

# **PageMaker Preview**

## **A One Hour Introduction**

This workshop has been designed to present the following competencies:

1. Review the advantages of Adobe PageMaker.
2. Review the uses of Adobe PageMaker.
3. Review the components of the Adobe PageMaker workspace and basic terms used in PageMaker
4. Review the tools in the Toolbox.
5. Open a new PageMaker publication.
6. Open Defaults dialog box and reset measurements.
7. Set Document Preferences
8. Review the use of Master Pages.
9. Create Master Pages for a publication.
10. Set columns.
11. Set Guides.
12. Draw constrained line.
13. Import picture.
14. Resize picture.
15. Set Text Wrap using Text Wrap dialog box, and reset standoffs.
16. Import Text.
17. Move standoff border around picture.
18. Create a Headline.

## What is PageMaker?

PageMaker is a desktop publishing software. I like to think of it as a **CPA** program ....in this program you to **cut**, **paste** and **assemble** your work..

PageMaker allows you to:

- ☐ import pictures and graphics
- ☐ create simple graphics within the program
- ☐ import text
- ☐ create text within the program, i.e.,  
    headlines and captions
- ☐ wrap text around graphics
- ☐ use columns
- ☐ use guidelines and grids

PageMaker is a great tool for

- ☐ flyers
- ☐ handouts
- ☐ articles
- ☐ brochures
- ☐ cards

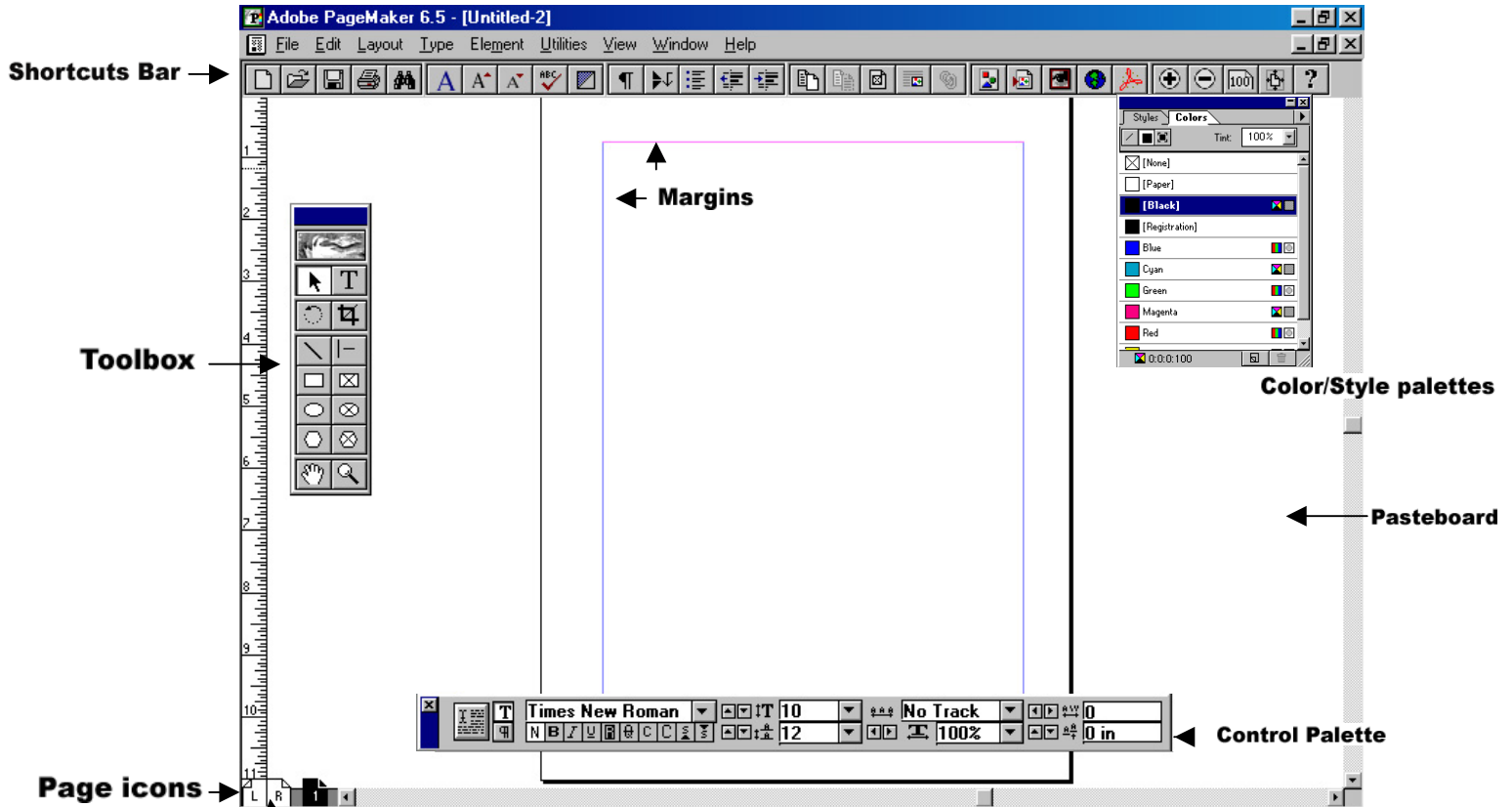
PageMaker gives you greater control over

