and Fax#; 'Emulsion' with radio buttons for Up and Down; 'Page image' with radio buttons for Negative and Positive; 'Orientation' with radio buttons for Normal and Transverse; and a 'Media type' dropdown menu set to 'Film'. There are also 'OK', 'Cancel', and 'Add...' buttons. A 'Special notes' section is at the bottom with a large text area.

Printer Instructions	
Contact details	
Name:	<Your name here>
Company:	<Create a Company>
Address:	124 Couseware Ave.
Telephone#:	555-5555
Fax#:	555-5511
Emulsion	
<input type="radio"/> Up	
<input checked="" type="radio"/> Down	
Page image	
<input checked="" type="radio"/> Negative	
<input type="radio"/> Positive	
Orientation	
<input checked="" type="radio"/> Normal	
<input type="radio"/> Transverse	
Special notes:	Media type: Film
Add...	

Name - **Enter your name**

Company - **Create a company name or Use the name of the School**

Address - **123 Courseware Ave.**

Telephone - **555-5555**

Fax - **555-5511**

Emulsion - **Down**

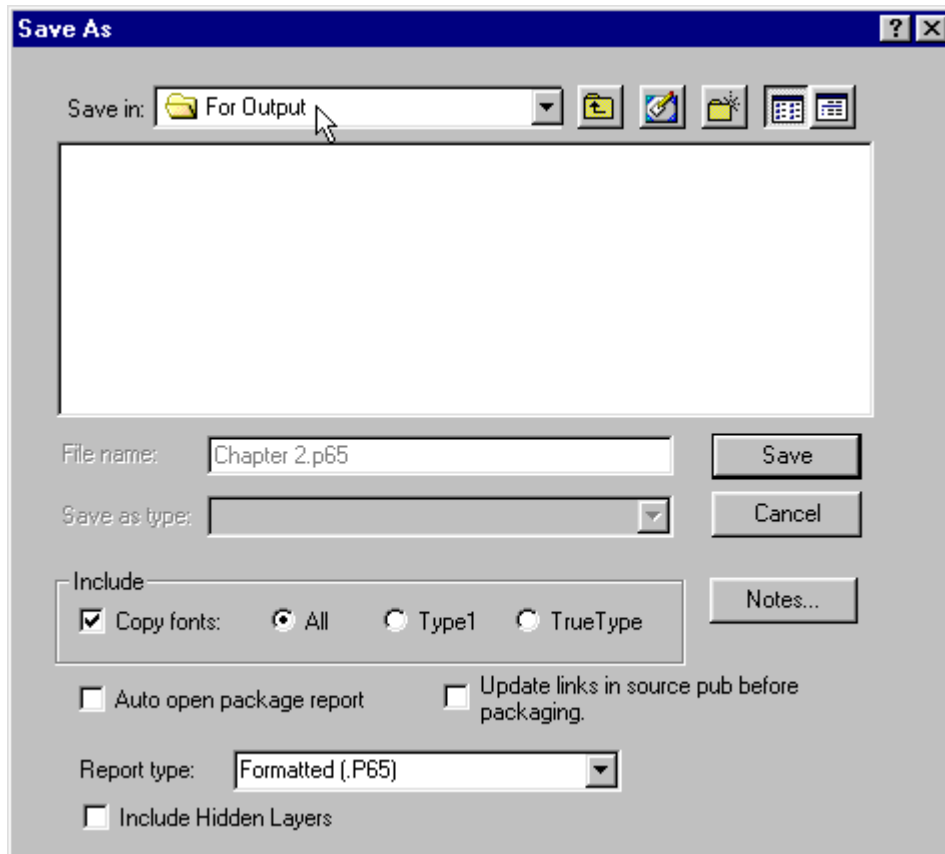
Page Image - **Negative**

Orientation - **Normal**

Media Type - **Film**

- Click the **OK** button.

