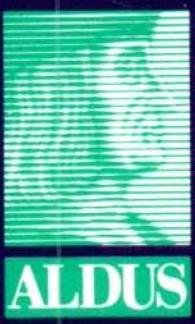


**ALDUS**<sup>®</sup>



**USER MANUAL**  
*For use with the PC AT<sup>®</sup> and compatibles*

**NOT FOR RESALE**  
For demonstration use only



**Apple**®  
**Pro**



# USER MANUAL

---

*For use with the PC AT and compatibles*

**FIRST EDITION**  
December 1986

This manual was created with Aldus PageMaker® and the Linotronic™ 100P imagesetter. All text, tips, and callouts were created using PageMaker 1.2 for the Apple™ Macintosh™. Art was produced using the IBM® PC AT and Hewlett-Packard® LaserJet+. Second color was added using an acetate overlay.

#### **COPYRIGHT**

© by Aldus Corporation, 1986. All rights reserved. No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system or translated into any language in any form by any means without the written permission of Aldus Corporation.

#### **SOFTWARE LICENSE NOTICE**

Your license agreement with Aldus Corporation authorizes the number of copies which can be made and the computer systems on which they may be used. Any unauthorized duplication or use of PageMaker in whole or in part, in print, or in any other storage and retrieval system is forbidden.

#### **TRADEMARKS**

PageMaker is a registered trademark of Aldus Corporation. IBM DisplayWrite 3 is a trademark of International Business Machines Corporation. Document Content Architecture (DCA) was developed by International Business Machines Corporation. Microsoft and MS-DOS are registered trademarks and Microsoft Windows, Microsoft Word, Microsoft Windows Write, and Microsoft Windows Paint are trademarks of Microsoft Corporation. Apple is a trademark of Apple Computer, Incorporated. MicroPro and WordStar are registered trademarks of MicroPro International Corporation. PostScript is a registered trademark of Adobe Systems, Incorporated. Lotus, 1-2-3, and Symphony are registered trademarks of Lotus Development Corporation. Mouse Systems and PC Paint are trademarks of Mouse Systems Corporation. Volkswriter is a registered trademark and Volkswriter 3 is a trademark of Lifetree Software, Incorporated. PC Paintbrush is a registered trademark and Publisher's Paintbrush is a trademark of ZSoft Corporation. WordPerfect is a trademark of Satellite Software International. XyWrite III is a trademark of XyQuest, Incorporated. Micrografx Windows "Draw!" and In-a-Vision are trademarks of Micrografx, Incorporated. MultiMate is a trademark of Multimate, Incorporated. Samna Word is a trademark of SAMNA Corporation. AutoCAD is a registered trademark of Autodesk, Incorporated.

IBM and Proprinter are registered trademarks and PC AT and IBM PagePrinter 3812 are trademarks of International Business Machines Corporation. Hewlett-Packard is a registered trademark of Hewlett-Packard Corporation. Apple LaserWriter and Apple LaserWriterPlus are trademarks of, and Macintosh is a trademark licensed to, Apple Computer, Incorporated. Linotronic is a trademark of Allied Linotype. Epson FX-80 is a trademark of Epson America, Incorporated.

PageMaker's generic screen fonts for 4:3-pixel-aspect-ratio devices are Digital Typefonts by Xiphias, copyright © 1985.

#### **DISCLAIMER**

Names of persons, corporations, or products that are used in the examples of the *PageMaker User Manual* are intentionally fictional. Any resemblance to persons living or dead or to actual corporations or products are purely coincidental.

Written by Nichole J. Vick and Linda Fulsaas

Edited by Ann Becherer

Designed by Laura Urban Perry

Illustrated and produced by Science Information Associates

# Contents

<b>1</b>	<b>Read this first</b>	<b>23</b>	<b>Lesson 3:</b> <b>Creating master pages</b>
2	What you need to get started	24	Create the left master page
2	A few tips	29	Create the right master page
4	How to use this manual	30	Now begin the regular pages
5	Are you ready?	31	Save your publication again
6	Getting help from PageMaker	31	Continue or close the publication
<b>7</b>	<b>Part 1:</b> <b>PageMaker tutorial</b>	<b>32</b>	<b>Lesson 4:</b> <b>Adding text and graphics</b>
<b>9</b>	<b>Learning PageMaker</b>	32	Turn on “Snap to guides”
<b>11</b>	<b>Lesson 1:</b> <b>Getting started with PageMaker, Windows, and the mouse</b>	33	“Place” files one at a time
12	Try your mouse	38	Try placing by yourself
13	Take a look at the menus	39	Take a closer look
14	Continue or close	39	Move around
<b>15</b>	<b>Lesson 2:</b> <b>Starting the publication</b>	41	Type a caption
15	Target your printer	42	Continue on another page
17	Make a “New...” publication	45	Save your publication
20	Here’s your drawing board	45	Continue or close the publication
21	Use your rulers	<b>46</b>	<b>Lesson 5:</b> <b>Finishing page 2</b>
22	Save your publication	46	Practice placing
22	Continue or close the publication	47	Shorten the text block
		49	Place and crop a graphic
		50	Wrap text around the graphic
		53	Correct a typo
		54	Continue or close the publication

<b>55</b>	<b>Lesson 6: Creating page 3</b>	<b>93</b>	<b>Part 3: PageMaker basics</b>
55	Double-up your pages	95	<b>Getting started</b>
57	Now you try	95	Starting PageMaker
57	Delete any extra pages	98	Choosing a target printer
58	Save again, then print	99	Setting defaults
59	Wrap it up	102	Starting a new publication
59	In review	105	Opening an existing publication
<b>61</b>	<b>Part 2: Planning your publication and preparing your files</b>	<b>107</b>	<b>Using PageMaker's windows</b>
<b>63</b>	<b>Introducing PageMaker</b>	107	The publication window
63	The publication cycle with PageMaker	111	The toolbox window
67	Ten steps for using PageMaker	112	Viewing the publication window
68	Beyond PageMaker	114	Moving around
<b>69</b>	<b>Planning your publication</b>	116	Making more room in the publication window
69	Setting up the page	<b>117</b>	<b>Getting around</b>
72	Designing a layout grid	117	Moving to another page
74	Deciding how text should look	119	Inserting pages
77	Creating graphics	121	Removing pages
79	For more information	<b>123</b>	<b>Selecting text and graphics</b>
<b>81</b>	<b>Getting your text and graphics files ready</b>	123	Selecting text
81	Creating word-processed files	128	Selecting text blocks and graphics
85	Creating text-only files	130	Selecting a combination of text blocks and graphics
86	Creating graphics files	132	Selecting overlapping items
89	Using scanned images	134	De-selecting to cancel the selection
<b>135</b>	<b>Changing your mind</b>	<b>135</b>	Undoing changes
		136	Reverting to the last-saved version

## C O N T E N T S

### **137 Saving, closing, and quitting**

- 137 Saving your publication
- 139 Closing your publication
- 140 Quitting PageMaker

### **141 Part 4: Designing your publication**

---

#### **143 Creating a layout grid**

- 143 Selecting a unit of measure
- 145 Using the rulers
- 146 Working with the zero point
- 148 Adjusting the page setup
- 151 Setting up guides
- 158 Numbering pages

#### **163 Standardizing your design**

- 163 Using master pages
- 168 Using dummy publications
- 170 Customizing section by section

### **173 Part 5: Working with graphics**

---

#### **175 Adding graphics**

- 175 Placing graphics
- 177 Pasting from the Clipboard
- 178 Drawing with PageMaker's tools

### **181 Adjusting graphics**

- 181 General techniques
- 184 Adjusting graphics drawn with PageMaker
- 189 Changing graphics placed with PageMaker

### **195 Part 6: Working with text**

---

#### **197 Adding text**

- 197 Placing text
- 200 Pasting a new story from the Clipboard
- 204 Typing text

#### **207 Working with text blocks**

- 207 Understanding text blocks
- 211 Resizing text blocks
- 215 Making more or fewer text blocks
- 221 Moving a text block
- 222 Aligning text blocks

#### **225 Editing text**

- 225 Cutting and pasting text
- 228 Typing new text in a text block
- 229 Deleting text

- 231** **Changing type and paragraph specifications**
- 232 Changing type specifications
  - 235 Changing paragraph alignment, spacing, and indents
  - 238 Setting indents and tabs
  - 241 Hyphenating text

## **247 Part 7: Printing**

---

- 249** **Font issues**
- 249 Downloadable and built-in fonts
  - 250 Screen and printer fonts
  - 253 Visual discrepancies between the screen and printer
- 255** **Printing your publication**
- 255 Changing printers
  - 258 Printing regular-size pages
  - 260 Stopping printing
  - 260 Printing thumbnails
  - 261 Printing enlarged or reduced pages
  - 262 Printing oversize pages

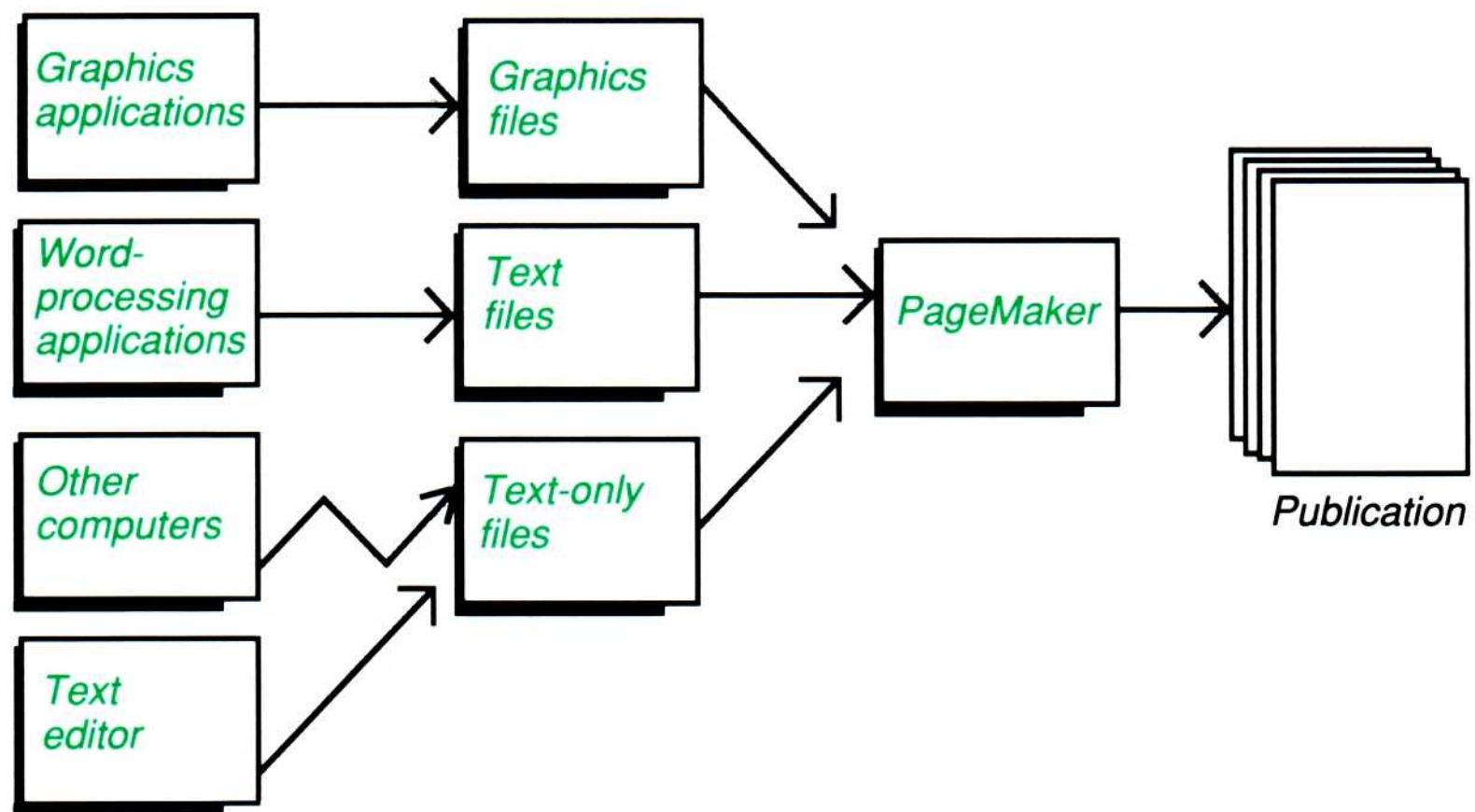
- 265** **Part 8:  
Advanced techniques**
- 
- 267** **Creating special design effects**
- 267 Wrapping text around graphics and other text
  - 271 Enlarging initial caps
  - 273 Making headlines span several columns
  - 274 Spreading a headline
  - 275 Reversing type
  - 276 Creating drop shadows
  - 278 Reversing lines
  - 278 Adding text to graphics
  - 279 Mixing different numbers of columns
- 283** **Composition**
- 283 Kerning text
  - 286 Changing the spacing of justified text
  - 288 Changing the spacing of unjustified text
- 291** **Glossary**
- 299** **Index**

# Read this first

Welcome to PageMaker®, the first in a series of desktop publishing tools by Aldus Corporation for personal computers that run Microsoft® Windows™.

PageMaker brings all the power of the printed word to your desktop. Easy enough for the novice, yet comprehensive enough for a skilled designer, PageMaker streamlines publication design, layout, and production.

Using PageMaker, you can integrate text and graphics files created with many popular word-processing and graphics applications. You can also use text-only files from your favorite text editor or transmitted from larger computers.



Your text and graphics files provide the raw material that you paste up on the screen with PageMaker. Think of PageMaker as an electronic layout board. After placing the files on the page, you can edit the text, change type specifications, resize graphics, and reposition anything to make the page look the way you want.

Use PageMaker's text tool to correct your stories or type new text. Use PageMaker's drawing tools to create new graphics, too.

When you're done, print your publication on a dot-matrix printer, laser printer, or PostScript® -compatible printer or typesetter. Print one copy as a camera-ready publication ready for reproduction, or print as many copies as you need to distribute.

Before working with PageMaker, follow the installation instructions in the pamphlet, *Installation Guide*. Then read this section to learn:

- what you need to use PageMaker
  - a few tips to keep in mind as you use PageMaker
  - where to look in this manual for the information you need—now *and* later
  - what else you need to know about your computer and the unique features of Microsoft Windows, the operating environment used by PageMaker
  - how you use PageMaker’s “Help...” command to quickly get more information right on your computer screen
- 

## What you need to get started

By now, you should have followed the instructions in the separate *Installation Guide* to set up your equipment and install PageMaker.

PageMaker helps you combine files created with other applications. So, have disks or subdirectories ready with:

- text files you created with other Windows applications, applications that produce IBM Document Content Architecture (DCA) files, or applications that produce text-only files (such as ASCII files)
- graphics files you created with DOS applications

“Getting your text and graphics files ready” in Part 2: *Planning your publication and preparing your files* tells which applications you can use with PageMaker.

---

## A few tips

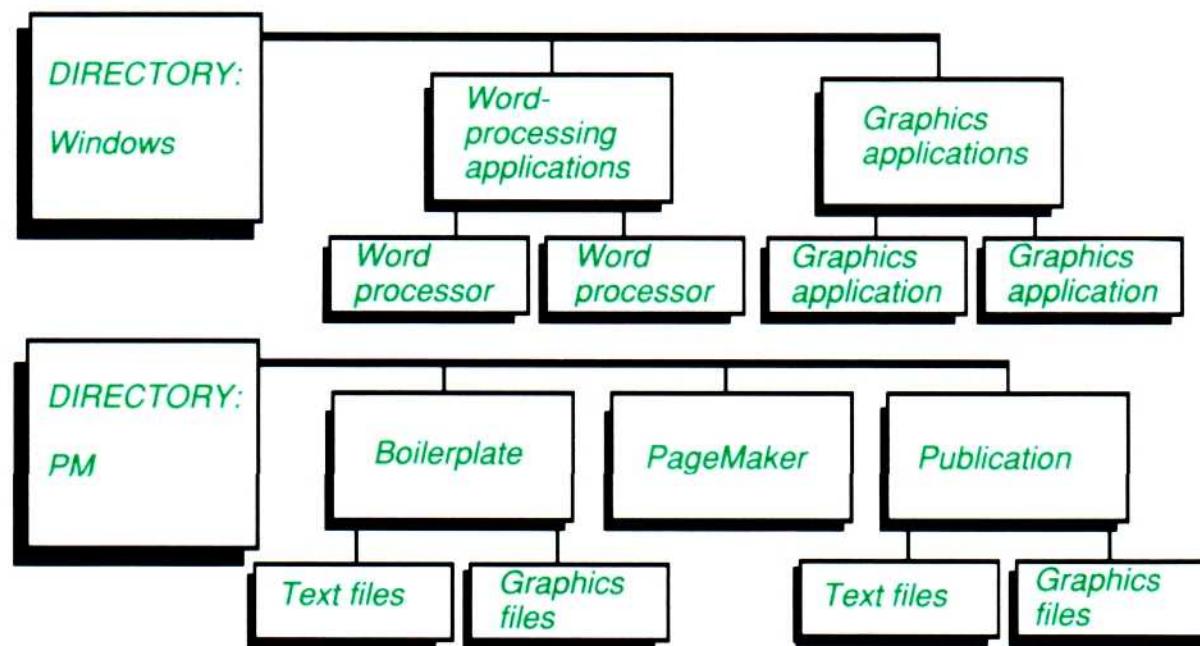
To get the best results with PageMaker, we recommend that you follow these suggestions for organizing your hard disk, printing, and saving your files.

### Organize your hard disk

---

Because a hard disk has so much storage capacity, follow the instructions in your computer’s manuals to create directories for organizing disk space.

Because you may end up working with many files, we recommend that you organize your files and programs into project-oriented directories. A project-oriented organization makes files easy to retrieve and track.



Make two basic directories: a directory named Windows for all your Windows applications (your word processors and the graphics applications you use), and another called PM for PageMaker and all your PageMaker-related materials.

Within the PM directory, you may want to create a subdirectory with all of the “boilerplate” or standard files that you use over and over—for example, a graphics file of your company’s logo and a text file of a masthead used in a newsletter.

For each publication, you may want to create a separate subdirectory (for example, PUBS) where you store all the associated text and graphics files while you produce your publication. If you do, be sure to put Windows, PageMaker, and any publication subdirectories on your path statement (for example, PATH=C:\WINDOWS;C:\PM;C:\PM\PUBS). That way, you can easily find your files, and PageMaker can find its hyphenation dictionary.

## Print often

Research indicates that people read screens less accurately than printed pages. Furthermore, the screen can’t show graphics as well as they print. Print a proof copy of your publication before you finalize your layout to check the individual pages and the publication as a whole.

You’ll find that what you see on the screen closely matches what prints, but the accuracy of the match may vary slightly from printer to printer and from screen to screen. By printing often, you have a chance to make adjustments before you print the final version of your publication.

## **Save often**

---

In general, save often, and make backup copies of your files.

Each time you insert a page, remove a page, or turn the page (or click the icon of the page you're working on), PageMaker does a "mini save" of your publication. If your equipment malfunctions or loses power, you can open your publication to the point of the last mini-save (read "Having trouble?" in the *PageMaker Reference Manual* for details). So, you'll rarely lose more than a page of your work.

However, you should still save your publication occasionally as you work. If you change your publication and then wish you hadn't, PageMaker lets you go back to the version you last saved. If you save frequently, that last-saved version will have most of the changes you actually want. PageMaker ignores the results of its mini-saves if you revert to the last-saved version of the publication.

---

## **How to use this manual**

Whether you're new to publishing or familiar with design and pasteup, this manual will help you make the best use of your time, your experience, and PageMaker's many features.

This manual, *PageMaker User Manual*, is divided into eight parts containing four different types of material:

- A tutorial in Part 1: *PageMaker tutorial* demonstrates the basics about Microsoft Windows and PageMaker. You go through a typical sequence of steps with PageMaker to produce the publication, *PageMaker Tips and Techniques*. You'll see that you don't have to be a pasteup expert or graphic artist to produce professional-looking publications.
- Part 2: *Planning your publication and preparing your files* explains desktop publishing and how to prepare your text and graphics files for PageMaker.
- The next five parts—Parts 3 through 7—explain how to use PageMaker. Detailed procedures explain how to get started with PageMaker, create a layout grid, work with text and graphics, and print your publication.

- When you're an experienced user, see Part 8: *Advanced techniques*. That section takes you beyond the basics to create special graphics effects and adjust the composition of text.

You'll also find a glossary and a detailed index.

Reference material is in the separate manual, *PageMaker Reference Manual*. It has five parts:

- *Using Microsoft Windows* explains how to use Microsoft Windows features that are part of PageMaker. Detailed procedures explain how to use a mouse, a window, drop-down menus, dialog boxes, the Windows System menu, how to change screen settings, and how to see what is on the Clipboard.
- *Preparing files from other applications* explains how to prepare text and graphics files for use with PageMaker.
- *Printer facts* gives detailed information about how to print with PageMaker.
- *Having trouble?* is a troubleshooting guide. You'll find a detailed explanation of how to recover from emergencies, solutions to common problems, and an alphabetical list of PageMaker error messages.
- *Menus and commands* details PageMaker menu by menu, command by command.

A separate *Quick Reference Guide* highlights key information you'll want to keep handy as you work with PageMaker.

---

## Are you ready?

PageMaker runs under Microsoft Windows and requires that you use a mouse. Before continuing with PageMaker, you should know how to:

- point, select, and drag with the mouse
- drop down menus and choose commands
- complete dialog boxes
- set up, start, and use your printer or typesetter

If you have not used a Windows application or mouse before, complete the tutorial in Part 1, or read "Using Microsoft Windows" in the *PageMaker Reference Manual*.

# Getting help from PageMaker

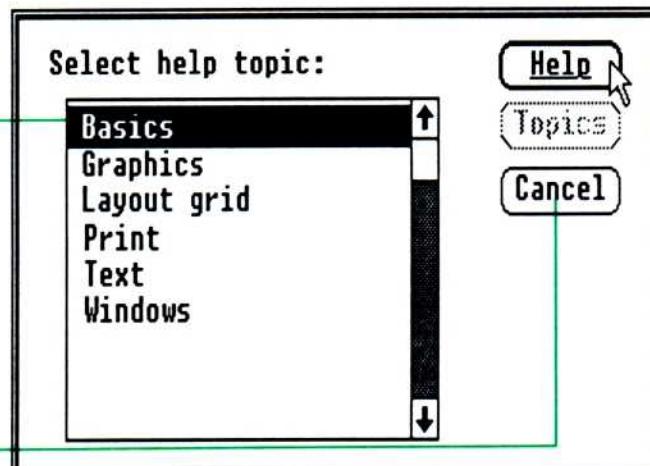
You may want more information about a specific task while you are using PageMaker. With PageMaker's "Help..." command, choose from categories of information, then get details about specific tasks in those categories.

## To get help:

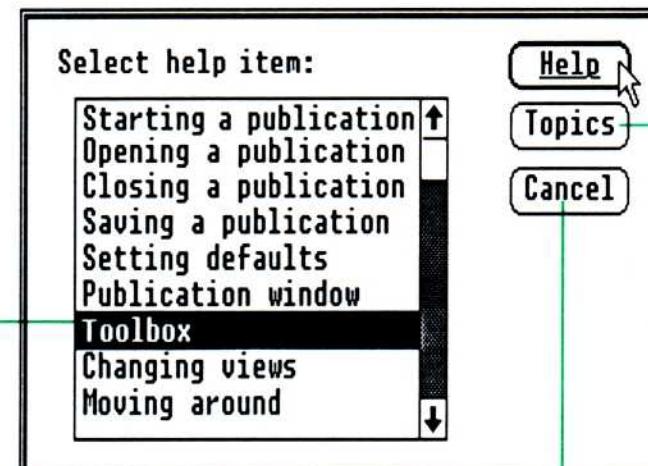
1. **Choose "Help..." from the System menu.**  
PageMaker responds with a dialog box listing various topics of tasks you can do with PageMaker.
2. **Double-click the topic you want.**  
PageMaker displays a list of items providing more detail about the topic you selected.  
  
If you don't want help, click "Cancel." PageMaker returns you to the page you were working on when you asked for help.
3. **Scroll, if necessary, to see the complete list of items.**
4. **Double-click the item you want.**  
PageMaker displays a screen of information describing the item you selected.
5. **Review the help information.**
6. **Click "Items" to return to the dialog box listing items for the same topic, click "Topics" to return to the dialog box listing help topics, or click "Cancel" to return to the page you were working on when you asked for help.**

Double-click a topic to see a more detailed list of help items

Click "Cancel" to resume what you were doing



Double-click an item to see a screen of detail about the item



Click "Cancel" to resume what you were doing

Click "Topics" to return to the list of topics

# PageMaker tutorial

<b>9</b>	<b>Learning PageMaker</b>	<b>32</b>	<b>Lesson 4: Adding text and graphics</b>
<b>11</b>	<b>Lesson 1: Getting started with PageMaker, Windows, and the mouse</b>	<b>32</b>	Turn on “Snap to guides”
12	Try your mouse	33	“Place” files one at a time
13	Take a look at the menus	33	Place a scanned image
14	Continue or close	35	Place a “paint-type” graphic
		36	Place word-processed files
<b>15</b>	<b>Lesson 2: Starting the publication</b>	<b>38</b>	Try placing by yourself
15	Target your printer	39	Take a closer look
17	Make a “New...” publication	39	Move around
20	Here’s your drawing board	41	Type a caption
21	Use your rulers	42	Continue on another page
22	Save your publication	45	Save your publication
22	Continue or close the publication	45	Continue or close the publication
<b>23</b>	<b>Lesson 3: Creating master pages</b>	<b>46</b>	<b>Lesson 5: Finishing page 2</b>
24	Create the left master page	46	Practice placing
24	Make equal columns	47	Shorten the text block
26	Switch to unequal columns	49	Place and crop a graphic
27	Add a ruler guide	50	Wrap text around the graphic
28	Turn off “Snap to guides”	53	Correct a typo
28	Draw lines between the columns	54	Continue or close the publication
29	Create the right master page	<b>55</b>	<b>Lesson 6: Creating page 3</b>
30	Now begin the regular pages	55	Double-up your pages
31	Save your publication again	57	Now you try
31	Continue or close the publication	57	Delete any extra pages
		58	Save again, then print
		59	Wrap it up
		59	In review



# Learning PageMaker

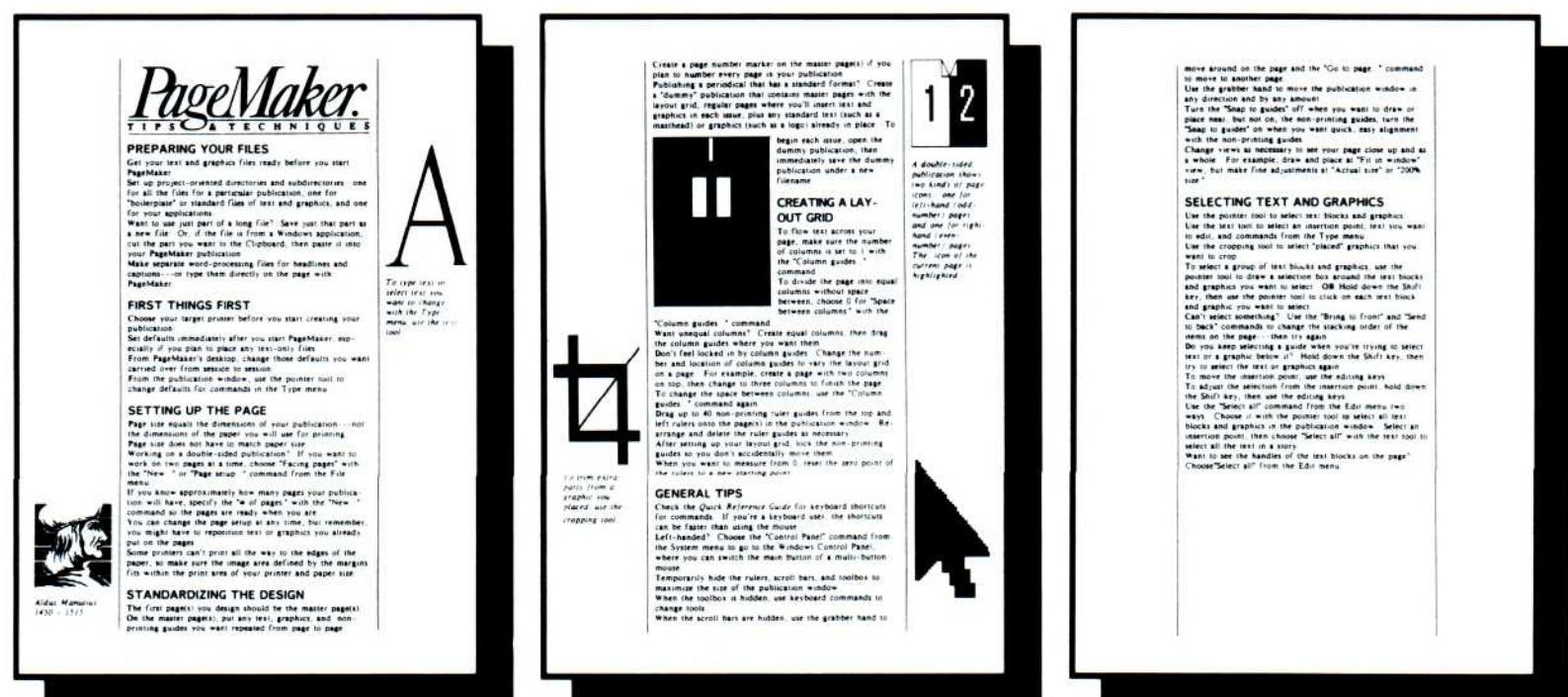
The best way to see how PageMaker works is to use it. That's what the *PageMaker tutorial* is for.

In this tutorial, you will produce a publication that you'll want to keep handy: *PageMaker Tips and Techniques*.

The tutorial has six lessons that you should go through in order. Each session builds on the previous one as you gradually create the publication:

- *Lesson 1* explains how to start the tutorial and introduces you to the basic techniques of using Microsoft Windows, because PageMaker runs under that operating environment. You'll learn how to use a mouse and drop-down menus.
- After you are comfortable with Windows, *Lesson 2* helps you choose a target printer, start your publication, and get familiar with what is in PageMaker's publication window.

Printed version of  
*PageMaker Tips and Techniques*



- *Lesson 3* introduces you to master pages, because those are what you usually create first in a publication. Master pages are where you put any text, graphics, or a layout grid you want repeated from page to page. As you create master pages for *PageMaker Tips and Techniques*, you will start using PageMaker's rulers and toolbox.
- *Lesson 4* has you create the first page. You add a logo, text, several graphics, and captions from files we created and that you installed when setting up PageMaker. You also type a caption right on the page using PageMaker's text tool.
- Because you've gone through the basics, *Lesson 5* continues on page 2 where you add more text and graphics. Then you learn some more sophisticated techniques—how to crop a graphic, then wrap text around it.
- *Lesson 6* is where you get to see how working on facing pages differs from working on a page at a time. Then you'll finish and print your publication.

You can do this tutorial in one session. If you are already familiar with Microsoft Windows and the mouse, the entire tutorial will take an hour or so. Otherwise, plan on longer. If more convenient for you, break the tutorial into several sessions.

This tutorial is designed for both U.S. and metric units of measure. Metric values are in parentheses (followed by an *m* for millimeters) after all U.S. measurements.

# Lesson 1: Getting started with PageMaker, Windows, and the mouse

Lesson 1 explains how to start the tutorial and introduces you to the basic techniques of using Microsoft Windows, because PageMaker runs under that operating environment. You'll learn how to use a mouse and drop-down menus.

First, read the enclosed pamphlet, *Installation Guide*. It tells what equipment you need and explains how to set up Windows and install PageMaker.

If your equipment is ready, you've set up Windows, and you've installed PageMaker, you're ready.

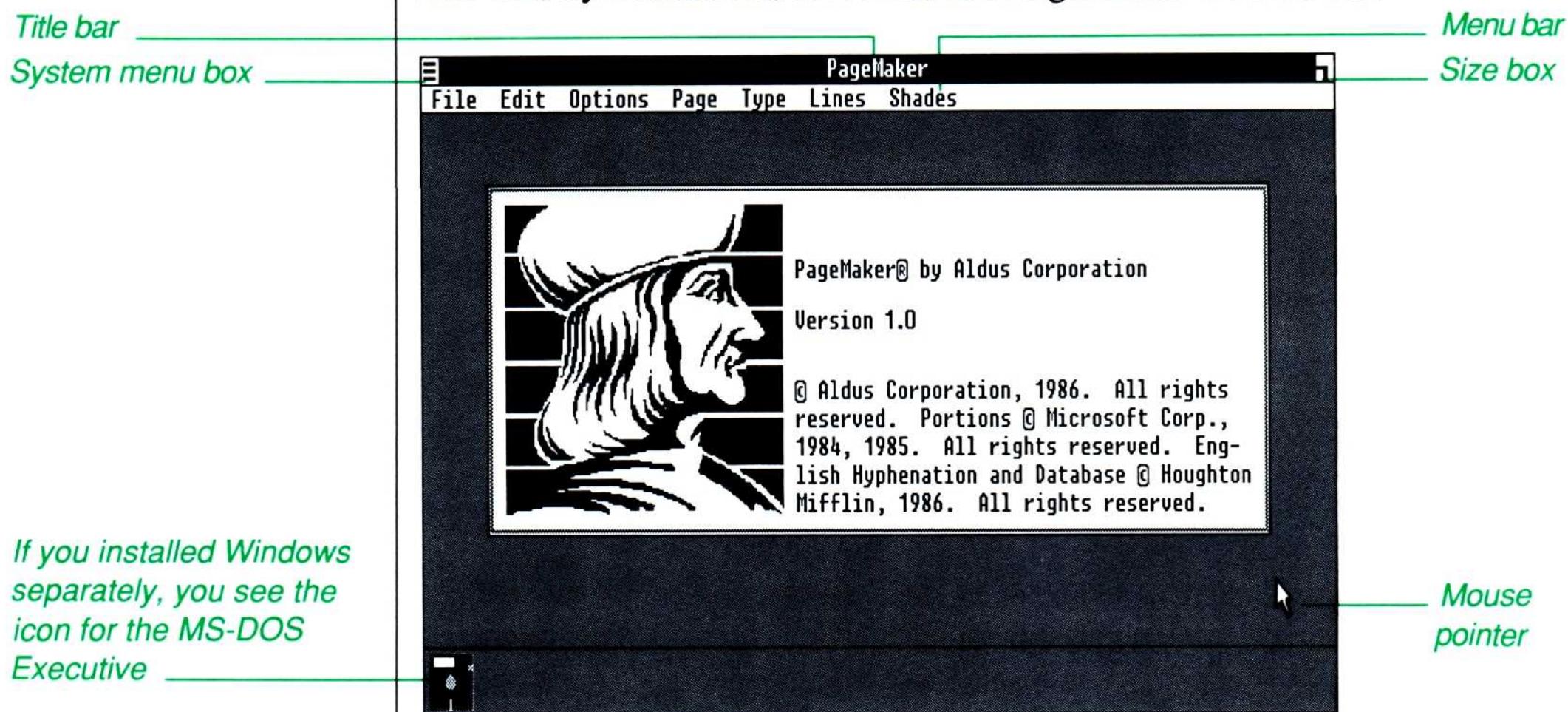
## To get started:

- 1. If it's not on, switch on your computer.**
- 2. If necessary, enter the date and time.**
- 3. At the DOS prompt, type *PMTUTOR*.**
- 4. Press Enter.**

If this didn't work, read the *Installation Guide* to make sure you installed PageMaker correctly.

## Try your mouse

Right now, you're at PageMaker's desktop with the Aldus copyright statement. (You only see this when you start PageMaker—otherwise, the desktop is blank.) The desktop has many standard Windows features: title bar, System menu, size box, and PageMaker's menu bar.

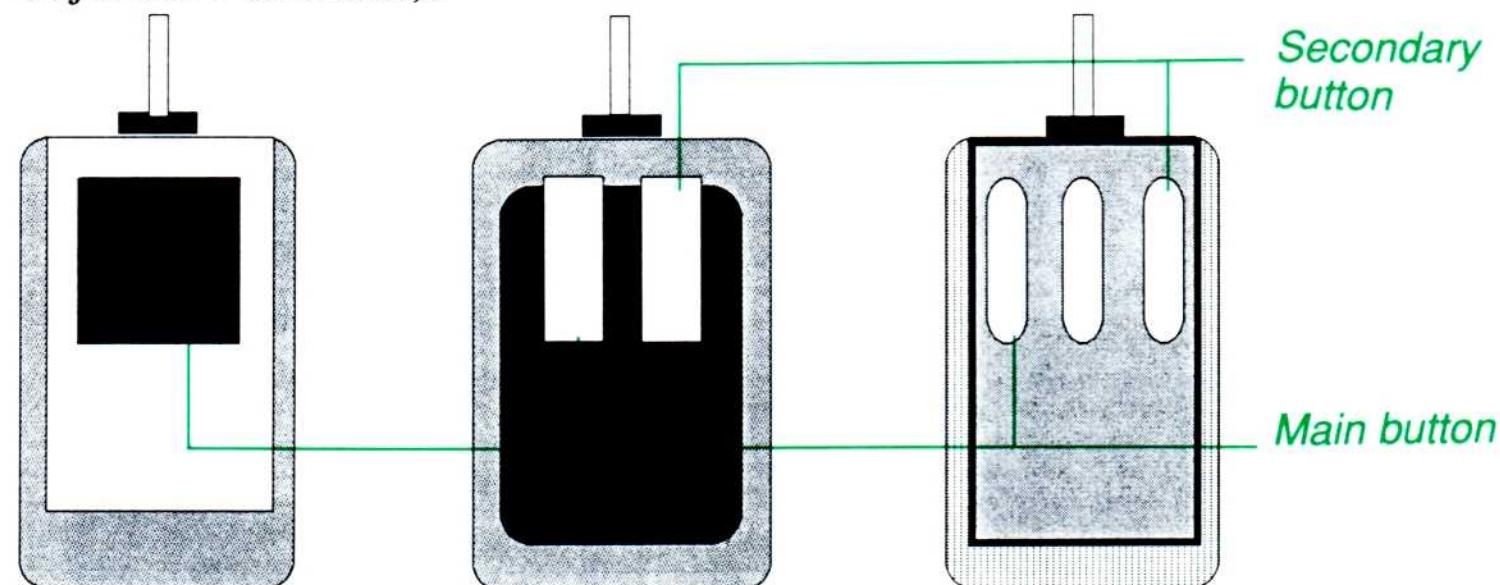


The arrow on your screen is the pointer for your mouse. Move the mouse around on your work table. As you move the mouse, the pointer moves on PageMaker's desktop. Try it.

Your mouse may have one, two, or three buttons. Most of the time, you use the *main mouse button*, the one that you normally press with your index finger. For right-handed people, this is the left-most mouse button. If you're left-handed, use the Windows Control Panel to switch to the right-most button (read “Using Microsoft Windows” in the *PageMaker Reference Manual*).

### Tip

On a multi-button mouse, you specify which button is the main mouse button.