- ☐ layout/page set up, including:
  - ☐ text wrapping
  - ☐ use of columns
  - ☐ placement of graphics
- ☐ leading
- ☐ tracking
- ☐ kerning

## PageMaker Preview

### Terms and General Information

**Publication:** A new document is called a publication.



**Master Pages:** A set of pages for a publication, which hold the information, such as guides, gridlines, bars, page number placement, which will apply to every page in the publication.

The **Pasteboard** stores items for later use. Items on the pasteboard are visible from any page, but do not print.

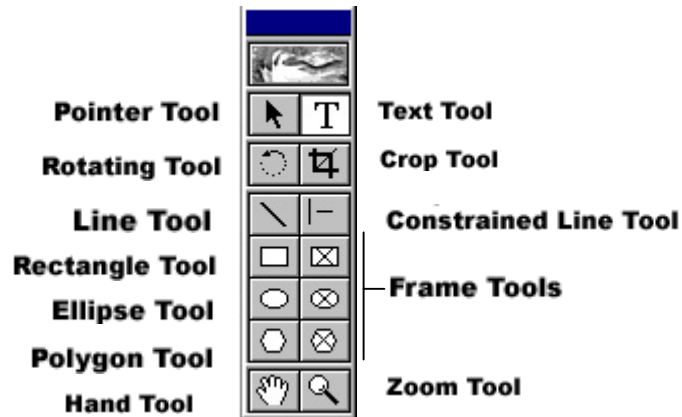
The **Control Palette** allows you to make changes to text without using menu commands.

**Leading:** the distance between lines of type.

**Tracking:** the distance between words.

**Kerning:** The distance between letters.

## The Toolbox



**Pointer Tool**—Use to select, move, and resize objects and graphics

**Rotating Tool**—Use to select and rotate objects

**Line Tool**—Use to draw straight lines in any direction

**Rectangle Tool**—Use to draw squares and rectangles. Use the rectangle frame to create a placeholder for text and graphics.

**Ellipse Tool**—Use to draw circles and ellipses. Use to create a circular or oval placeholder for text and graphics.

**Polygon Tool**—Use to draw polygons. Use to create polygon placeholders for text and graphics.

**Hand Tool**—Use to scroll page.

**Text Tool**—Use to type, select and edit text.

**Crop Tool**—Use to crop imported graphics.

**Constrained Line Tool**—Use to draw vertical or horizontal lines.

**Zoom Tool**—Use to magnify or reduce an area on the page.

### Measurement

The standard units of measurement in desktop publishing are **picas** and **points**.

