



Pagemaker 2

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Introduction

Pagemaker Session 2 is a course created for CAL PACT participants to learn more about the features of Pagemaker. This course covers advanced material and applies to the Windows computer platform. All the material in this document may not be covered in the class. This document serves as a supplement and future reference to the class.

What you will need to know to take this class

- How to use the mouse
- The material covered within the CAL PACT Pagemaker 2 class

What you will learn in this class

- Changing order of objects
- Using layers
- Changing strokes and fills
- Balancing columns
- Grouping objects
- Using libraries
- Creating a booklist
- Using text and graphics frames

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...**

Changing order of objects

PageMaker assigns positions to objects in an order in which objects overlap one another within a page. PageMaker can change the order at any time, offering several options in changing the order of objects. An object can be moved in front of all other objects, toward the top of the order or behind all other objects.

To change the order of objects:

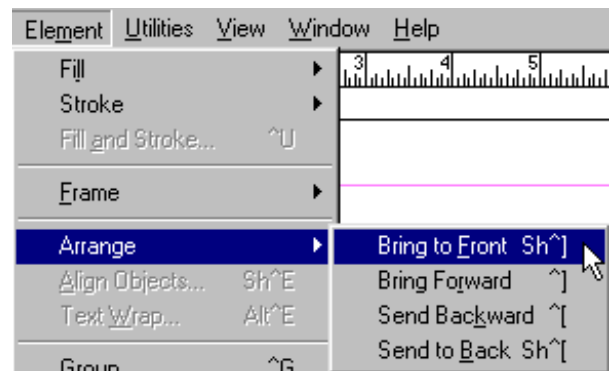
1. Select the object.

2. To move the object in front of all others, choose **Element | Arrange | Bring to Front**.

3. To move the object one position toward the top, choose **Element | Arrange | Bring Forward**.

4. To move the object toward the bottom of the order, choose **Element | Arrange | Send Backward**.

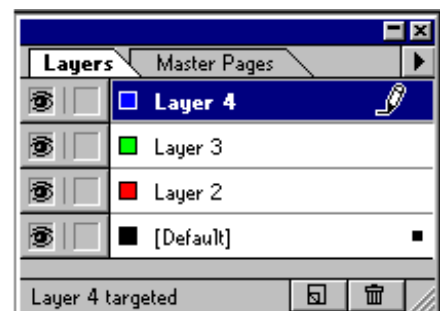
5. To move the object behind all other objects, choose **Element | Arrange | Send to Back**.



Using layers

Using the **Element | Arrange** command is an easy way to change the order of objects. You can also use layers to change the order of objects. Layers provide greater control over the design and layout of the document. You can edit specific areas in your publication or hide one layer to work solely on another without the other hindering the view of that certain layer.

In the Layers palette, there are options to create, edit, lock, and delete layers. The palette can also show and hide layers as well as change the layer order. It lists the layers with the frontmost layer appearing at the top of the palette. Choose **Window | Show Layers** to show the palette.



Creating layers

With the layers palette open, creating a new layer is possible. When a new layer is created, that layer becomes the target layer. The target layer is the layer to which new objects are added. This is always highlighted and indicated by a pencil icon. The status bar at the bottom of the palette will also show that the layer is the target layer. Only one layer can be active at a time.

To create a new layer:

1. On the Layers palette, there is a right-toward-pointing arrow on the right side of the menu. Click on the arrow. This will bring up the Layers palette menu.



2. Select New layer.

3. Type a name for the layer. If no name is typed in for the layer, PageMaker will name it a generic name such as Layer1 or Layer2. PageMaker will always name the new layer according to the order in which it was created. The backmost layer is always named Default.

4. Select a color for the layer from the Color option menu. If you do not select one, PageMaker will assign one automatically. Now, when an object is selected, the handles that appear around the object will be that color. This will show whether the currently selected objects are on the same layer or not. The color selected will also appear to the left of the name of the layer on the Layers palette.

Moving or copying objects using layers

While working in one layer, you can still select, move, and edit objects in other layers or move and copy objects from one layer to another layer.

To move an object to a different layer:

1. Select the object that you want to move. A small colored dot will appear to the right of the layer name in the Layers palette. This means that the layer is currently selected.

