

Adobe PageMaker Introduction

Who	The Adobe PageMaker Introduction course is suitable for those with no previous experience of the software or those who are self-taught.
Why	You will learn how to produce documentation from design concept right through to print. Practical projects will range from creating single sided literature to longer publications incorporating text and graphic elements to achieve appropriate layouts. The course includes topics and theory sessions listed below which will give you a comprehensive understanding of features and processes involved in producing effective documentation.
Length	2 days

Introduction to the interface

Setting document preferences
Tour of the screen and the working environment
Document magnification and changing views
Introduction to the Toolbox
Creating a new document
Setting page options
Saving PageMaker files
Setting the zero point and using guidelines
Using x and y references
Using the proxy box
Using the Control Palette

Working with master pages

Using multiple master pages
Specifying columns and gutters
Creating headers and footers
Re-laying pages to adopt new masters
Automatic page numbering

Using a text frame

Typing in text
Importing external text files
Understanding and manipulating text blocks
Creating text frames
Setting frame options
Manipulating text frames
Managing frame text flow
Isolating text from frames
Attaching text to frames
Managing page text flow
Flowing imported text files

through pages automatically
Manually placing imported text files
Applying a stroke and fill

Introduction to typography and typographic terms

Understanding and using fonts, type style, and type size
Hiding and showing invisibles
Understanding and using leading and spacing
Formatting paragraphs
Setting paragraph alignment
Setting bulleted paragraphs
Setting drop caps
Setting tabs
Setting paragraph rules
Controlling hyphenation
Drawing and editing lines
Modifying line settings

Working with styles

Setting paragraph styles
Modifying paragraph styles
Applying paragraph styles
Applying paragraph styles in the Story Editor
Breaking links to paragraph styles
Copying paragraph styles into new documents

Importing Graphics

Creating inline graphics
Sizing and cropping graphics
Proportionally scaling images
Rotating & skewing graphics
Manipulating graphics

Masking graphics
Controlling how text wraps around graphics
Using plug-ins
Grouping and ungrouping
Locking and unlocking

Working with colour

Using the colour palette
Understanding process and spot colour
Choosing Pantone colours
Applying and editing colour

Proofing files

Using Story Editor
Checking spelling
Find and changing text

Proofing options

Using Story Editor
Checking spelling
Find and changing text
Printing files

Related courses

Adobe Pagemaker Advanced
Adobe Illustrator Introduction