**6 picas = one inch**

**12 points = one pica**

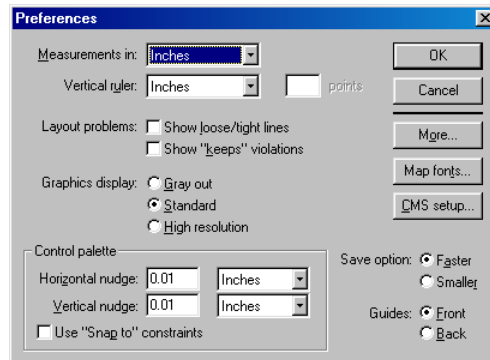
**72 points = one inch**

## PageMaker Exercise:

### Start PageMaker

Start>Programs>Adobe>PageMaker>Adobe PageMaker

#### 1. Set PageMaker Preferences Defaults



Change Measurements In and Vertical Ruler to inches.

Be sure that the “Loose/tight lines” and “keeps violations” boxes are not checked.

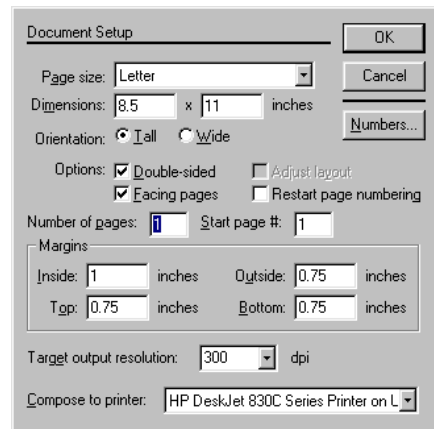
Select Standard for graphics display.

Select Faster for Save option.

Select Front for Guides.

Click OK.

#### 2. Open a new publication. From the File menu, select New.



The Document Setup dialog Box will open. Set the following options:

Select Letter for Page size.

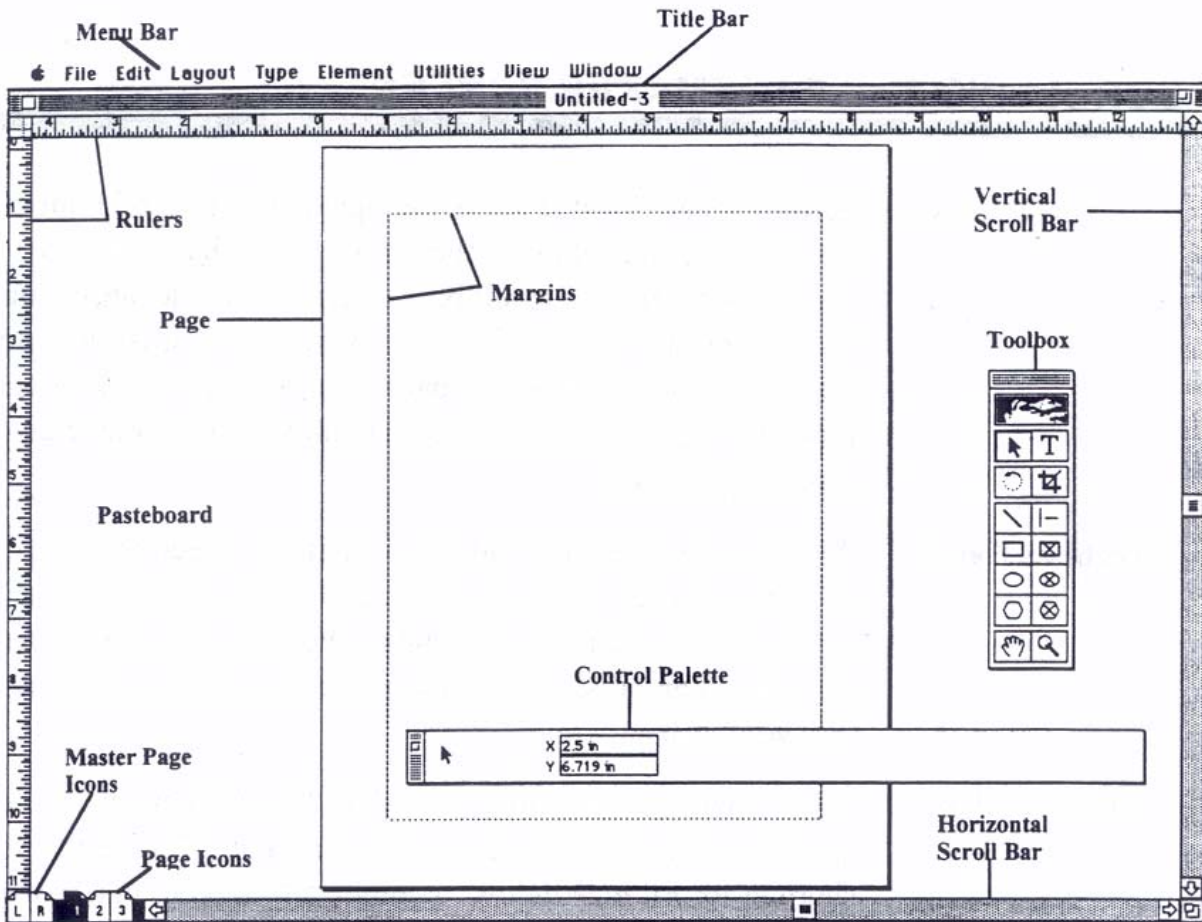
Set orientation as Tall.