2. Drag the colored dot to the layer that the object is to move to. The handles around the object will now be the color of that layer.

To copy an object to a different layer:

1. Select the object you want to copy. Again, a small colored dot will appear to the right of the layer name.
2. Hold down the eCtrl key on the keyboard and drag the colored dot to the layer that the object is to be copied to.

Changing the order of layers

The order of the layers can be changed by rearranging the layers on the Layers palette. In the Layers palette, drag the layer that needs to be moved to its new location. More than one layer can be dragged by holding down the Ctrl key on the keyboard and selecting each layer. When one layer is dragged at a time, they will maintain their layer order relative to each other.

Deleting and merging layers

To delete layers, go to the Layers palette menu by clicking on the down arrow on the Layers palette and selecting **Delete Layer**.

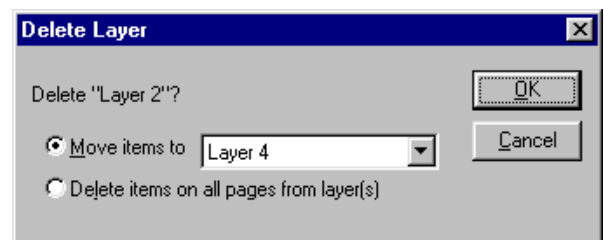


PageMaker will bring up a menu asking if you really want to delete the layer. This menu has an option to move all the objects that are on the layer to another layer. If you do not want the objects to be moved, select Delete items on all pages from layer(s). Layers that have no objects on them can be removed by selecting Delete Unused Layers. PageMaker will prompt you on each layer, asking if you really want to delete that layer.

In PageMaker, all the objects from selected layers can be moved onto one layer.

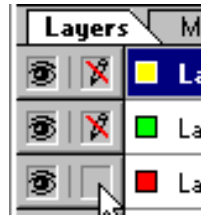
To merge layers:

1. Hold down the Ctrl key on the keyboard and select the layers that need to be merged. The first layer that is selected will become the target layer. All objects from the other layers selected will be moved onto this layer.
2. Go to the Layers palette menu.
3. Select Merge Layers.



Locking layers

Layers can be locked to avoid selecting or editing objects on certain layers. To lock a layer, click on the rightmost box to the left of the layer name. The lock icon, a pencil with a line through it, will appear. To unlock the layer, click on it again. The lock icon will disappear.



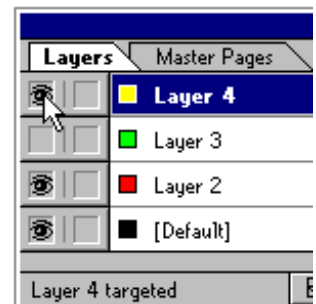
To lock all but the targeted layer:

1. Make sure that no layers are locked.
2. Click a layer name to make it the target layer.
3. Go to the Layers palette menu.
4. Select Lock Others. If there are any locked layers, the option will not appear on the menu. Another way is to hold down the Alt key on the keyboard. Click the rightmost box to the left of the layer to make the target layer.

All of the other layers will now have the lock icon appear next to their names. To unlock all the layers, go to the Layers palette menu and select Unlock All. you can also hold down the Alt key and click the lock icon to the left of the name of any locked layer.

Showing and hiding layers

PageMaker can also have certain layers hidden or shown. When a layer is hidden, that layer and objects on that layer will not be shown. That layer and its objects will also not be printed.



To show or hide a layer:

1. Click the leftmost box to the left of the layer name. The eye icon appears. This means that the layer and objects on that layer can now be seen.
2. To hide the layer, click on the leftmost box again. The eye icon will disappear and all objects on that layer will also disappear.

To hide all layers but those selected:

1. Select the layer that will remain viewable.
2. Go to the Layers palette menu.
3. Select Hide Others. You can also hold down the Alt key and click on the eye icon to the left of the layer that will be viewable.

Changing strokes and fills

PageMaker can change the stroke and fill patterns of objects that are created using the drawing tools. The stroke is the width of lines drawn with the line tools and the width of borders around rectangles, ellipses, and polygons.

