

Introduction to Desktop Publishing Using PageMaker

Introduction.....	1
Creating and Setting Up a Document	2
Creating a New Document.....	2
Basic Document Setup.....	3
Work Area.....	4
Menus.....	4
Palettes	5
Page Views.....	6
View Menu.....	6
Zoom Tool	6
Scrolling.....	6
Grabber Tool.....	7
Creating Text	8
Using the Text Tool with Default Page Margins	8
Using the Text Tool to Create Custom Margins.....	8
Resizing and Moving a Text Box	8
Working with Text Overflow.....	9
Placing Text in Frames	9
Formatting Text	10
Selecting Text	10
Using the Type Menu.....	10
Using the Character Box.....	11
Using the Control Palette	11
Hard and Soft Returns.....	12
Type Tips	12
Saving a Document.....	13
Saving Process	13
PageMaker File Extensions.....	13
Opening a Document	14
Opening Process.....	14
Note about Opening Files	14
Exercise 1.....	15

Basic Editing	16
The Clipboard	16
Cut / Copy / Paste / Clear	16
Paste Multiple	17
Paste Special	17
Duplicate Shortcut	18
Undo.....	18
Placing Text	19
Process of Placing Text.....	19
Exercise 2.....	20
Bullets and Tabs.....	21
Printing.....	22
Printing Process	22
Print Options	23
Story Editor.....	24
Accessing Story Editor Mode	24
Story Editor’s Spellchecker	24
Exiting the Story Editor	25
Exercise 3.....	26
Creating Toolbox Art.....	27
Line Tool.....	27
Constrained Line Tool	27
Rectangles	27
Ellipse Tool.....	28
Polygon Tool.....	29
Editing Elements	30
Selecting.....	30
Moving.....	30
Resizing.....	30
Fills and Strokes.....	30
Rotating.....	32
Stacking Order	33
Grouping	33
Locking	34
Using the Measurements Palette for Editing Elements.....	34
Inline vs. Independent Graphics	35
Exercise 4.....	36

Frames.....	37
Creating a Frame.....	37
Creating Text in a Frame	37
Placing Text into a Frame.....	38
Separating Content from a Frame.....	39
Attaching Content to a Frame.....	39
Modifying Frame Properties.....	39
Linking Overflow from One Frame to Another.....	40
Unlinking a Frame	41
Deleting Frame Contents	41
Exercise 5.....	42
Master Pages	43
Creating Content on the Document Master	43
Applying the Document Master to New Pages.....	44
Viewing New Pages Where the Document Master Is Applied.....	44
Applying Automatic Pagination	45
Using the Master Pages Palette.....	45
Exercise 6.....	48
Using Column Guides.....	49
Creating Column Guides.....	49
Placing Text into Columns.....	50
Manually Flowing Content into Columns.....	51
Using Autoflow.....	51
Exercise 7.....	52
Setting Defaults.....	53
Appendix A: Special Characters.....	54