Make sure Double-sided and Facing pages are selected.

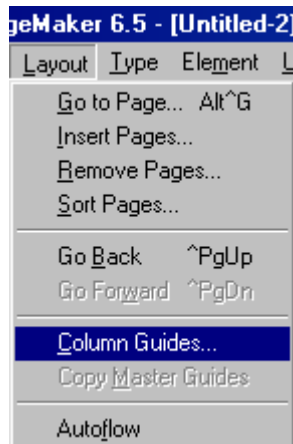
Number of pages: 2

Type in margin settings of 1 on all margins.

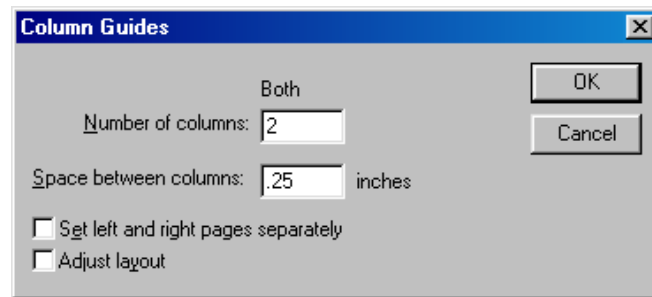
Click OK. A blank PageMaker publication will display on the screen.



3. Set up Master Pages:  
 Click on Master Page Icon  
 Create columns:  
 From the Layout menu, select column Guides.

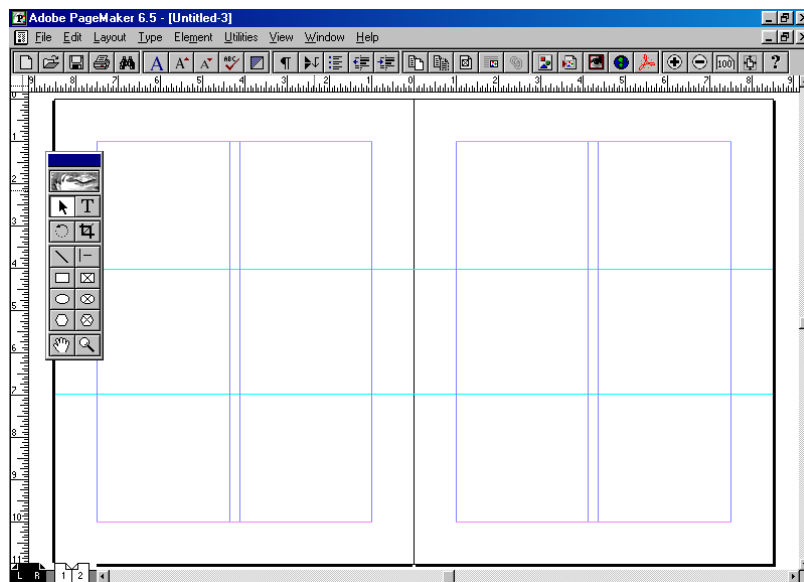


Type 2 in the number of columns box and .25 for the space between columns.