We'll use this terminology to describe how you use the mouse:

*Pointer tip* 

Term	What it means
Point	To move the <i>tip</i> of the mouse pointer on top of something on the screen
Click	To quickly press and release a mouse button
Double-click	To quickly press and release a mouse button twice in succession
Drag	To hold down the main mouse button, move the mouse around until the pointer is where you want it, then release the main mouse button
Release	To quit holding down a mouse button
Select	To point on a menu <b>OR</b> to highlight text or graphics by clicking or dragging the mouse so they will be affected by the next action you take with PageMaker

Try these techniques a few times on the desktop. Continue when you're comfortable, because we'll be using mouse terms from now on.

## Take a look at the menus

PageMaker is easy to use because it has complete menus of commands showing what you can do. To see a menu, you *select* it.

### Let's select the System menu:

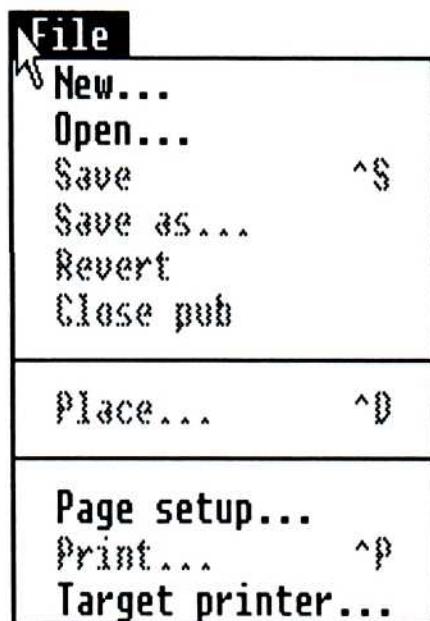


1. **Point on the icon for the System menu.**
2. **Press and *hold down* the main mouse button.**  
When you press the main mouse button while pointing on a menu name, a menu of commands drops from the top of the window.  
The System menu lists commands that relate to the Windows operating environment, including the "Close" command you use to

end your session with PageMaker. In addition, note the “Help...” command you use to get on-line help from PageMaker.

**3. Release the mouse button.**

**Now select PageMaker's menus:**



- 1. Point on “File” in the menu bar.**
- 2. Hold down the main mouse button.**  
The menu drops. If you put the pointer tip too high, you got the PageMaker icon instead of the menu—try again.
- 3. Slowly drag the mouse to the right across the other menu names—Edit, Options, Page, Type, Lines, and Shades.**  
As you drag the pointer across a menu name, its menu drops, too. Not all commands are always available. Black commands are those you can choose now. To the right of some commands are keyboard shortcuts (check the *Quick Reference Guide* for others).



**4. Release the mouse button.**

How do you tell PageMaker which command you want to use? You drag the pointer down the list of commands for a menu until you reach the command you want to choose.

---

## Continue or close

You can continue to the next lesson now, or close the session and quit the tutorial.

**To close your session:**



- 1. Select the System menu.**
- 2. Choose the “Close” command.**  
Drag the mouse down the menu until the “Close” command is highlighted.
- 3. Release the mouse button.**  
PageMaker returns you to the DOS prompt.

# Lesson 2:

## Starting the publication

Lesson 2 helps you choose a target printer, start your publication, and get familiar with what is in PageMaker's publication window.

If you're resuming after taking a break, you must restart the tutorial.

### To resume after a break:

1. **Type PMTUTOR.**
2. **Press the Enter key.**  
You're at the desktop again, ready to continue.

## Target your printer

Before you actually start the publication, you've got one more thing to do—and this is important!

You must tell PageMaker which printer you will be using to print the publication when it is done.

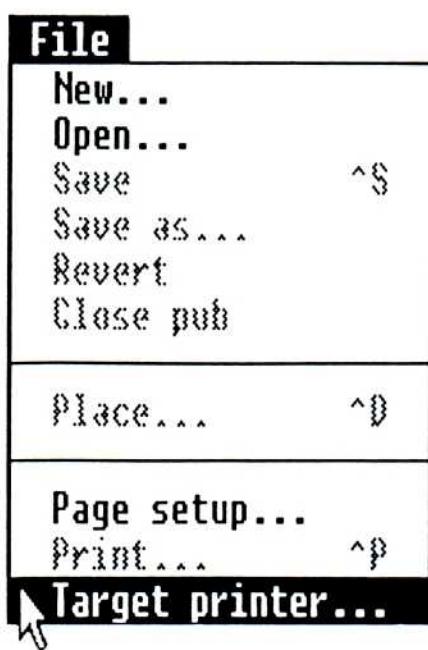
Why? Because the printer you specify determines many of the options you have while using PageMaker, particularly the type fonts, styles, and sizes.

### To choose a target printer:

1. **Select the File menu.**  
Remember, point on "File," then press and hold down the main mouse button.
2. **Slowly drag the pointer down the list of commands.**  
As you drag the pointer over a command, it is selected, or highlighted—light against a dark background.

### Tip

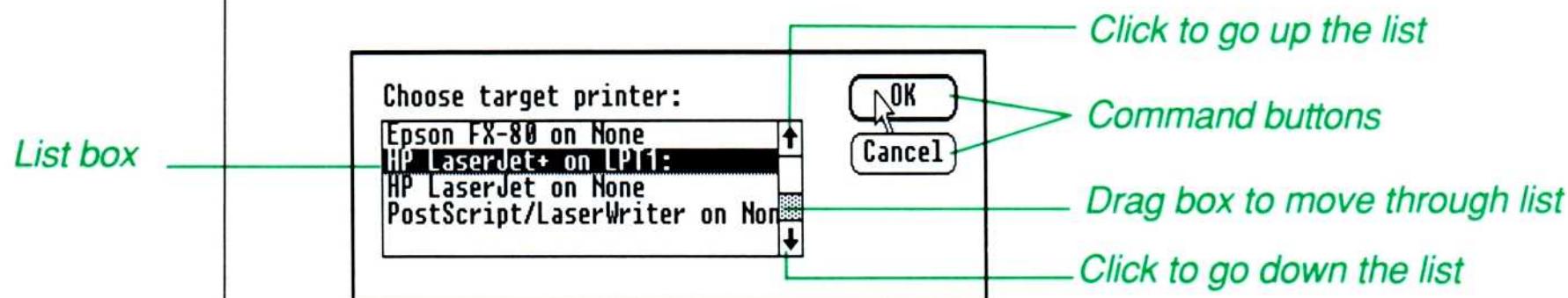
*Choose a target printer before starting your publication.*



**3. Choose the “Target printer...” command.**

Release the mouse button when “Target printer...” is highlighted to choose that command. PageMaker displays a *dialog box* where you provide PageMaker with more information needed to complete the command. You click rounded-corner *command buttons*, such as “OK,” to tell PageMaker what to do with the information in the dialog box.

Any command followed by ... in a menu displays a dialog box. If you accidentally chose one of the other black commands, you got a dialog box, too. Click “Cancel,” and try again to choose the “Target printer...” command.



**4. Review the dialog box.**

A *list box* displays the names of all the printers you installed. PageMaker highlights the default printer you specified.

**5. In the list box, click on HP LaserJet or HP LaserJet+.**

Clicking highlights the printer name—click even if the printer name already is highlighted.

We've set up this publication to print on a Hewlett-Packard® LaserJet+ printer equipped with an F cartridge. If you have this printer, your publication will print as shown on the screen.

If you don't have this printer, but it's listed, you can do this anyway—the target printer does not have to be connected yet.

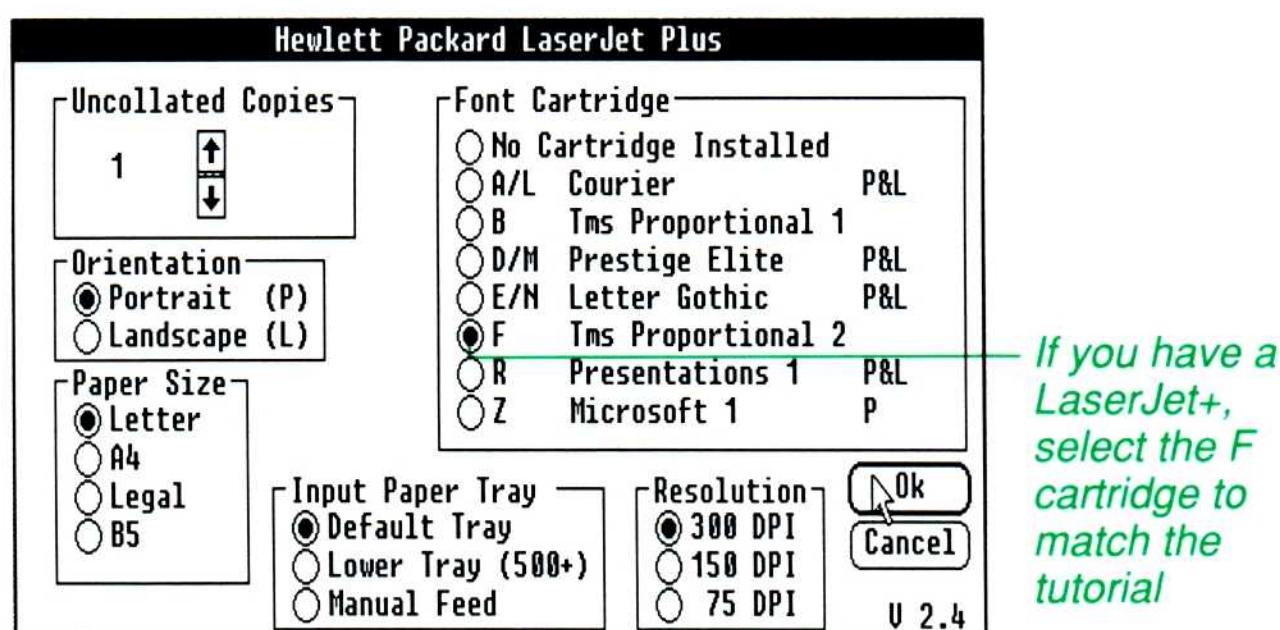
If you did not install a Hewlett-Packard printer, click the name of the printer you will use for printing. Your printer will substitute its own type fonts, styles, and sizes. As a result, your publication may look slightly different from the illustrations in this tutorial.

**Tip**

*Use any printer for the tutorial. If no printers are installed, you can click “Cancel” and continue.*

**6. Click “OK” to tell PageMaker to continue.**

PageMaker overlays the dialog box with another dialog box that displays specifications for the printer. As necessary, click the options to make sure your printer is set up for a tall, or portrait, orientation on US letter (or A4) paper.



**7. Click “OK” to approve the specifications as displayed.**

PageMaker closes the printer dialog box and returns you to the desktop.

Here's a shortcut: When you choose from a list box, double-clicking on your choice is the same as clicking your choice, then clicking "OK."

### Make a “New...” publication

Before you start a new publication, you should plan it, then get the appropriate text and graphics ready with other software. To help you with this tutorial, we've already planned the publication for you.

The text has been written with Microsoft Word™ and saved on disk. The graphics have been created with two graphics applications and a scanner, then saved on disk, too. When you installed PageMaker, you copied these files to your hard disk.

*PageMaker Tips and Techniques* will go on standard paper. We'll set up a six-page double-sided publication.

## To start a new publication:



### 1. Select the File menu.

### 2. Choose the "New..." command.

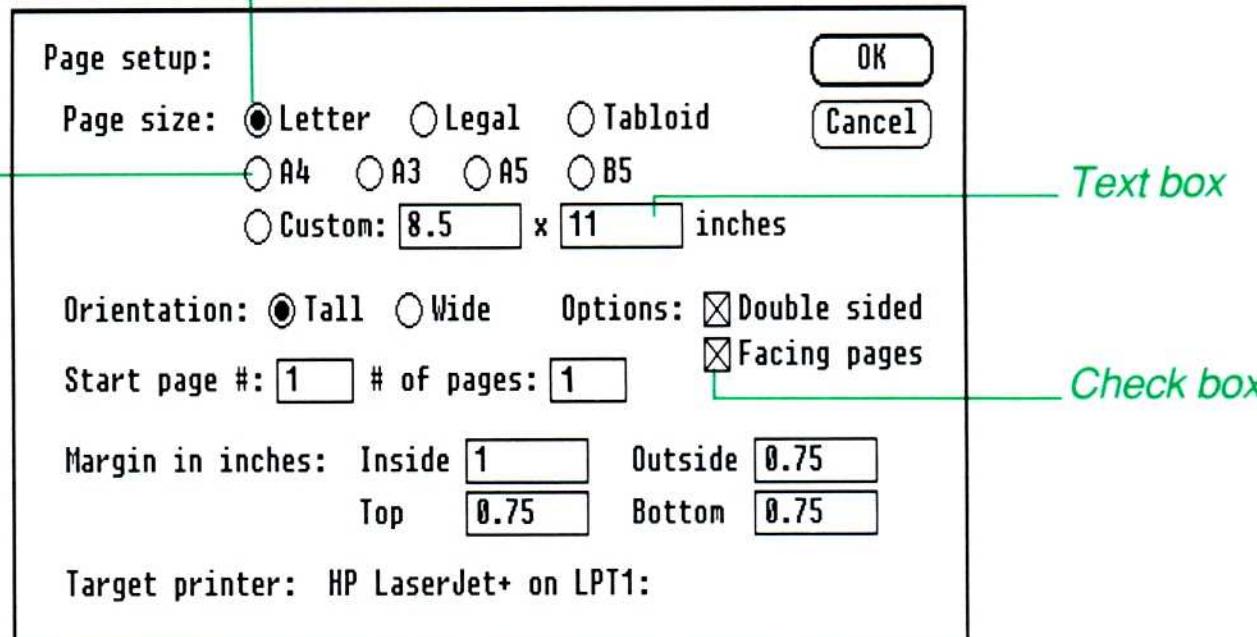
PageMaker displays another dialog box. This one has more options than the dialog box you saw with the "Target printer..." command. You've already learned how to use a list box and command buttons. The "New..." dialog box displays three other ways you give information to PageMaker:

- text boxes, where you click, then type the values you want
- square check boxes that you click to turn the option on (a check mark appears) or off (the check mark disappears)
- circular option buttons where you click to highlight your choice from a group of options

The defaults PageMaker automatically applies to a new publication are highlighted and filled in—but you can change everything.

*Highlighted default*

*Option button*



### 3. Specify "Page size:"

The page can be any size up to 17 by 22 inches, even if larger than the paper your printer can handle. *PageMaker Tips and Techniques* fits on a US letter (or A4) page. This option button is already highlighted, so continue to Step 4.

### 4. Specify "Orientation:"

*PageMaker Tips and Techniques* is "Tall," meaning that the longest dimension is used for the vertical measurement. In a "Wide" orientation, the longest dimension is the horizontal measurement. "Tall" is already highlighted, so continue to Step 5.

Options:  Double sided  
 Facing pages

# of pages:

Outside

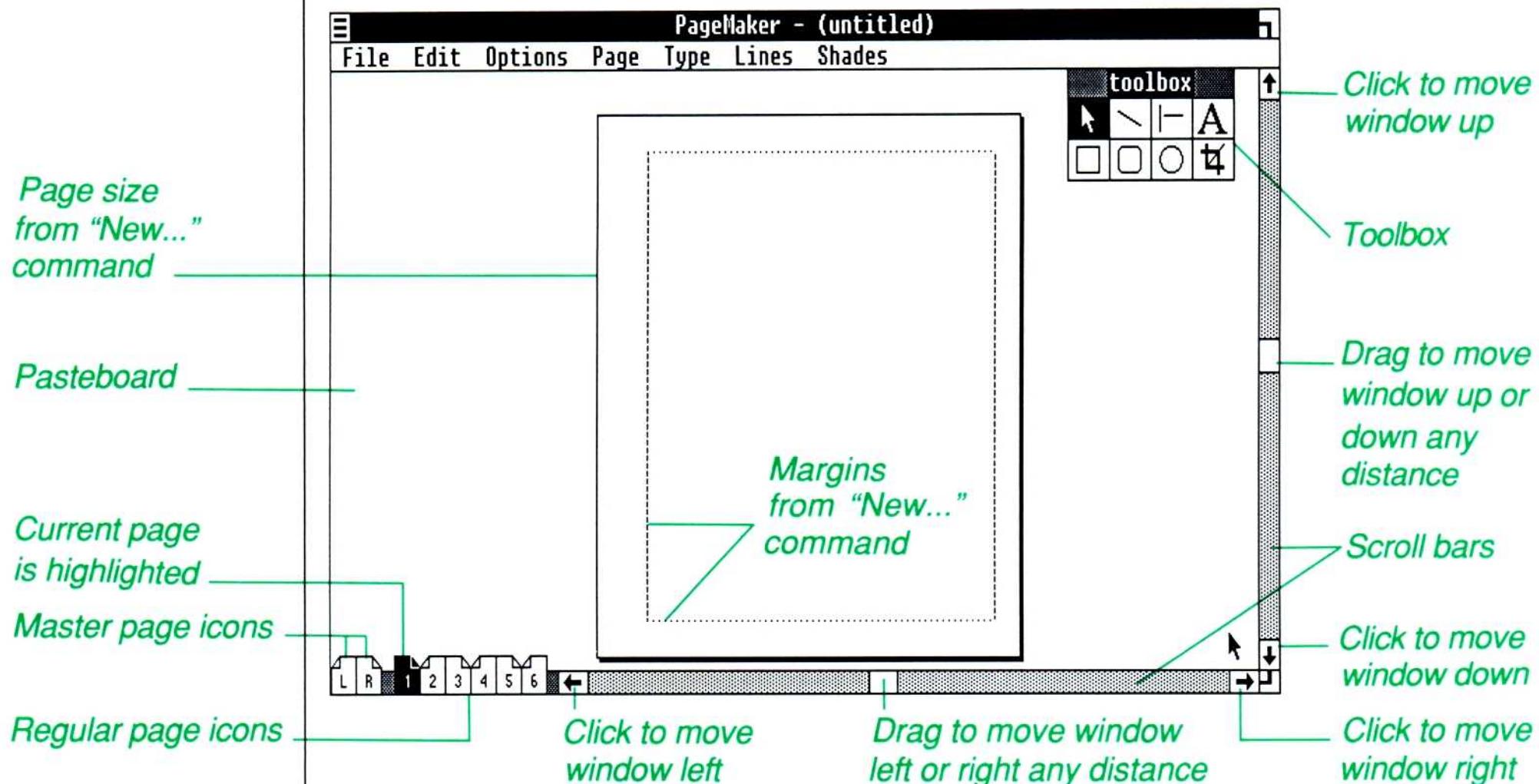
### Tip

You can press Enter instead of clicking "OK."

5. **Specify "Options:" for a double-sided publication.**  
Leave the "Double sided" option checked, so PageMaker will shift the inside margin to accommodate left- and right-hand pages. This is useful when you will be reproducing the pages on both sides of a sheet of paper, as in a book, and need a larger margin on the inside, binding edge.
6. **Click "Facing pages:" to uncheck it.**  
If the publication is double-sided, you can work on facing pages—a left-hand page and the right-hand page it faces—at the same time. We won't do that yet, so click the check box in front of "Facing pages:" to uncheck it. Now, you will work on the publication one page at a time.
7. **Leave 1, as displayed, for "Start page #:"**  
Each PageMaker publication is limited to 128 pages, but PageMaker can number up to 9999, starting with the number you specify. This is handy when you are combining several publications to make a very large publication.
8. **Drag to highlight 1 for "# of pages:", then type 6.**  
By telling PageMaker you want more than one page, you have a supply of pages ready when you start your publication. Later, you can insert more pages or remove extras.
9. **Type the dimensions for each margin.**  
Every page has four margins. The default margins are shown in the preset unit of measure. The inside margin is larger because a publication usually is bound or folded there.  
  
For a US letter page, the "Top," "Bottom," and "Inside" margins are fine, but drag to highlight the value displayed for "Outside," then type .50. For an A4 page, change "Inside" to 15m and "Outside" to 10m.
10. **Click "OK."**  
Clicking "OK" says you approve the information in the dialog box. If you prefer, press the Enter key instead of clicking "OK."

## Here's your drawing board

Usually, a graphic designer works on a drawing board. In PageMaker, the drawing board or work surface is the entire publication window you see now on your screen.



In the publication window, PageMaker shows a page that represents the page you specified with the “New...” command—in this case, a standard US letter (or A4) page. The page is blank, except for the lines marking the four margins. These margin guides show on the screen, but won’t print.

Look at the bottom-left corner of the publication window. You see eight page icons:

- The two icons labeled **L** and **R** stand for the left and right pages of a double-sided publication like this one. (If this were a single-sided publication, you’d only see an **R**.)

These icons identify what PageMaker calls *master pages*. That’s where you put anything—text, graphics, or a non-printing layout grid—that you want repeated on every page.

- The **1** icon is highlighted, which means you’re looking at page 1.
- The **2, 3, 4, 5**, and **6** icons are displayed because we specified six pages with the “New...” command.

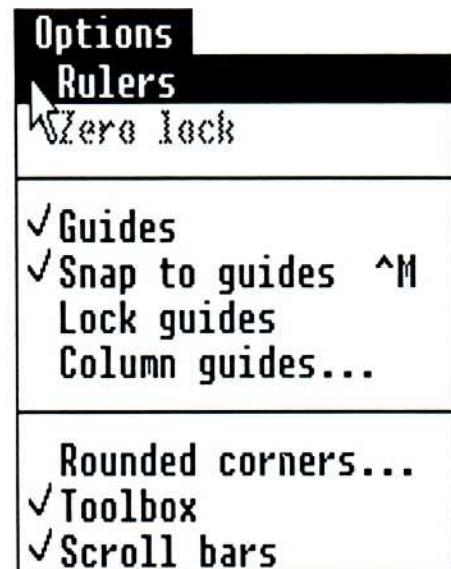
Surrounding the page is a large, blank area called the *pasteboard*. Put text and graphics here as you move them on and off the page. Whatever you put on the pasteboard stays there as you move from page to page.

A graphic designer uses tools to cut, paste, and draw. PageMaker has equivalent tools in its toolbox. Here you have every tool needed to lay out a page—tools for selecting and editing text and graphics, drawing lines and shapes, and cropping (or trimming) graphics.

## Use your rulers

For pasting up text and graphics on the pages, you'll want to measure distances exactly with PageMaker's two rulers.

### To display the rulers:



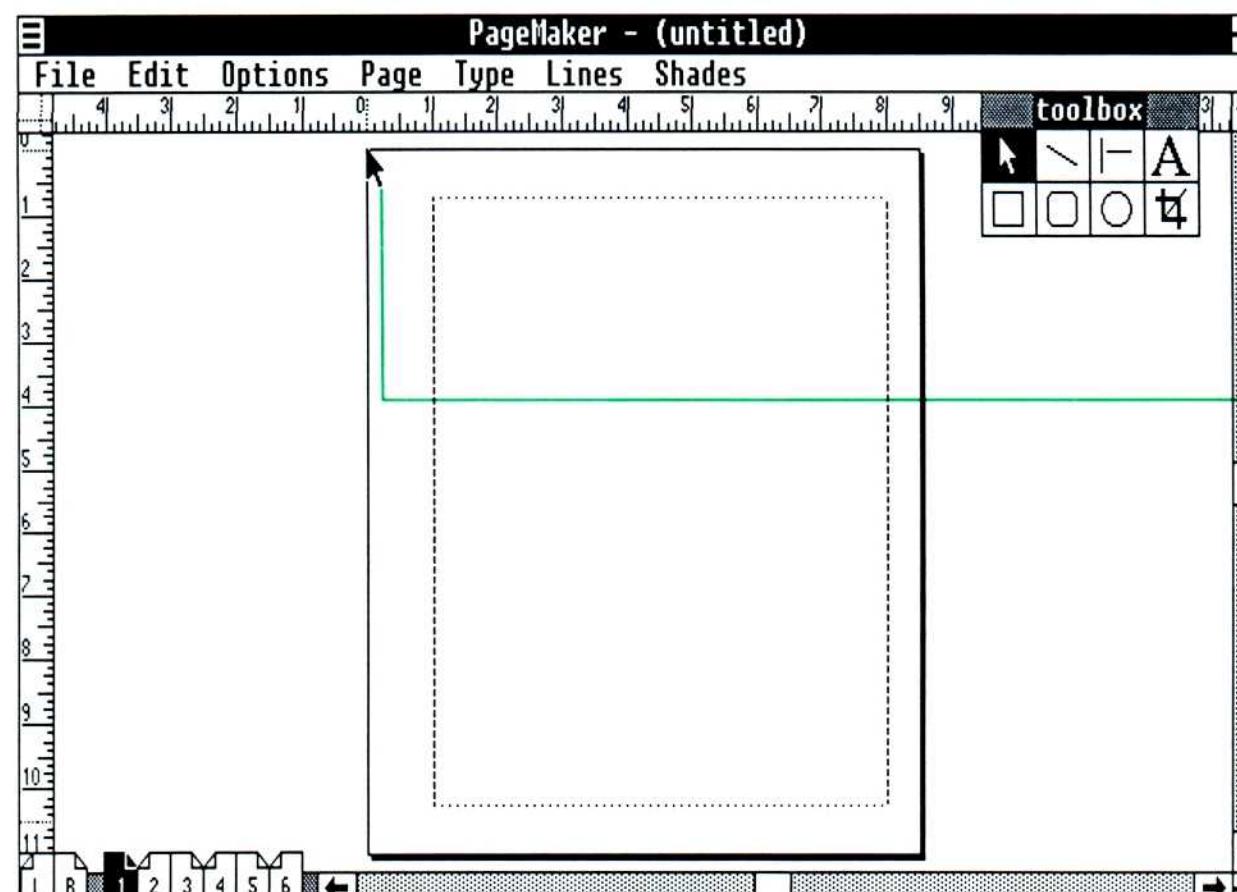
**1. Select the Options menu.**

**2. Choose the “Rulers” command.**

PageMaker displays one ruler down the left side and one across the top of the publication window.

As you drag the pointer, dotted lines follow along in both rulers to pinpoint exactly where you are. This way, you can paste up pages to meet even the tightest specifications.

Point where the left and top edges of your page meet. You'll see a dotted line at the 0 mark in both rulers.

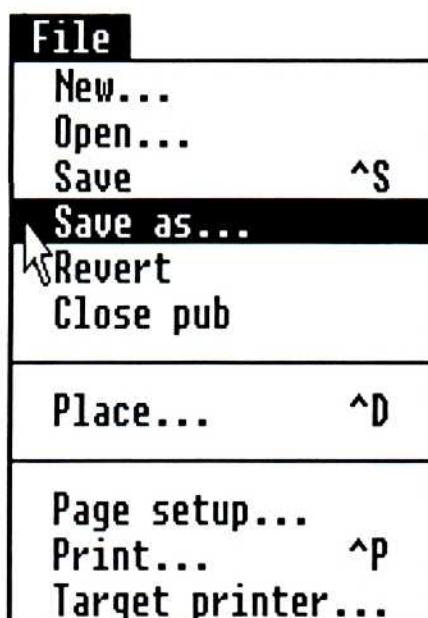


The zero point can  
be repositioned or  
left at the upper-left  
corner of the page

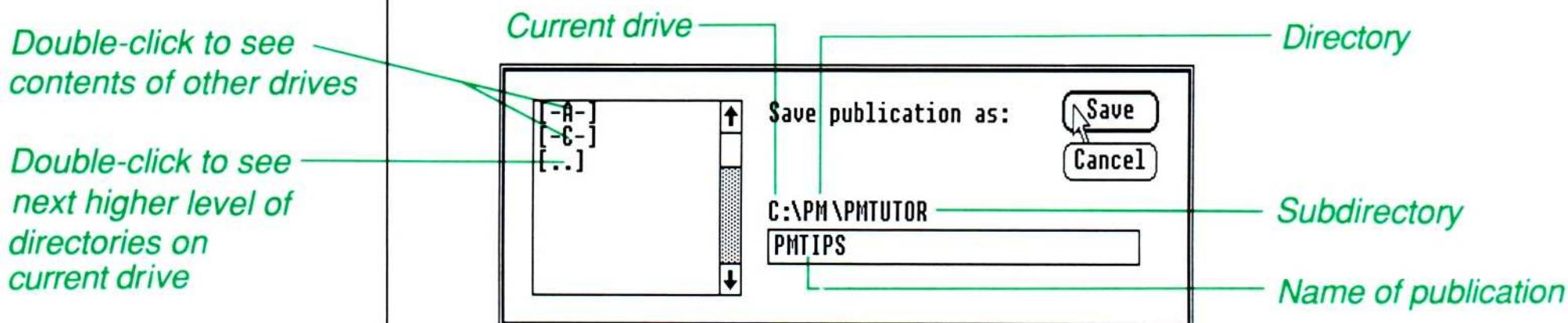
## Save your publication

Let's save what you have done so far. Saving periodically is a good habit to develop.

### To save your publication:



1. **Choose "Save as..." from the File menu.**  
PageMaker shows a dialog box asking what you want to name the publication. You would have gotten this dialog box by choosing the "Save" command, too, because the publication is untitled.
2. **In the list box, click the directory, PMTUTOR.**
3. **In the "Save publication as" text box at the bottom of the dialog box, click an insertion point, then type up to 8 characters for a filename, such as PMTIPS.**
4. **Click "Save."**  
PageMaker automatically adds a .PUB extension, then saves the publication as a new file (for example, PMTIPS.PUB).



## Continue or close the publication

Now the publication window is ready for you to create your layout grid. Continue to Lesson 3, or close your publication and take a break.

### To close your publication:



1. **Choose "Close pub" from the File menu.**  
PageMaker returns you to the desktop. If you want, close the session (described earlier).

# Lesson 3:

## Creating master pages

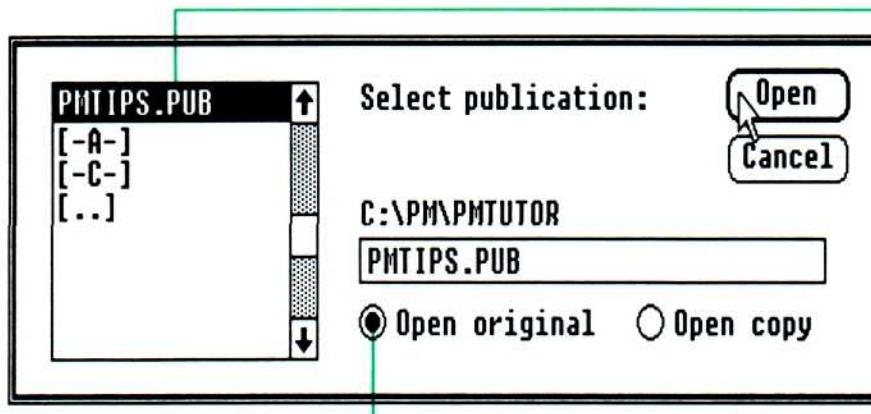
Lesson 3 introduces you to master pages, because those are what you usually create first in a publication. Master pages are where you put any text, graphics, or a layout grid you want repeated from page to page. As you create master pages for *PageMaker Tips and Techniques*, you will start using PageMaker's rulers and toolbox.

If you're resuming after taking a break, you must re-open the publication.

### To resume the tutorial:



1. **If necessary, restart the tutorial from the DOS prompt.**
2. **Choose “Open...” from the File menu.**  
PageMaker responds with a dialog box, which includes a list box naming the PageMaker publications saved on disk.
3. **Click PMTIPS.PUB in the list box.**
4. **Click “Open.”**  
PageMaker opens the publication to page 1, where you were when you saved and closed the publication.



*Click to highlight filename*

*Default setting*

## Create the left master page

### Tip

*Set up master pages before starting the regular pages.*

Master pages are an invaluable shortcut for most publications. Why? Unless you're creating a one-page publication like an advertisement, chances are that you will be repeating *something*—like a running head, a date, a layout grid, or the company name—from one page to the next.

Use master pages to set up what you want repeated from page to page. What you put on the **L** page shows on all left, or even-number, pages. The contents of the **R** page repeat on all right, or odd-number, pages.

For example, if you want your company name to appear on every right-hand page in a 128-page publication, put it on the **R** master page once, rather than on each of the 64 right-hand pages.

You're not locked in, either. Page by page, you can cancel or restore master items to suit your layout.

Let's create the left-hand master page for this publication.

### To display the left master page:



#### 1. Click on the L icon.

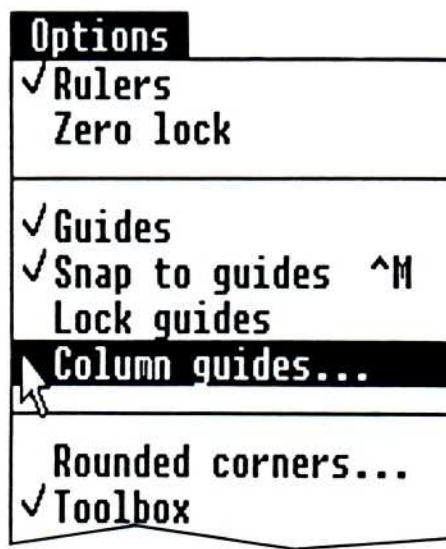
To move from one page to another, you click on its icon in the bottom-left corner of the publication window.

You see a page that is blank, except for the non-printing margin guides that we specified with the “New...” command.

## Make equal columns

First, add column guides to this master page.

### To create equal columns:



#### 1. Choose “Column guides...” from the Options menu.

You can put column guides on master pages, which means that you will see these same column guides on every left- or right-hand page in the publication. Or you can create column guides page by page.

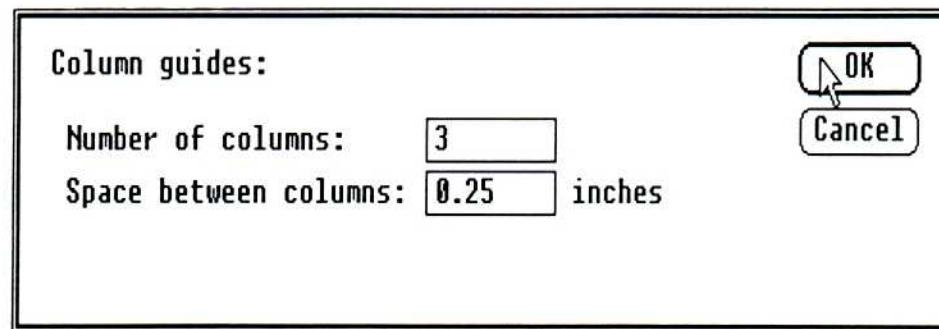
Because we want the same number and size of columns on every page, we'll create them here, on a master page.

#### 2. Type 3 in the text box after “Number of columns:.”

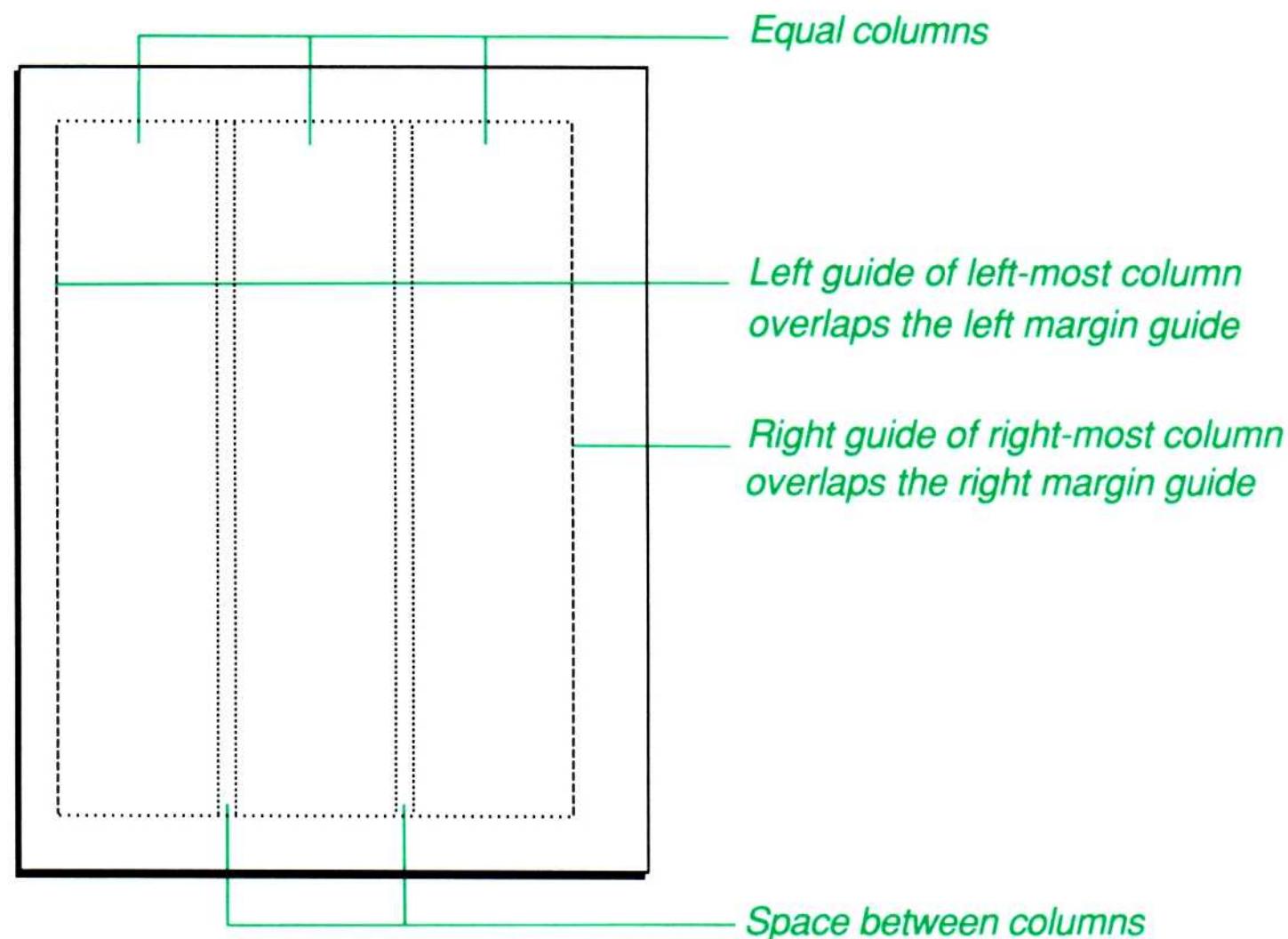
**3. Change the “Space between columns.”**

The layout we’re creating calls for .25 inch (6m) between columns, so drag to highlight the default value, then type the new value here.

**4. Click “OK.”**



PageMaker creates equal columns between the left and right margin guides. Like margin guides, column guides don’t print. You only see them on the screen to help you position text and graphics on the pages.



## Switch to unequal columns

For visual interest, we'll create unequal columns by dragging the column guides wherever we want them.

### To create unequal columns:

1. **Point on the right guide in the pair of column guides between the left and middle columns.**

Column guides, except for outside guides, always move as a pair. You can't change the space between a pair of column guides by dragging the guides.

2. **Hold down the main mouse button until the pointer turns into a double-headed arrow.**

The double-headed arrow means that you're ready to move the selected item—in this case, the column guides.

