



Pagemaker 6.5 Session 1

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Introduction

PageMaker Session 1 is a course created for CAL PACT participants to learn more about the features of PageMaker. The course covers simple introductory material and applies to the Windows computer platform. This document serves as a supplement and future reference to the class.

Skills needed to take this class

- how to use the mouse
- how to use the Windows computing environment
- experience with Microsoft Word is helpful but not necessary

Skills and concepts learned in this class

- what is PageMaker
- creating a new publication
- working in the PageMaker environment
- using the menus and the toolbox within PageMaker
- working with palettes
- viewing pages
- saving and closing a publication
- working with text and graphics

Conventions used in this document

Menus and menu commands are separated by a vertical bar (|). In the document they will appear as **Menu | Command**. An example of this is “Select **File | New...**”

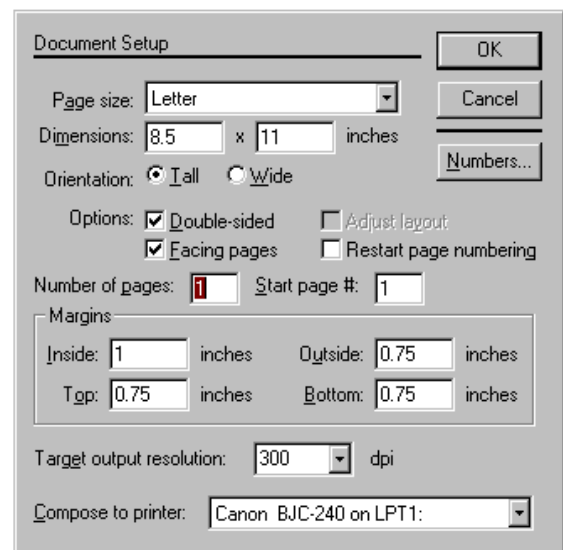
What is PageMaker?

Adobe PageMaker is a versatile program for creating and designing professional quality publications. PageMaker 6.5 incorporates the ease and flexibility of a word processor with the design layout capabilities of a graphics program. PageMaker allows you to present information and material in such a way that the text and graphics enhance as well as complement each other. PageMaker is not only useful for making simple flyers or newsletters; it can publish documents as Portable Document Format (or PDF) files which can be viewed and printed across any platform and as HTML pages that can be used on the Internet.

Opening and Saving a PageMaker Publication

Unlike many programs, launching PageMaker does not automatically open a new publication. Once you have launched PageMaker select **File | New...** to create a new publication.

Once you have selected **File | New...**, the Document Setup dialog box will automatically appear and provide you with basic design options.



The options include the page size of your publication, the dimensions, orientation, margin sizes, the number of pages, and the starting page number. Specify your desired settings or just click OK and use the default settings that come with PageMaker. Once you have modified the settings, click OK and PageMaker will open a publication window. Modify the settings for the Document Setup at any time by selecting **File | Document Setup**.

To save the publication, select **File | Save...** To change the name of a publication, select **File | Save As...**

To open an existing publication, select **File | Open...** Direct PageMaker to the file to open. You can also open a recently saved publication by selecting **File | Recent Publications...** and then choosing from the options.

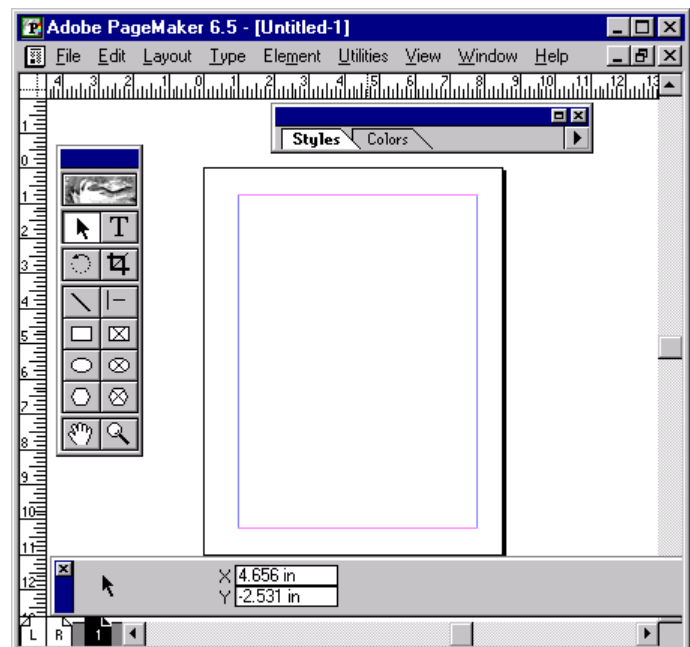
PageMaker keeps track of the last eight publications that you opened and saved.