- Specify the **For Output** folder in the **PageMaker 6.5 Advanced Work Folder** as the location to save the files to:

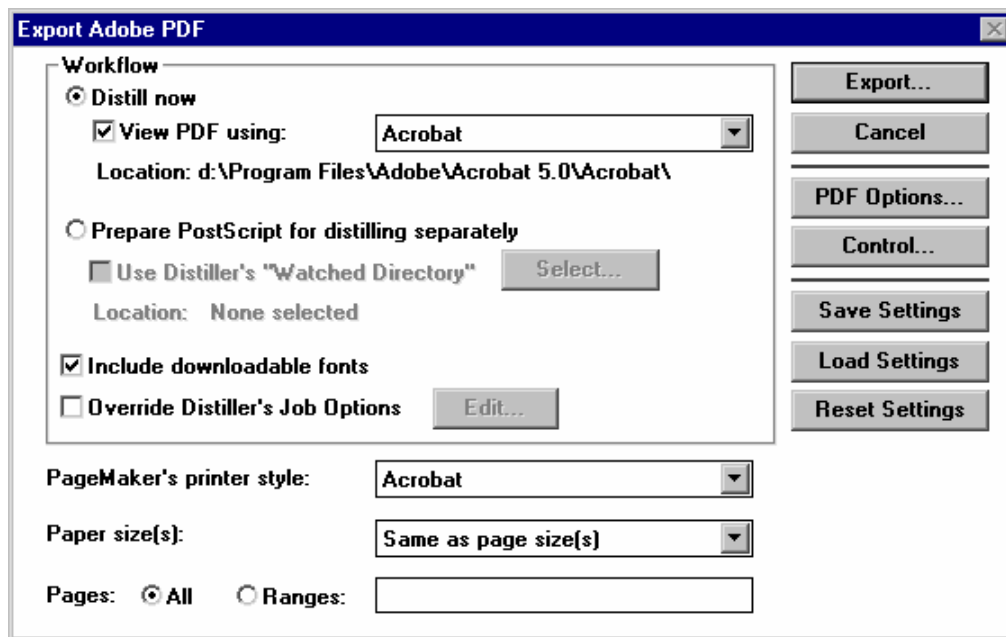


- Click the **Save** button to begin packaging the publication.
- Click the **Close** button in the **Save for Service Provider** dialog box to return to the publication.
- Press the **Ctrl + S** key combination to save your work.

Paperless Printing

Creating a PDF

- **Note:** Please make sure that you have the **Adobe Acrobat** installed on your machine, before creating a PDF file.
- Still in the **Chapter 2.p65** file, from the main menu choose **File > Export > Adobe PDF** and enter the following into the **Export Adobe PDF** dialog box:

**Workflow - Distill now**

View PDF using – **Acrobat** (locate the Adobe Acrobat on your computer)