3. **Drag the column guides until the dotted line in the top ruler says 2 inches (55m).**

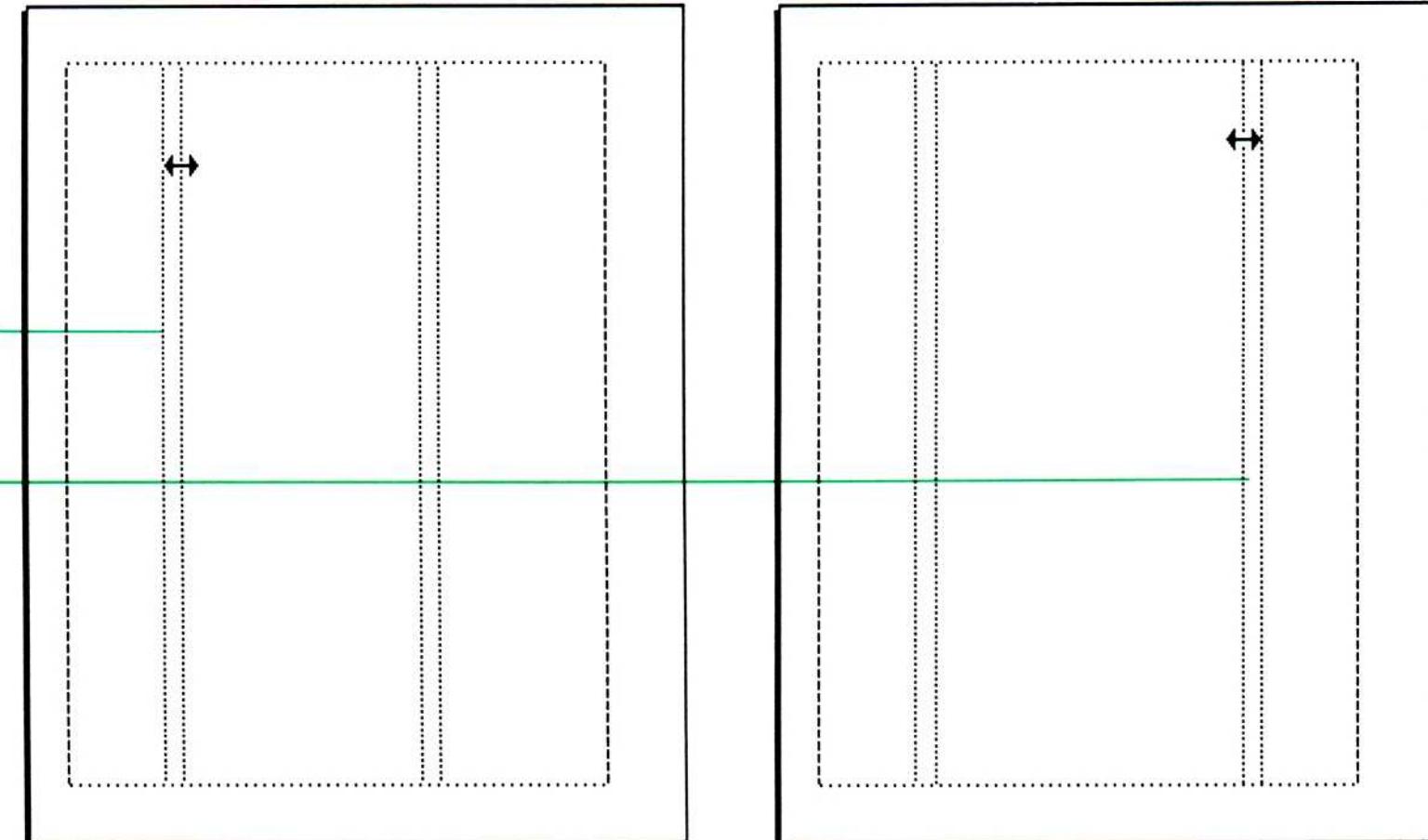
When you release the mouse button, the double-headed arrow disappears, and the pointer looks like an arrow again.

4. **Point on the left guide of the pair between the middle and right columns.**

5. **Holding down the main mouse button, drag until the dotted line in the top ruler says 6 inches (155m).**

*Drag a column guide to create unequal columns*

*Column guides move in pairs*



Don't worry about aligning the column guides exactly at the 6-inch (155m) mark—just make sure the center column between the two sets of column guides is about 4 inches (100m) wide.

## Add a ruler guide

We now have margin guides and column guides to help us position text and graphics on the pages. Let's add another type of non-printing guide, too—a “ruler guide.”

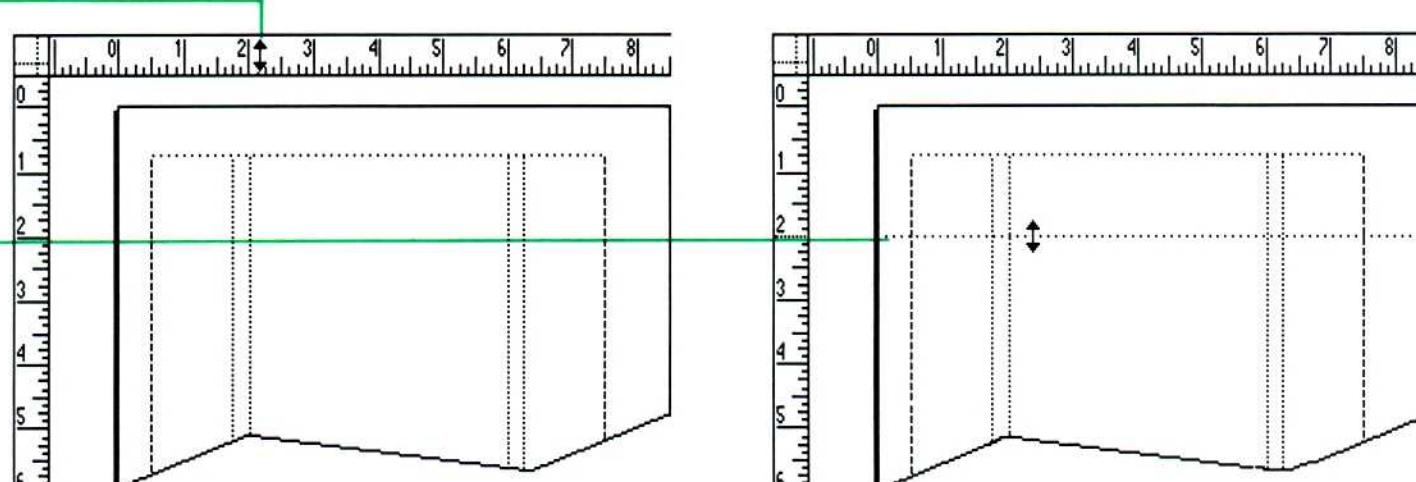
You pull horizontal ruler guides from the top ruler and vertical ruler guides from the left ruler. A horizontal ruler guide will be handy for starting the text and positioning graphics.

### To create a horizontal ruler guide:

1. **Point in the top ruler.**
2. **Hold down the main mouse button.**
3. **When you see a double-headed arrow, drag down towards the page.**  
As you drag, a dotted line—the ruler guide—follows the pointer.
4. **Drag the ruler guide onto the page until the dotted line in the left ruler is at the 2-inch (50m) mark.**

*Point in ruler to get double-headed arrow*

*Drag ruler guide where you want it on the page*

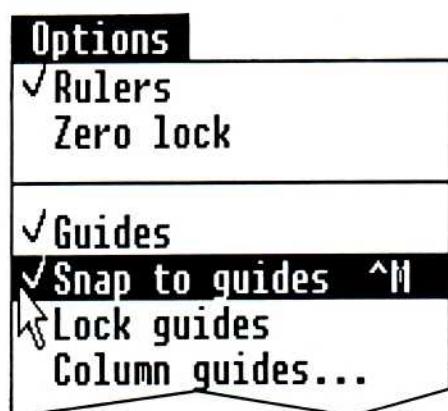


The ruler guide stays on the page. You can have up to 40 ruler guides anywhere on the page(s) in the publication window.

## Turn off “Snap to guides”

The “snap to” feature makes all non-printing guides—margins, column guides, and ruler guides—act like magnets that pull when the pointer, text, or graphics get near the guides. That’s useful for aligning text and graphics, but it interferes when you try to position an item close to, but not on, a guide.

### Let’s turn off the “snap to” feature for now:



1. **Choose the “Snap to guides” command from the Options menu.**  
The check in front of the command disappears.

## Draw lines between the columns

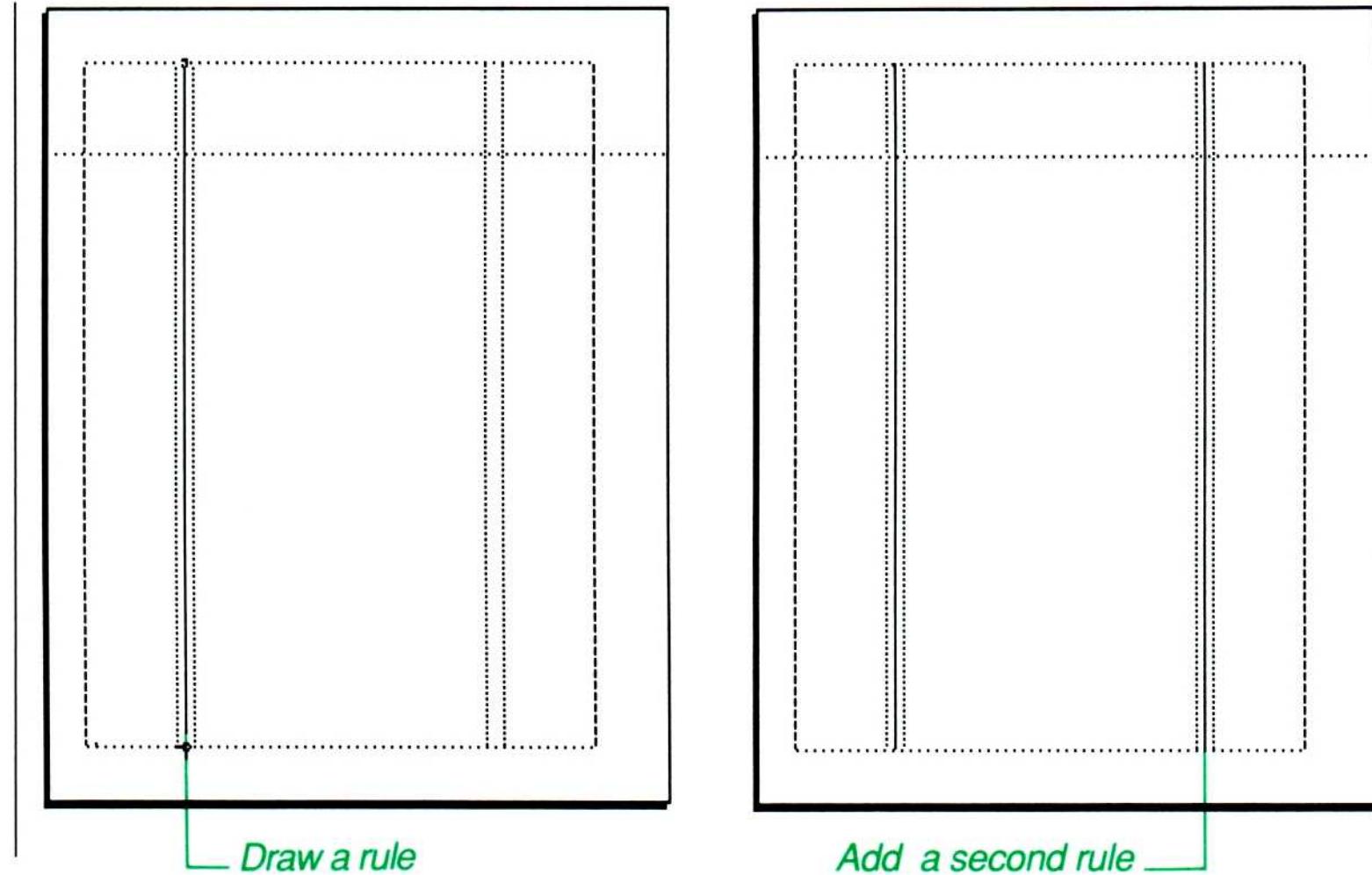
Now you can easily draw thin lines, called rules, in the two spaces separating the columns. This is another designer touch you can use to dress up your publications.

### To draw a rule:

- |—
  1. **Click on the perpendicular-line tool in the toolbox.**  
This tool draws horizontal and vertical lines. When you click on the tool to select it, the pointer changes to a crossbar.
  2. **Point so the crossbar is between the left pair of column guides and resting on the top margin guide.**  
The line you draw starts where the two lines of the crossbar intersect.
  3. **Drag the mouse until the crossbar reaches the bottom margin.**  
This tool draws a straight line. Because you just drew the line, it is selected—it shows *handles*, small boxes at either end of the line.
- +
  - 3. **Drag the mouse until the crossbar reaches the bottom margin.**  
This tool draws a straight line. Because you just drew the line, it is selected—it shows *handles*, small boxes at either end of the line.

### Tip

*Turn off the “snap to” feature when drawing near, but not on, guides.*



If you're not satisfied with the rule you drew, delete and re-draw it:

1. **Press the Del or Backspace key.**  
The line still was selected, so your next action applied to it.
2. **Draw the line again.**  
Keep drawing (and deleting) until the line is right.

We need a rule in the other space between columns, too. The drawing tool is still selected, so draw that second rule now.

## Create the right master page

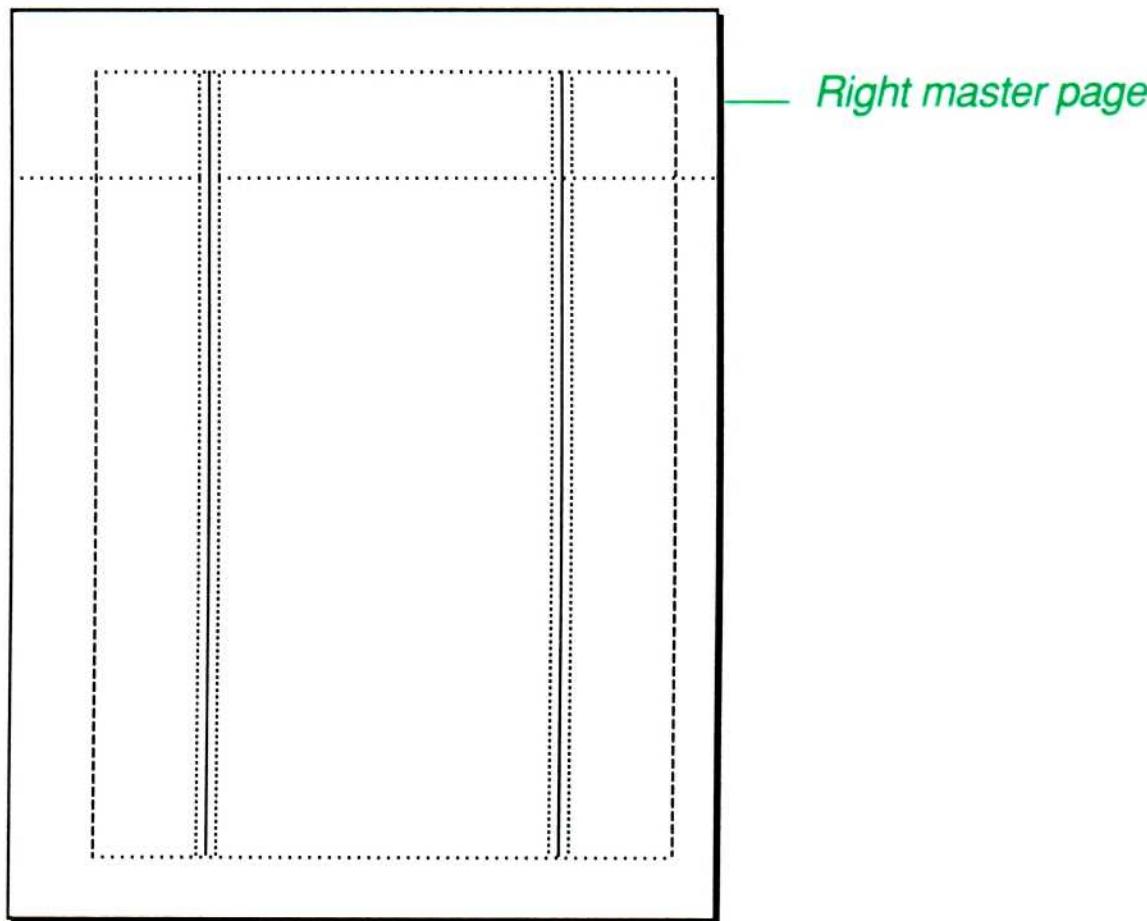
After you draw the rule, you're ready to create the right master page (for details, refer to what you just did for the left master page).

To create the right master page:



1. **Click on the pointer tool.**
2. **Click on the R icon.**  
You see the right master page, blank except for margin guides.

- 3. Create unequal columns at the 2.5-Inch (50m) and 6.5-inch (150) marks in the top ruler, create a horizontal rule at the 2-inch (50m) mark in the left ruler, and draw rules between the columns.**



## Now begin the regular pages

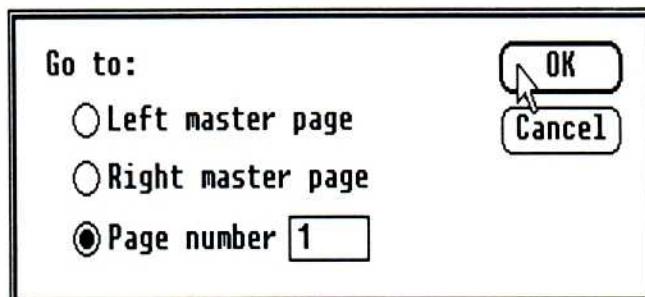
When you're done with the right master page, move to page 1. You already know how to click on the icon of the page you want. Here's another way.

### To go to another page:

Page	
Actual size	^1
75% size	^7
50% size	^5
Fit in window	^W
200% size	^2
Go to page...	^G
Insert pages...	
Remove pages...	
Display master items	
Copy master guides	

- 1. Choose the “Go to page...” command from the Page menu.**  
The pointer automatically turns into a white arrow when it moves over a menu, the toolbox, the scroll bars, or the page icons. Use any tool to choose commands.  
  
This command offers three options: to move to the left master page, the right master page, or any other page that you specify.

2. Leave **1** as prefilled in the text box.
3. Click "OK."



Use this method when your publication has many pages, and the icon of the page you want is not displayed.

You're at the first page of what will be *PageMaker Tips and Techniques*. It displays everything you created on the right master page: the margin guides, guides for three columns, two rules separating the columns, and one ruler guide. In the next lesson, you will add graphics and text.

## Save your publication again

| Let's save what you have done so far.

### To save your publication:

1. Choose "Save" from the File menu.  
PageMaker saves your publication to the same filename—for example, PMTIPS.PUB.

## Continue or close the publication

| Now the publication window is all set for you to create page 1. Either continue to the next lesson, or save your publication and take a break.

### To close your publication:

1. Choose "Close pub" from the File menu.  
PageMaker returns you to the desktop. If you want, close the session (described earlier).

# Lesson 4: Adding text and graphics

Lesson 4 has you create the first page. You add a logo, text, several graphics, and captions from files we created and that you installed when setting up PageMaker. You also type a caption right on the page using PageMaker's text tool.

If you're resuming after taking a break, you must re-open the publication.

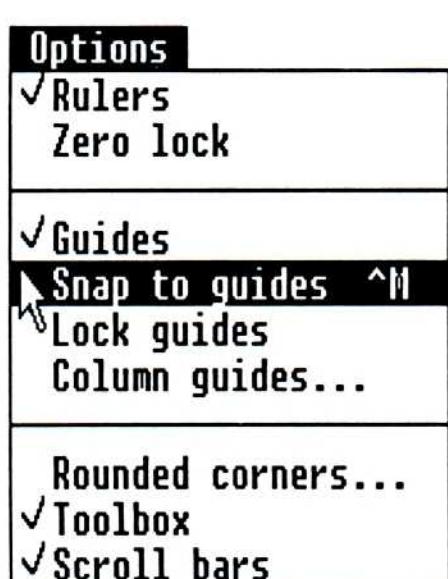
## To resume the tutorial:

1. **If necessary, restart the tutorial from the DOS prompt.**
2. **Choose “Open...” from the File menu.**  
PageMaker responds with a dialog box, which includes a list box naming the PageMaker publications saved on disk.
3. **Click your filename (for example, PMTIPS.PUB) in the list box.**
4. **Click “OK.”**  
PageMaker opens the publication to page 1, where you were when you saved and closed the publication.

## Turn on “Snap to guides”

Before continuing, turn PageMaker's “snap to” feature on. The magnetic pull of the guides is useful for aligning text and graphics.

## To turn on the “snap to” feature:



1. **Choose “Snap to guides” from the Options menu.**  
A check mark appears in front of the command. The guides are magnetized again.

## “Place” files one at a time

The easiest way to add text and graphics to a page is to “place” files you previously created with other applications and saved on disk. Use the “Place...” command from the File menu.

Choose from a variety of word-processing and graphics applications. For a complete list of the types of files PageMaker can read directly from disk, read “Getting your text and graphics files ready” in Part 2: *Planning your publication and preparing your files*.

Let’s place some files that you copied to your hard disk during installation. You can use any tool to place files.

### Place a scanned image

If you know where you want to have graphics on the page, put them there before you add any text. That way, you can easily flow text around them.

Start by placing the title, or logo, of the publication in the middle column. The logo is a scanned image. We used hardware called a scanner to convert a photograph into a bit-map file, which PageMaker can read from disk.

#### To place a file:

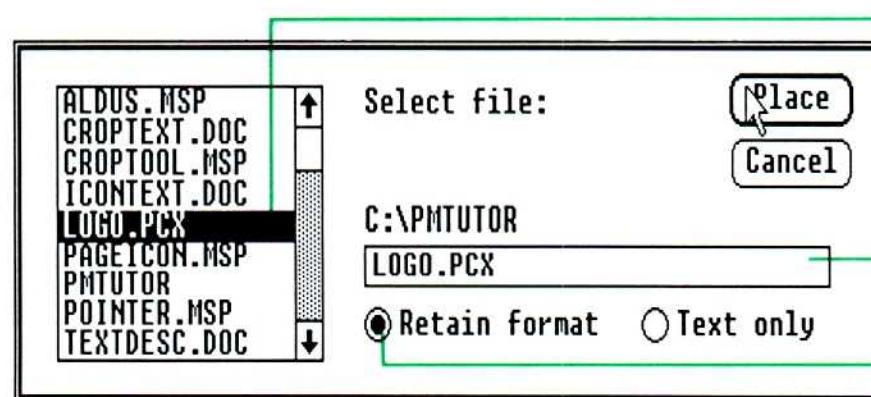


**1. Choose “Place...” from the File menu.**

A dialog box appears with a list of all files PageMaker can read from the current directory.

**2. Click LOGO.PCX.**

If you don’t see LOGO.PCX listed, scroll through the list box (click on the arrows), or double-click on another drive or directory name to see if the file is there.



*Click to highlight filename*

*Filename appears here  
when you click in list  
Default is highlighted*

**3. Click “Place.”**

Because this is a scanned image of a photograph, the pointer looks like a box filled with an X. Now the pointer is loaded, ready for you to place the graphic.



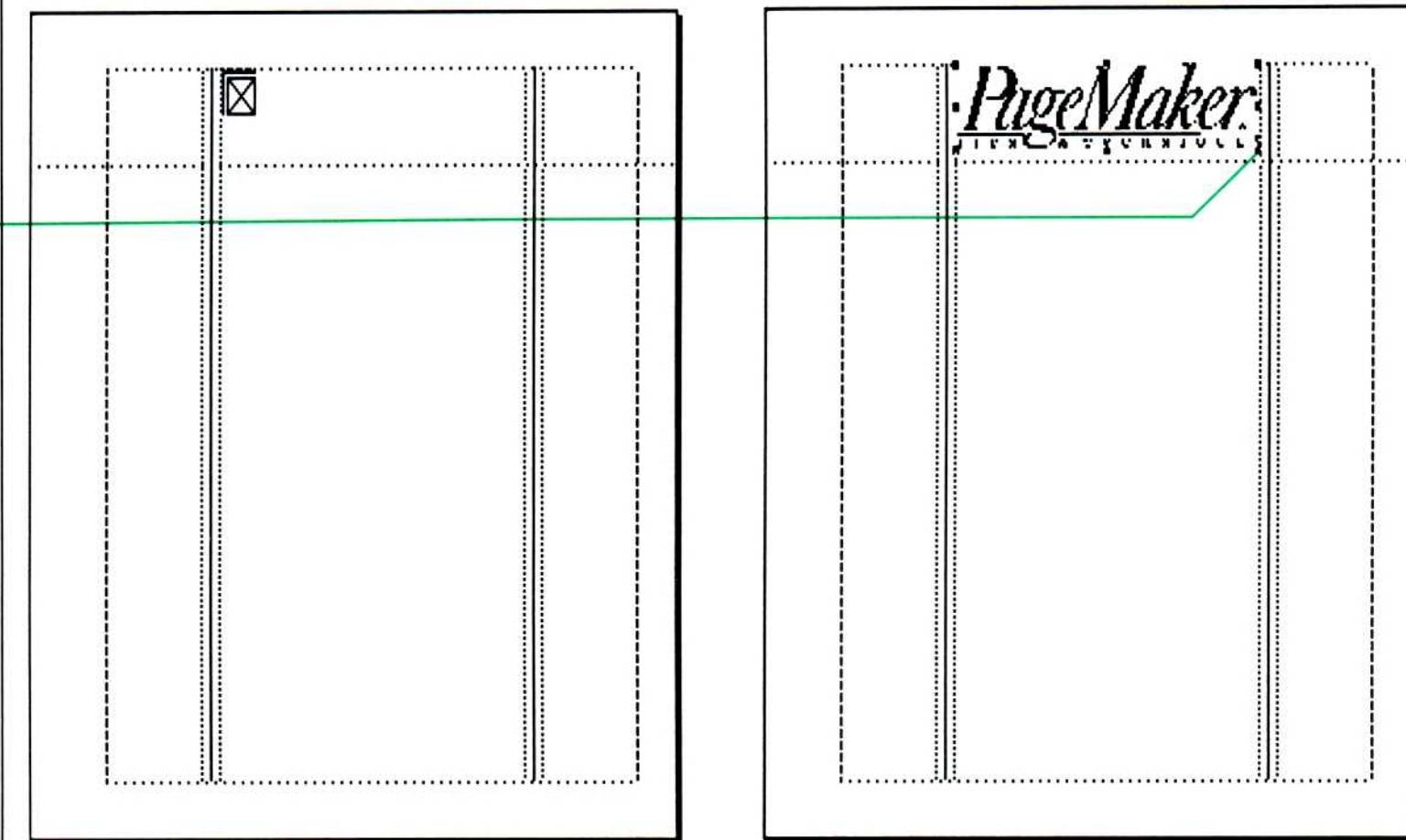
4. **Put the top-left corner of the pointer in the middle column where the left column guide intersects the top margin.**

PageMaker pulls the pointer into place because you turned on the “snap to” feature.

5. **Click the mouse button.**

The graphic appears on the page the same size we created it with the scanner. But we are viewing the page at “Fit in window” size, so the graphic looks smaller.

*Handles surround  
the placed graphic*



- ▪ ▪ ▪ What are the eight small boxes forming a rectangle around the graphic? They are handles that always mark a *selected* graphic. (Remember, whatever is selected will be affected by the next command or action you carry out.)

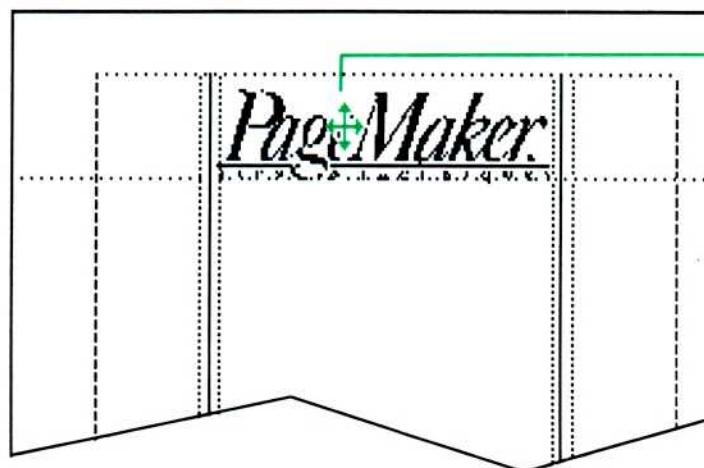
Because the graphic is selected, you can easily reposition slightly, if you want.

#### To move a graphic:

1. **Point in the middle of the graphic.**
2. **Hold down the main mouse button.**  
The pointer turns into four arrows.



3. Drag the graphic until you're satisfied with its position.



*When the pointer changes to four arrows, drag to reposition the graphic*

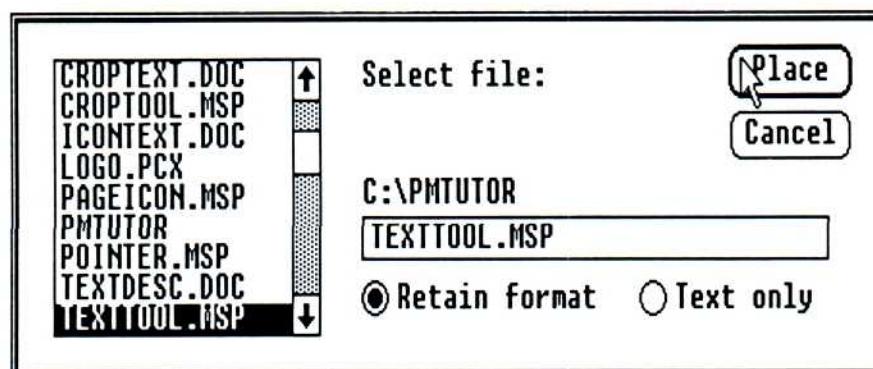
## Place a “paint-type” graphic

Let's place an illustration we created with an application that produces “paint-type” or bit-map graphics.

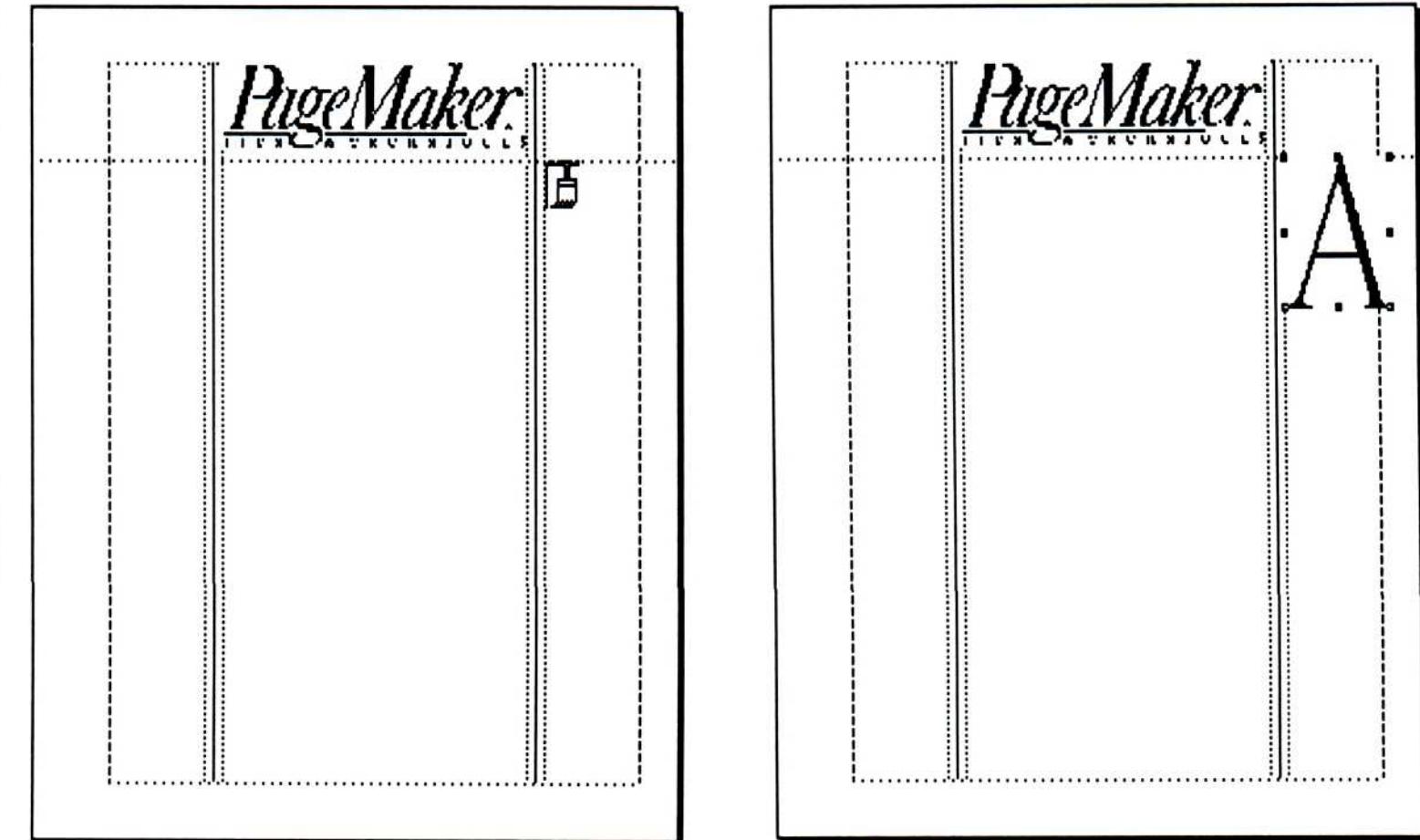
**Note:** Bit-map graphics look best on the same equipment used to create them. Our computer has an EGA card. If you have different hardware, the graphic may be distorted, but it should print fine.

### To place another file:

1. Choose “Place...” from the File menu.
2. Click TEXTTOOL.MSP in the list of files.



3. Click “Place.”  
Because TEXTTOOL.MSP was created with a paint-type application, the pointer looks like a paintbrush.
4. Put the top-left corner of the pointer in the right column where the left guide of that column intersects with the ruler guide.
5. Click the main mouse button.  
The graphic, which looks like the text tool in the PageMaker toolbox, is the same size it was created.



## Place word-processed files

Next, place a text file in the middle column, below the logo at the ruler guide. You can place formatted word-processed files, as well as text-only (such as ASCII) files from word-processing, database, or spreadsheet applications.

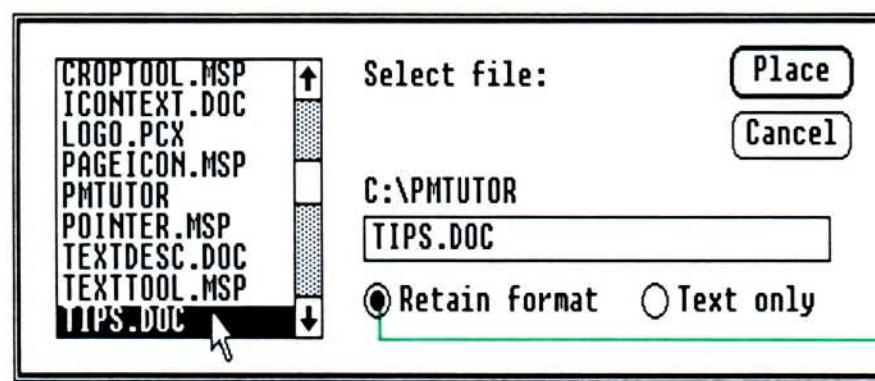
### To place a text file:

1. Choose “Place...” from the File menu.

2. Double-click TIPS.DOC.

Here’s another shortcut—double-clicking the filename is the same as clicking the filename, then clicking “Place.”

Because TIPS.DOC is text, the pointer looks like a block of text.

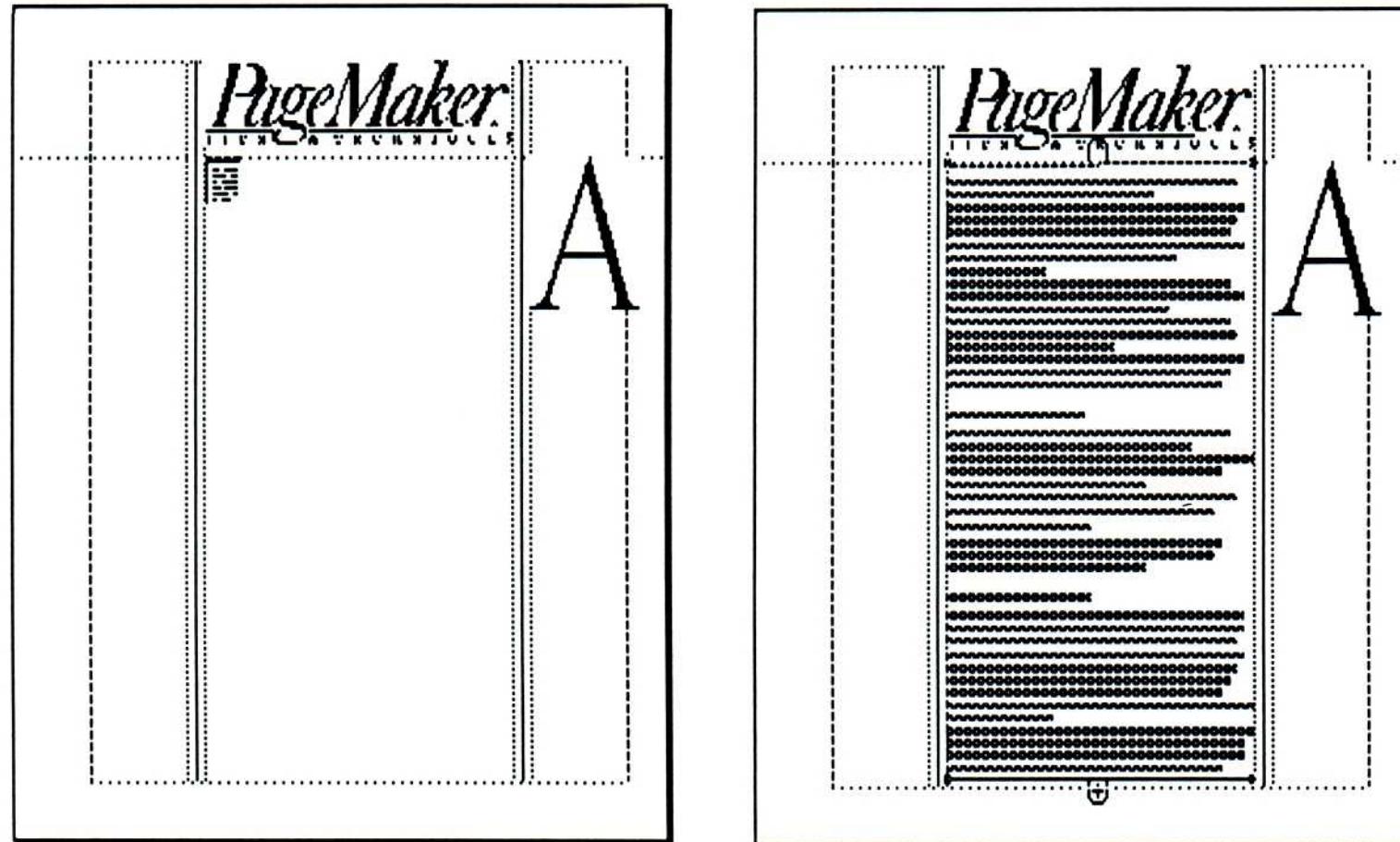


Highlighted so PageMaker  
uses formatting from the  
word-processing application

3. **Position the text icon in the middle column where the ruler guide intersects the left guide for the column.**  
The text icon “snaps to” the guides.
4. **Click the mouse button.**  
The text flows into the column, staying between the left and right column guides. The type size, style, and alignment depend on the specifications set with the word-processing application.