Once you have selected the publication that you want to open, you have the option of selecting the original publication or a copy of it. If you select **Copy**, after making changes to the publication and selecting **File | Save...** will cause PageMaker to prompt you for the name to save the publication under. You can choose to replace the older original or to save it as a different file. If you select **Original**, making changes and selecting **File | Save** will automatically save the publication with the changes made. PageMaker will not prompt you with the option to save the publication under a different name. However, by selecting **File | Save As...** you can still change the name of publication even if you choose **Original**.

Understanding Your Screen

After you have opened a new or preexisting publication, PageMaker opens a publication window which contains the first page of the publication centered on a pasteboard. The page and pasteboard is where you lay out text and graphics. It resembles the workspace used in traditional paste-up.

You can view your publication in several different magnifications. Change your current view by selecting **View** and then choosing your desired magnification. The default view is **Fit in Window**. This view allows you to check the overall composition of a page. **Actual Size** allows you to see text and graphic as they will appear when printed. Zooming is important when precision is essential. The highest magnification that you can use is 400%. You can zoom to some preset magnifications by selecting **Zoom To** and then entering the desired magnification. Use **Zoom in** and **Zoom out** to move to the next greater or lesser magnification. By

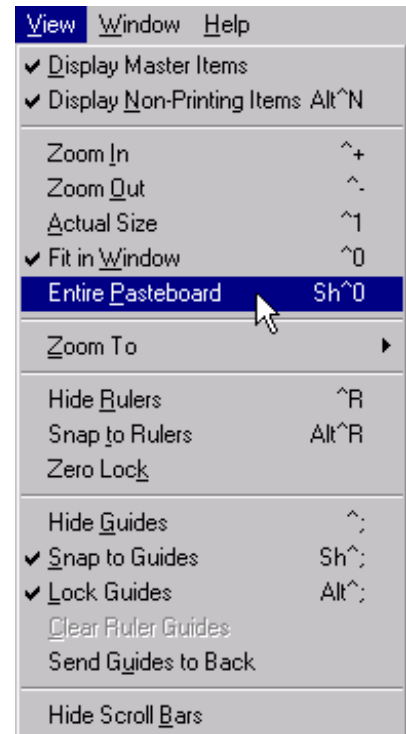


selecting **View | Entire Pasteboard...**, you can find or view objects that are on the pasteboard but not on the page.

Tips

To move between **Fit in Window** and **Actual Size**, press Shift and the right mouse button. Wherever you click will become centered in the window. You can also easily display a menu listing page view choices by clicking the right mouse button on an empty part of the page. The place where you click becomes centered in the window.

Many of the PageMaker commands become available on a special context-sensitive pop-up menu when you click the right mouse button. The options on the pop-menu depend on whether you click on an object or on the page, the tool selected when you clicked, the kind of object that you clicked, etc. Using the right mouse button can be quite useful once you've become familiar with PageMaker. It is a faster and more convenient method of making changes than selecting the object and using the menu bar.



The Rulers

At the top and on the left side of the publication window, there are two rulers, which help align text objects and graphics. It is difficult, though, to accurately align when the rulers are not close to the text object or graphic. However, you are able to drag ruler guides onto the page to align objects correctly. Click on one of the rulers and hold down the mouse button while dragging the ruler onto the page. A blue-green line should appear on the page. This is your ruler guide. It will not appear on the publication when the publication is printed, it is merely there to aid you. You can remove ruler guides by merely clicking on one and dragging it off the page.

Column Guides

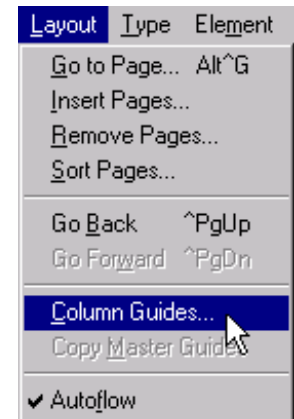
You can change the number of columns on the page, altering the flow of text that you place automatically. It also helps you position text and graphics.

