



ADOBE PAGEMAKER - INTRODUCTION

A Two Day Course Covers:

1. Introduction

- Fundamental Concepts
- Text, Images, Printing, Links
- Keyboard Shortcuts

2. Page Layout

- Master Pages
- Multiple Master Pages
- Hiding master page elements
- Setting up columns, Moving columns
- Rulers
- Inserting/Removing Pages

3. Placing Text

- Imported W/P Style Tags
- Pre-formatting text
- Placing text on the page
- Text block, Autoflow
- Arranging blocks of text
- Splitting a story
- Frames
- Managing text flow in frames
- Placing text in frames
- Formatting Frames
- Changing polygonal frames
- Frame standoffs

4. Navigating

5. Saving your Work

- Contents of a publication
- Saving as you work
- Templates
- Replacing existing text
- Using a template

6. Printing

- Target Printer, Changing the Printer
- Panose font matching
- Printing a publication
- PPD files
- Print blank pages
- Book: print all publications in a book
- Options, Setup & Colour

(Printing – Continued...)

- Paper Scale, thumbnails
- Options: Duplex
- Paper: Printer's marks, Paper: Tile
- Colour: Composite; Colour/Greyscale
- Print colours in black,
- Colour: Separations

7. Images

- Independent graphics
- Positioning a graphic
- Inline graphics
- Types of image
- Cropping an image
- Image Distortion
- Using "Image Control"
- Brightness and Contrast
- Screen type and angle
- Text over an image
- Screen lines-per-inch

8. Drawing Tools

- Lines, rectangles, circles and polygons
- Line thickness and pattern
- Rectangles and Ellipses
- Polygons
- Fills
- Reshaping drawn objects
- Changing the order of objects
- Positioning drawn objects
- Grouping objects together
- Colour

9. The Story Editor

- Activating Story Editor
- Draft font in Story Editor
- Menu Options
- Search & Replace
- Utilities Menu
- Spell Checking

10. Formatting Text

11. Type Menu & Styles



Authorised
Testing Centre