To apply or change strokes or fills:

1. Select the pointer tool.
2. Select the object.
3. To apply or change strokes, choose **Element | Stroke**. To apply or change fills, choose **Element | Fill**. To do both at the same time, choose **Element | Fill and Stroke**.
4. Select the desired options.

**Balancing columns**

When you place text on a page, sometimes the columns are not of equal size. Pagemaker allows you to change the columns so that they are of equal size so that the columns' top and bottom edges align.

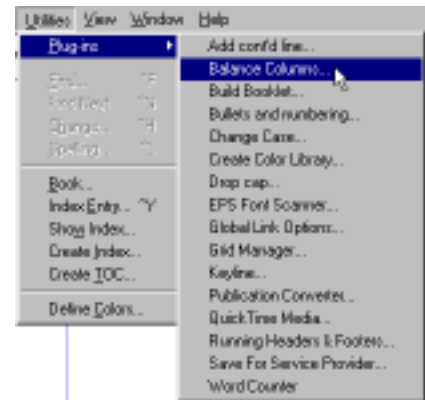
To make two or more columns align:

1. Select the pointer tool.
2. Select two or more columns within the same story.

3. Choose **Utilities | Plug-Ins | Balance Columns**.

4. Select an alignment option and select where to add leftover lines when text cannot be divided equally among the selected columns

5. Click OK.

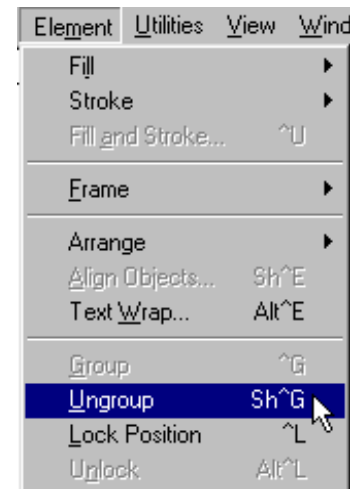


Grouping objects

Several objects can be grouped into one object. This is helpful when you have placed objects in the desired way but you want to move the objects to another area. You can treat the grouped objects as one object and move them together instead of one by one.

To group objects:

1. Select the pointer tool.
2. Select the first object you want to group.
3. Hold down the Shift key and select the other objects while the Shift key is held down.
4. Choose **Element | Group**.



To ungroup objects:

1. Select the group.
2. Choose **Element | Ungroup**.

To select text within the group:

1. Select the text tool.
2. Click an insertion point in the text.

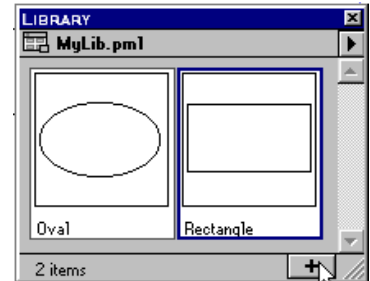
To select an individual object within the group:

1. Select the pointer tool.
2. Press the Control key and select the object.

Groups cannot be nested. A group can be nested with other objects, creating another group. If you choose to ungroup that group, the first original group becomes ungrouped as well. If text objects are resized, the text type and paragraph specifications remain the same. This means that even if a text box is resized, the size of the text remains the same.

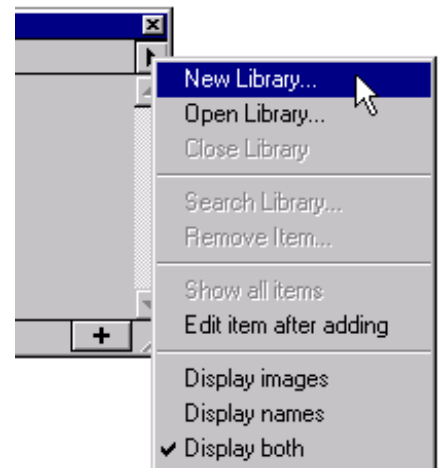
Using libraries

When the same text and graphics are used frequently, the Library palette keeps these text and graphic objects in collections to reuse and manage efficiently. Text and graphics can be moved onto the libraries to store them and moved off the libraries to add to the publication. By using libraries, objects will no longer have to be recreated each time.