## Tip

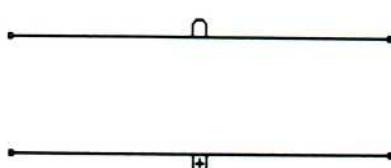
To make “greeked” text readable, change to a larger view of the page.



The text stops flowing when it reaches the bottom margin of the page. Other text or a graphic in the column would have stopped the flow of text, too.

Look at the block of text. Because you just placed it, the text block is *selected*, and you can see its boundaries. These are marked by two types of *handles*:

- small squares at the four corners
- horizontal lines with loops at the top and bottom

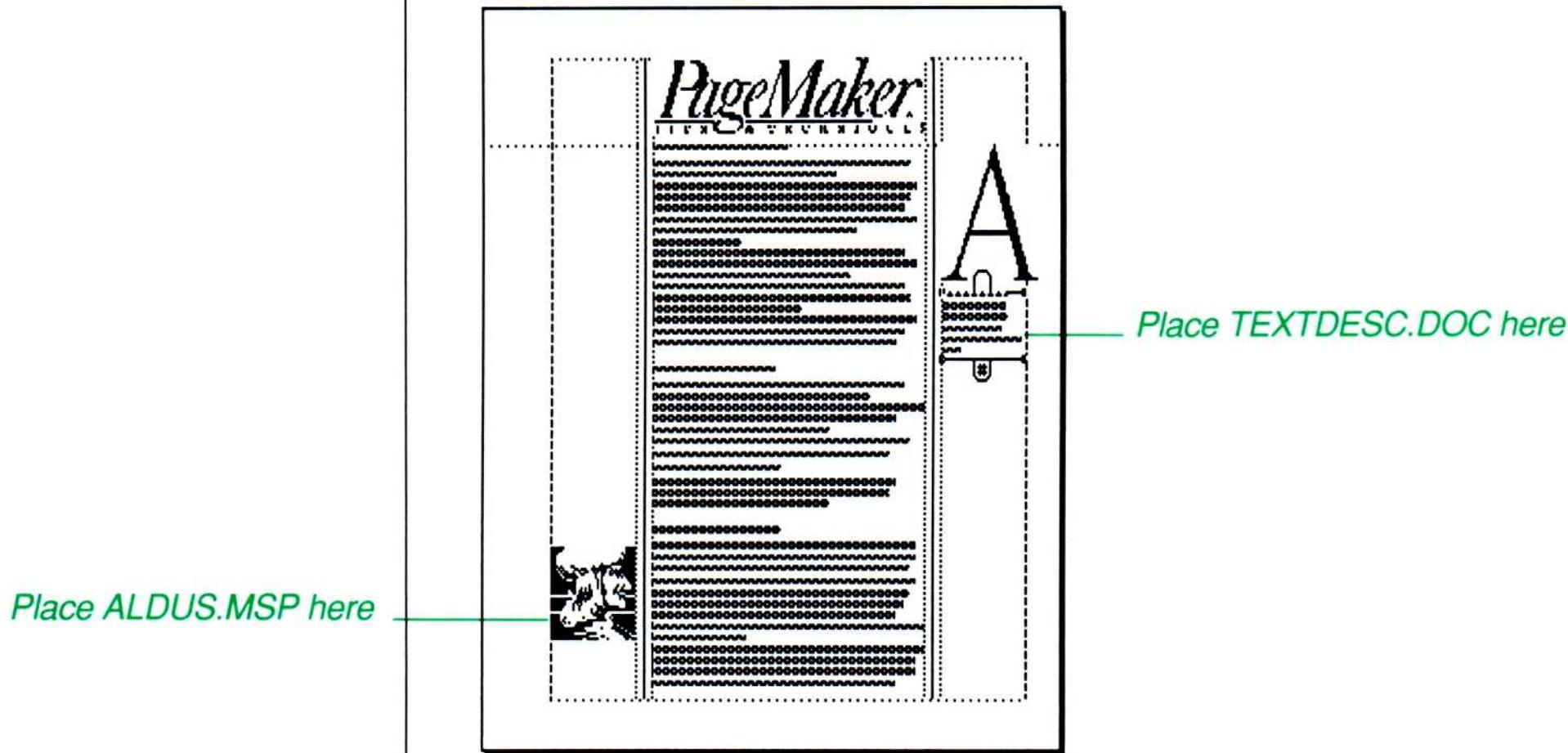


You'll learn how to use the handles later. Right now, look at the loop in the top handle. It is empty, because this is the first text block in a story. The bottom handle has a +, which means that this isn't all of the text. We'll finish later.

## Try placing by yourself

You've done the basics. Now the page is ready for you to finish with the "Place..." command:

- Place the file, ALDUS.MSP, by clicking when the paintbrush icon is in the left column against the left margin and about three-quarters of the way down the page. A portrait of Aldus Manutius, the man credited with developing italic letters, appears.
- Add a caption below the graphic of the text tool by placing TEXTDESC.DOC when the text icon is in the right column, about 0.25 inch (6m) below the graphic.



Look at the horizontal handles on this text block. Because the caption is not related to other text on the page, the top handle is empty—this is a “new story.” The bottom handle displays a #, which means “end of story.”

## Take a closer look

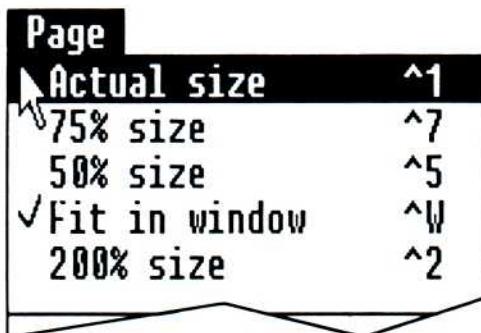
Seeing the entire page at one time is convenient for seeing all text, graphics, and guides in relation to each other. This full-page view you've been using is called "Fit in window."

For adding and proofing text or for adjusting text and graphics, you may want to take a closer look. PageMaker gives you four other views:

- "Actual size," which approximates the page size as it will print
- "200% size," or twice its actual size
- "75% size," or three-quarters of the actual size
- "50% size," or half the actual size

The view where text is readable depends on your screen's resolution.

### Enlarge the page to its actual size:



**1. Choose "Actual size" from the Page menu.**

The page enlarges and fills the publication window. In fact, you can only see a portion of the page at a time.

When you change views, PageMaker displays whatever is in the center of the publication window. Now, you're looking at the middle column.

## Move around

You can move around in the publication window so you can see other parts of the page and pasteboard.

To move around, use the *scroll bars* in the bottom and right edges of the publication window, or try using PageMaker's *grabber hand*.

### Let's scroll down:

**1. Point in the white box now in the center of the right scroll bar.**

To move with the scroll bars, you drag the white box, click in the gray area, or click the arrows at the end of the scroll bars.

2. **Drag the white box about two-thirds of the way down the scroll bar.**

If you move the box two-thirds of the way down the scroll bar, the view moves two-thirds of the way down the pasteboard. Now you're looking at the bottom of the text in the middle column.

**To move left, let's switch to the grabber hand:**

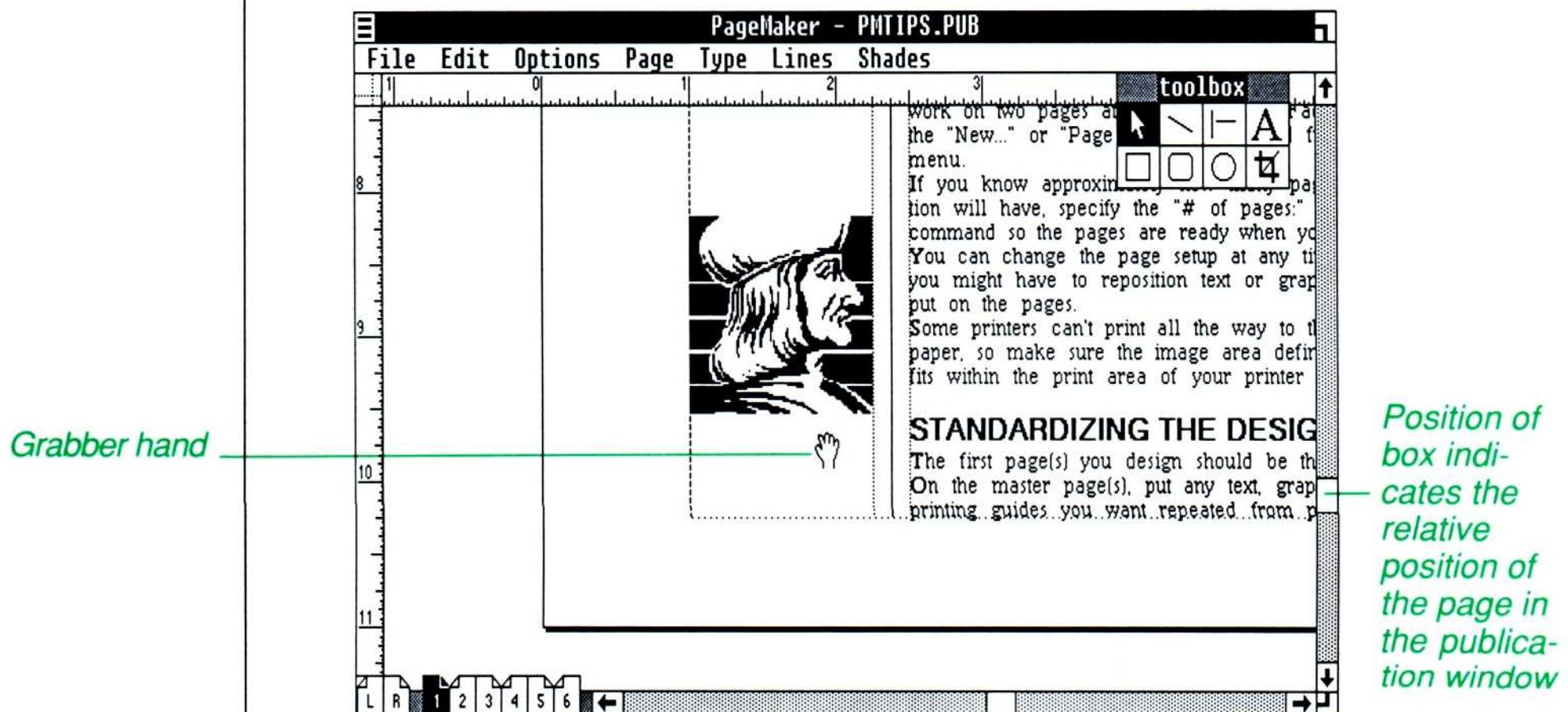
1. **Hold down the Alt key.**

2. **Hold down the main mouse button.**

The pointer turns into a hand. This "grabber hand" gives you precise control to move what you see in the window. You can drag the grabber hand in any direction.

3. **Drag to the right.**

As you drag, what you saw in the publication window moves, too. Other parts of the page are coming into view, but you won't see them until you quit dragging.

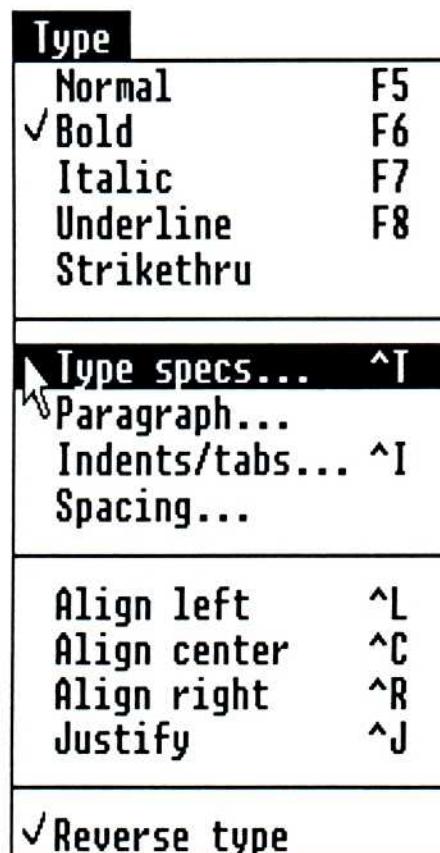


As necessary, repeat until the Aldus head and the bottom of the page are centered in the publication window.

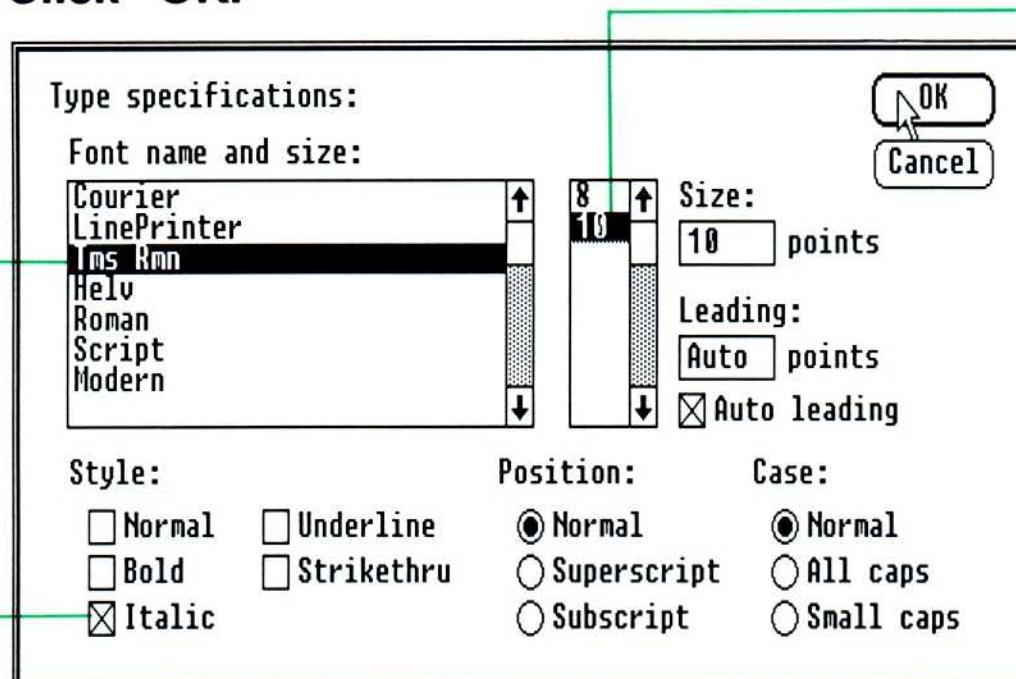
## Type a caption

The “Place...” command is the best way to add a large amount of text to the page. But you can use PageMaker’s text tool to type small amounts of text such as captions.

### First, specify how the type should look:



- Choose “Type specs...” from the Type menu.**  
Specifications we choose now will reset the default type specifications that PageMaker automatically applies to new text. PageMaker comes with many preset defaults you can change to suit your needs.
- Specify font and size.**  
The “Font name and size:” list box shows the fonts on the target printer. The default font is highlighted. Click *Tms Rmn* (Times Roman, or a close match for your printer).  
  
The list box now displays the available font sizes for the selected font. Click *10*, or type *10* in the text box for “Size:.” And after “Style:,” click *Italic*. Leave all other options as shown.
- Click “OK.”**



Click a font

Click to check “Italic”

Click a size

### Now type a caption below the Aldus graphic:



- Click on the text tool.**

This is the A in the toolbox. You always use the text tool to type text, edit text, and choose any commands from the Type menu.



The pointer turns into an I-beam.

- 2. Position the I-beam below the Aldus graphic.**
- 3. Click the main mouse button.**  
You see a blinking vertical line, called the *insertion point*. You may have to look closely at the left column guide, because the insertion point has “snapped to” that guide. The insertion point marks where text you type will appear on the page.
- 4. Type *Aldus Manutius*, press the Enter key, then type *1450 - 1515*.**

**Tip**

*Press the Enter key to force a line break.*

*Click to select  
an insertion point*



- 5. Choose “Fit in window” from the Page menu to return to a full-page view.**

## Continue on another page

Now we can continue to page 2. Remember, the text in the middle column of page 1 had a + in its bottom handle. We have more text to place from that story. To do that, we must select that block of text, then continue flowing on page 2.

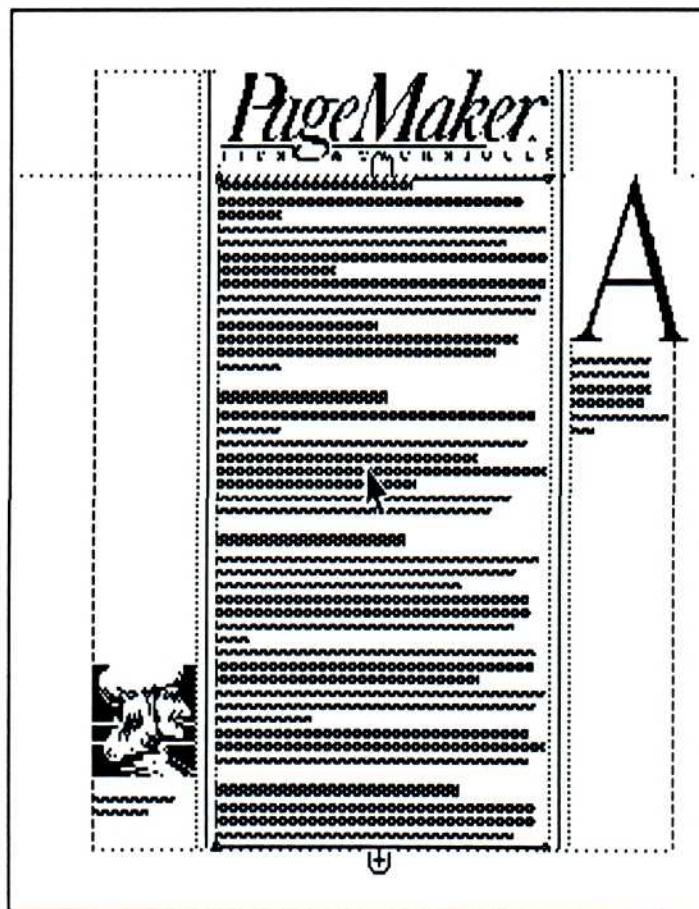
### To select a block of text:



- 1. Click on the pointer tool.**  
Always use the pointer tool to select blocks of text.
- 2. Point in the center of the middle column.**

### 3. Click the main mouse button.

The handles you saw before reappear, and the text block is selected.



Now that you can see the handles, you can continue flowing the text.

#### To flow another block of text:

1. **Point on the + in the bottom handle of the selected text block.**  
Be careful that the tip of the pointer is on the +.

2. **Click the main mouse button.**

When you click on a + handle, the pointer turns into the text icon again. Now you can continue flowing more of the story.

#### STANDARDIZING THE DESIGN

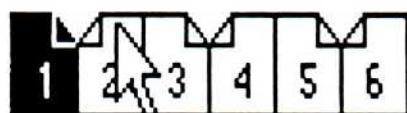
The first page(s) you design should be the master page(s). On the master page(s), put any text, graphics, and non-printing guides you want repeated from page to page.

*Put tip of pointer right on the +*

#### STANDARDIZING THE DESIGN

The first page(s) you design should be the master page(s). On the master page(s), put any text, graphics, and non-printing guides you want repeated from page to page.

*Pointer turns into text icon,  
loaded with the rest of the story*



**3. Point on the icon for page 2.**

Even though the pointer is a text icon, you can use it to choose commands from the menus, move to other pages, scroll, and work with the rulers. The pointer temporarily turns into a white arrow, but don't worry about losing the text icon.

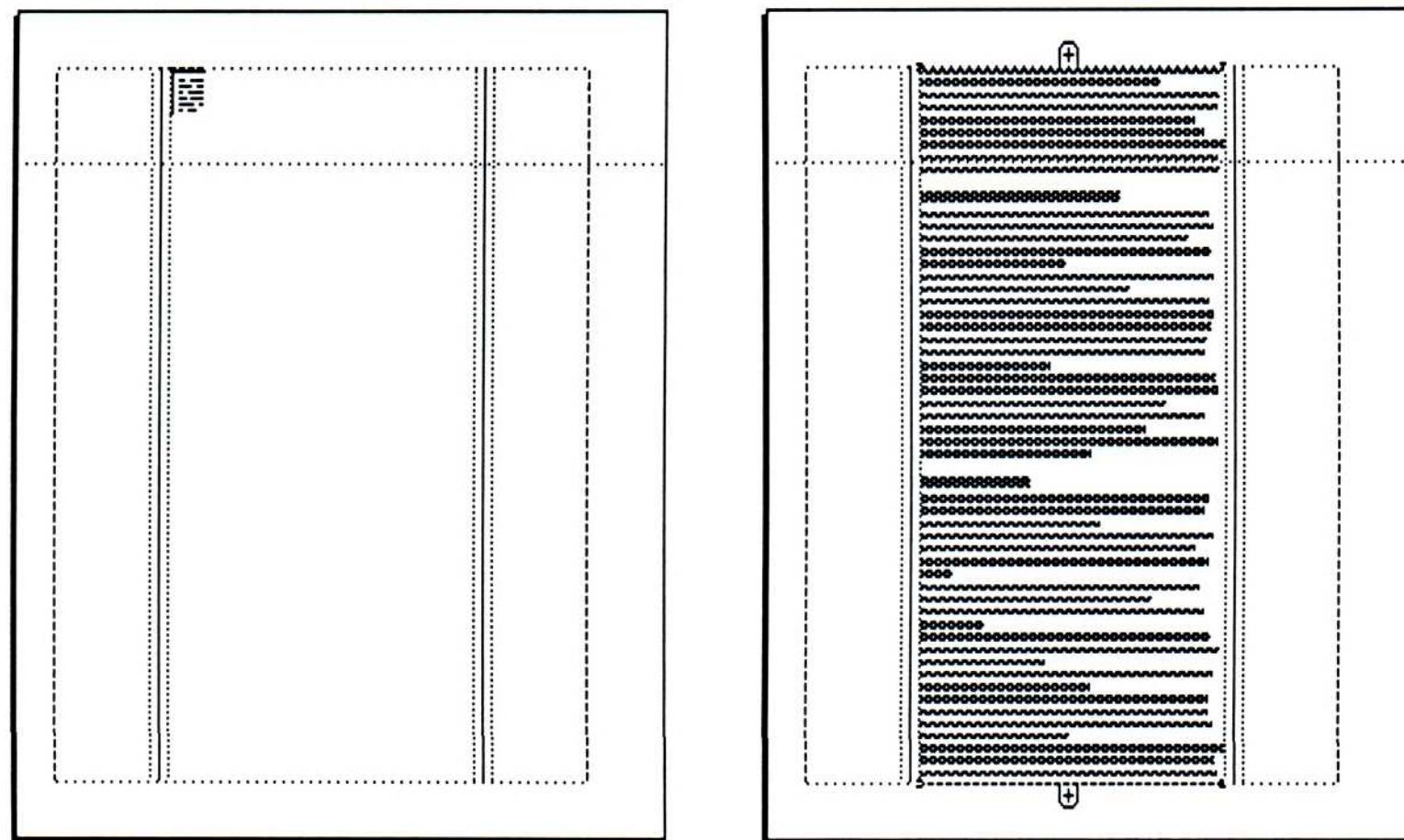
**4. Click the main mouse button.**

You now see page 2. The page is blank, except for the graphics and guides you put on the left master page. When you move the pointer onto the page, it looks like the text icon again.

**5. Position the text icon where the left guide of the middle column meets the top margin.**

**6. Click the mouse button.**

The text flows into the middle column. Because you just flowed the text, this text block is selected.



Both handles of the selected text block show a +:

- The top + means this text block is continued from a previous text block—in this case, the text block on page 1. PageMaker threads, or links, this text block to the previous text block so you can't lose text or the sequence of the words while moving blocks of text around on the page.
- The bottom + means you still haven't reached the end of the story.

We'll finish placing the text in Lesson 5.

## Save your publication

| Let's save what you have done so far.

### To save your publication:

1. **Choose "Save" from the File menu.**

PageMaker saves your publication to the same filename (for example, PMTIPS.PUB).

## Continue or close the publication

| Now the publication window is all set for you to create page 2. Either continue to the next lesson, or close your publication and take a break.

### To close your publication:

1. **Choose "Close pub" from the File menu.**

PageMaker returns you to the desktop. If you want, close the session (described earlier).

# Lesson 5: Finishing page 2

Because you've gone through the basics, Lesson 5 continues on page 2 where you add more text and graphics. Then you learn some advanced techniques—how to crop a graphic, then wrap text around it.

If you're resuming after taking a break, you must re-open the publication.

## To resume the tutorial:

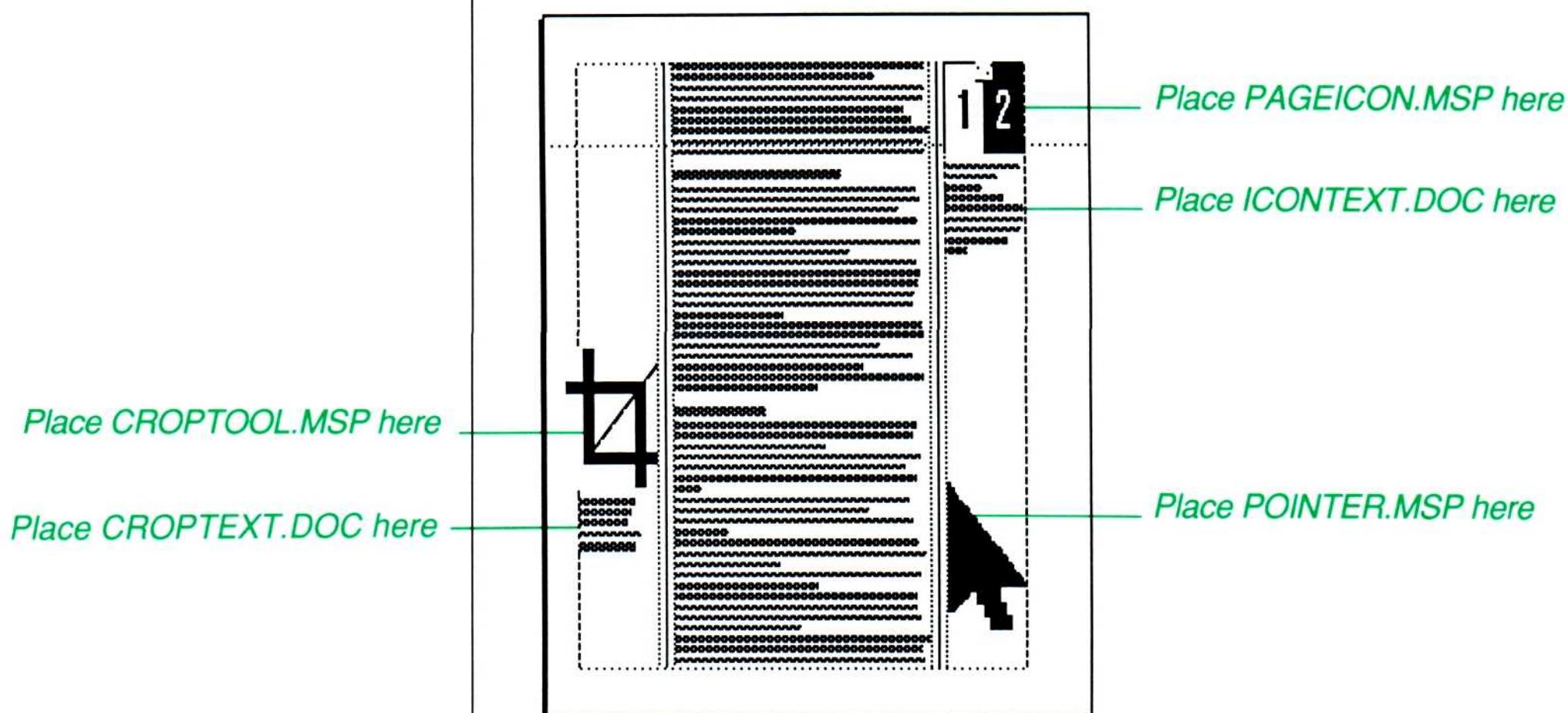
1. **If necessary, restart the tutorial from the DOS prompt.**
2. **Choose "Open..." from the File menu.**  
PageMaker responds with a dialog box, which includes a list box naming the PageMaker publications saved on disk.
3. **Double-click the filename (for example, PMTIPS.PUB).**  
PageMaker opens the publication to page 2, where you were when you saved and closed the publication.

## Practice placing

We have more graphics and text ready so you can practice placing files on this page. Take a few minutes to use the "Place..." command from the File menu to place these items on page 2:

- In the left column, place CROPTOOL.MSP. Click the main mouse button when the paintbrush icon is in the middle of the column, against the left margin guide.
- About 0.25 inch (6m) below the graphic, place CROPTEXT.DOC.
- In the right column, place PAGEICON.MSP. Click the main mouse button when the paintbrush icon is where the left guide of that column intersects the top margin guide.
- About 0.25 inch (6m) below that graphic, place ICONTEXT.DOC.

- Near the bottom of the right column, place POINTER.MSP. Click the main mouse button when the paintbrush icon is against the left column guide and about three-fourths of the way down.



Now we'll show you some more of PageMaker's features.

### Shorten the text block

A text block can be as long as the length of the pasteboard. Or it can be a single line. The amount of text in any text block depends on you.

We'll shorten the text block in the middle column to make room for another graphic.

#### To shorten a text block:

1. **Use the pointer tool to select the text block in the middle column.**

Remember, just click on it. Its handles appear. The text block starts in the right place, so we'll just adjust it from the bottom.

2. **Position the tip of the pointer on the + in the bottom handle.**
3. **Hold down the main mouse button.**



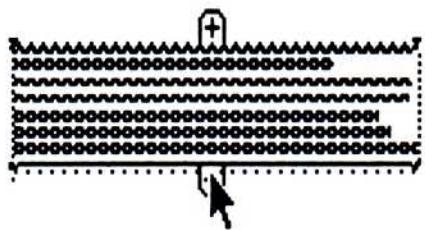
**4. Drag the bottom handle up to the ruler guide.**

The top and bottom handles of any text block work like window-shades. Dragging them lengthens or shortens the text block.

What's happened to the text you eliminated by shortening? It's not lost. PageMaker has simply stored it again with the rest of the text you still have to flow onto the page.

Let's resume further down the page, leaving space for a graphic.

**To create a new text block:**



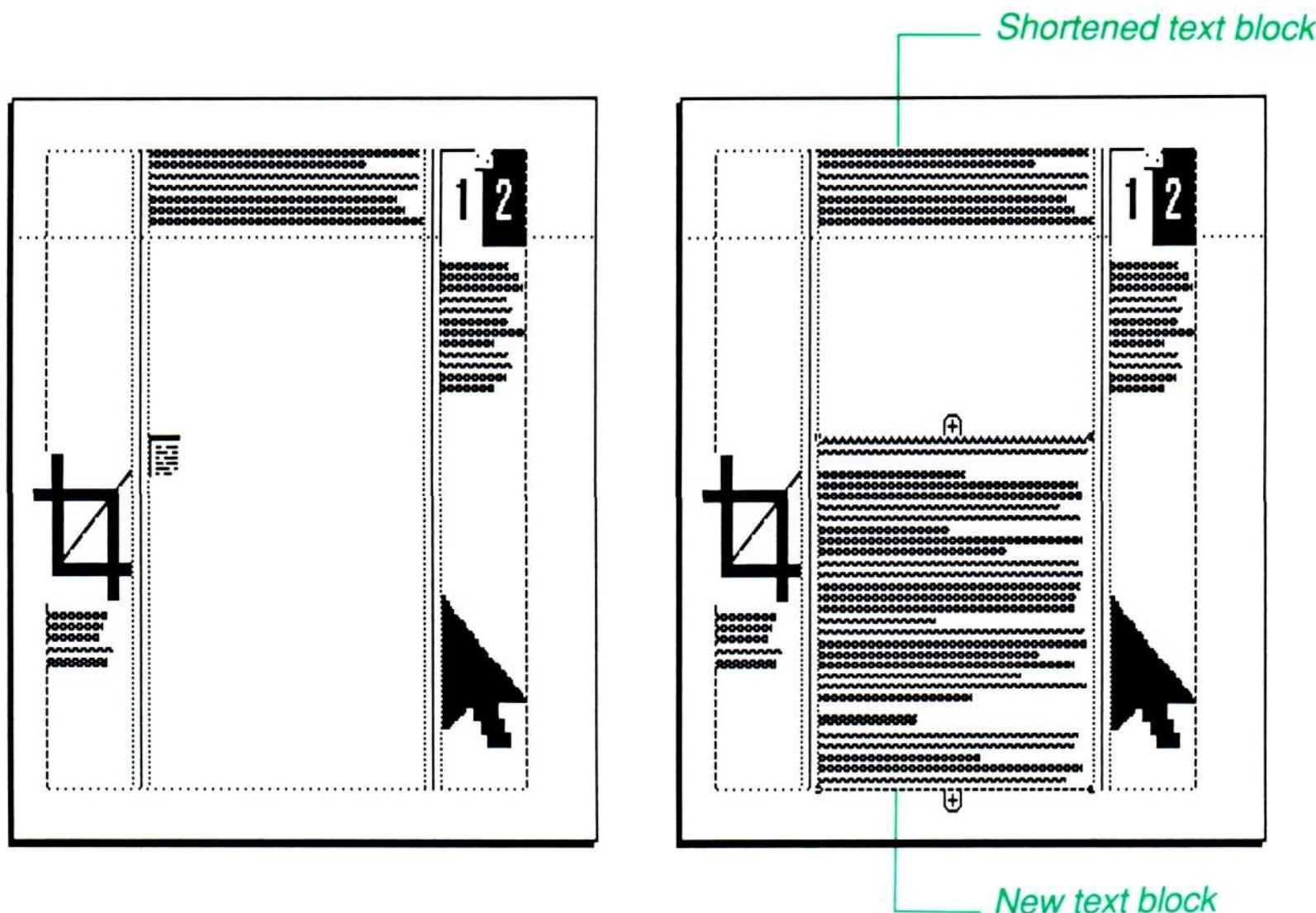
**1. Click on the bottom + handle of the text block.**

The pointer changes to the text icon.

**2. Point the text icon against the left edge of the middle column at the 5-inch (140m) mark in the left ruler.**

**3. Click the main mouse button.**

The text you shortened continues flowing down to the bottom margin of the page.



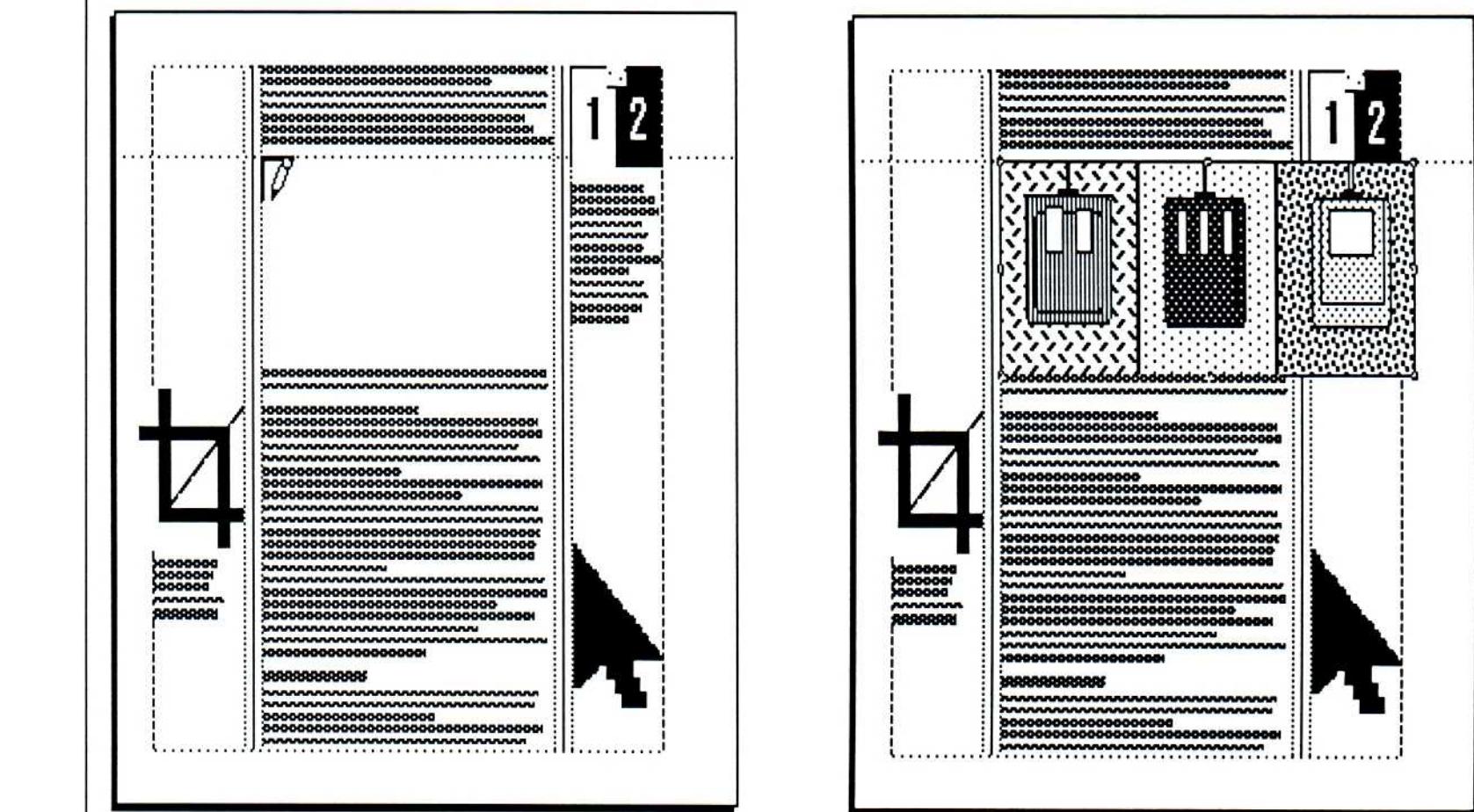
## Place and crop a graphic

Use PageMaker's cropping tool to trim unneeded parts off graphics you placed. The remaining parts of the graphic do not change size.

To show you, we'll place a "draw-type" graphic drawn with an application that creates graphics like those conventionally created by drafting.

