

COURSE SPECIFICATION

PageMaker Introduction



DURATION

2 days

PREREQUISITES

Good Mac or PC skills

OVERVIEW

PageMaker is a very popular page layout application used among many PC users. It is primarily used for larger, text heavy documents such as books and reports. This course assumes no previous knowledge of PageMaker and will introduce you to PageMaker's essential tools and techniques.

COURSE CONTENT

INTRODUCTION

What is PageMaker
Who uses it
Overview of its features

CREATING A NEW DOCUMENT

Page Size
Margins
Double Sided, Facing Pages

WORKING WITH TEXT

Typing text between margins
Typing text into a defined area
Highlighting text
Importing a text file
Basic formatting
Using the Character Control palette

THE TYPE MENU

Set Width
Baseline Shift
Leading
Tracking
Indents
Paragraph Spacing
Efficient use of Tabs
Rules

STYLES

- Creating a Paragraph Style
- Creating a Character Style
- Applying Styles
- Editing Styles
- Appending Styles

WORKING WITH IMAGES

- Importing a graphic
- Resizing the graphic
- Cropping and Image
- Image Control
- Masks

WORKING WITH FRAMES

- Why work with Frames
- Typing into Frames
- Text Inset
- Placing graphics into Frames
- Frame Options
- Adding Shading & Borders

TEXT WRAP

- Wrapping text around a Framed image
- Wrapping text around line art

COLUMNS

- Setting page column guides
- Widow and Orphan control
- Keep with next paragraph

MULTIPLE PAGES

- Adding and deleting pages
- Navigating between pages
- Zoom controls

MASTER PAGES

- What is a Master Page
- Setting-up a Master Page
- Editing a Master Page
- Page numbering

WORKING WITH OBJECTS

- Selecting multiple objects
- Drawing Lines
- Duplicating
- Copy & Paste

Group, Ungroup
Editing grouped objects
Sending to Back & Front
Locking to page
Transforming objects
Colouring using the Colour palette
Multiple Paste

LIBRARIES

Creating a Library of objects
Opening the Library
Deleting objects from the Library

SAVING AND PRINTING

Save vs Save As
Printing your document

COURSE SPECIFICATION

PageMaker Advanced



DURATION

1 day

PREREQUISITES

Good Mac or PC skills

OVERVIEW

PageMaker is a very popular page layout application used among many PC users. It is primarily used for larger, text heavy documents such as books and reports. This course assumes previous knowledge of PageMaker and will introduce you to PageMaker's advanced tools and techniques.

COURSE CONTENT

OVERVIEW OF BASICS

Document Setup
Indents
Tabs
Rules
Style Sheets
Master Pages

PERSONALISING PAGEMAKER

Setting PageMaker defaults
Setting tool & menu defaults

USING PAGEMAKER AS A WORD PROCESSOR

Autoflow
Story Editor
Spell checking
Find & Replace

ADVANCED TEXT FEATURES

Hyphenation and Justification control
Formatting shortcuts
Reversed-out text effect
Vertical Alignment
Linking blocks and frames
Creating a Table of Contents
Creating an Index

WORKING WITH COLOUR

- Creating a Process CMYK colour
- Adding a Pantone colour
- Converting from Pantone to Process
- Producing colour separations
- Adding Printers Marks
- Deleting colours
- Appending colours

ADVANCED MASTER PAGES

- Creating additional Masters
- Applying Masters to pages

BOOKS & PUBLICATIONS

- Linking documents together
- Page numbering

GUIDES

- Using Guides
- Snap to Guides
- Hiding Guides
- Baseline Grids
- Locking Guides

PREPARING FOR PRESS

- Checking Links
- Collecting for output

TEMPLATES

- Creating a template
- Using a template