Include downloadable Fonts - **Checked**

Override Distiller's Job Options - **Unchecked**

PageMaker's printer style - **Acrobat**

Paper Size (s) - **Same as Page size(s)**

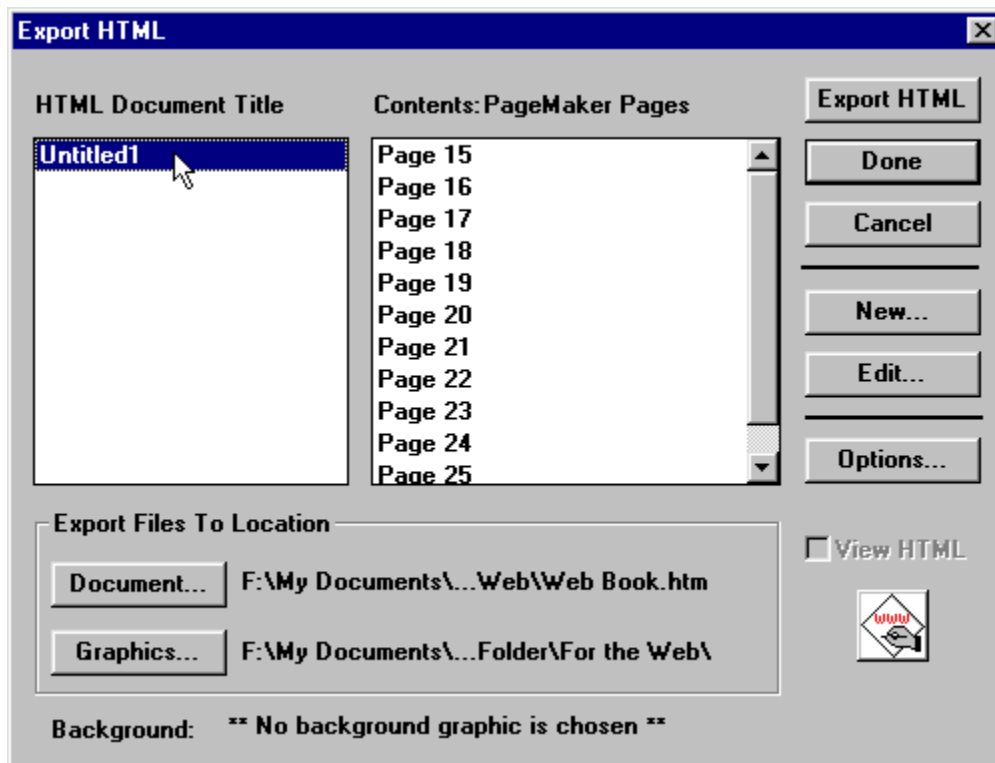
Pages - **All**

- Press the **Export** button, and enter **Full Book.pdf** into the **File Name** field of the **Save As** dialog box.
- Navigate to the **PageMaker 6.5 Advanced Work Folder** and press the **Save** button.

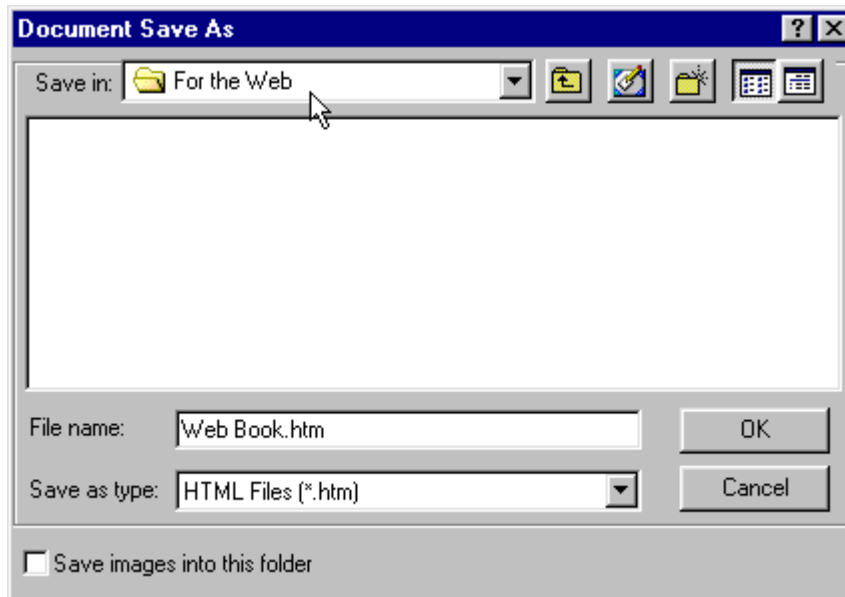
Web Publishing

Exporting to HTML

- Still in the **Chapter 2.p65** file, from the main menu, choose **File > Export > HTML**.
- In the **Export HTML** dialog box, select the **Untitled1** HTML Document Tile to display the page Contents:



- Click on the **Document** button to open the **Document Save As** dialog box:



- Save the document in the **PageMaker 6.5 Advanced Work Folder\For the Web** folder.
- Name the file **Web Book.htm** and click **OK** to return to the **Export HTML** dialog box.
- Click on the **Graphics** button, and select the same location for the graphics: **PageMaker 6.5 Advanced Work Folder\For the Web**.

- Click on the **Options** button to open the **Options** dialog box and make the following changes:

Options

☒ Approximate layout using HTML tables when exporting pages

Exported page width: **612** pixels

Style Assignments

PageMaker Style	HTML Style
[No style]	Body Text
Body text	Body Text
Caption	Heading 6
Hanging indent	Unordered List
Headline	Heading 1
Subhead 1	Heading 2
Subhead 2	Heading 3

☒ Preserve character attributes

Graphics

Export as: ☒ All to GIF ☐ All to JPEG ☐ PageMaker chooses

File Names: ☐ Use long name ☒ Use short name (8.3)

☒ Downsample to 72 dpi

OK Cancel

Approximate layout using HTML Tables when exporting pages - **Checked**

Export page Width - **612 Pixels**

Preserve character attributes - **Checked**

Exports as - **All Gif**

File Names - **Use short name (8.3)**

Down sample to 72dpi - **Checked**

- Click the **OK** to return to the **Export HTML** dialog box.
- Click the **Export HTML** button to export files.
- Launch the **Web Book.htm** file from your **PageMaker 6.5 Advanced Work Folder\For the Web** folder to view the exported file in the Internet browser.

Note: To see examples of finished exercises, please refer to any of the files inside the **PageMaker 6.5 Advanced Samples\Work Folder**.