To change the number of columns:

1. Select **Layout | Column Guides...**

2. Change the number of columns to the desired settings. The default is either 1 for a new publication or the amount set on the master pages of an already-created publication.

3. You can also change other options. Choosing Adjust Layout will reposition text and graphics already on the page to the new column setup. If you are working in a multi-page publication, you can also set the left and right pages differently. Otherwise, both pages will have the same number of columns.

















You can move column guides around on the page by dragging them. If you move the column guides around, text and graphics will not change when you drag column guides. Once you have set the columns and you don't want them to be moved accidentally, you can lock the guides in place. Select **View | Lock Guides...** If you want text and graphics that you place on the page to snap automatically to the guides, you can also select **View | Snap to Guides...** When placed near the column guide, the text and graphics will now be aligned within that column.

The Toolbox

The icons represented in the toolbox represent the most common tools used in PageMaker. To select a tool, click on it. You can move the toolbox by clicking and dragging the toolbox's title bar. You can also hide the toolbox from your view by choosing **Window | Hide Tools...**

In order to use any of the tools, you must always select the tool first.

-  The pointer tool selects, moves, and resizes text objects and graphics.
-  The text tool types, selects, and edits text.
-  The rotating tool selects and then rotates objects.
-  The cropping tool trims imported graphics such as pictures.

-  The line tool draws straight lines in any direction.
-  The constrained line tool draws vertical or horizontal lines and lines at a 45 degree angle.
-  The rectangle tool draws squares and rectangles. You can draw a perfect square by pressing Shift and then dragging a square.
-  The rectangle frame tool creates a rectangular placeholder for text and graphics.
-  The ellipse tool draws circles and ellipses. A perfect circle can be made the same way that perfect squares are, by pressing Shift and then dragging a circle.
-  The ellipse frame tool creates a circular placeholder for text and graphics.
-  The polygon tool draws polygons.
-  The polygon placeholder tool creates a polygonal placeholder for text and graphics.
-  The hand tool can scroll the page vertically and horizontally.
-  The zoom tool in the toolbox manipulates the view magnification.

To zoom in, select the tool and then click on the area you wish to enlarge. To zoom out, select the tool, hold the Control button, and click on an area. While the Control button is held down, the plus sign in the magnifier turns into a minus sign. This indicates that the zoom tool is in its zoom out mode. To change the view to **Actual Size**, double-click on the tool. To go to **Fit in Window**, press Alt and then double-click the tool.

The Master Pages



The master pages contains the basic structure and elements of the publication. At the lower left hand corner of the publication window, there are two little icons, one with an L, for left, and the other with an R, for right. By clicking on these boxes, you can access the master pages of the publication. Objects placed on the master pages will appear on every page of the publication.

To insert page numbers on every page:

1. Click on the master pages icons.
2. Select the text tool.
3. Click on the page where you want the page numbers to appear.
4. Press Control+ Alt + P.

If you inserted the page numbers on the left master page, two letters, "LM," will appear. If you inserted the page numbers on the right master page, "RM" will appear. If you have only one page in the publication and you want it to be numbered, insert the page number on the right master page.

Moving Between Pages

The other little icons at the lower left hand corner of the window are for the actual pages in your publication. By clicking on one of the pages, you will go to that specific page. Click on Page 1. Go to the area where you had placed the page numbers on the master pages. The number 1 should appear there.

You can also jump directly to a page by selecting **Layout | Go to Page...** and typing in the page number in the dialog box that appears.

Tip

To go to the previous page, press the Page Up key on your keyboard. To go to the next page, press the Page Down key.

Adding/Deleting Pages

To add or delete pages to the end of the publication:

1. Select **File | Document Setup...**
2. Change the number of pages. PageMaker will add or delete pages from the end of publication.

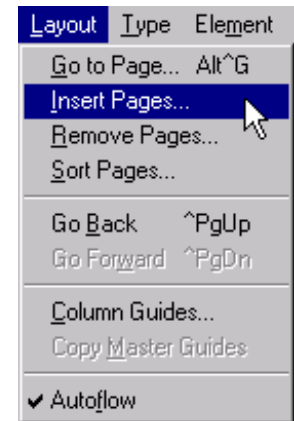
To add specific pages:

1. Select **Layout | Insert Pages...**
2. Change the options to the desired settings to indicate how many pages you want inserted and where to insert them. If you want the newly added

pages to follow the format of the master pages, remember to choose Document Master under the Master Page option.