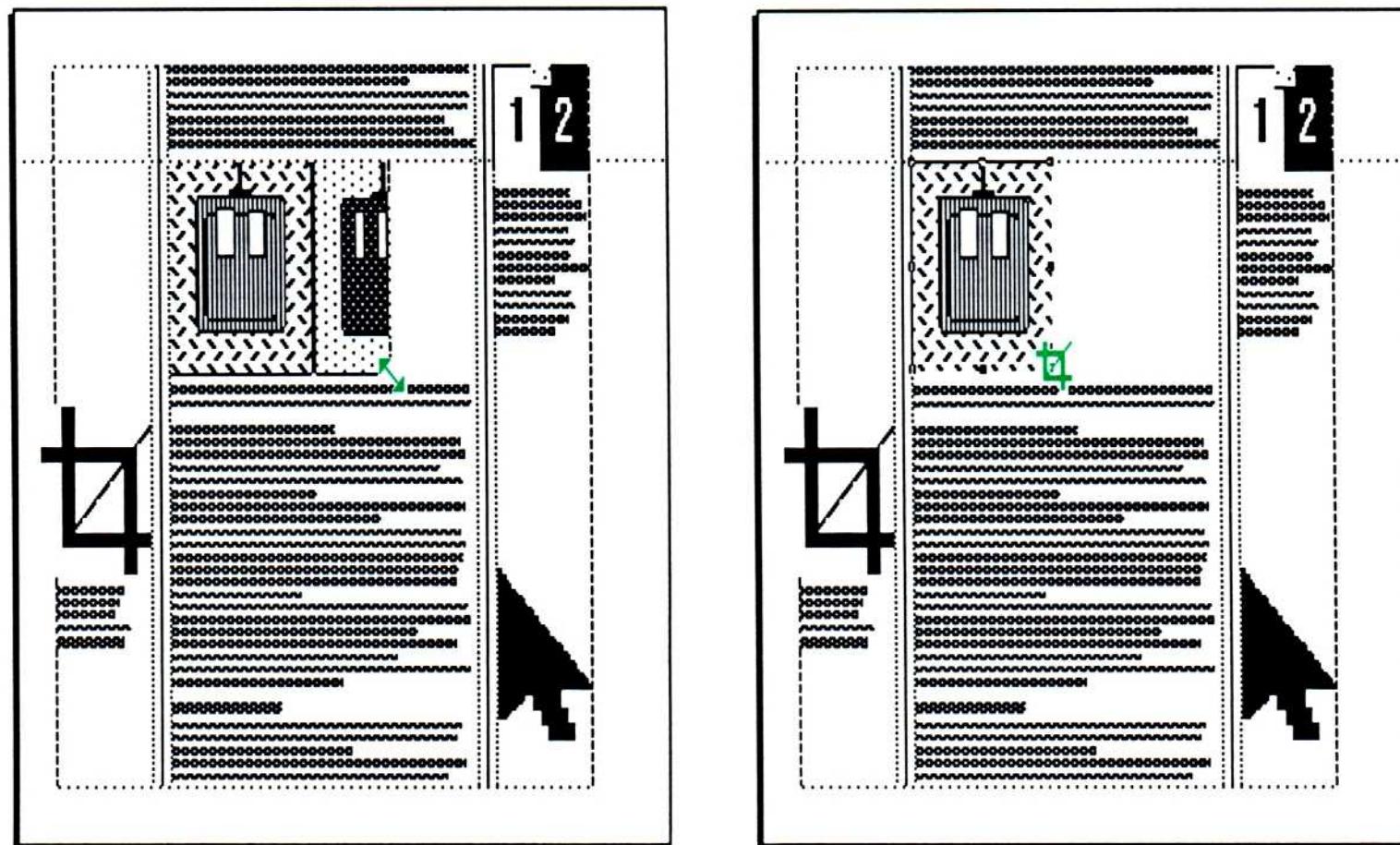
### To place and crop a "draw-type" graphic:

1. **Place MOUSE.PIC in the middle column by clicking when the pointer is against the left column guide just below the text block.**  
Use the "Place..." command from the File menu to get MOUSE.PIC. The mouse pointer changes to an icon that looks like a pencil, indicating that the pointer is loaded with a draw-type graphic. When you click the mouse, the icon discharges a graphic that is a series of three computer mice.



2. **Click on the cropping tool in the toolbox.**  
The pointer now looks like the cropping tool.
3. **Click on the graphic to select it.**  
Because the graphic is selected, eight handles surround it. The corner handles trim horizontally *and* vertically; each of the middle handles trims horizontally *or* vertically.

- 4. Center the cropping tool over the bottom-right handle.**  
You should see the handle through the hole in the center of the tool.
- 5 Drag diagonally toward the top-left handle until you see just the left-most mouse.**  
The marker in the top ruler should be near 4 inches (105m). We're actually making the graphic narrower than the column.



You have just cut off part of the right and bottom edges of the graphic. The parts that remain have not changed size.

## Wrap text around the graphic

You could leave the space empty between the trimmed graphic and the right edge of the column. But let's put text there so you can see how easily you can change the size of a text block.

**First, move the bottom text block over the trimmed graphic:**



- 1. Click on the pointer tool.**
- 2. Point anywhere on the bottom text block.**



**3. Hold down the main mouse button.**

In a few seconds, the pointer changes to four arrows. As long as you keep holding down the mouse button, you can drag the text block around in the publication window.

**4. Drag the text block until its upper-left corner aligns with the upper-left corner of the cropped graphic.**

Now resize the text block by dragging its bottom-left corner handle (it looks like a handle on a graphic).

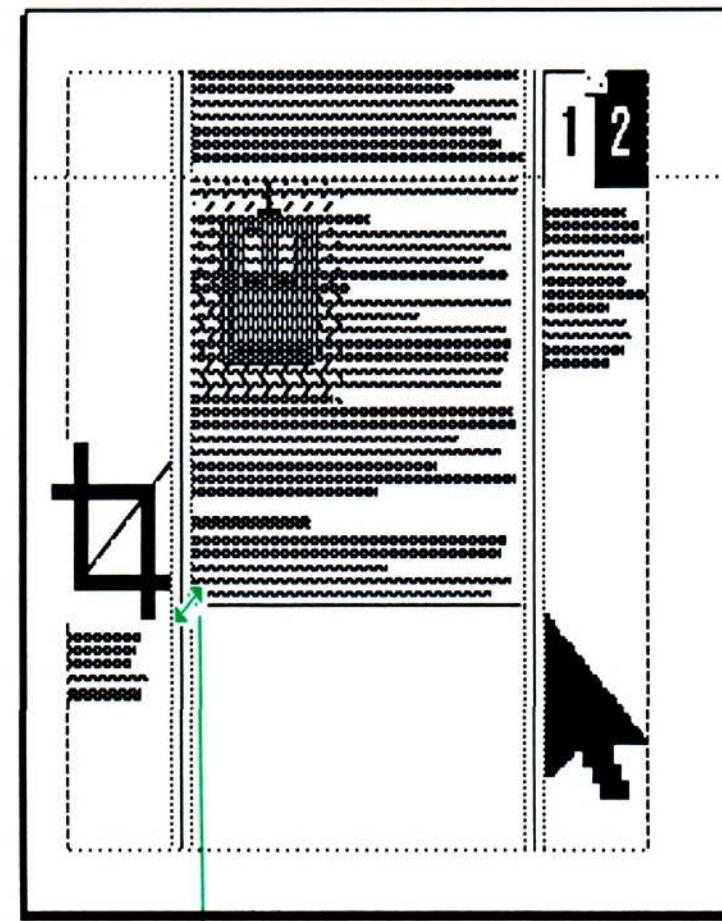
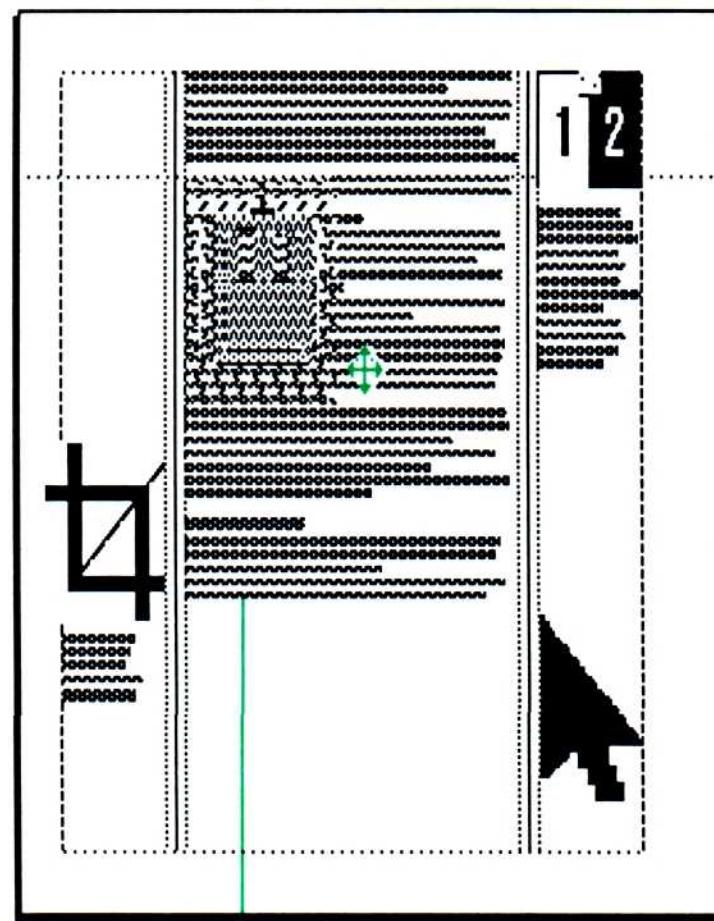
### To resize a text block:

**1. Point on the bottom-left corner handle of the text block.**

A corner handle lets you resize vertically *and* horizontally.

**2. Hold down the main mouse button.**

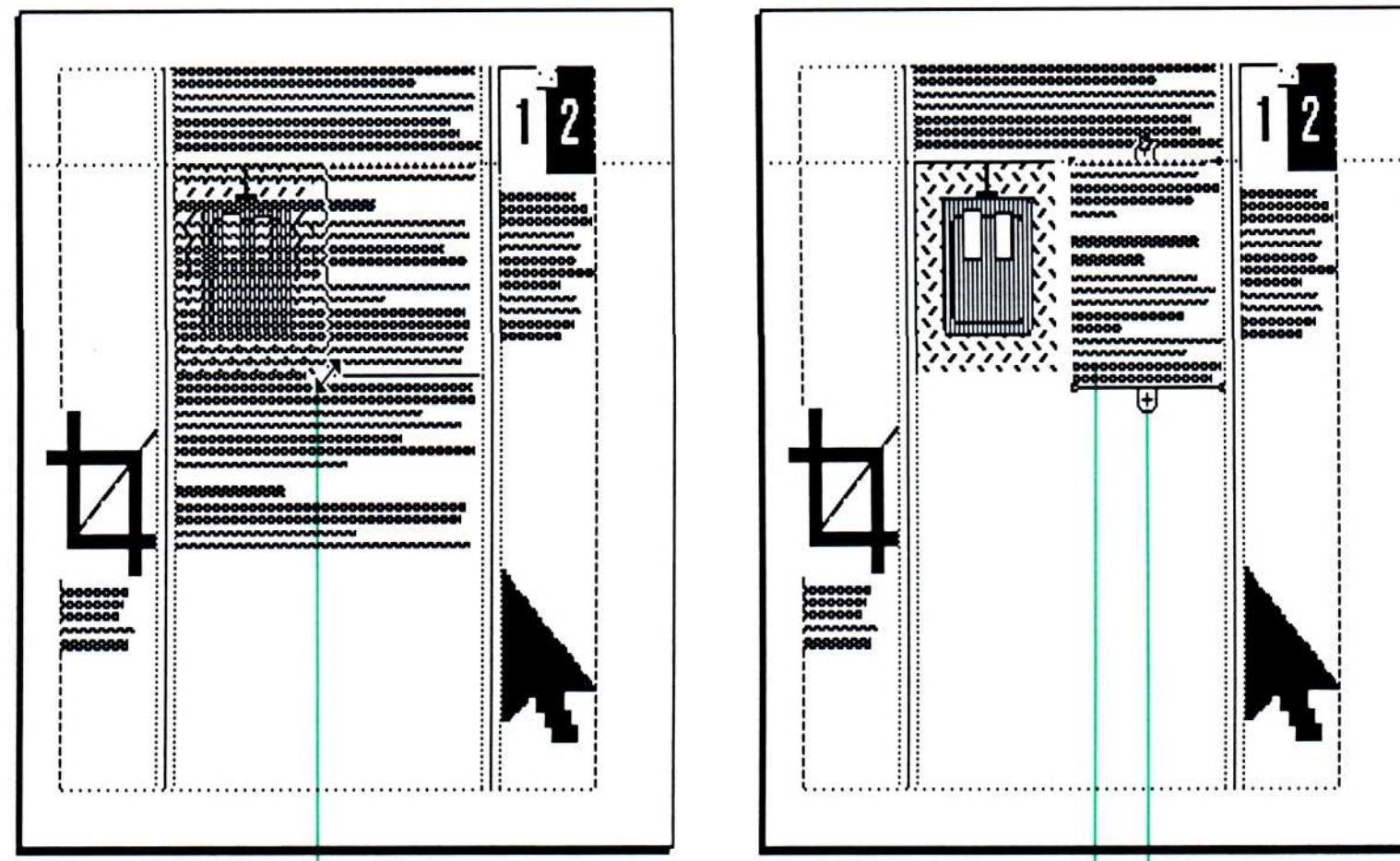
In a few seconds, a double-headed arrow appears.



*Drag text block up*

*Point on bottom-left corner,  
and hold down the main  
mouse button*

3. **Drag diagonally toward the upper-right corner of the text block until the text fits into the space next to the graphic.**  
Leave a little space between the text and graphic.



*Drag to resize the  
text block horizontally  
and vertically*

*Text block now  
fits the space*

*Click here to get  
text icon, and  
continue flowing text*

PageMaker recomposes the text to fit into the smaller text block. Its bottom handle shows a + because PageMaker has again stored the text that didn't fit.

#### Now continue flowing text below the graphic:

1. **Point on the + in the bottom handle of the narrow text block.**
2. **Click the main mouse button.**  
You have the text icon again.
3. **Point the text icon about 0.25 inch (6m) below the graphic, against the left column guide.**
4. **Click the main mouse button.**  
Text continues flowing to the bottom of the page. The bottom handle shows a +, so you still haven't reached the end of the file. We'll finish later.

## Correct a typo

Let's enlarge the page and look for a typographical error in the right column.

### Let's continue:



1. Choose "Actual size" from the Page menu.
2. Hold down the Alt key as you drag up and to the right until you see the caption under the page icons.

The pointer turns into the grabber hand, so you can move the page in any direction.

Read the text to find the typographicalical error. The caption says "lift-hand" instead of "left-hand."

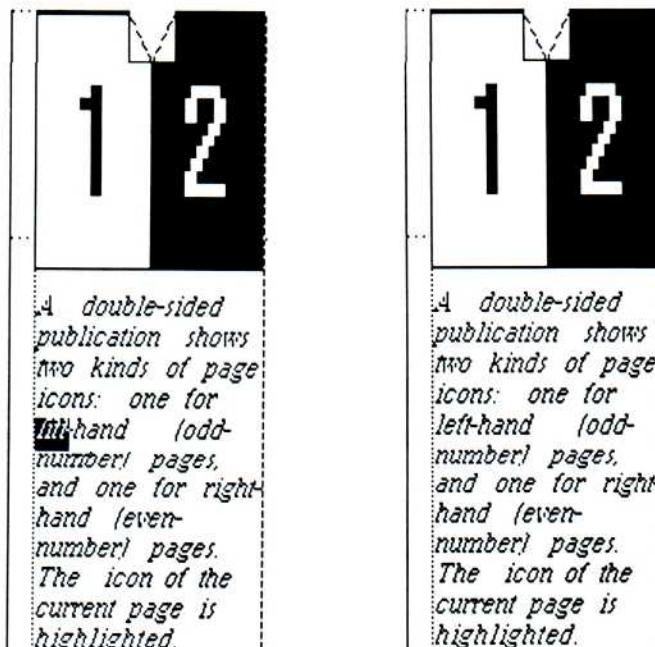
### Let's correct the error:



1. Click on the text tool.  
The pointer changes to an I-beam.
2. Double-click on the word *lift*.  
The entire word is selected, or highlighted, so the black type now appears white on a black background.
3. Type *left*.  
What you type replaces the selected text. The new word has the same type specifications as the word you replaced.

### Tip

Double-click with the text tool to select a word.



The text tool lets you correct text on the page, but does not send the changes back to your word-processed file. Do extensive editing with your word processor before placing a text file with PageMaker.

**Now go back to the full-page view, and save the publication again:**

1. **Choose “Fit in window” from the Page menu.**
2. **Choose “Save” from the File menu.**  
PageMaker saves your publication to the same filename (for example, PMTIPS.PUB).

---

## Continue or close the publication

- | Either continue to Lesson 6, or close your publication and take a break.

**To close your publication:**

1. **Choose “Close pub” from the File menu.**  
PageMaker returns you to the desktop. If you want, close the session (described earlier).

# Lesson 6: Creating page 3

Lesson 6 is where you get to see how working on facing pages differs from working on a page at a time. Then you'll finish and print your publication.

If you're resuming after taking a break, you must re-open the publication.

## To resume the tutorial:

1. **If necessary, restart the tutorial from the DOS prompt.**
2. **Choose "Open..." from the File menu.**  
PageMaker responds with a dialog box, which includes a list box naming the PageMaker publications saved on disk.
3. **Double-click your filename (for example, PMTIPS.PUB).**  
PageMaker opens the publication to page 2, where you were when you saved and closed the publication.

## Double-up your pages

Remember, this is a double-sided publication, so you can work on facing pages at the same time.

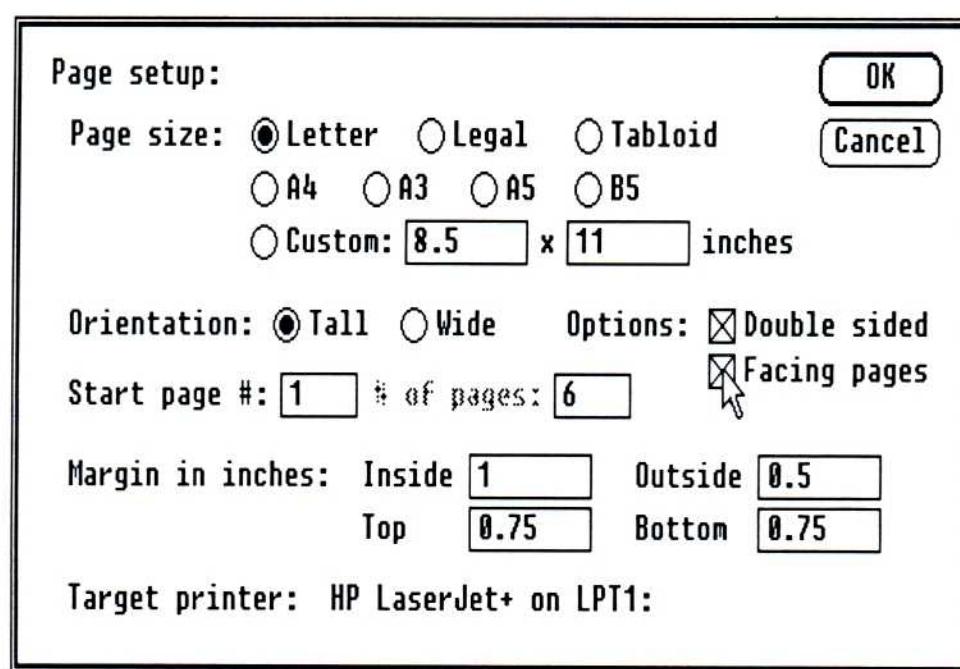
Facing pages are the pages you would see if you opened the double-sided publication flat like a book. Page 1 does not have a facing page. But page 2 faces page 3, page 4 faces page 5, and so on.

By working on facing pages, you can see how the layouts of the two pages look in relation to each other. Let's display facing pages so you can see how this simplifies production, too.

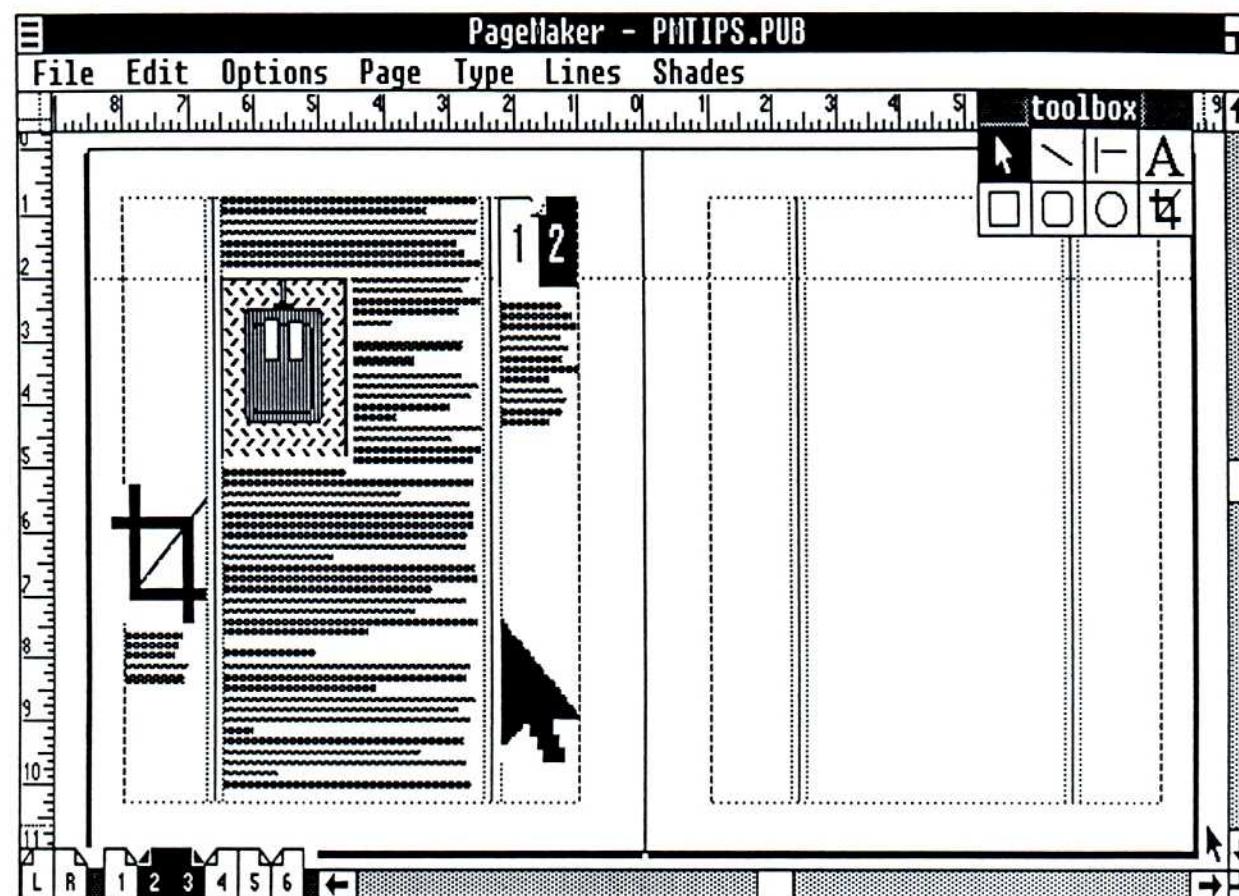
## To see facing pages:

1. **Choose "Page setup..." from the File menu.**  
PageMaker displays the same dialog box used by the "New..." command.

2. Click the check box in front of “Facing pages” so it is checked. Leave everything else the way it is.
3. Click “OK.”



Page 2—and everything on it—shifts to the left, because even-number pages are left-hand pages. And page 3, blank except for the guides and rules from the master page, appears on the right. Odd-number pages are always right-hand pages.



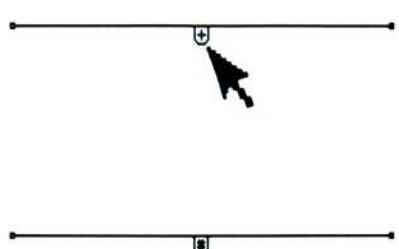
### Tip

*Choose “Facing pages” when you want to work on two pages at a time in a double-sided publication.*

## Now you try

We've finished page 2. Now finish page 3 yourself. Remember, you still have more text to flow.

Follow this sequence of actions:

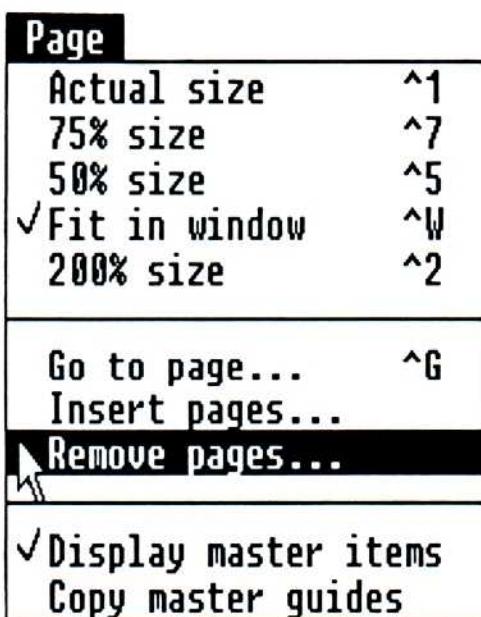


- Use the pointer tool to select the text block in the bottom of the middle column on page 2.
- Click on the + in the bottom windowshade handle to get a text icon, then continue flowing text from the top of the middle column on page 3.
- If necessary, continue on page 4, just as you did when moving from page 1 to page 2—and repeat until the bottom handle of the last text block shows a #, meaning “the end.”
- If you want, use the “Place...” command to add graphics. Choose from those you used on the other pages. Because the “Place...” command copies the graphic from the file, the same files are still available for you to use again.

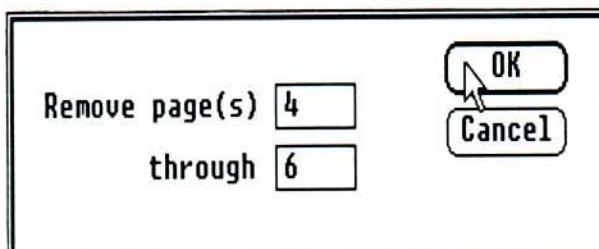
## Delete any extra pages

You started with six pages in the publication. Before printing, delete any page(s) you didn't use. Otherwise, the page(s) will print, displaying only the rules from the master pages.

### To delete one or more pages:



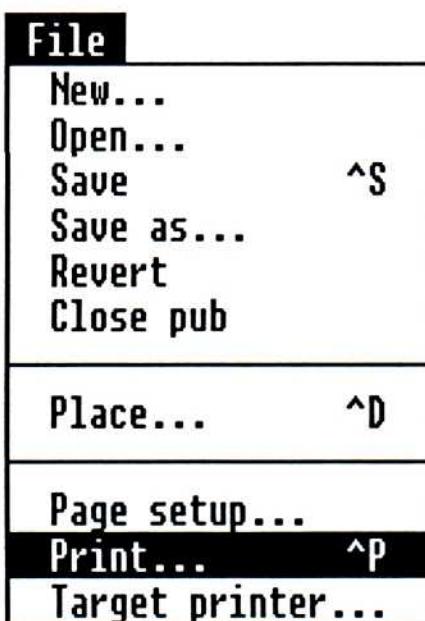
1. **Choose “Remove pages...” from the Page menu.**
2. **Specify the page(s) to delete by dragging, then typing the beginning and ending page numbers in the text boxes, “Remove pages” and “through.”**
3. **Click “OK.”**  
The icon(s) disappear for any page(s) you delete.



## Save again, then print

We're done with the publication. Use the "Save" command once more to update your publication file. Now you're ready to print *PageMaker Tips and Techniques*.

### To print your publication:



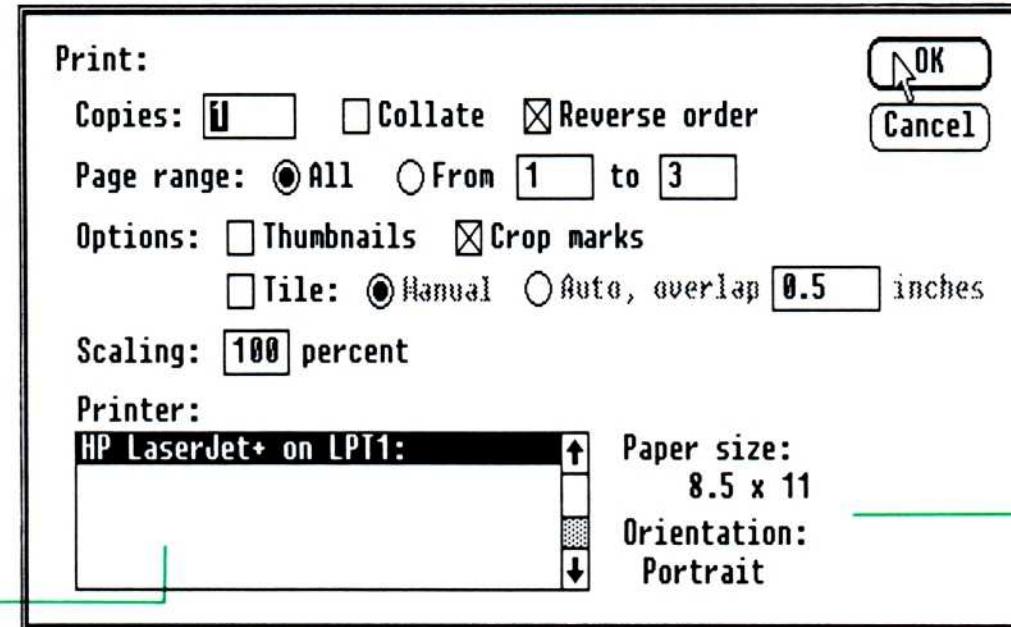
**1. Choose "Print..." from the File menu.**

A dialog box appears with printing specifications. If you leave them "as is," you get one copy of each page you designed.

**2. If necessary, click to highlight the name of your target printer in the list box of printers.**

The default Windows printer is highlighted. If that is not your target printer, click your printer's name.

**3. Click "OK" to confirm the printing specifications.**



*Click the name of your target printer so the printed version matches the screen*

*How the printer is set up*

If you print on a Hewlett-Packard LaserJet+, the line breaks, the position of text and graphics, the fonts—everything—match the pages as displayed on the screen.

If you used a different target printer, your printer may substitute fonts. The printed results will look like, but differ slightly from, what you see on the screen.

## Wrap it up

When you're done with the tutorial, close the publication and end your session.

### To finish the tutorial:

1. **Choose "Close pub" from the File menu.**  
PageMaker returns you to PageMaker's desktop.
2. **Choose "Close" from the System menu.**  
PageMaker returns you to the DOS prompt.

## In review

You've created a professional-looking publication with PageMaker. In this tutorial, you've learned how to:

- start PageMaker
- set up master pages
- create a layout grid for pasting up the publication
- place text and graphic files
- use PageMaker's rulers and toolbox
- change views of the page
- move text and graphics around on the page
- correct text
- wrap text around a graphic
- crop, or trim, a graphic
- work on facing pages
- save your publication
- print your publication
- quit PageMaker

If you have questions about a specific task, refer to the next seven parts. As you use PageMaker, remember that you can always get help by choosing the "Help..." command from the System menu.



# Planning your publication and preparing your files

<b>63 Introducing PageMaker</b>	
63 The publication cycle with PageMaker	76 How should text be aligned?
63 Planning	77 What's the best way to separate paragraphs?
65 Design	77 Creating graphics
65 Graphics	78 Do the pages need design elements?
66 Writing and editing	78 What about photographs and other non-computer art?
66 Production	79 For more information
67 Ten steps for using PageMaker	79 Books
68 Beyond PageMaker	80 Periodicals
<b>69 Planning your publication</b>	
69 Setting up the page	<b>81 Getting your text and graphics files ready</b>
69 What is the page size?	81 Creating word-processed files
70 What are the margins?	82 Word processors you can use
70 How do you calculate image area?	83 What PageMaker recognizes
71 Should the publication be single-sided or double-sided?	84 What PageMaker ignores
71 What printer will you use? And what can it do?	84 Word-processing tips
72 Designing a layout grid	85 Creating text-only files
73 How many columns do you need?	86 Creating graphics files
73 How do you calculate column width?	87 Paint-type graphics
73 Do you need any other non-printing guides?	88 Draw-type graphics
74 Deciding how text should look	89 Using scanned images
75 How large should type be?	90 Scanner resolution
75 How should lines of type be spaced?	90 Screen resolution
	91 Printer resolution



# Introducing PageMaker

By combining the power of the personal computer with advanced printer technology, PageMaker lets you produce professional-looking publications right in your office.

This section explains:

- the typical publication cycle with desktop publishing
- ten easy steps to create a PageMaker publication
- when to take your completed publication to a commercial printer

You learn what you can expect from PageMaker and how you can best use this powerful tool.

---

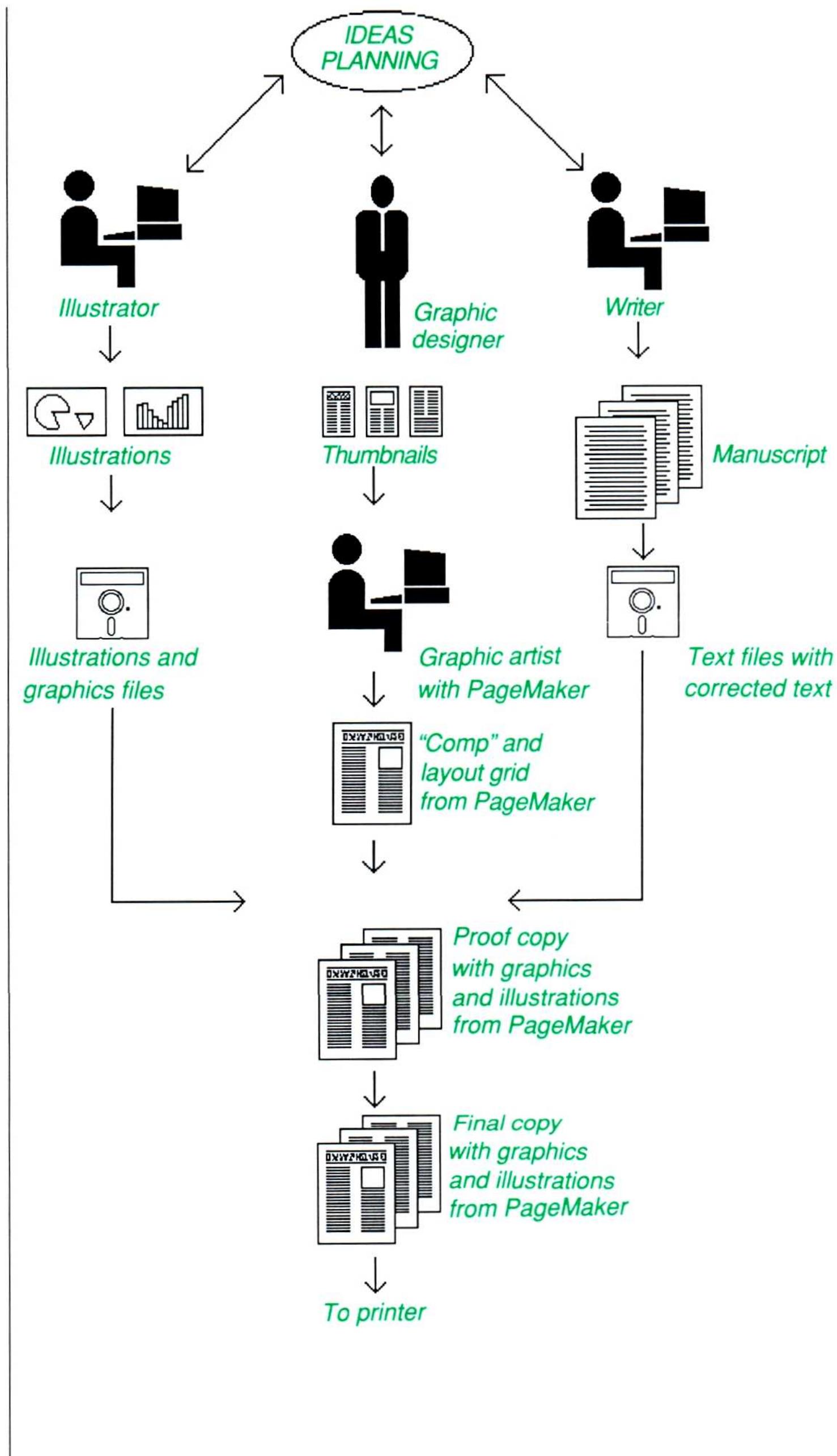
## The publication cycle with PageMaker

In PageMaker, a “publication” is any type of printed communication, from something as simple as a letter to a manual like this. To produce most publications, you follow a typical cycle of planning, design, creating graphics, writing and editing, and production.

### **Planning**

---

Typically, a publication begins with a planning session that may include your staff and, if you’re producing the publication for someone else, your client. You decide what text and graphics are needed, then make assignments to writers and graphic artists. In a small office, you may be doing everything yourself, as assumed in this section.



### Design

After planning, you design the overall look, or format, of the publication.

First, you decide on the size, margins, image area, and orientation of the pages, as well as the number of columns per page and the number of pages in the publication. PageMaker needs this information when you start a publication.

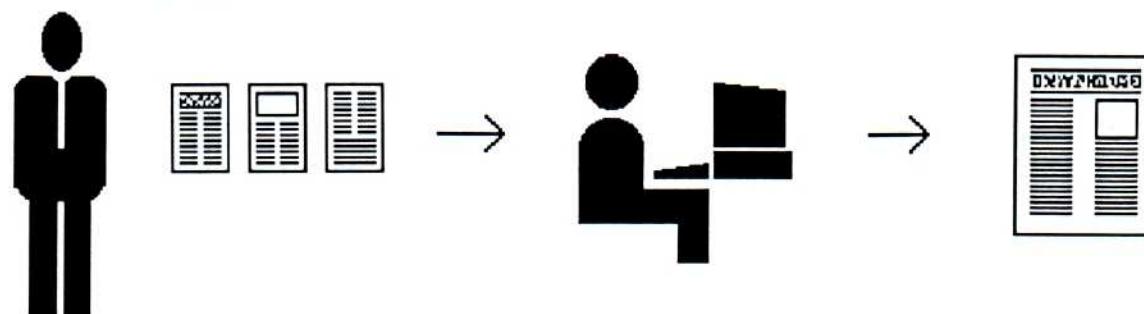
In addition, you specify the font, size, and style of stories, headlines, captions, and other text. Your decisions depend on many factors: the type of binding, who will be using the publication and how, your printing budget, and so on.

#### Tip

*Rough out your design before refining it into a "comp."*

You create a series of “roughs” or miniature sketches of the pages. Using PageMaker, you can draw shaded boxes to represent text and black boxes to represent graphics, then type in headlines. With PageMaker, you can quickly and easily try different ideas, one after the other.

Finally, you refine the best “rough” to produce a “comp,” a comprehensive, usually full-size likeness. Using your comp as a guide, you set up non-printing margin, column, and ruler guides with PageMaker. The result is a layout grid for “pasting up” text and graphics on the page.



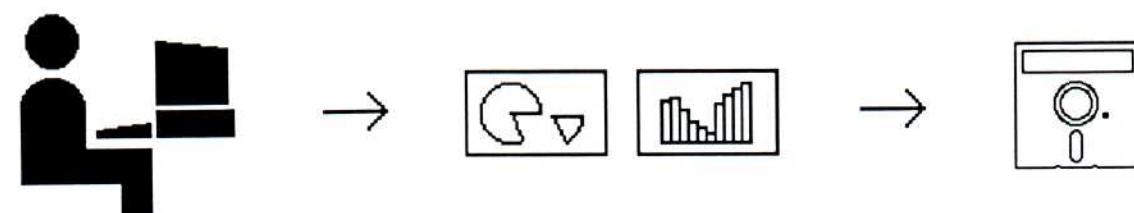
### Graphics

Use graphics software to create line drawings and electronic scanners to make graphics of existing photographs or drawings. PageMaker can read those graphics files directly from disk.

