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Adobe Pagemaker 7 topics

What is Page Layout?

- Word Processing with PageMaker
- Using Graphics with PageMaker
- The File Menu
- The Edit Menu
- The Layout Menu
- The Type Menu
- The Element Menu
- The Utilities Menu
- The View Menu
- The Window Menu
- The Help Menu

Working with Files

- Launching PageMaker
- Creating a New Document
- The Document Setup Dialog Box
- Setting a Document's Size
- Setting a Document's Margins
- Saving a Document
- Changing a Document's Name
- Reverting
- Closing a Document
- Opening a Document
- Quitting or Exiting PageMaker

PageMaker Screen

- Viewing the Pasteboard
- The Toolbox
- PageMaker's Screen
- Showing Rulers
- Moving the Ruler Origin
- Snapping to Rulers
- Changing the Default Measurement System
- Overriding Measurements
- Working with Palettes

Working with the Control Palette

- Hiding All Palettes
- Combining Palettes
- Performing Mathematical Operations
- Viewing at Actual Size
- Viewing at Fit in Window
- Zooming One Step at a Time
- Custom Zooming
- Panning
- Setting a Document's Preferences
- Setting Application Preferences
- Accessing More Preferences

Text

- Accessing the Text Tool
- Creating Text Blocks
- Changing a Text Block's Shape
- Creating Linked Text Blocks Manually
- Creating Linked Text Blocks Automatically
- Placing Text
- Changing Import Options
- Deleting Text Blocks
- Selecting Text
- Placing Text in a Frame
- Linking Frames Containing Text
- Linking Empty Frames
- Attaching Text to a Frame
- Separating Text from a Frame
- Setting Frame Options
- Exporting Text
- Controlling Hyphenation
- Counting Words
- Checking Spelling
- Finding & Replacing Text



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Character Formatting

- Type Menu
- Character Dialog Box
- Control Palette
- Using Small Caps
- Changing Case
- Using Superscript and Subscript
- Using Horizontal Scaling
- Using Baseline Shift
- Adjusting Leading
- Kerning
- Adjusting Tracking
- Changing Text Color
- Adding Tints to Text

Paragraphs and Tabs

- Menu
- Dialog Box
- Control Palette
- Applying Indents
- Applying Hanging Indents
- Applying Space between Paragraphs
- Creating Paragraph Rules
- Using Paragraph Spacing
- Controlling Widows and Orphans
- Applying Tabs
- Understanding Tab Types
- Applying Tab Leaders

Styles

- The Styles Palette
- Applying a Style
- Defining a New Style
- Modifying a Style
- Duplicating a Style
- Deleting a Style

Cascading Styles

- Basing Styles on Other Styles
- Merging Styles
- Importing Styles
- Importing Styles When Placing Text

Drawing

- Drawing Lines
- Drawing Rectangles or Ellipses
- Drawing a Rounded-Corner Rectangle
- Drawing Frames
- Drawing a Polygon Automatically
- Drawing a Polygon Manually
- Changing an Object's Size
- Changing an Object into a Frame
- Changing Fills
- Changing Strokes
- Changing Fill and Stroke
- Creating Custom Strokes

Placing Images

- Supported File Formats
- Placing Images
- Wrapping Text
- Customizing Text Wrap
- Moving Placed Images
- Resizing Placed Images
- Cropping Placed Images
- Embedding an Image
- Changing the Graphics Display
- Using Image Control
- Placing Inline Graphics
- Adding Filters to PageMaker
- Applying Filters to Images

Transferring Files



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Copy and Paste to PageMaker
Importing PDF Files
Converting Quark XPress Documents
Changing Conversion Settings
Using the Publication Converter Plug-in
Matching Missing Fonts

Colors

Applying Color to Text
Applying a Fill Color
Applying a Stroke Color
Using None as a Color
Changing the Paper Color
Applying the Registration Color
Applying a Tint
Understanding Color Models
Making a Color into a Process Color
Making a Color into a Spot color
Adding Pantone Colors
Creating a New Color
Creating a Color Tint
Removing a Color
Replacing a Color
Overprinting

Text Flow and Story Editor

Setting Column Guides
Balancing Columns
Autoflow
Adding Continued Lines
Viewing Stories in the Story Editor
Creating a Story in the Story Editor
Viewing Invisible Characters
Viewing Paragraph Styles
Changing the Story Editor's Font
Display

Object Management

Using the Control Palette
Moving Objects with the Control Palette
Scaling an Object to a Specific Size
Scaling an Object by Percentage
Scaling an Object Proportionately
Rotating an Object
Skewing Objects
Flipping Objects

Calculating with the Control Palette

Creating Ruler Guides
Using the Grid Manager
Aligning Objects
Distributing Objects
Changing the Stacking Order
Grouping Objects
Locking an Object's Position
Masking Objects
Using Paste Multiple
Using Power Paste
Using Paste Special
Making Objects Non-Printing

Layers

Showing the Layers Palette
Creating a New Layer
Moving an Object to a Layer
Creating an Object on a Layer
Removing a Layer
Selecting All Objects on a Layer
Locking Layers
Hiding Layers
Layer Shuffling



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Working with Pages

Going to a Specific Page
Inserting Pages
Removing Pages
Sorting Pages
Changing the Start Page of a
Publication
Automatic Page Numbering

Master Pages

Understanding Master Pages
Showing the Master Pages Palette
Creating Master Pages
Adding Objects to a Master Page
Applying a Master Page
Applying a Master Page to Multiple
Pages
Duplicating a Master Page
Deleting a Master Page
Displaying Master Page Items

Book Functions

Creating a Book Publication List
Creating a Table of Contents Style
Creating a Table of Contents
Creating an Index Entry
Showing and Index
Creating an Index

Web Pages

Understanding the HTML Export
Options
Exporting to HTML
Viewing an HTML Page
Adding a Link to a Page
Editing a Link

Removing a Hyperlink
Formatting Hyperlinks
Setting Online Preferences
Viewing Links

PDF Files

Understanding Portable Document
Format
Exporting to PDF
Distilling PostScript Files Manually
Adding Document Information
Changing Distiller Options
Setting Security Options

Printing

Checking the Links Manager
Printing a Document
Printing Specific Page Ranges
Printing to Files
Printing Color Separations
Printing a Specific Separation
Printing Crop Marks
Defining a Printer Style
Printing Using a Printer Style
Enlarging or Reducing a Printout