To delete specific pages:

1. Select **Layout | Delete Pages...**
2. Select which pages you want removed. If you only want one specific page removed, just enter that page number twice.



Important Note

If you want to keep the text and graphics on the pages that you want to remove, you must first drag them to the pasteboard. The text and graphics will stay on the pasteboard until you move them or delete them.

Working with Palettes

PageMaker has several palettes: the Colors palette, the Control palette, the Hyperlinks palette, the Layers palette, the Master Pages palette, the Styles palette, and the Tools palette. You can hide and show palettes by selecting **Window** and then choosing



the appropriate palette. By default, PageMaker will show the Tools palette, also known as the toolbox, and the Control palette. The Control palette lets you make modifications to selected text or graphic. If you select text, the Control palette will provide information on the formatting of the text and will allow you to modify the text by simply highlighting the text and then selecting an option. If you select a graphic or a text object, the Control Palette will show information on the object such as the position of the graphic or object on the page, its width and height, and the degree of its rotation. This allows you to make precise modifications to the text object or graphic.

Working with Text

In PageMaker, you have the option of either typing directly onto the page or

importing text from another program. Once text is in PageMaker, you can edit, format, and manipulate the text objects. To insert text into PageMaker, click on the text tool and make an insertion point where you would like to begin. When you select the text tool, you will notice that the pointer has now turned into an I-beam. When you type the text, depending on the size of the font and the current View magnification you have, the text may appear greeked, which means that the text would appear as gray bars rather than as individual characters.

To place text from another program:

1. Select **File | Place...**
2. Find the document with the text you want to place.
3. Select OK. What should appear would look like a little corner of a page.
4. Click where you would like the text to appear.



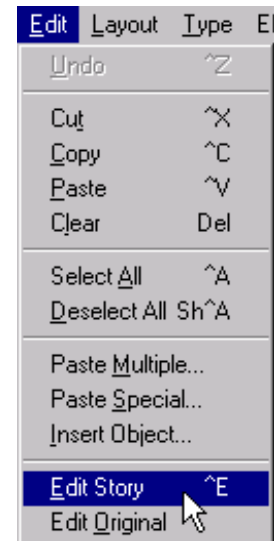
If you insert text outside of an existing text object, a new text block is created automatically. Text that you place or insert becomes part of a story. A story is a collection of text that PageMaker sees as a single unit. It can be made up of multiple text objects or just one text object.

All text in PageMaker is contained within either text blocks or text frames. You can treat the text object as a graphic. You can move, resize, and otherwise manipulate the text object. When you click on the text with a pointer tool, the border will appear. What appears is solid square handles at the corners of the text block and, at the top and bottom of a text object, lines with loops. These loops are called windowshade handles. They can tell you if you have more text to place or you are at the end of a story. An empty windowshade handle at the top indicates the beginning of a story. An empty windowshade at the bottom means that you are at the end of a story. A plus sign means that text from the same story is in another text object. A red down arrow indicates that there is more text to place. You can place the rest of the text by clicking once on the red arrow and clicking on where you want the text to be inserted.

Selecting and Editing Text

To edit or format text, you must first select or highlight the text that you want to change. To deselect the text, just make another insertion point or select another tool from the toolbox.

You can edit text in two ways: on the page in layout view or in the story editor. To get to story editor, select **Edit | Edit Story...** If you are in story editor and would like to get back into the layout view, select **Edit | Edit Layout...** In layout view, you can select and edit the text with the text tool. You can see how the revisions will change the layout and design of the page. In story editor, you work only on the text. Working in the story editor is a fast and convenient way to type and edit long text blocks. However, you won't be able to see how the changes will affect the design of the page.