In addition, PageMaker has a “toolbox” that is the equivalent of a well-equipped drawing table. Use the cropping tool for trimming graphics created with other software. Use five other graphics tools to draw lines, boxes, ovals, and circles on the page. PageMaker offers many line styles and shade patterns, so you can create a variety of graphics on the page.

#### Tip

*Use a scanner to make a computer graphic from existing art.*

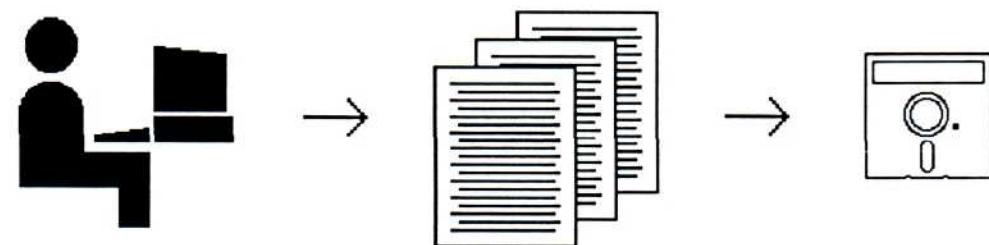


## Writing and editing

---

To write text, use one of the word processors whose files can be read by PageMaker. Edit, correct, proofread, correct, and proofread text until it is ready for PageMaker.

For small amounts of text such as captions and headlines, you can use PageMaker's text tool to type text directly into the publication.



## Production

---

When the word-processed text is error-free and the graphics are done, you paste up the publication with PageMaker.

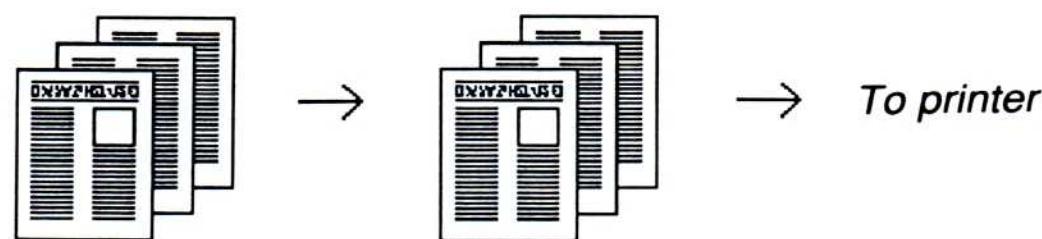
Using the non-printing lines of the layout grid to help you position graphics and text, you put graphics on the page, then “flow” text into the allotted space. Page by page, you add and edit text and graphics to make sure everything fits.

The screen shows the page as it will look when printed. Because all production is done on the screen, you can change graphics and text, even the overall publication format, up to the last minute.

### Tip

*Put graphics on the page first so you can flow text around them.*

When production is done, print a draft copy on a dot-matrix printer or print a “final” copy on a high-resolution printer or typesetter. The result is a black-and-white “mechanical,” or a set of camera-ready pages for reproduction.



## Ten steps for using PageMaker

If you're eager to use PageMaker, follow these 10 basic steps. If you need more information, refer to the sections cited.

Step	For more information
1 Prepare your text and graphics	"Getting your text and graphics files ready" in this part of the manual
2 Plan your basic format	"Planning your publication" in this part of the manual
3 Start PageMaker, choose a printer, and start your publication	"Getting started" in Part 3: <i>PageMaker basics</i>
4 Create master pages with a layout grid, text, and graphics that repeat on every page	"Creating a layout grid" and "Standardizing your design" in Part 4: <i>Designing your publication</i>
5 Modify the layout grid page by page	"Standardizing your design" in Part 4: <i>Designing your publication</i>
6 Add graphics from other applications or by drawing with PageMaker	"Adding graphics" in Part 5: <i>Working with graphics</i>
7 Add text from other applications or by typing with PageMaker	"Adding text" in Part 6: <i>Working with text</i>
8 Adjust text and graphics	"Adjusting graphics" in Part 5: <i>Working with graphics</i> , and "Editing text" and "Working with text blocks" in Part 6: <i>Working with text</i>

Step	For more information
9 Add a designer touch	“Creating special design effects” and “Composition” in Part 8: <i>Advanced techniques</i>
10 Print the final version	“Printing your publication” in Part 7: <i>Printing</i>

## Beyond PageMaker

For small quantities of a publication, the typeset-quality printer in your office may be all you need.

In general, take your PageMaker mechanical to an in-house print shop or a commercial printer if you:

- use photographs or other non-computer art that require half-tone screening or that must be reduced or enlarged to fit on your page
- need more copies than you can cost-effectively copy on your computer printer or photocopy machine
- want to print with colored ink as an alternative to, or in addition to, black ink
- want to print on heavier paper that won't work in a photocopy machine or your computer printer
- need to trim the paper because your page size is smaller than the standard paper sizes used in a photocopy machine or your computer printer
- need professional binding services

As soon as you know that you will need these services, confer with a representative of the print shop you plan to use. That representative should be able to explain your options and make recommendations.

# Planning your publication

Start planning your publication before you start PageMaker.

This section provides guidelines for:

- deciding on a page setup for your PageMaker publication
- designing a layout grid
- specifying the look of text on the page
- using graphics

It closes with a reading list where you can get more information about publication design and management.

## Setting up the page

The first decisions you make about a publication relate to the setup of every page. What is the page size? How big are the margins? Will the publication be single- or double-sided? And, what printer will you use?

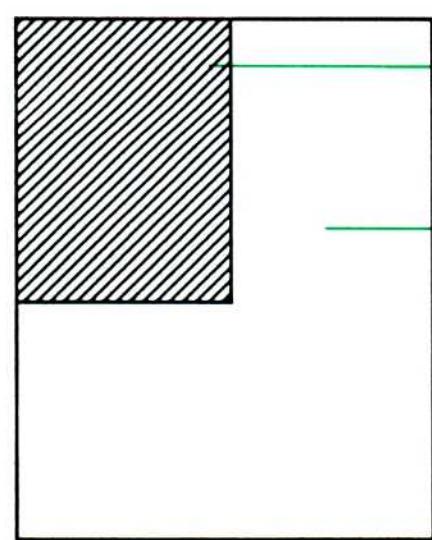
### What is the page size?

Most printers work with standard sizes of paper. Although your printer limits you to certain paper sizes, PageMaker lets you specify any *page* size. That page size, or a representation of it, is what you see on the screen.

When you print, PageMaker centers your page on the paper. If the paper is larger than the page, PageMaker can automatically print crop marks outside the corners of each page as guidelines for trimming the paper.

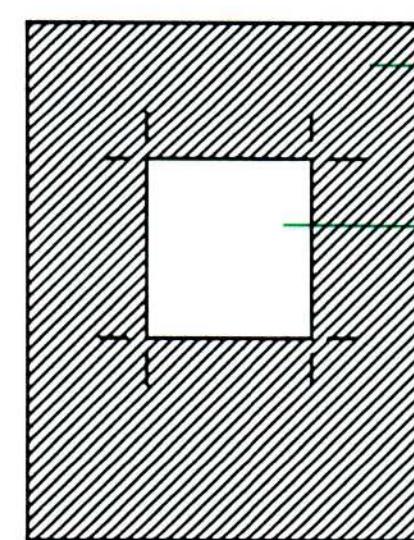
#### Tip

*Make your page size the dimensions of the publication—not of the paper you will use for printing.*



Paper size

Page size



Paper size

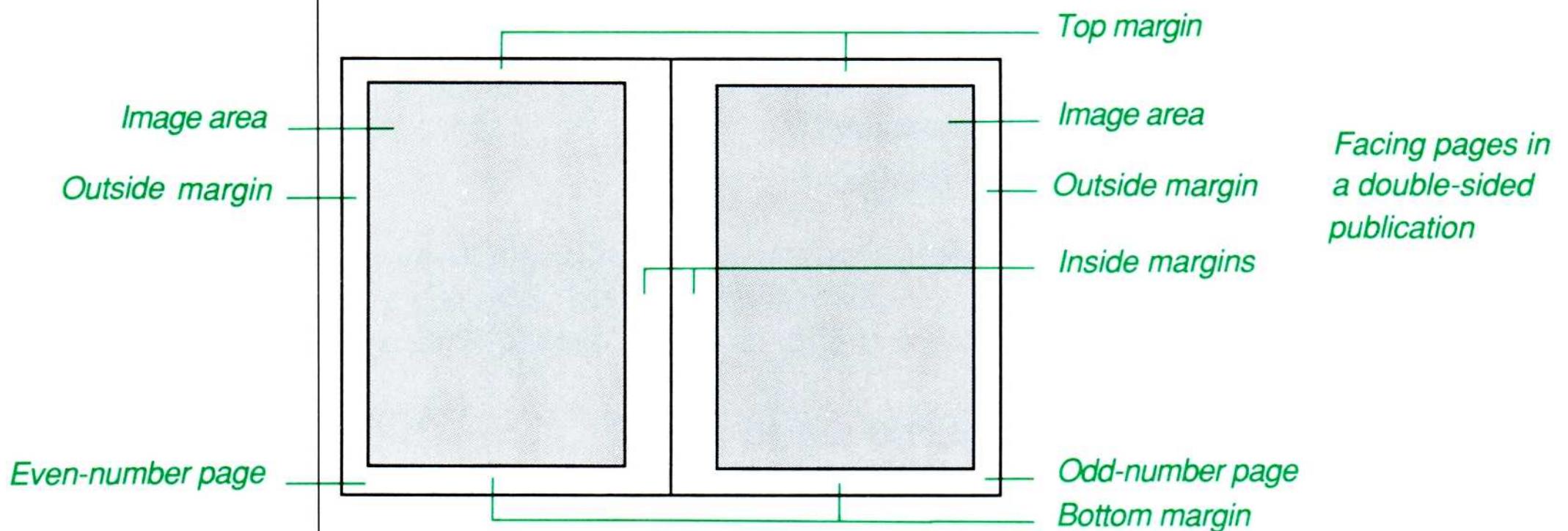
Page size  
centered on paper

For pages larger than the paper, you can use PageMaker's "tiling" feature. You print a portion or "tile" of your publication at a time. Then you paste the tiles together to make a complete page.

## What are the margins?

Pages have four margins: top, bottom, inside, and outside. In PageMaker, you set the margins when you start a publication, and the margins are the same for every page. The area inside the margins is the image area where you position most text and graphics.

The inside margin is the binding edge, so you usually make it wider than the outside margin.



## How do you calculate image area?

With PageMaker, you specify the exact margins, then use the enclosed area for the image area. However, some designers prefer to specify the size of the image area, then use the remaining area for margins. If you do, you must do some calculations.

For example, assume the page is 9 inches by 9 inches (width by length). For an image area 7.5 inches by 6 inches, you would calculate:

$$\begin{aligned} &\text{horizontal space} \\ &\text{remaining for margins} = 9 \text{ inches} - 7.5 \text{ inches} = 1.5 \text{ inches} \end{aligned}$$

$$\begin{aligned} &\text{vertical space} \\ &\text{remaining for margins} = 9 \text{ inches} - 6 \text{ inches} = 3 \text{ inches} \end{aligned}$$

Divide the horizontal space left for margins, 1.5 inches, between the inside and outside margins. Similarly, divide the 3 inches of vertical space between the top and bottom margins.

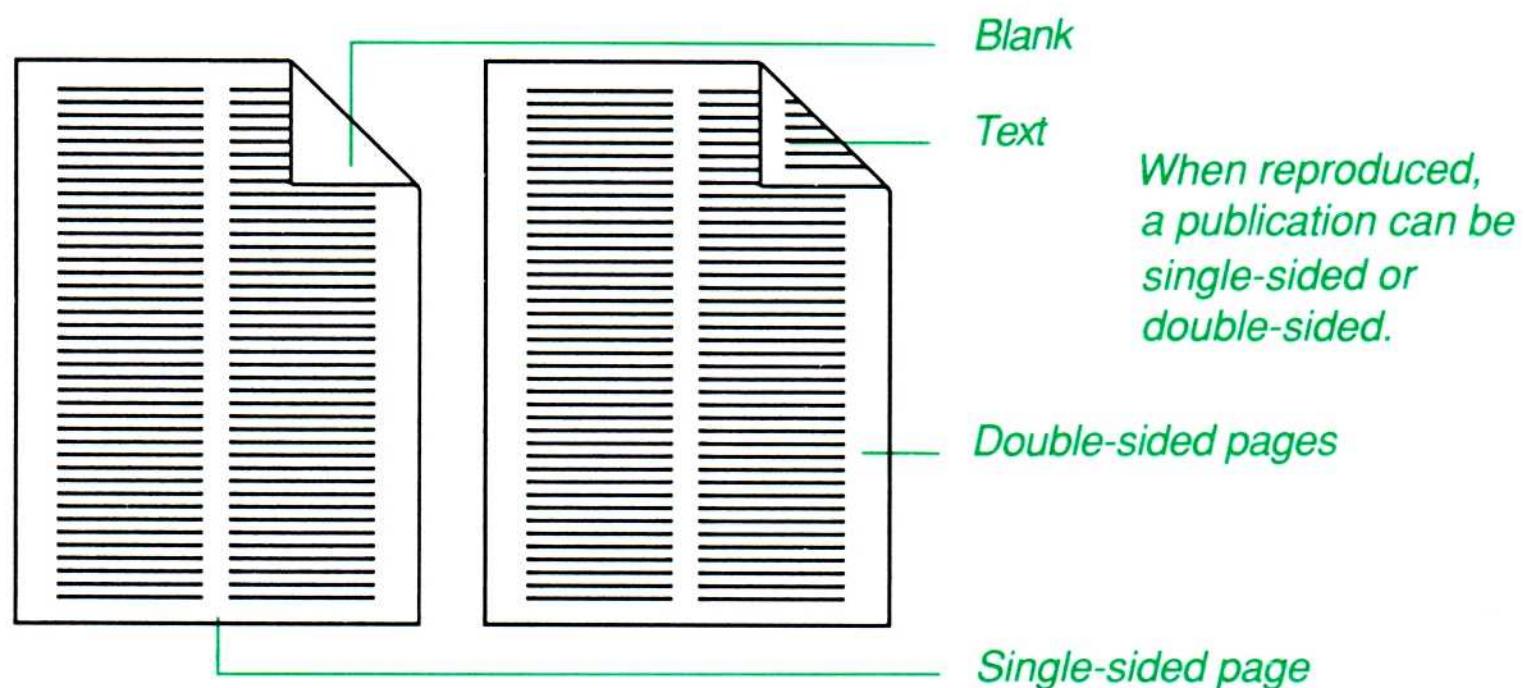
## Should the publication be single-sided or double-sided?

### Tip

*Work on facing pages if your design calls for text or graphics to bleed across the facing pages.*

PageMaker lets you set the publication up to be single-sided or double-sided. This determines how the pages are set up on the screen and for reproduction:

- For a single-sided publication, PageMaker displays one page at a time.
- For a double-sided publication, PageMaker gives you the option of working on one page at a time (as with a single-sided publication) or on facing pages so you can work on two pages at a time. This manual refers to these choices as a *double-sided publication* or a *double-sided publication with facing pages*. In either case, the publication—when reproduced—will have facing pages.



**Note:** PageMaker cannot make your *printer* print on both sides of the paper. It only sets up your publication to be reproduced on both sides.

## What printer will you use? And what can it do?

Each printer prints on specific paper sizes. Most printers do not print to the edge of the paper (read “Printer facts” in the *PageMaker Reference Manual*). Keep those printing restrictions in mind as you:

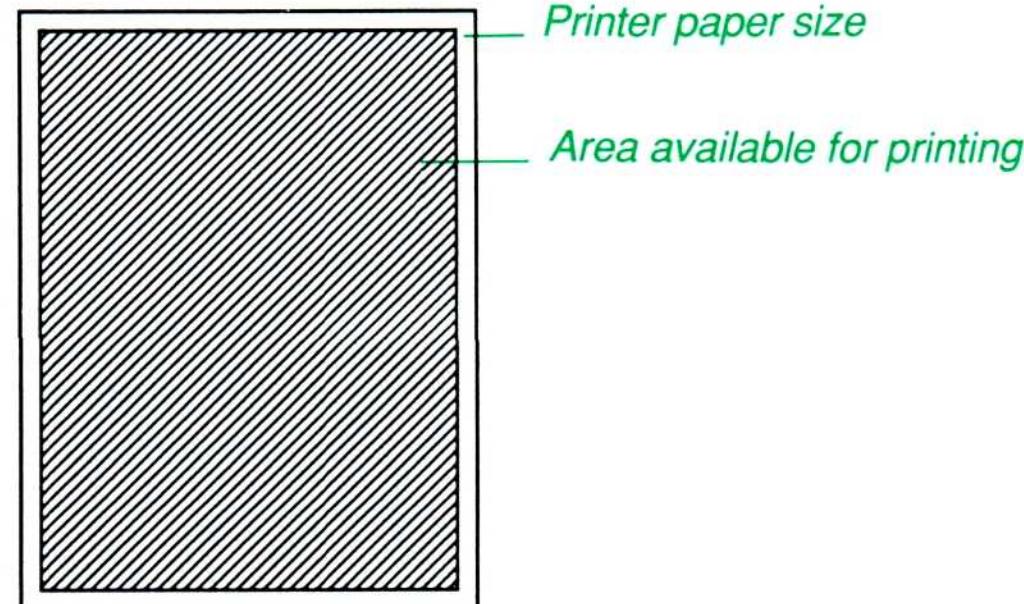
- set up the page size and margins
- plan for “bleeds,” areas where text or graphics print off the edge of the paper

Each printer has a limited set of type fonts, styles, and sizes. Find out your printer’s capabilities, then design your publication to match. Otherwise, you may plan to use a type font or size that your printer does not produce.

Also consider the resolution of your printer. Printer resolution affects how graphics with regular patterns (such as shades of gray) look when printed, whether created with PageMaker or other software. The higher the resolution, the better the pattern will look.

### Tip

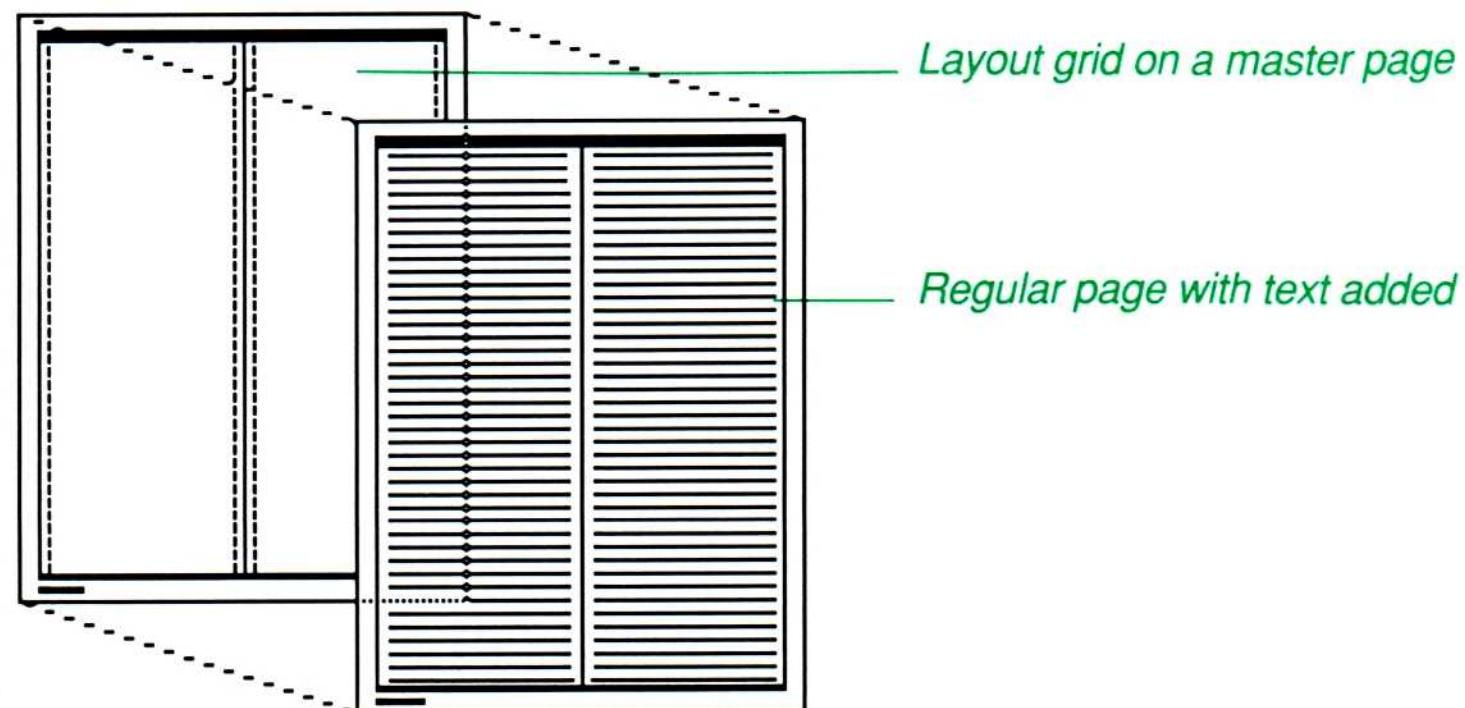
*The print area and resolution of your printer may influence your design decisions.*



## Designing a layout grid

Although individual pages vary, all pages in a publication should have a similar “look.” The design concept behind that overall look is called the format, which is based on a layout grid of the non-printing lines. The layout grid begins with the margin guides, which you supplement with non-printing column guides and ruler guides.

Although you can set up a layout grid on each page, usually you create one layout grid on “master pages.” Anything you put on a master page displays on every regular page. Creating a layout grid and master pages are detailed in Part 4: *Designing your publication*.



## **How many columns do you need?**

As you plan the layout grid, consider the number and size of columns you will use.

Text can be difficult to read if the lines are too short or too long. You set up columns in the image area to control the width of text. When you put text into columns, PageMaker breaks the lines as necessary to fit, ignoring the margins set in your word-processed file.

The more columns you specify, the narrower each will be. The maximum of 20 columns per page makes PageMaker useful for setting up forms, catalogs, price lists, and other special types of publications.

You also control the space between columns. The wider the inter-column space, the less space there is available for the columns. Columns of text generally look good when separated by about 1 pica of space.

## **How do you calculate column width?**

Based on the image area, number of columns, and inter-column space, PageMaker calculates column width for you. But if you want to know the exact column width, you can calculate it yourself.

First, calculate the amount of space needed between columns (you always have one less inter-column space than the number of columns). If you want three columns separated by .25 inch, inter-column space equals .5 inch.

Then calculate the space available for columns. If the image area is 7.5 inches, you have 7 inches left for the columns.

PageMaker divides the image area into equal columns. Each column in this example is 2.33 inches wide. You can manually adjust the column guides to create unequal columns.

Usually you will use the same columns from page to page, so set them up on master pages. However, you can reset the column guides or adjust them on individual pages.

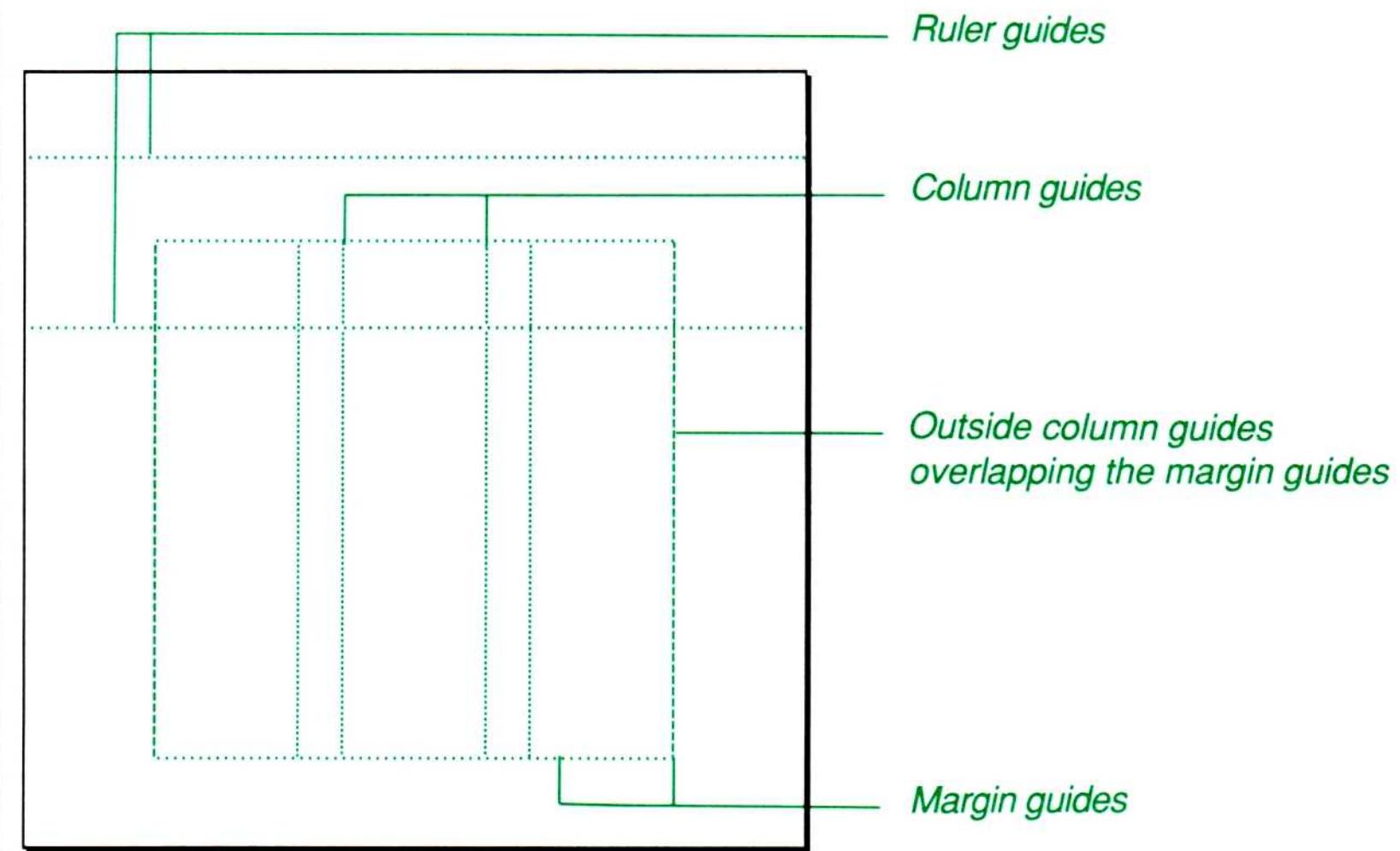
### **Tip**

*PageMaker automatically makes equal columns inside the image area, but you can easily change the size and position of the columns.*

## **Do you need any other non-printing guides?**

Like margin guides and column guides, “ruler guides” show on the screen but don’t print. You drag these horizontal and vertical guides out of the rulers displayed across the top and down the left side of the publication window. Each page (or set of facing pages) can have up to 40 ruler guides.

Use ruler guides on master pages or regular pages to mark standard positions on the page: where the first line of text starts, where the bottom line of text ends (if you want it to stop above your bottom margin), where running heads and page numbers go, the center of the page, and so on.



## Deciding how text should look

The look of your text and headlines can make the publication more attractive and inviting to readers, as well as easier to read.

The different typefaces are called fonts—for example, Helvetica, Courier, and Times. Fonts come in a variety of sizes, as well as styles such as bold, italic, and condensed.

Generally, use no more than three fonts in a publication. That's a physical limit imposed by many printers. More importantly, sticking to a few fonts makes your publication look more coherent and professional.

Usually, you will specify a particular combination of type font, style, and size for the various elements in your publication, including the title page (for example, in a book), body copy (or general text), and headlines (or titles).

The ideal combination of font, style, size, line length, and leading depends on the situation. Here are some general guidelines.

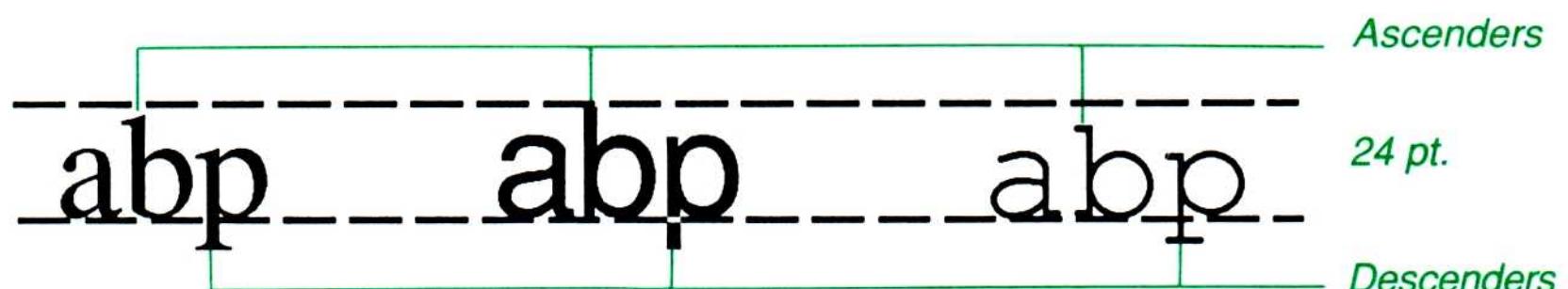
### Tip

*In general, use no more than three fonts per publication.*

## How large should type be?

The font sizes available in PageMaker are what's available on your printer. The best size for any element of your publication depends on the page size, column width, the purpose of the text, and the font.

Type is measured in points—a point is 1/72 inch—measured from the lowest “descender” (the tail of a p, q, or y) to the top of the capital letters and “ascenders” (the top part of d or b). The type design affects the length of the ascenders and descenders, so 9-point type in one font may look larger than in another font. This text is 10-point Times Roman type.



*Three fonts, same point size, different heights*

A readable line length for text is the width of two and one-half alphabets of the font, style, and size typed end-to-end, or at least four words per line. Lines that are too short result in awkward line breaks and too much hyphenation. Long lines tire the reader's eyes.

Text generally ranges from 9 to 12 points. Classified ads typically are 6 or 8 points. Headlines usually are larger and bolder than text—18 to 30 points or larger, so they're easier to read from a distance.

## How should lines of type be spaced?

Leading (pronounced “ledding”) is the vertical spacing of type. Like type size, leading is measured in points. In PageMaker, leading is measured from the top of the capital letters or ascenders in one line to the top of the capital letters or ascenders in the line below.

Leading is based on the largest character in the line. If a line of 10-point text contains a 14-point character, PageMaker leads the entire line based on the leading of the 14-point character.

### Tip

*In general, use “auto leading,” but experiment with leading to get the exact effect you want.*

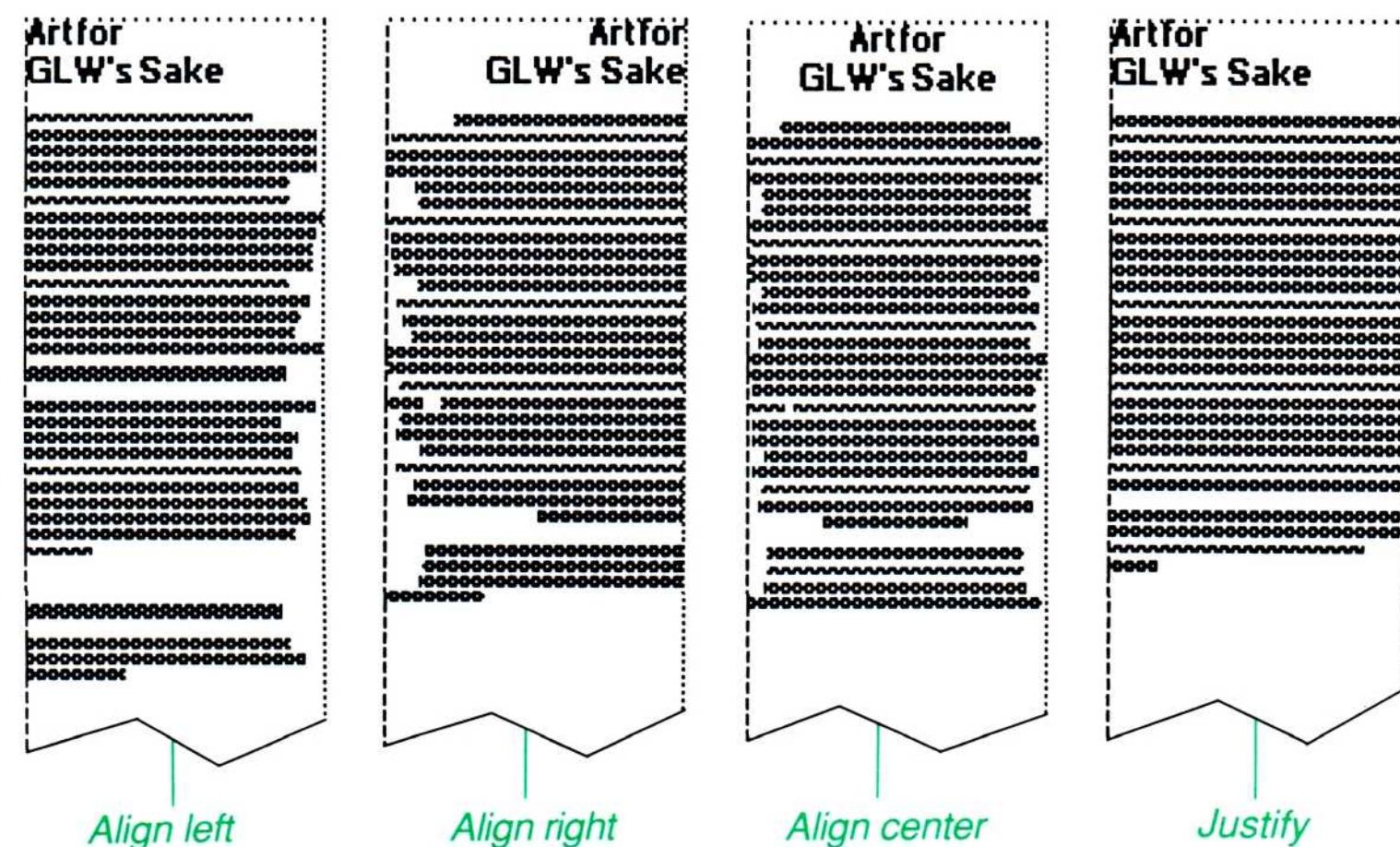
You can have PageMaker do “auto leading,” which means PageMaker automatically creates leading that is 120% of the type size (rounded to the nearest half-point). For example, 10-point type will have 12 points of leading, 30-point type will have 36 points of leading. The results will be readable, regardless of type size.

Or you can specify leading yourself by half-points from .0 to 127 points. At large point sizes, or with all capitals, you may want less leading. For special effects, you may want leading even less than the point size. More leading may be needed for small type sizes or to achieve the effect you want. However, too much or too little leading can make text difficult to read.

<i>Leading same as text size</i>	<i>Auto leading</i>	<i>Extra leading</i>
Throughout the design phase of the new headquarters, the architects and GLW Task  10/10 Font  Leading	Throughout the design phase of the new headquarters, the architects and GLW Task  10/12 Font  Leading	Throughout the design phase of the new headquarters, the architects and GLW Task  10/14 Font  Leading

## How should text be aligned?

PageMaker offers four alignments, or ways that you can line up the text: align left, align right, align center, and justify.



Aligned left and justified text are the most readable. Accustomed as we are to reading from left to right, our eyes more easily return to the starting point (the left edge) than with aligned right or centered text.

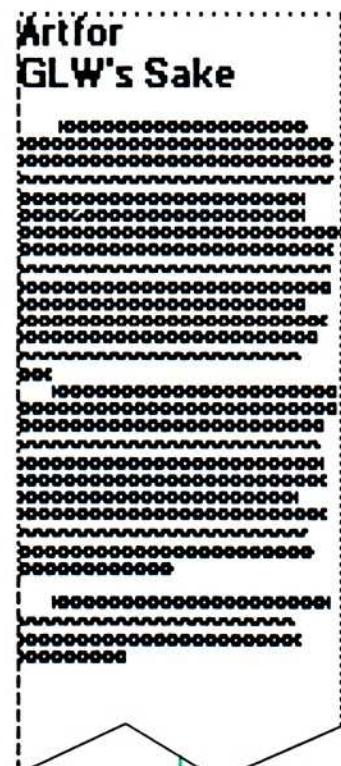
### Tip

*In narrow columns, "Aligned left" text is easier to read than justified text.*

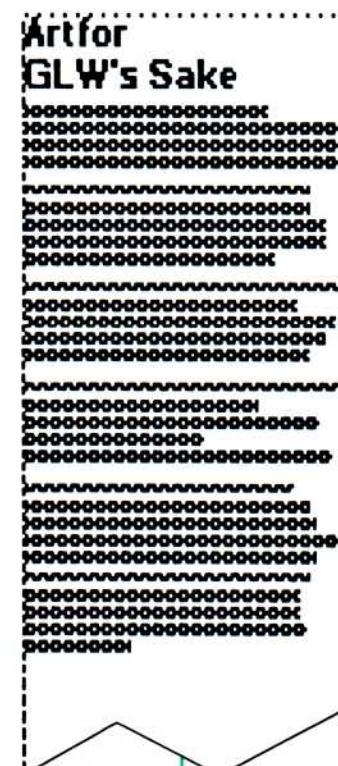
Unjustified text has equal spacing between words, which enhances readability, especially when the line is 3 inches or longer. For justified text, spacing between words (and sometimes between characters) is varied to make the text fit the line exactly. With PageMaker, you control the range of space acceptable between words and characters.

## What's the best way to separate paragraphs?

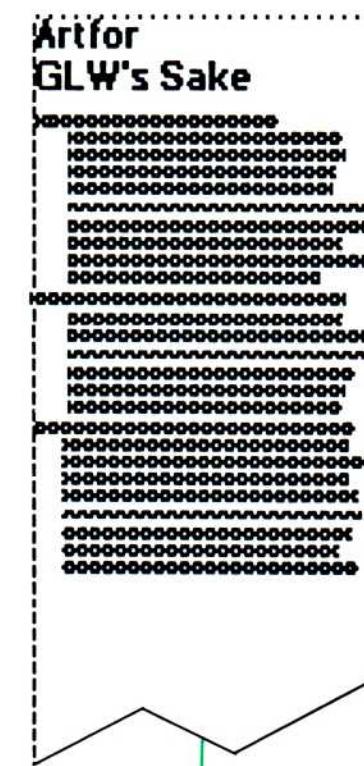
To separate paragraphs visually, you can add extra space between paragraphs, indent them, or both.



*Positive indent*



*Spacing between paragraphs*



*Hanging indent*

The best size of an indent depends on type size, line length, and alignment.

With PageMaker, you also can automatically add (or cancel) extra space between paragraphs.

## Creating graphics

Most of the graphics in your publication will come from files you create with graphics applications. You can create additional graphics on the page with PageMaker.

### Tip

*Add design elements—rules between columns, boxes, and shade patterns—with PageMaker to add visual interest to your pages.*

When you set specifications for the look of the text, you should also set guidelines for the use of graphics:

- What kinds of graphics will you use? Photographs? Line drawings made up of lines and shade patterns? Casual art such as cartoons, or precise illustrations such as charts and graphs? Limit the types of graphics you'll use to one or two kinds.
- Decide what sizes the graphics can be. Will all be the same size, or will they vary?

