



Computer Consultants Corporation

PageMaker

Comprehensive Introduction

Length of course: 2 class days (12 hours)

Objective(s): In this course students will learn about the elements of the PageMaker screen, how to work with text and graphics, typography, colors, and how to create and finish a publication.

Prerequisites: Basic experience using Windows and at least one word processing program.

Getting Started

- The PageMaker Environment
- Creating a New Publication
- Rulers and Guides
- Navigation and Zooming
- Inserting and Deleting Pages

Entering Text

- Entering Text
- Manipulating Text Blocks
- Placing Existing Text
- Linking Text Blocks
- Using Autoflow
- Page and Column Breaks
- Using the Story Editor

Formatting Text

- Character Formatting
- Tracking and Kerning
- Paragraph Alignment
- Hyphenation and Justification
- Indents and Tabs
- Bulleted and Numbered Lists
- Keeping Text Together
- Creating Styles

Master Pages

- Viewing and Editing Master Pages
- Creating a New Master Page
- Applying Master Pages
- Column Guides
- Headers and Footers
- Numbering Pages

Using Graphics

- Drawing and Resizing Shapes
- Applying Colors
- Controlling Text Wrapping
- Grouping and Aligning Shapes
- Placing Imported Graphics
- Manipulating Graphics
- Cropping Graphics
- Inline Graphics

Working with Colors

- Color Types (CMYK, RGB, HLS)
- Process vs. Spot Colors
- Pantone Colors
- Creating Custom Colors
- Using Tints
- Overprinting and Trapping Colors

Printing and Exporting

- Printing Options
- Collecting Files for Output
- Exporting to PDF or HTML