Formatting Text

All the changes that you can use to format text are located under the Type menu. Here, you can change the font type, the font size, and the type style of the text. Before you select any changes, remember to highlight the text that you want to change. You can also change these options before you start typing text. There are other options to format text under the Type menu. Leading refers to the amount of space between lines of text. Alignment allows you to center, right-align, left-align, and justify your text. If you have the Control palette on your screen, you can format the text by making changes on the Control palette. You can also automatically format the text by selecting a predetermined style for the text. Select **Type | Styles...** and choose a style appropriate for the type of text that you are formatting. Under **Define Styles**, you can make your own styles.

To make your own styles:

1. Select **Type | Define Styles...**
2. Click on New in the dialog box.
3. Enter in a new name for the style.

4. Click on Char on the dialog box.
5. Modify the settings.
6. Click OK.

Making your own style can be useful and faster when you have a certain format that you need the text in. You can now modify your text by highlighting the text and then selecting **Type | Styles...** Your newly created style will now appear on the list of options. If you change the style, it will automatically update all the formatted text in the document.

Working with Graphics

In publications, graphics accentuate the text. The ease of laying out the graphics and text to make a visually pleasing and informative design is the purpose of using software such as PageMaker. You can manipulate graphics to fit the design of your page, such as resizing the graphic, rotating it, and even cropping it.

To import graphics:

1. Importing graphics works the same way as importing text. Select **File | Place...**
2. Select the graphics file that you want to import. Make sure that the option, **As an independent graphic**, is selected. Click OK.
3. The mouse pointer should have turned into a small box with an X in it.
4. Click where you want the graphic to appear on your page.

or

1. Open and select the graphic to import in a separate program.
2. Right-click and select **Copy** or **Cut**.
3. Click on the area in the PageMaker window where you want the graphic.
4. Right-click and select **Paste**.

To resize graphics:

1. Select the pointer tool.

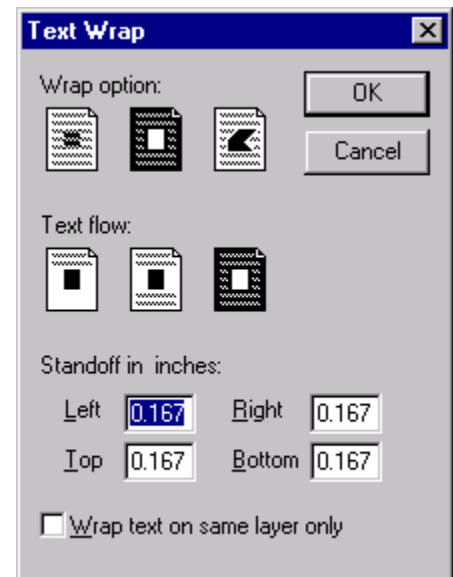
2. Click on the graphic. Little solid black boxes, called handle bars, should appear all around the graphic and the border should be indicated by a dotted line.
3. Click on one of the handle bars and drag the graphic to a new size.

However, this method will distort the graphic. It stretches out the graphic in the direction that you dragged. If you want to resize the graphic proportionally so that the graphic will still look the same but just larger or smaller, press down on the Shift button before you drag one of the handles. The graphic is now proportionally resized.

If you place a graphic on top of a text block, the graphic will cover the text. Unless this is what you wanted, you can put a text wrap on the graphic so that the text flows uninterrupted around the graphic.

To put a text wrap on a graphic:

1. Select the graphic with the pointer tool.
2. Select **Element | Text Wrap...** or right-click and select **Text Wrap**.
3. Under **Wrap Option**, select the second option.
4. Under **Text Flow**, you have three choices: the first one wraps the text that is right on top of the graphic but will not wrap text next to or below it, the second one wraps the text on top and below it, and the third wraps the text on top, on the sides of the graphic, and below. Select the one that fits your needs.



5. Another dotted line with handle bars should appear around the graphic in addition to the border line.

To crop a graphic:

1. Select the cropping tool.
2. Select the graphic. Handle bars should appear around the graphic. If you

have put a text wrap on the graphic, two sets of handle bars should appear. The innermost set of handle bars is for the border of the graphic.

3. Click on the handle bar next to where you want to crop. Make sure that the handle bar that you click on is the one that is part of the border of the graphic and not part of the text wrap border.

4. Drag the handle bar so that the part that you want to crop does not appear.

Cropping graphics can be essential when you only want to have part of the graphic shown on your page. You can undo a crop by selecting **Edit | Undo...** or by using the cropping tool again and just dragging out the same handle bar to show the cropped area.