



PageMaker 7.0 for Windows

BEGINNER 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
- Basic Printing
- 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



COURSE DESCRIPTION

- 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

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

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

Intermediate Topics

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

Placing Images

- Supported File Formats



COURSE DESCRIPTION

- 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

- 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



COURSE DESCRIPTION

- Viewing Invisible Characters
- Viewing Paragraph Styles
- Changing the Story Editor's Font Display

Advanced Topics

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

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

Advanced Printing

- Checking the Links Manager
- Printing to File
- Printing Color Separations
- Printing a Specific Separation
- Printing Crop Marks
- Defining and using Printer Styles