To create a new library:

1. Select **Window | Plug-In Palettes | Show Library**.
2. Select **New Library** from the Library palette menu. This is the rightward pointing arrow near the top of the Library palette.
3. Type a name for the library. Specify where to save it. Click **Ok**.



To open an existing library:

1. Select **Window | Plug-In Palettes | Show Library**
2. Select **Open Library**. Find and select the library to open. Click **Open**.

To add an object to a library:

1. Open or create the library.
2. Select the object you want to add.
3. Click the add button (the plus sign) on the Library palette.

To place an object from the library onto the document:

1. Open a library.
2. Go to the area you want to place the object in.
3. Click and drag the object to the area on the document.

To delete an object from the library:

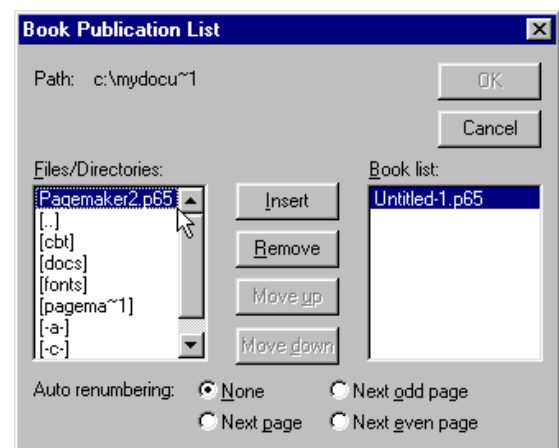
1. Select the object on the Library palette.
2. Click the right-facing arrow next to the name of Library. The menu that appears is the Library palette menu. Choose Remove Item.
3. Click OK when Pagemaker asks to confirm.

Creating a book list

When working on a long publication, parts of the publication can be divided into separate, smaller, individual publications. Each publication can then be worked on independently. All the publications can be linked to create a book so that while working on them separately, they can also be worked on as a whole. All the publications can be assembled into a book by creating a booklist. A book list tells PageMaker which publications to assemble. PageMaker will renumber all the publications in the book list so that each is numbered correctly and in sequence. The order in which publications appear in the book list determines the sequence of the numbering.

To create a book list:

1. Open the publication in which to create the book list.
2. Choose **Utilities | Book**.
3. Double-click the name of each file to add.
4. Click on Move Up or Move Down to change the publication position in the book list. Click on Remove to delete it from the book list and then click OK.



To number pages consecutively:

1. Open the publication containing the book list.
2. Choose **Utilities | Book**.
3. Choose the desired option for Auto Renumbering.

- The None option prevents automatic renumbering.
- The Next Page option numbers publications in the book list consecutively from the first publication to the last. If Pagemaker finds a publication with the Restart Page Numbering option selected in the Document Setup menu, it will restart the page numbering, breaking the sequence.
- The Next Odd Page and Next Even Page options number publications so that each will begin on an odd or even numbered page. When needed, Pagemaker will insert a blank page so that the next publication will begin with an odd or even page number.

Using text and graphics frames

PageMaker 6.5 includes a new kind of object, the frame. A frame is similar to other objects in PageMaker but differs in some fundamental ways. Like other objects, using the selection tool has the ability to select a frame and make changes to it such as resizing, moving, copying, rotating, etc.

PageMaker-drawn elements, such as lines and circles, can have a fill and stroke but cannot have content such as graphics or text. A frame can have fill and stroke attributes but it can contain graphics and text. Text blocks can also have a story flow from one text block to another but must be rectangular. A frame can have a story flow from one frame to the next but it also can be any shape, unlike text blocks.

Creating a frame

There are two ways to create a frame. Use the frame tools located in the toolbox. Any PageMaker-drawn object can be turned into a frame, except for lines. The object will retain its original fill, line weight, and other object attributes.



To change a PageMaker-drawn object into a frame:

1. Create or select the object.
2. Select **Element | Frame | Change to Frame**.

Adding content to a frame

A frame can be filled with text or imported images already added to the publication as well as with text and graphics not yet placed. Type text directly into a frame to start a story or edit an already-created one. A frame becomes a text frame or a graphic frame depending on whether you put in text or a graphic. When a graphic is added to a new frame, text cannot be added to that frame. The graphic must be first deleted or detached from the frame. The only way to have both graphics and text in the same frame is to fill the frame with a story that includes and in-line graphic that flows with the text.

