

mekon
create**Adobe PageMaker
Advanced**

Who	The PageMaker Advanced course is suitable for those who have attended our PageMaker Introduction course, or those who are self taught with equivalent working experience of PageMaker.
Why	The course focuses on the features and techniques used in the production of complex documentation. In addition, you will learn how to manage component files of PageMaker documents efficiently and how to prepare your files for print and electronic distribution.
Length	2 days

Workshop recap of:

Style Sheets
Master pages
Text wrap
Automatic page numbering
Setting preferences

Libraries

Creating/accessing libraries
Adding elements to libraries
Specifying library attributes

Baseline grids

Understanding and using Auto leading
Proportional leading
Top of caps leading
Baseline leading
Creating and using a baseline grid
Locking text to the baseline grid

Advanced typography

Controlling hyphenation
Inserting discretionary hyphens
Inserting special characters and non-breaking characters
Building and adding words to user dictionaries
Understanding kerning
Kerning text manually
Understanding tracking
Tracking text manually
Editing tracking tables
Widow and orphan control

Plug-ins

Using text plug-ins
Using EPS font scanner

Using Table Editor

Creating and editing tables
Changing rows and columns
Formatting cells
Formatting text in cells
Saving tables
Exporting tables
Paste multiple
Paste special

Long document features

Creating templates
Setting frame place holders
Viewing in slide show view
Managing long documents
Using the sort page command
Creating a document grid using grid manager
Saving and loading grids

Creating a book

Compiling a PageMaker book list
Adding and removing chapters
Copying the booklist to all chapters

Generating a table of contents and Index

Editing a table of contents
Creating & editing an index
Indexing and PDF considerations
Viewing an index
Creating cross references
Editing cross references

Understanding layers

Creating and editing layers
Customising layer properties
Understanding PageMaker links

Links

Linking text and graphic files
Breaking and re-establishing links
Understanding link status indicators
Creating hyperlinks in PageMaker

Advanced graphics options

Using the insert object command
Managing imported graphics
Customising TIFF images
Creating inline graphics
Converting inline graphics to independent graphics

Working with colour

Creating process colours
Specifying spot colour
Choosing Pantone colours

Printing PageMaker files

Saving info for Service Provider
Creating PDF files