



Computer Consultants Corporation

PageMaker

Advanced

Length of course: 2 class days (12 hours)

Objective(s): In this course students will learn many advanced techniques to get the most out of PageMaker, including how to manage long documents, create an index and table of contents, and create and use templates.

Prerequisites: Introduction to PageMaker or equivalent experience.

Advanced Page Formatting

- Creating a Master Page Spread
- Running Headers and Footers
- Working with Layers
- Balancing Columns
- Adding a Continuation Notice
- Creating and Using Frames

Graphics and Tables

- Using the Pictures Palette
- Linking vs. Embedding Graphics
- Links Manager
- Photoshop Effects
- Creating Charts
- Creating Tables with the Table Editor
- Saving a Table

Typography

- Using Adobe Type Manager
- Setting the Default Font
- Font Substitutions
- Inserting Symbols

Advanced Color

- Using CMS
- Printing Color Separations

Creating Web Pages

- Adding Hyperlinks
- Using Anchors
- Supported Graphics Formats
- Size Considerations
- Exporting to HTML

Long Document Features

- Using the Book Utility
- Automatic Page Numbering
- Using Cross-references
- Creating a Table of Contents
- Formatting the Table of Contents
- Marking Index Entries
- Creating an Index

Using Templates

- Applying a Built-In Template
- Creating a Template
- Using a Template

Working with Libraries

- Creating a Library
- Adding Objects to a Library
- Placing an Object from a Library
- Searching the Library