To add existing text or graphics to a frame:

1. Create the frame.
2. Select the frame with the selection tool.
3. Hold down the Shift key and select the text block or imported graphic to add to the frame.
4. Select **Element | Frame | Attach Content**.

To add text or graphics into a frame:

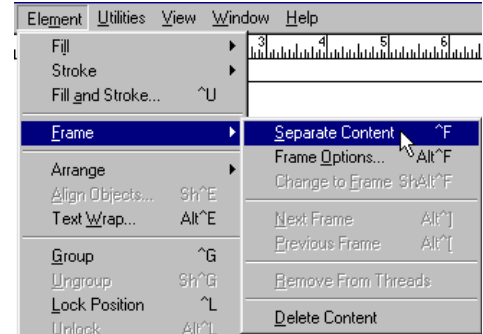
1. Create the frame.
2. Select the frame with the selection tool.
3. Select **File | Place**.
4. Select the file you want to place. Select the Within Frame option under the Place options on the dialog box. Click OK.

To type into a frame:

1. Click on the text tool in the toolbox.
2. Click inside the frame.

To detach content from a frame:

1. Select a graphic frame or an unthreaded text frame.
2. Select **Element | Frame | Separate Content**. The text or graphic will now become independent objects that can be selected and moved off the frame.

**To delete content from a frame:**

1. Select the frame.
2. Select **Element | Frame | Delete Content**. The frame will become empty. If the frame contained text, the entire story will be deleted, even if the story was threaded into other frames.

Selecting frames and their content

Once text or graphics are added to a frame, the text or graphic cannot rotate or flip independently of the frame. The text or graphic takes on the same transformations as the frame.

To resize a graphic within a frame:

1. Select the frame in which the graphic is contained.
2. Select **Element | Frame | Separate Content**.
3. Resize the graphic.
4. Select the graphic. Hold down the Shift key. Select the frame.
5. Select **Element | Frame | Attach Content**.

To select text to edit within a frame:

1. Select the text tool.
2. Click inside the frame.

To select an in-line graphic* within a text frame:

1. Select the pointer tool.
2. Click the in-line graphic.

* An in-line graphic is a graphic that has been placed within a text object. To place a graphic within a text object, click on the text tool, then click within the text object. Select **File | Place** and choose the graphic to place. Make sure **As in-line graphic** appears in the Place area of the dialog box. An independent graphic is one that is placed by itself and not within a text object.

Positioning content within a frame

Often, when text or graphics are placed in a frame, the text or graphics will be smaller or larger than the frame itself. PageMaker gives different options on how to position the text or graphics within the frame. You can specify either that a graphic larger than the frame be clipped to fit the frame border or that a graphic smaller than the frame resize to fit the frame size. The graphic or text may also be right, left, or center-aligned inside the frame instead of being resized.

To fit a graphic to a frame size:

1. Select the selection tool and click on the frame that contains the graphic.
2. Select **Element | Frame | Frame Options**.
3. Select one of the options in the Content Position area of the dialog box that appears. If the graphic is to be scaled proportionally to the frame, select Maintain Aspect Ratio.
4. Choose a vertical and horizontal alignment from the Alignment pop-menus. there can be a combination of alignments: center/center, center/top, center/right, etc. If a bottom alignment is applied to a text frame, as more text is typed in, the text will move upward instead of downward. Click OK.

To arrange text within a frame:

1. Select the selection tool and click on the frame that contains the text.
2. Select **Element | Frame | Frame Options**.
3. Only the vertical alignment option is available in the Content Position area of the dialog box that appears. In the Inset area of the dialog box, type in how far the text to move inside the frame. For rectangular frames, specify the values for its four sides. For oval or polygonal frames, it will only be one value.

When a graphic is within the frame, the graphic will not be able to be moved around inside the frame by simply using the selection tool and clicking on the graphic. The frame will move around and not the graphic itself. To move the graphic within the frame, select the cropping tool from the toolbox and click on the frame that has the graphic to move around. Drag the graphic to a new position within the frame.