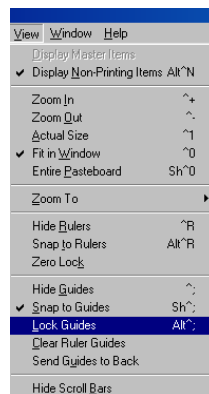


Create additional guides:

Place your cursor in the top ruler and drag a line down to 7".  
Repeat and drag another guide down to 4"



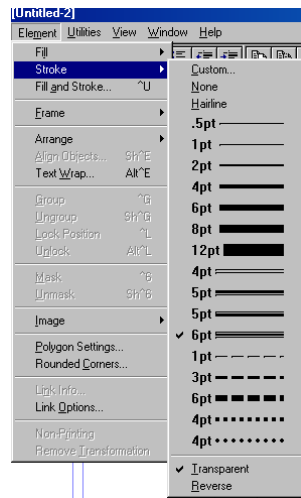
Lock Guides:



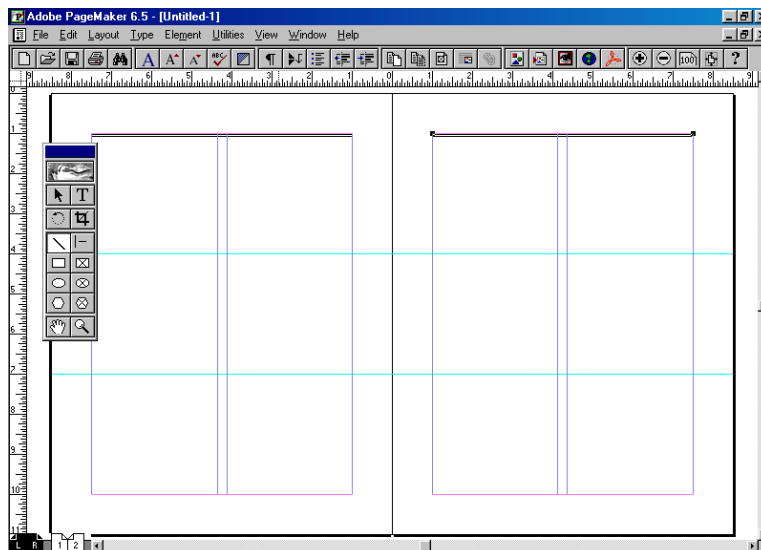
From the View Menu, choose Lock Guides



Create Bar: From the Element Menu, select Stroke, then select 6 pt.



Select the Line Tool, place your pointer at the top left hand margin of the left Master Page. Hold down the shift button, while holding down the mouse button and drag across to the right hand edge of the top margin. Repeat on the Right Master Page.

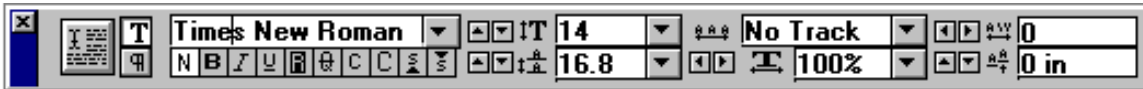


You have successfully created Master Pages.

From the File menu, select Save As. Name the File "Practice".

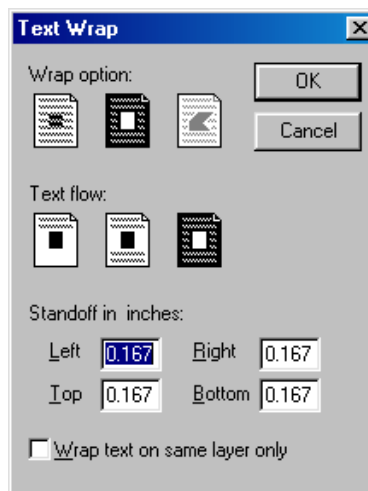
### Create the Publication

1. Click on the Page Icons to leave the Master Pages and work in the publication. Notice that the guides created in the Master Pages appear on these pages. In the Window menu, select Show Control Palette. Move Control Palette to the bottom of the screen
2. Create a headline.