- Specify any elements common to the graphics—boxes, screened backgrounds, drop shadows, and so on.
- Use similar line styles and shade patterns in all graphics. Mixing too many line styles and shade patterns is distracting and unattractive.
- Specify the type used in illustrations and callouts.
- Will illustrations have captions? If so, decide the maximum line length, type specifications, and position.

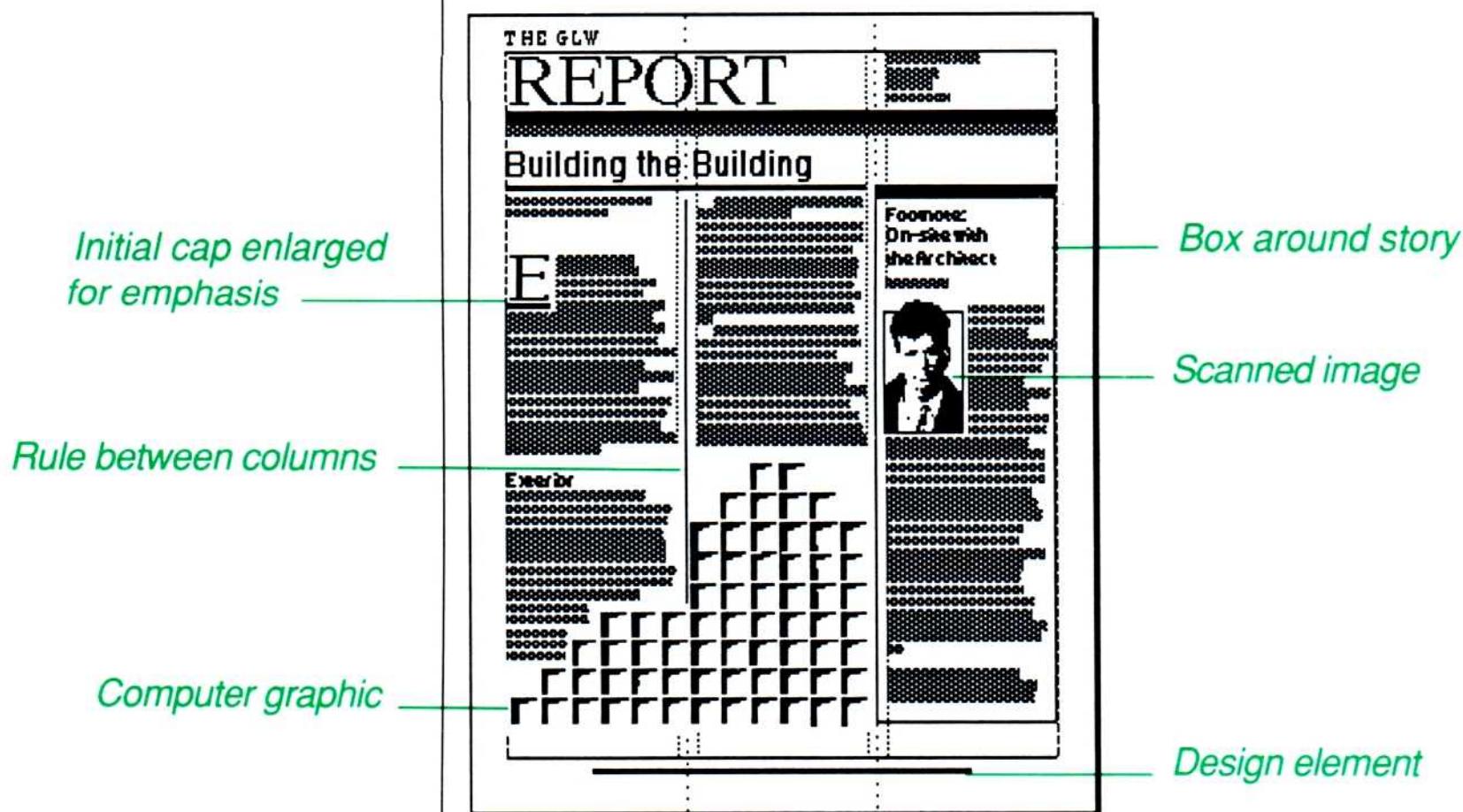
## Do the pages need design elements?

A design element is a graphic that you build into your format to make the pages more attractive. The line to the left of this column is a design element.

With PageMaker, you can draw design elements on any regular or master page. For example, add thin lines, called rules, between columns to visually separate them. Or you may want shading or color behind certain parts of the text (as in this manual). Be creative.

## What about photographs and other non-computer art?

You can use hardware called a scanner to convert photographs and existing art to bit-map graphics files that PageMaker can read from disk. If you don't have a scanner, you can manually add existing non-computer art to your publication after you produce it.



## **For more information**

This section has only touched on the basics of publication design. For more instruction and creative inspiration, we suggest these books and periodicals.

### **Books**

*Desktop publishing.* Fred Davis, John Barry, and Michael Wiesenbergs. (Dow Jones-Irwin, Homewood, IL, 1986)

*Dover clip art series: a collection of non-copyrighted illustrations and ready-to-use graphics.* (Dover Publications, Mineola, NY)

*Editing by design: A guide to effective word-and-picture communication for editors and designers.* Jan V. White. (R.R. Bowker Co., New York, NY, 1982)

*Editing your newsletter: a guide to writing, design and production.* Mark Beach. (Coast to Coast Books, Portland, OR, 1982)

*Graphic designers' production handbook.* Norman Sanders and William Bevington. (Hastings House Publishers, Inc., New York, NY, 1982)

*The grid: a modular system for the design and production of newspapers, magazines and books.* Allen Hurlburt. (Van Nostrand Reinhold Co., New York, NY, 1978)

*Layout: the design of the printed page.* Allen Hurlburt. (Watson Guptill, New York, NY, 1977)

*Mastering graphics: design and production made easy.* Jan V. White. (R.R. Bowker Co., New York, NY, 1983)

*Notes on graphic design and visual communication.* Gregg Berryman. (William Kaufmann, Los Altos, CA, 1984)

*Pocket pal: a graphic arts production handbook.* (International Paper Company, New York, NY, 1984)

*PostScript language tutorial and cookbook.* Adobe Systems, Inc. (Addison Wesley Publishing, Reading, MA, 1986)

*The typencyclopedia: a user's guide to better typography.* Frank J. Romano. (R.R. Bowker Co., New York, NY, 1984)

## **Periodicals**

---

*Communication arts.* Coyne and Blanchard, Inc., 410 Sherman Avenue, Palo Alto, CA 94306

*Graphis.* Graphis U.S., Inc., 141 Lexington Avenue, New York, NY 10157-0236

*PC publishing.* PC Publishing, Inc., 1800 Market Street, San Francisco, CA 94102

*Personal publishing.* The Renegade Company, P.O. Box 390, Itasca, IL 60143

*Print.* RC Publications, Inc., 355 Lexington Avenue, New York, NY 10017

*Publish.* PC World Communications, Inc., 555 De Haro Street, San Francisco, CA 94107

*U&lc.* International Typeface Corporation, 2 Hammarskjold Plaza, New York, NY 10017

# Getting your text and graphics files ready

Before starting PageMaker, you create text and graphics files that PageMaker can read directly from disk. With those files, you can quickly add text and graphics to your publication.

To create text and graphics files, use:

- word-processing applications that create formatted text files
- word-processing and other applications that produce text-only files (for example, ASCII files)
- graphics applications
- scanners that create graphics files from existing art, photographs, or three-dimensional items

This section describes many applications you can use and provides general guidelines for creating these files. For details about how these and other applications work with PageMaker, read “Preparing files from other applications” in the *PageMaker Reference Manual*.

## Creating word-processed files

PageMaker includes a text editor. However, you’ll find it most useful for editing text from your word-processed files and for typing small amounts of text, such as headlines.

In general, use a word-processing application to create a word-processed file:

- when writing more than a page of text
- when writing text you may want to use again outside of PageMaker

PageMaker uses some format specifications from your word-processed file and ignores others. This section explains which specifications PageMaker uses and gives tips for creating word-processed files.

### Tip

For a complete list of applications you can use to create files for PageMaker, see the *PageMaker Reference Manual*.

## Word processors you can use

PageMaker reads formatted files created with these word processors:

- Microsoft Windows Write™
- Microsoft Word
- MultiMate™
- WordPerfect™
- WordStar® 3.3
- XyWrite III™

In addition, PageMaker can read IBM Revisable-Form-Text Document Content Architecture (DCA) files, including those created with IBM DisplayWrite 3™, Samna Word™, Volkswriter® 3™, and WordStar 2000.

PageMaker expects the filenames from the word-processing applications to have certain extensions that indicate the file type. Some of these extensions differ from the default extension supplied by the word processor:

Word processor	File extension for PageMaker
DCA files	.DCA or .RFT
Microsoft Windows Write	.WRI
Microsoft Word	.DOC
MultiMate	.DOC
WordPerfect	.WP
WordStar 3.3	.WS
XyWrite III	.XYW
Text-only files	.TXT

### Tip

As you create word-processed files for PageMaker, apply the expected extension to the filename.

Text-only files are described later in this section.

If necessary, rename your files before placing them with PageMaker. “Preparing files from other applications” in the *PageMaker Reference Manual* explains how PageMaker handles extensions it does not recognize.

## What PageMaker recognizes

PageMaker uses these specifications from word-processing applications:

- **left margin**

PageMaker uses the left margin as the starting point for measuring indents (unless the application has no separate settings for the left indent) and tab settings.

PageMaker ignores the right margin, breaking lines to fit in the column where you are flowing text. To estimate the length of the text in PageMaker, set the right margin in your word-processing application to approximate the line length of your proposed page layout.

- **left and right indents**

Text will be indented these same distances from the corresponding edges of the PageMaker column where you flow the text.

*First-line indent*

Perhaps the single most difficult problem Canelis & Canelis faced came in the space planning and interior design of the employee cafeteria.

*Left margin at 0.0 inch*

Our experience with corporate cafeterias taught us what to avoid:

*1-inch left indent*

the hard surfaces that reverberate noise

*1-inch right indent*

We decided on what we termed "a pronounced variety in treatment" to create a visual change of pace for employees on break. What this translates into is a large room divided into individualized modules by:

*Tab stops*

- o color schemes
- o furniture styles
- o adjustable, sound-absorbing partitions

*Left margin at 0.3-inch*

*Word-processed text with formatting*

Perhaps the single most difficult problem Canelis & Canelis faced came in the space planning and interior design of the employee cafeteria.

Our experience with corporate cafeterias taught us what to avoid:

the hard surfaces  
that reverberate  
noise

We decided on what we termed "a pronounced variety in treatment" to create a visual change of pace for employees on break. What this translates into is a large room divided into individualized modules by:

- o color schemes
- o furniture styles
- o adjustable, sound-absorbing partitions

*PageMaker text using  
word-processed formatting*

- **first-line indent**

PageMaker recognizes first-line indents, whether positioned to the right of the left margin (a regular indent) or to the left (a hanging indent). PageMaker ignores first-line indents wider than the PageMaker column.

- **carriage returns**

Use these only to end paragraphs or to force the ends of lines. When typing a list, keep in mind the planned width of the PageMaker column.

- **tabs**

In your word-processed files, use tabs instead of spaces to align text, particularly in tables. Set tabs to fit the width of the PageMaker column. Use a carriage return to end each line of a table.

- **type specifications, including font, size, style, line spacing, case, and position**

What actually prints depends on your target printer, the one you will use to print the final version of your publication (read “Getting started” in Part 3: *PageMaker basics*).

If the target printer does not support the type specifications set with the word processor, PageMaker substitutes a close match. PageMaker remembers the original specifications and applies them if you change to a target printer that supports the specifications you want.

When creating a word-processed file, set as many specifications as possible so you’ll have less to change in PageMaker.

## **What PageMaker ignores**

---

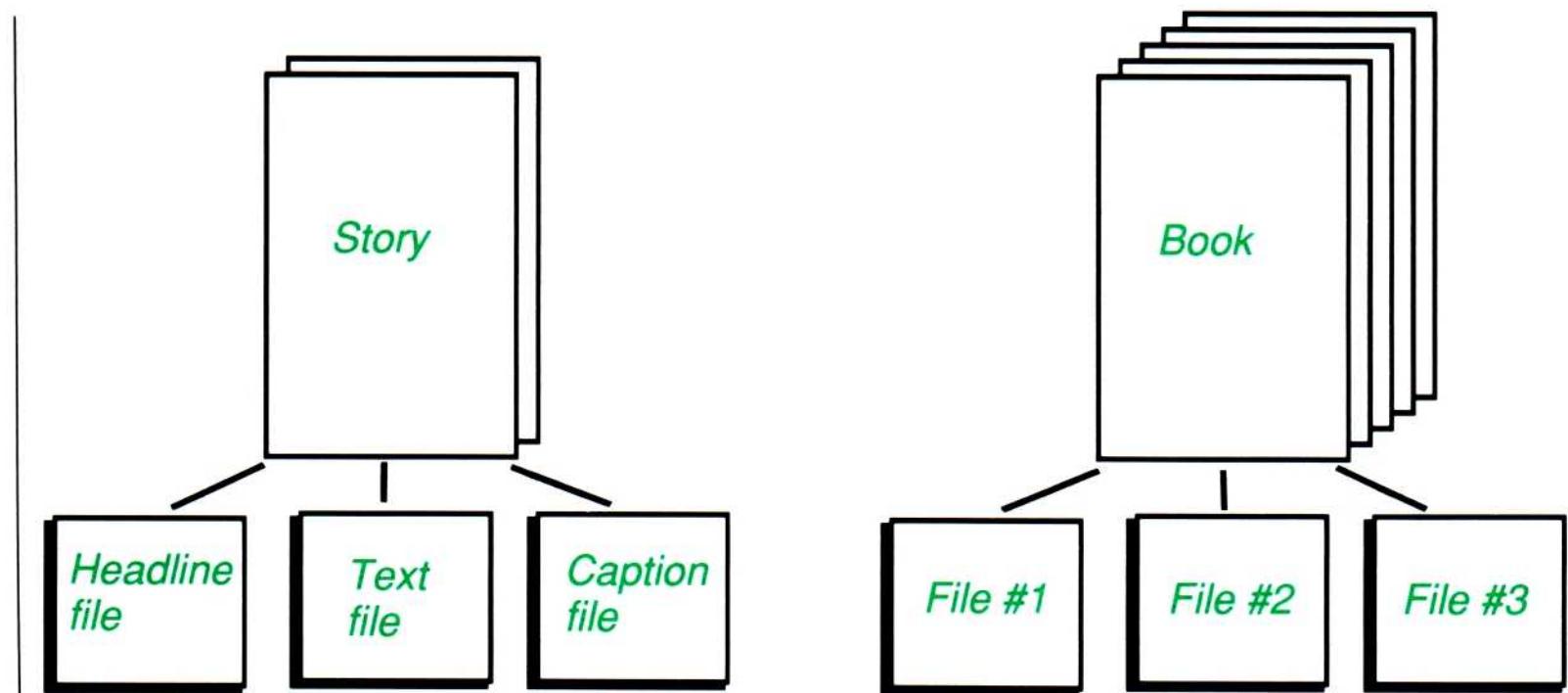
PageMaker does not recognize the right margin, footnotes, page numbers, headers, or footers created with word processors. Nor does it recognize other specialized formatting commands, such as the side by side command of Microsoft Word.

See “Preparing files from other applications” in the *PageMaker Reference Manual* for details about how PageMaker works with your word processor.

## **Word-processing tips**

---

PageMaker threads, or links together, all words in a file, from beginning to end. Yet you may want to adjust certain parts of the text, such as the captions, independently of the rest. If so, break your files into a series of files for each kind of information—headlines, text, and captions. Better yet, create a file for only the body of your text, then use PageMaker to type headlines and captions directly on the page.



Before placing a large file, break it into a series of small files for faster response when you adjust text with PageMaker.

Edit, proofread, and correct a file as well as you would if you planned to have it commercially typeset before placing it in PageMaker. You'll have fewer changes to make in PageMaker. If you make any changes with PageMaker that you also want in your word-processed file, mark them on a printed copy of the file, then update the file.

## Creating text-only files

Text-only files consist of characters without type specifications, but may include tab characters, spaces, and carriage returns. PageMaker applies its default type specifications instead, so adjust the defaults before placing text-only files (read “Getting started” in Part 3: *PageMaker basics*).

The file extension required for PageMaker is .TXT.

You use text-only files for several reasons:

- That's the only type of file you can create.

Some word processors create only text-only files. Or you may have transmitted the file from another computer system (such as a mainframe).

- PageMaker cannot read the formatted file directly from disk.

After using a database, spreadsheet, or other application whose files PageMaker cannot read directly from disk, save your results as a text-only file. What you get when you place these files depends on how the application converts its formats to plain text.

### Tip

*Even if PageMaker can read a formatted word-processed file from disk, you may want to place it as a text-only file that uses PageMaker's defaults.*

Sometimes, the best approach for this type of file is to read it into a word-processing application whose files PageMaker can place. Adjust the text, using the capabilities of the word-processing application, then place the formatted file with PageMaker.

- You would rather use PageMaker's defaults than the specifications you set with the word-processing application.

### Tip

*Use .TXT as the extension for text-only filenames.*

Even if PageMaker can read your word processor's formatted files directly from disk, you still may want to place the word-processed file as a text-only file. To do that, you choose PageMaker's text-only option when you place the file.

If you place a text-only file but find that the lines break at odd places, the application you used may have inserted a carriage return and line feed at the end of each line. PageMaker starts a new paragraph at each carriage return. Use PageMaker's text tool to delete extra carriage returns.

---

## Creating graphics files

You can use graphics applications to create two different types of graphics:

- “paint-type” or bit-map graphics

The computer sees a paint-type graphic as a collection of pixels (mapped as 1 bit per pixel on the screen). Pixels are the physical units on your screen (the actual size varies by screen) that can be individually turned on or off, making light or dark areas. Paint-type files PageMaker can read directly from disk include those created with Microsoft Windows Paint™, PC Paint™, PC Paintbrush®, and Publisher's Paintbrush™.

- “draw-type” or object-oriented graphics

The computer sees a draw-type graphic as a sequence of drawing commands that describe the graphic. Draw-type files PageMaker can read directly from disk include those created with Windows “Draw!”™, In-a-Vision™, AutoCAD®, as well as .PIC files from Lotus 1-2-3® and Symphony®, and Windows Graphics Device Interface (GDI) metafiles. PageMaker also places files that follow the Encapsulated PostScript (EPS) format.

### Tip

Name graphics files with the extension PageMaker expects.

As with text files, PageMaker expects the filenames to have certain extensions that indicate the file type. Use these extensions with graphics files you want to place with PageMaker:

Graphics application	File extension for PageMaker
AutoCAD	.PLT
EPS-format files	.EPS
GDI metafiles	.WMF
In-a-Vision	.PIC
Lotus 1-2-3	.PIC
PC Paint	.PIC
PC Paintbrush	.PCX
Publisher's Paintbrush	.PCX
Symphony	.PIC
Windows "Draw!"	.PIC
Windows Paint	.MSP

Graphics usually go on the page at the same size they were created. However, because of the way some graphics applications work, PageMaker may have to display the graphic at a different size than you expected (read "Preparing files from other applications" in the *PageMaker Reference Manual*). After placing a graphic, you can resize or crop it to fit the space on your page.

You cannot erase anything copied from the original file. However, you can crop graphics or mask parts by drawing black shapes or, depending on your printer, white shapes over them with PageMaker.

You also can enhance the graphic by using PageMaker's drawing tools to create boxes, circles, or lines with various line and shade patterns, or by using the text tool to add text, such as callouts. If you want the enhancements in the original file, too, you must update it with the graphics application.

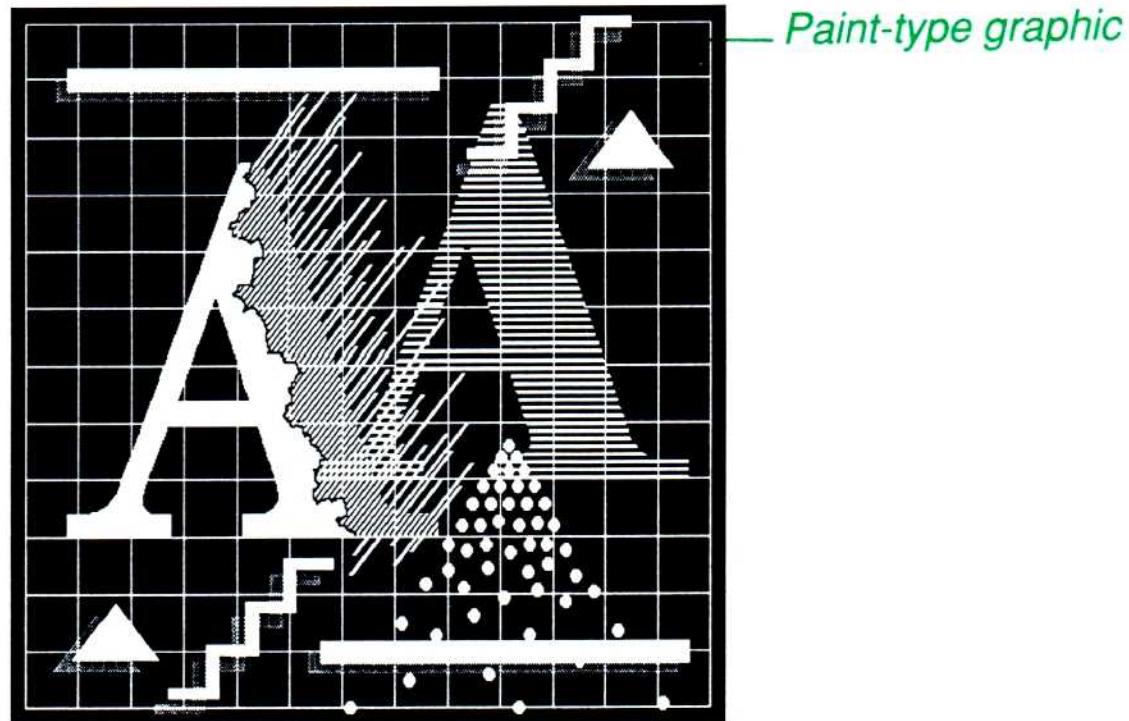
### Paint-type graphics

### Tip

For best results, add text to graphics after placing them with PageMaker.

Paint-type graphics applications are best for freehand art or intricate drawings, such as those sketched or painted with traditional artist's tools.

For best results, use the same computer and printer with the graphics application and with PageMaker.



Each bit in a paint-type graphic is created for a particular pixel size. Switching to hardware with a different pixel size distorts the graphic on the PageMaker page. The distorted graphic will print okay, but you will have trouble designing your layout on the screen. If you resize the distorted graphic to its original size, the graphic won't print as expected.

Even if you use the same hardware with the graphics application and PageMaker, you still have to be careful when resizing a paint-type graphic that has regular patterns. To help you resize these graphics so they do not look mottled when printed, PageMaker has built-in reductions and enlargements.

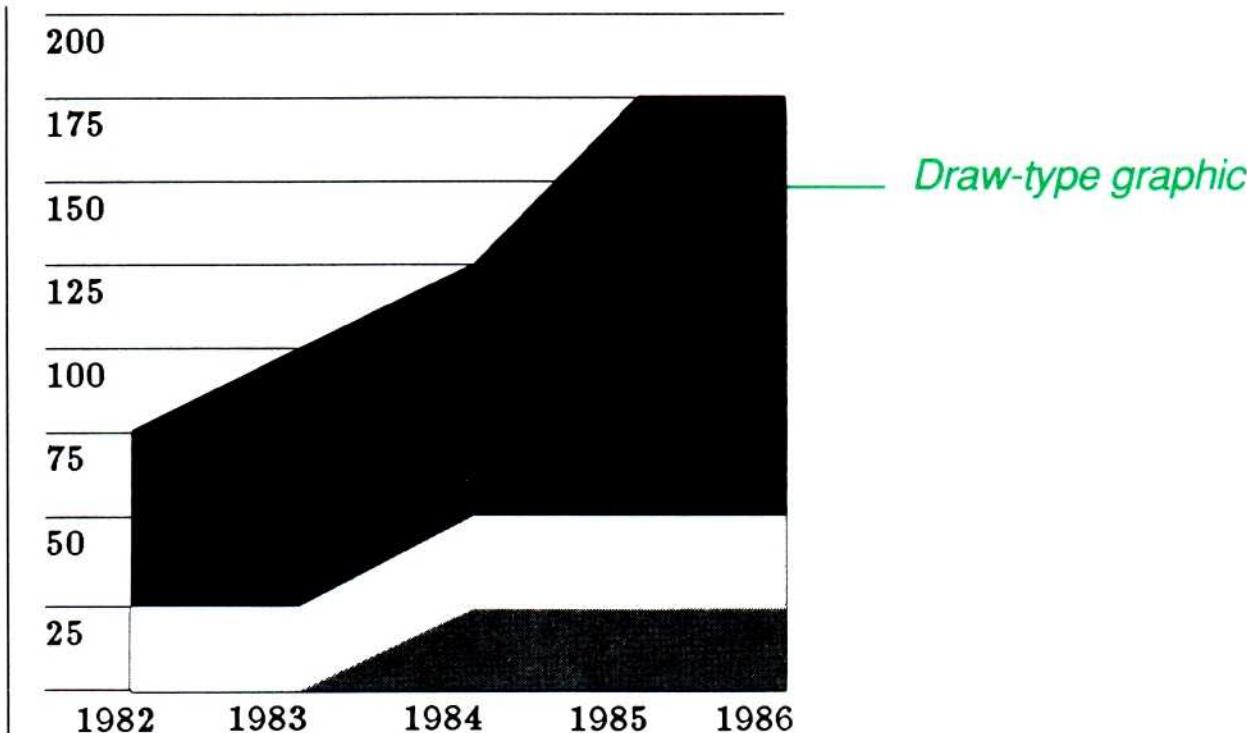
Follow these guidelines, and the graphic will display and print as created.

## Draw-type graphics

Draw-type graphics applications are best for creating images that contain precise, regular, geometric shapes, such as mechanical drawings, schematics, and charts—graphics that you would manually produce with a pencil, straightedge, and compass.

Because PageMaker displays “draw-type” graphics by applying drawing commands, you will get a good match between what you see on your screen and what prints.

PostScript files are a special kind of object-oriented graphic created with the Encapsulated PostScript (EPS) format. PostScript files can have two parts: a screen image that displays on the screen, and the coding that PageMaker uses to actually print the graphic. If you created the file without a screen image, you will see a box on the screen instead of the graphic. However, the PostScript graphic will print as created.



## Using scanned images

Scanned images are bit-map graphics created with special scanning devices. Many scanners “read” images from paper, so you can convert existing art. Other scanners have cameras that actually take a picture of what you want in the graphic.

From disk, PageMaker can read files created with a variety of scanners, including those by:

- Canon
- Datacopy Corporation
- DEST Corporation
- Microtek Lab, Incorporated
- Ricoh Systems, Incorporated

Most scanner files must be in PageMaker’s tag image file format (TIFF) and have .TIF as the file extension. Other scanned images are created in conjunction with graphics applications and, as a result, have the extension of the graphics application. For example, a scanned image created with PC Paintbrush will have a .PCX file extension.

Scanned images can be made from:

- line drawings (like pen-and-ink drawings) that consist of black and white lines and shapes
- continuous-tone images (such as photographs) that have color or tones

### Tip

*Use scanners to convert existing art to files PageMaker can read from disk.*

The appearance of the scanned image depends on three factors:

- the resolution of the scanner
- the resolution of your screen
- the resolution of the printer

This section provides tips for improving the quality of the scanned images.

## Scanner resolution

---

The resolution of scanners varies from 72 dots (pixels) per inch to 300 dots per inch or more. If your scanner gives you a choice of resolutions, you usually should choose the one that matches (or is a whole-number multiple or divisor of) the resolution of your target printer. This is especially true if you are scanning a photograph.

The higher the resolution of your scanned image, the more disk space it will require, and the longer it will take to process and print. However, the printed results will usually be better.

## Screen resolution

---

Because scanned images are bit-map, or paint-type, graphics, follow the recommendations for creating paint-type graphics as discussed earlier in this section.

Files of scanned images can be quite large. To minimize the size of your publication file, PageMaker links the scanned file to your publication, rather than embedding the file in it. PageMaker also makes and displays a lower-resolution screen image. When you print the publication, PageMaker looks for, then prints from, the file with the scanned image.

Try to store the file of the scanned image in the directory with your publication. If you copy your publication to another disk or system, copy the scanned image, too. When PageMaker can't find the file, it prompts you to specify another disk or directory. Without the scanned image, PageMaker can print using the screen image—but a screen image usually will print poorly, even on a high-resolution printer.

### Tip

*Store the file of the scanned image in the same directory as the publication.*

## Printer resolution

In many publications, such as newsletters, a printer resolution of 300 dots per inch is fine for scanned images of continuous-tone art.

Glossier publications may need a higher-resolution image. In that case, use the scanned image to position the art in your publication. Before reproducing the publication, a commercial printer will make a higher-resolution negative from the original continuous-tone image.



### To produce high-resolution continuous-tone images:

1. **Scan the art or photograph.**
2. **Use PageMaker to paste up your publication, and place the scanned image on the page the exact size you want it. The scanned image will serve as a guide for a commercial printer.**
3. **Print your PageMaker publication.**
4. **Take the PageMaker publication and the original art or photograph to a commercial printer.**  
The printer will separately process and, as necessary, resize a negative created from the original image. Before reproducing your publication, the printer substitutes the negative for the scanned image you placed.



# PageMaker basics

## **95 Getting started**

- 95 Starting PageMaker
- 98 Choosing a target printer
- 99 Setting defaults
- 102 Starting a new publication
- 105 Opening an existing publication

## **107 Using PageMaker's windows**

- 107 The publication window
- 108 The publication
- 108 The pasteboard
- 109 Page icons
- 110 Rulers
- 110 Pointer
- 110 Scroll bars
- 111 Title bar
- 111 The toolbox window
- 112 Viewing the publication window
- 113 Picking a view
- 113 Changing views
- 114 Moving around
- 115 Using the scroll bars
- 115 Using the grabber hand
- 116 Making more room in the publication window

## **117 Getting around**

- 117 Moving to another page
- 119 Inserting pages
- 121 Removing pages

## **123 Selecting text and graphics**

- 123 Selecting text
- 124 Selecting an insertion point with the text tool
- 124 Moving the insertion point with the editing keys
- 127 Selecting text with the text tool
- 127 Adjusting the selection
- 128 Selecting text blocks and graphics
- 130 Selecting a combination of text blocks and graphics
- 132 Selecting overlapping items
- 132 Changing stacking order
- 133 When guides overlap text or graphics
- 134 De-selecting to cancel the selection

## **135 Changing your mind**

- 135 Undoing changes
- 136 Reverting to the last-saved version

## **137 Saving, closing, and quitting**

- 137 Saving your publication
- 137 Saving under the same filename and to the same location
- 138 Saving, but changing the filename, disk, or directory
- 139 Closing your publication
- 140 Quitting PageMaker



# Getting started

When you start PageMaker, you can create a new publication or work on an existing publication.

Before creating a new publication, choose the printer you want to use to print the final version of the publication. Your choice will determine many of the options available, such as for type fonts and sizes.

You also may want to change the defaults PageMaker uses.

This section explains how to:

- start PageMaker
- choose a printer
- change defaults
- start a new publication
- open an existing publication

Before you can get started, you must install both Microsoft Windows and PageMaker on your hard disk (see the *Installation Guide*).

And make sure you know how to use the mouse and Windows features such as drop-down menus. If you don't, either practice with the *PageMaker tutorial* in Part 1 or read "Using Microsoft Windows" in the *PageMaker Reference Manual*.

---

## Starting PageMaker

How you start PageMaker depends on how you installed Microsoft Windows:

- If you installed PageMaker as a stand-alone application, your starting point is the prompt for the Microsoft Disk Operating System (MS-DOS).
- If you installed Microsoft Windows as the operating environment for your system, your starting point is DOS or the MS-DOS Executive that you see when you start Windows.

Starting PageMaker takes you to PageMaker's desktop. From there, you can start a new publication or work on an existing publication. You can have only one publication open at a time in the publication window.

This section explains:

- how to start PageMaker from DOS
- how to start PageMaker from the MS-DOS Executive
- what to do when you reach the desktop

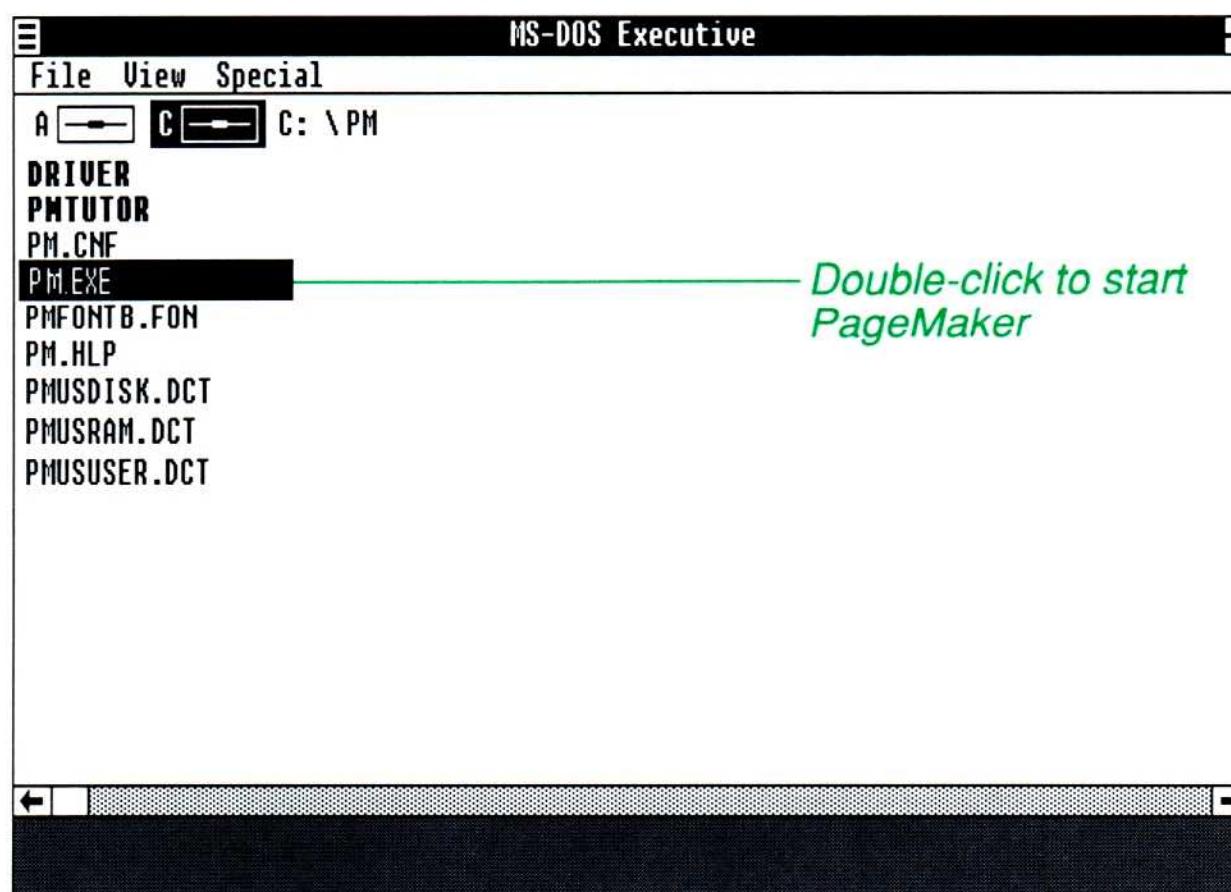
### To start PageMaker from DOS:

C:\PM >WIN PM  
C:\PM >PM

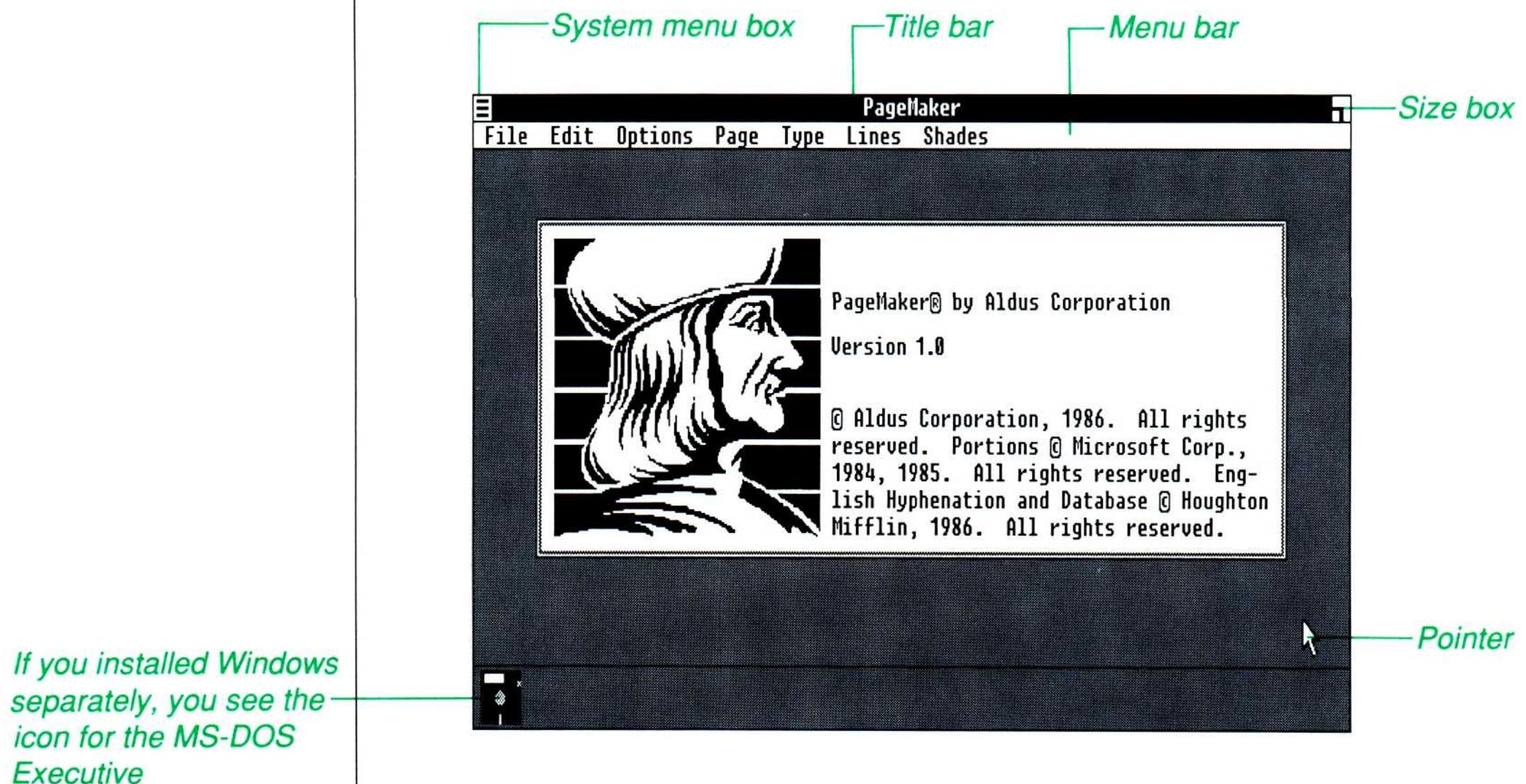
1. **Turn on your computer.**
2. **Fill in the date and time, if prompted.**
3. **Change to the \PM directory (or other directory where you installed PageMaker).**
4. **At the DOS prompt, type **PM** or **WIN PM**.**  
If you are running PageMaker as a stand-alone program, type **PM**.  
If you installed Windows separately, type **WIN PM**.
5. **Press Enter.**  
PageMaker's desktop appears.