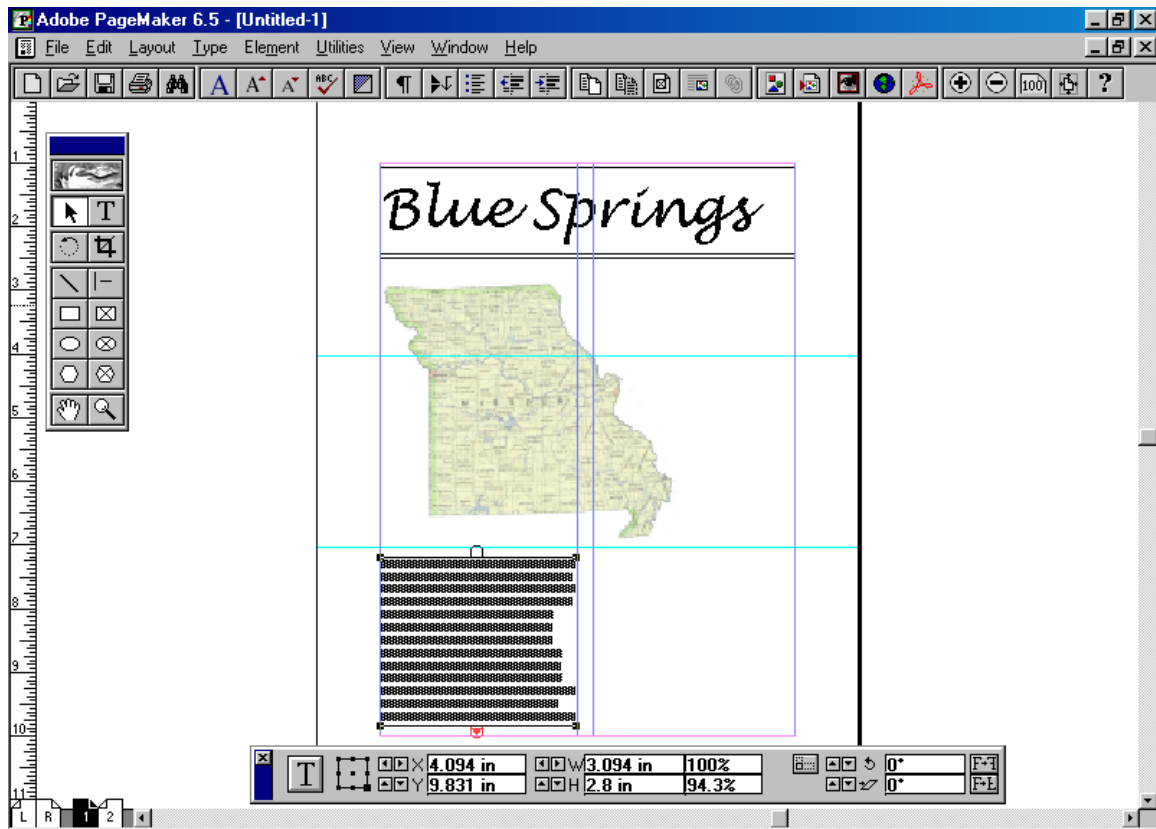


Click on the Text Tool and create a text box. In the Control palette, choose Lucida Handwriting and in the size box, choose 60. Type the words “Blue Springs”. Save file.

3. Import a graphic.  
From the file menu, select Place. When the Place dialog box appears, select “Missouri\_outline” from the PageMaker Exercise File. Click on open. A graphics icon will appear. Place it in the upper left hand corner of the publication, beneath the headline and click.
4. Resize the graphic.  
Click on the bottom right hand corner handle, hold down the mouse button while holding down the shift button and move the handle toward the upper left until the bottom margin of the graphic touches the 7” guide. **Holding down the shift button assures that the graphic will be resized proportionately.**
5. Text Wrap.  
With the graphic selected, open the Element menu and select Text Wrap. In the text wrap dialogue box, highlight the upper middle icon. Click on OK.

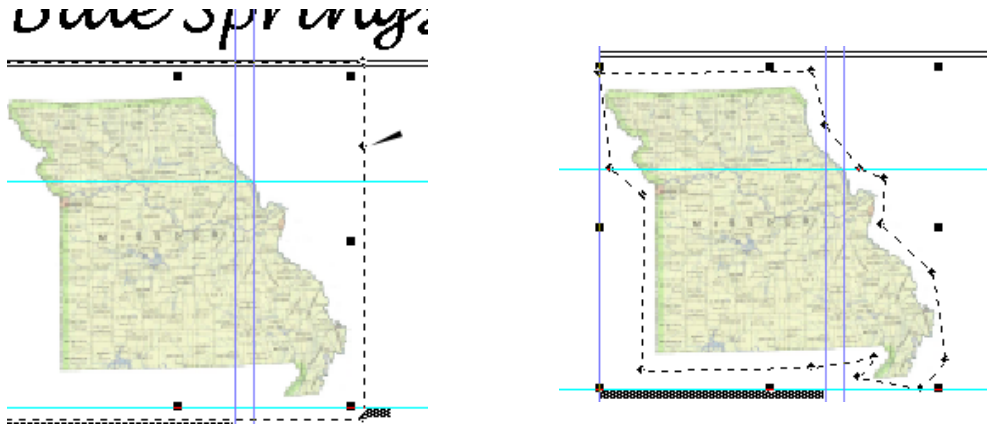


6. Import text.  
From the File Menu, select Place. When the Place dialog box appears, select the Word Document “Blue Springs” from the PageMaker Exercise File. Click on open. A Text Icon will appear. Place this beneath the graphic and click to place.

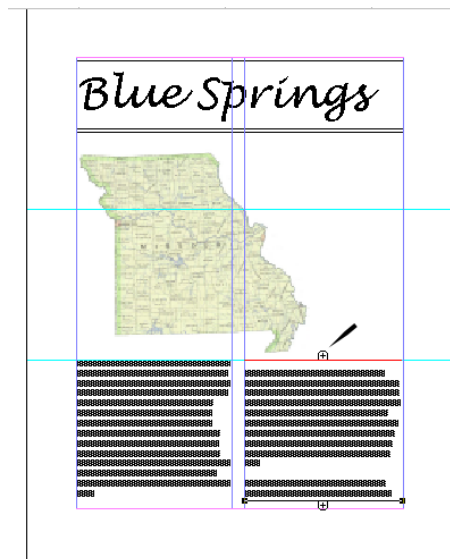


You will see a red arrow in the bottom handle of the text box. Click on this handle **once**. The Text Icon will appear. Place this in the next column and click to place text. Repeat the process, placing the additional text on page 2. Save your file.

7. Wrap Text around a shape:  
 Select the graphic. Place your cursor on the dotted line around the graphic and click twice to create an additional handle. Use this handle to move the line in toward the graphic. Continue to create handles and move the line until you have created an outline of the graphic.

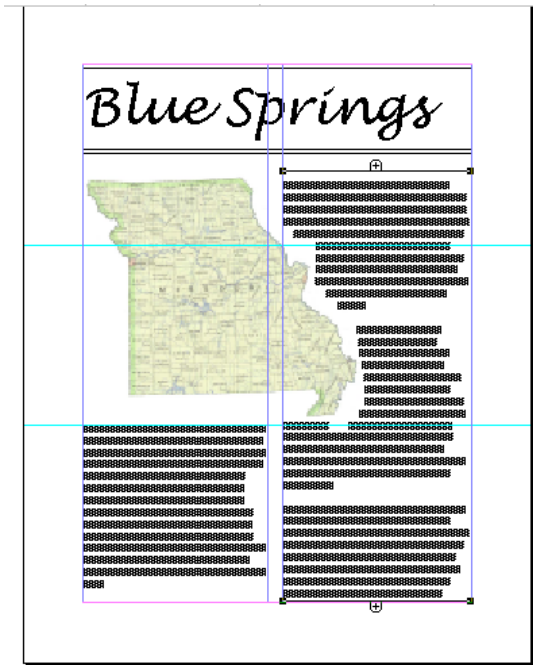


When you have outlined the graphic, with the pointer tool selected, click on the text in the second column.



Next, click and drag the upper text handle toward the top of the page until it is even with the top of the graphic.

Text will wrap to the shape you have created.



Save file and exit PageMaker.