### To start PageMaker from the MS-DOS Executive:

- 1 **Change to the \PM directory (or other directory where you installed PageMaker).**



2. Double-click on the program, PM.EXE.  
PageMaker's desktop appears.



### To continue from the desktop:

1. Decide what you want to do next:

If you want...

Then...

to choose a printer  
for your publication

read "Choosing a target printer" in this section

to set the default values  
that PageMaker assumes  
each time you start the  
application

read "Setting defaults" in this section

to start a new  
publication

read "Starting a new publication"  
in this section

to resume work on a  
publication

read "Opening an existing publication"  
in this section

#### Tip

If you're designing the  
publication for a printer  
other than the Windows  
default (or the one you  
last printed to), choose a  
target printer now.

## Choosing a target printer

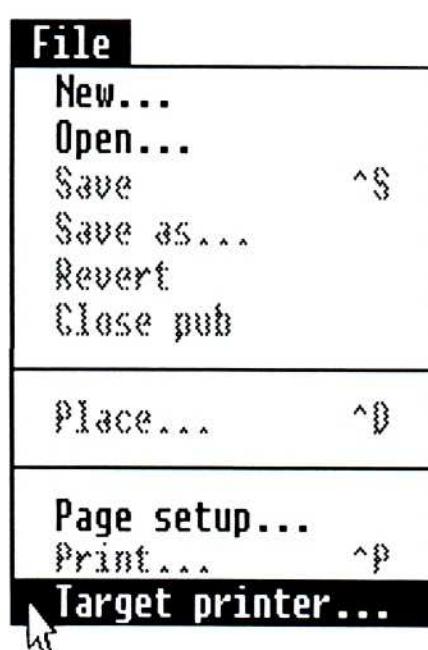
Always choose the target printer, the one you will use to print the final version of your publication, *before* you start a publication.

Each printer has a limited set of type specifications. These determine your choices with the “Type specs...” command (read “Changing type and paragraph specifications” in Part 6: *Working with text*). PageMaker composes the type in your publication for the target printer. Options for one printer may not be available on another.

If you change the target printer after you start your publication, PageMaker asks whether you want PageMaker to recompose all of the text to match the type fonts, styles, and sizes available on the new printer. Recomposing may dramatically change the size or shape of text, so be sure that’s what you want to do. You will have to review and possibly adjust the text to match the options available on the new target printer.

With the “Print...” command, you can specify a printer other than the target printer to print a draft of your publication (read “Printing your publication” in Part 7: *Printing*).

### To choose a target printer:



**1. Choose “Target printer...” from the File menu.**

A dialog box displays a list box with the printers installed in Windows.

PageMaker works with many printers, but you can only choose from those you installed on your hard disk. If necessary, you can add a printer with the “Add New Printer...” command in the Windows Control Panel (read “Printer facts” in the *PageMaker Reference Manual*).

**2. Click the printer you want.**

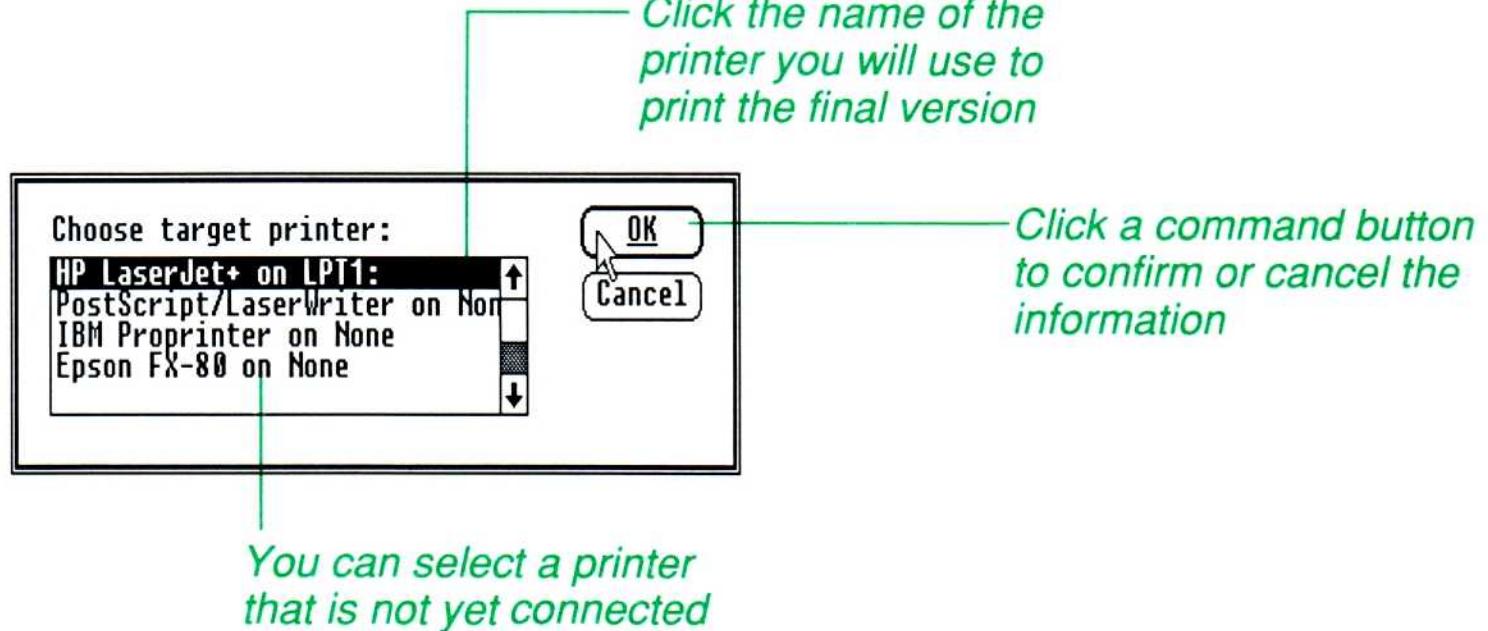
If you don’t see the printer you want listed, scroll until you find it.

The printer does not have to be connected to the computer until you actually want to print.

### Tip

*The target printer does not have to be connected to your system until you actually want to print.*

### 3. Click “OK.”



If the printer has additional operating options, another dialog box appears. Select the options you want, then click “OK.”

If PageMaker asks if you want to recompose your publication to the new target printer, click “OK.” Clicking “Cancel” stops PageMaker from recomposing and leaves your target printer unchanged.

## Setting defaults

PageMaker is shipped with certain preset options and settings, called defaults, such as those for page setup. You can change defaults to suit your needs. For example, if most of your publications are 11 by 17 inches, change the default values for the page size to 11 by 17 with the “Page setup...” command. And as you work, you can override the defaults.

PageMaker has two kinds of defaults:

- application defaults that PageMaker uses from session to session

You change application defaults from the desktop when no publication is open. They apply to every new PageMaker file you create.

- publication defaults that apply only to the current publication

You create a publication default by changing an application default with the pointer tool from the publication window when no text or graphic is selected. PageMaker saves these settings with the publication, so you don’t have to reset them each time you open the publication. The application defaults remain unchanged.

### Tip

*If you want to start each publication with the same options, set all defaults from PageMaker’s desktop.*

To change either kind of default, choose from this list of settings and commands. The values of the U.S. defaults shown here may differ from the defaults in non-U.S. English language versions of PageMaker:

<b>Setting (by menu)</b>	<b>U.S. default</b>	<b>Command used</b>
<b>File menu</b>		
Page size	US letter	“Page setup...”
Orientation	Tall	“Page setup...”
Single- or double-sided	Double sided	“Page setup...”
Starting page number	1	“Page setup...”
Number of pages	1	“Page setup...”
Facing pages shown for a double-sided publication	Facing pages	“Page setup...”
Margins	Inside: 1 inch Outside, Top, and Bottom: 0.75 inch	“Page setup...”
Printer	Default Windows printer	“Target printer”
<b>Edit menu</b>		
Unit of measure	Inches	“Preferences...”
<b>Options menu</b>		
Corner style of boxes	.25-inch radius	“Rounded corners...”
Rulers	Off	“Rulers”
Zero point	Unlocked	“Zero lock”
Non-printing guides	On	“Guides”
“Snap to” feature	On	“Snap to guides”
Guides	Unlocked	“Lock guides”
Number of columns	1	“Column guides...”
Space between columns	0.167 inch	“Column guides...”
Toolbox	On	“Toolbox”
Scroll bars	On	“Scroll bars”

Setting (by menu)	U.S. default	Command used
<b>Options menu (Cont.)</b>		
Font name and size	Tms Rmn or similar font in 12 point (or next smaller size) available on the target printer	“Type specs...”
<b>Type menu</b>		
Type style	Normal	Type styles as listed or those displayed with “Type specs...”
Leading	Auto	“Type specs...”
Type position	Normal	“Type specs...”
Capitalization	Normal	“Type specs...”
Hyphenation	Auto	“Paragraph...”
Pair-kerning	Above 12.0 points	“Paragraph...”
Left, right, and first-line indents	Left, Right, and First-line: 0	“Paragraph...” or “Indents/tabs...”
Paragraph spacing	Before and After: 0	“Paragraph...”
Paragraph alignment	Left	“Paragraph...”
Tab alignment	Left	“Indents/tabs...”
Tab leader	None	“Indents/tabs...”
Tab stops	Every 0.5 inch	“Indents/tabs...”
Spacing between the words (as a percentage of the built-in word spacing)	Minimum: 50% Desired: 100% Maximum: 200%	“Spacing...”
Spacing between the characters (as a percentage of the built-in word spacing)	Minimum: 0% Maximum: 25%	“Spacing...”
Hyphenation zone	0.5 inch	“Spacing...”
Reverse type	Off	“Reverse type”

<b>Setting (by menu)</b>	<b>U.S. default</b>	<b>Command used</b>
<b>Lines menu</b>		
Line style	1 point rule	Styles as listed
Reverse lines	Off	“Reverse lines”
<b>Shades menu</b>		
Shade pattern	None	Patterns as listed

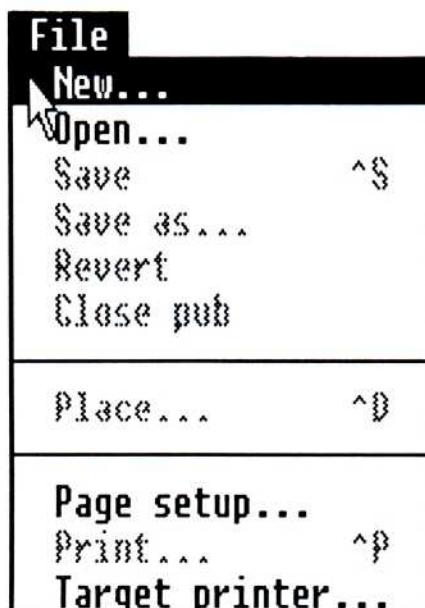
For details about a command, refer to “Menus and commands” in the *PageMaker Reference Manual*.

## Starting a new publication

You start a new publication by choosing the “New...” command from the desktop or from the publication window.

Before starting a new publication, read “Planning your publication” in Part 2: *Planning your publication and preparing your files*, so you know how to complete the options PageMaker offers in the “New...” dialog box.

### To start a new publication:



- 1. Choose “New...” from the File menu.**  
PageMaker responds with a dialog box where you specify the page setup for the publication.  
  
If a publication is already open and it has changes you have not saved, PageMaker gives you a chance to save them first (read “Saving, closing, and quitting” later in this part).
- 2. Click the “Page size:” you want. OR specify a “Custom:” size by filling in the text box with exact page measurements.**  
The maximum size is 17 inches by 22 inches. In general, choose a page size that is equal to, or smaller than, a paper size that works in your printer. If your page size is larger than the paper, read about tiling in “Printing your publication” in Part 7: *Printing*.
- 3. Click the “Orientation:” you want.**  
Orientation is the position of all the pages, variously described as tall or wide (PageMaker’s terms), vertical or horizontal, portrait or landscape.

Orientation is based on the relation between page height and width. If the page is taller than it is wide, the page is “tall.” If the page is wider than it is tall, the page is “wide.”

To mix tall and wide pages, create separate publications (one tall, the other wide), then manually assemble the printed publication.

**4. Click the “Options:” you want.**

If you are creating a publication that will be printed on both sides of the paper, click “Double sided” so it is checked.

If “Double sided” is checked and you want to work on facing pages (the left-hand and right-hand pages are displayed at the same time), click “Facing pages” so it is checked.

**5. Fill in “Start page #:” with the first number you want PageMaker to use when numbering the pages.**

PageMaker sequentially numbers each page that has a page number marker. PageMaker can number from 1 to 9999. (Read “Creating a layout grid” in Part 4: *Designing your publication*).

**6. If you know how many pages you plan to have in your publication, type that number in “# of pages:.”**

The maximum number of pages per publication is 128. By starting out with several pages, you can easily move to another page when you’re ready. Later, you can insert or remove pages.

If your publication will have more than 128 pages, create more than one publication, breaking it between major sections.

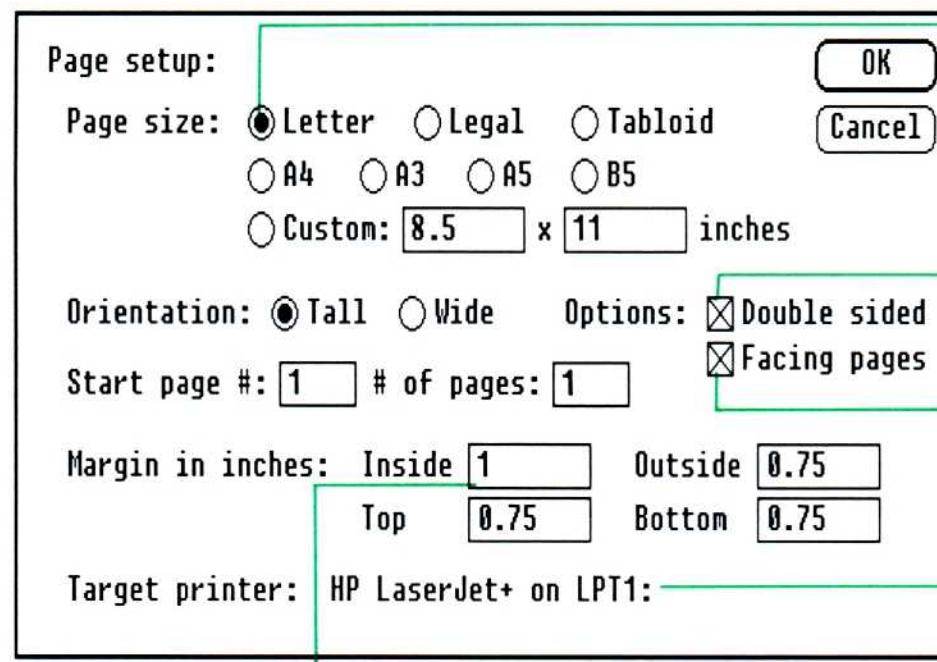
**7. If necessary, change the margins.**

The dialog box displays the default margins, which are displayed in the default unit of measure.

Be sure your margins stay within the print area of your printer (read “Printer facts” in the *PageMaker Reference Manual*).

**8. Review the entry for the “Target Printer:.”**

Because the choice of target printer affects many of the options you have for setting up the publication, PageMaker reminds you of your current choice. To change it, click “Cancel,” and use the “Target printer...” command discussed earlier.



Click one option in a group of choices

Click any check boxes for options you want

If "Double sided" is checked, you can check here to work on facing pages

In a text box, click or drag to highlight data you want to replace, then type what you want

Displayed for your reference

**9. Click "OK."**

PageMaker displays the first page of the publication, which will be blank except for the margin guides.

**10. Choose one:**

If you...	Then...
have not used PageMaker before	finish reading all sections in this part of the manual
want to design a layout grid	go to Part 4: <i>Designing your publication</i>
want to add graphics to the publication	go to Part 5: <i>Working with graphics</i>
want to add text to the publication	go to Part 6: <i>Working with text</i>

## Opening an existing publication

You can open an existing publication from three places:

- the DOS prompt, whether you installed PageMaker as a stand-alone application or installed Microsoft Windows separately
- the MS-DOS Executive if you installed Windows
- PageMaker—usually you will do this from the desktop, but you can choose the command from the publication window, too

If you installed Windows separately and have more than one publication window open, do not open a publication that is already open. If you do, PageMaker thinks you are trying to recover your file (read “Having trouble?” in the *PageMaker Reference Manual*). PageMaker will ask if you want to recover the file. Click “Cancel,” then go to the window that has the publication.

PageMaker opens the publication to the page and view you were on when you last saved the publication.

### To open an existing publication from the DOS prompt if you installed PageMaker as a stand-alone application:

C:\>PM GLWSPS.PUB

1. Type **PM pubname.PUB** where pubname.PUB is the filename of the publication you want to open.
2. Press Enter.

### To open an existing publication from the DOS prompt if you installed Windows separately:

C:\>WIN PM GLWSPS.PUB

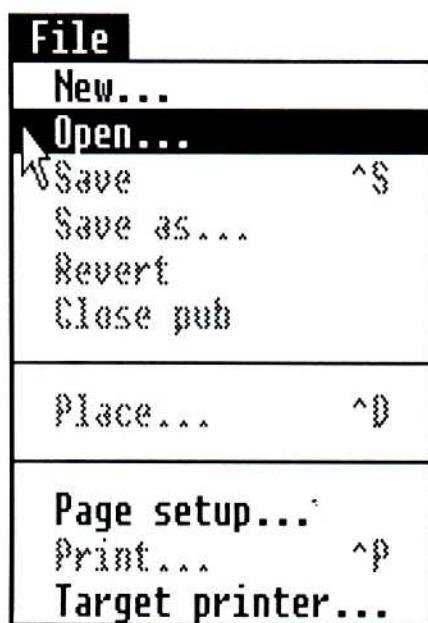
1. Type **WIN PM pubname.PUB** where pubname.PUB is the filename of the publication you want to open.
2. Press Enter.

### To open an existing publication from the MS-DOS Executive:

GLWSPS.PUB

1. **Find the name of the file you want to open.**  
All PageMaker publications have a .PUB extension. If you don't see the file listed, switch to another disk or directory (read “Using Microsoft Windows” in the *PageMaker Reference Manual*).
2. **Double-click the filename.**

## To open an existing publication with PageMaker:



### 1. Choose "Open..." from the File menu.

Choose the command from PageMaker's desktop or from the publication window. If a publication is open and it has changes you have not saved, PageMaker lets you save them first (read "Saving, closing, and quitting" later in this part).

PageMaker displays a dialog box listing all PageMaker (.PUB) publications on the disk. The dialog box also notes the disk and directory whose files are currently listed.

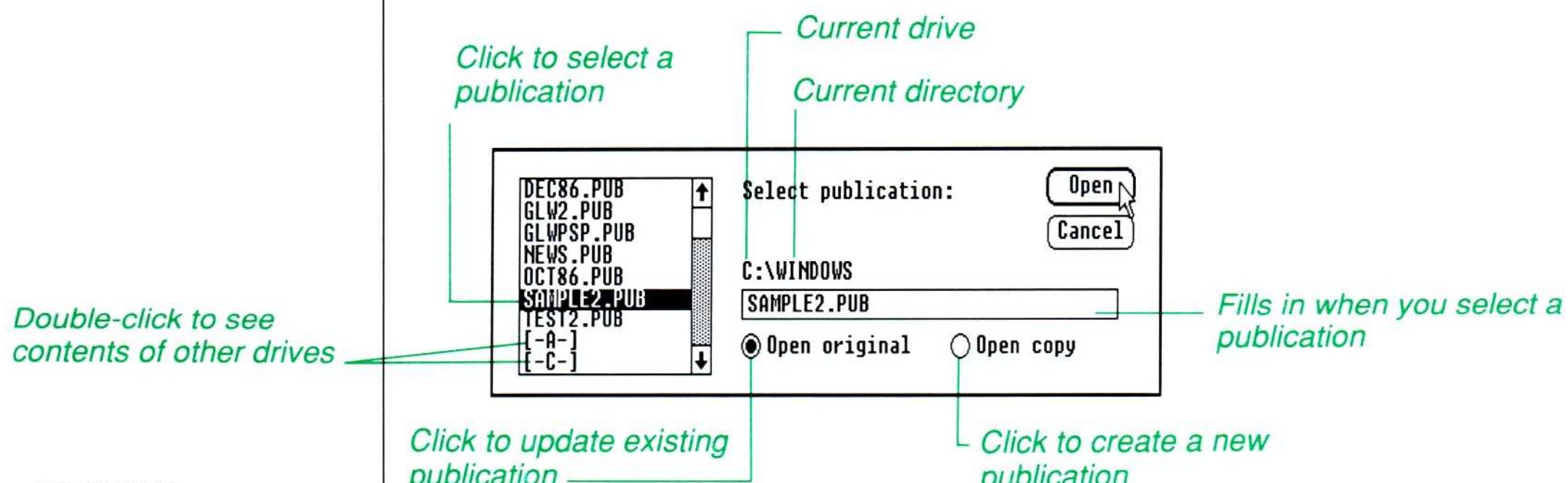
If you don't see the file listed, switch to another disk or directory (read "Using Microsoft Windows" in the *PageMaker Reference Manual*).

### 2. Click the filename, or complete the text box by typing the filename (and, if necessary, the name of the disk and directory) you want.

### 3. Click "Open original" or "Open copy."

You can open the publication itself. Or, you can open a copy of it as a new untitled publication, so the original remains intact on the disk. This is useful if you use a dummy publication that contains the layout grid for a periodical.

### 4. Click "Open."



### Tip

Open a copy of the publication if you want to change it and create a new publication.

# Using PageMaker's windows

PageMaker has two windows: a publication window, which fills the screen, and a toolbox window that overlaps the publication window.

The publication window contains the page or facing pages you are working on. The toolbox window contains the tools you use to add and change text and graphics.

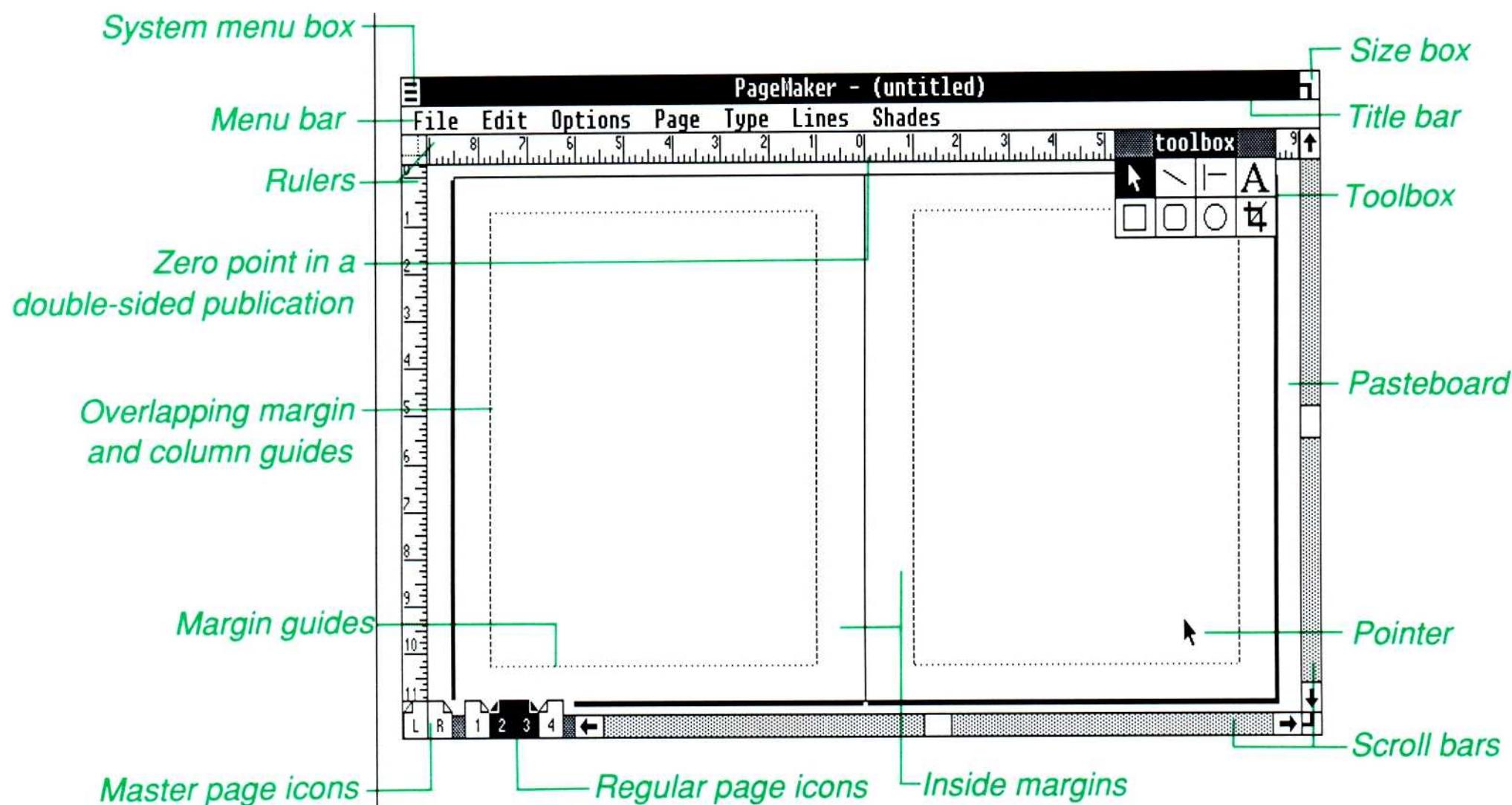
You can move around in the publication window or zoom in and out to see different views of the page. To make more room, you can temporarily hide items usually seen in the publication window.

This section describes:

- the publication window and the toolbox window
- techniques for changing views of the page
- the scroll bars and the grabber hand and how you use them to move around the page
- ways you can make more room in the publication window to see more of your page

## The publication window

When you start a new publication or open an existing publication, PageMaker displays the publication window (as shown on the next page). That's where you create your publication.



## The publication

The page or pages you see depends on how you completed the dialog box for the “New...” or “Page setup...” commands.

If you are working on a single-sided publication, you see one page at a time. For a double-sided publication, you have the option of seeing two pages at a time. The page size, orientation, and margins depend on what you specified in the dialog box, too.

## The pasteboard

The blank area surrounding the page is the pasteboard. Think of the pasteboard as the work table surrounding the pages you’re working on.

As you move text and graphics off the page, put them on the pasteboard until you need them again. Anything you put on the pasteboard stays there as you move from page to page in the publication.

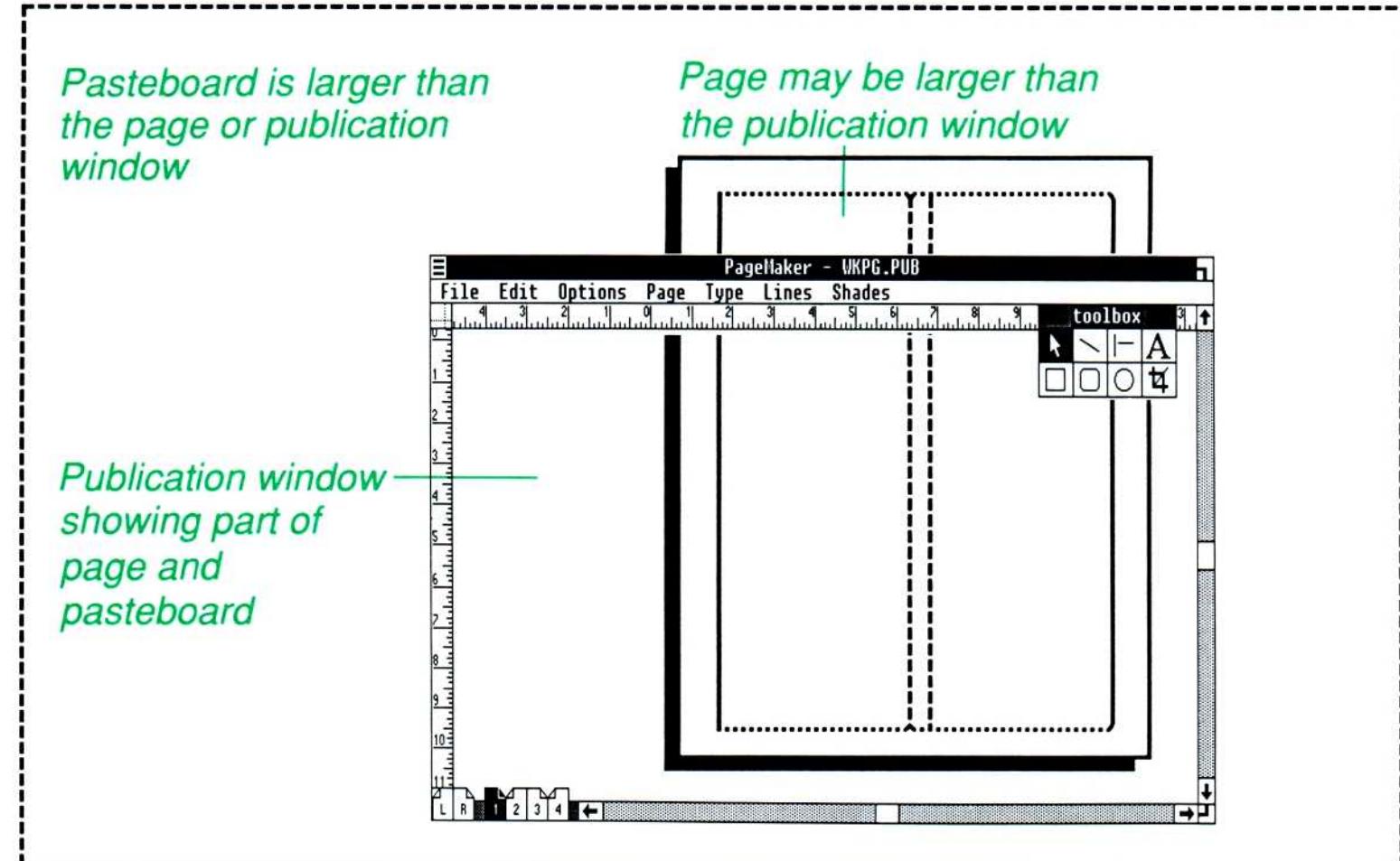
For example, you may want to put all the graphics for a newsletter on the pasteboard. As you need a graphic, you can move it from the pasteboard.

You can also type text or draw graphics directly on the pasteboard before moving them onto the page.

The pasteboard actually is larger than you can see on the screen. To see hidden areas of the pasteboard, use PageMaker's grabber hand or scroll bars to move around, as described later in this section.

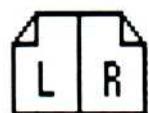
### Tip

*Use the pasteboard to hold text or graphics you want handy as you move from page to page.*



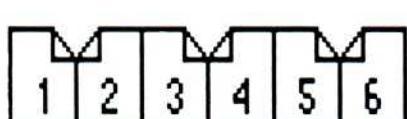
## Page icons

In the bottom-left corner are icons that represent the pages in your publication. Each publication has two types of page icons:



- master page icons labeled **L** (left) and **R** (right)

Master pages are where you put any text, graphics, or guides you want repeated on every page in your publication. For details about master pages, read “Standardizing your design” in Part 4: *Designing your publication*.



- numbered page icons identifying actual pages in the publication

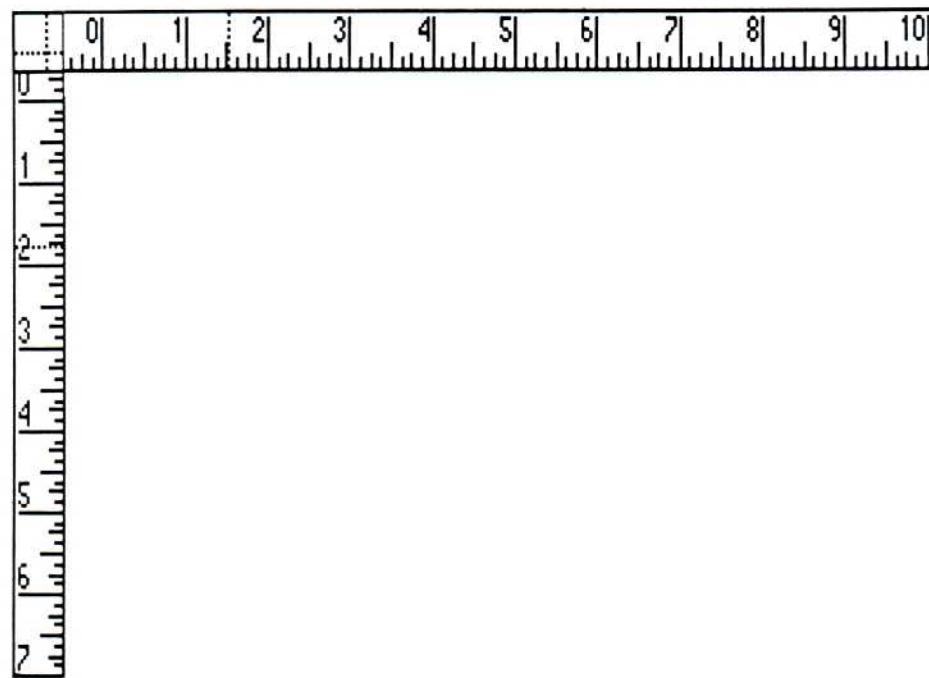
If the publication is single-sided, all page icons look like the **R** icon. Double-sided publication icons alternate between left-hand and right-hand page icons. The icon of the current page is highlighted.

PageMaker may not be able to display the icons for all pages in your publication at one time. If so, you'll see small arrows on either side of the page icons. Use the arrows to scroll through the icons (read “Getting around” in this part of the manual).

## Rulers

---

When you choose “Rulers” from the Options menu, PageMaker displays rulers across the top and down the left side of the publication window. The rulers remain until you select the command again.



Most of the time, you display the rulers to help you accurately position text and graphics on the page. At other times, you may want to hide the rulers so you can see more of the publication window.

For more information about the rulers, read “Creating a layout grid” in Part 4: *Designing your publication*.

## Pointer

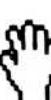
---



The pointer moves in the publication window as you move the mouse. Its shape depends on the tool. For example, the pointer tool displays as a black arrow, and you position its tip on the item you want to activate.



Regardless of the tool you are using, the pointer looks like a white arrow when positioned in the menu bar, on a menu, in the scroll bars, on a page icon, on the toolbox, or in a dialog box.



The pointer also changes shape when you use it as a grabber hand to move around in the publication window, as described in the following section, “Getting around.”

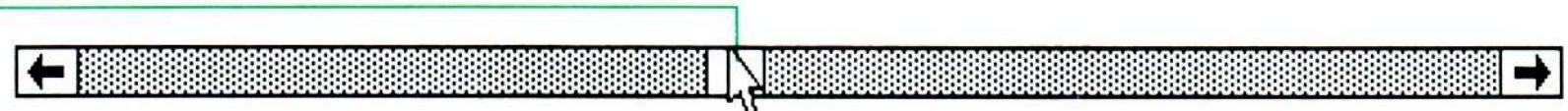
## Scroll bars

---

PageMaker displays two scroll bars, one on the right side of the publication window and one on the bottom of the publication window. Use the scroll bars to move horizontally and vertically in the publication window.

*Drag the white box, click the arrows, or click the gray areas to move in the publication window.*

To see more of what's on the pasteboard or page, you can hide the scroll bars, as described later in this section.

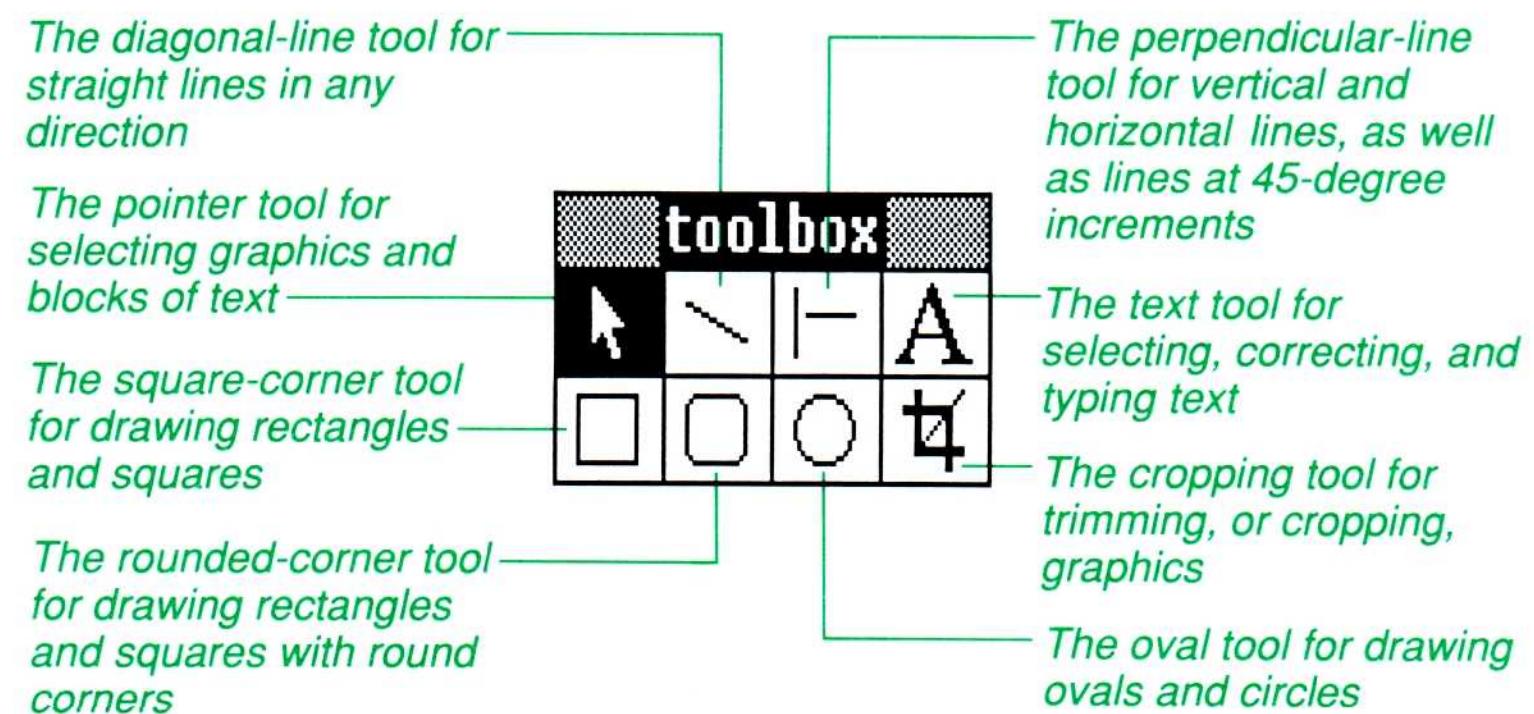


### Title bar

In the title bar at the top of the publication window, you see the program name and the title of the publication. A new publication is "Untitled."

## The toolbox window

The toolbox window overlaps the publication window. The icons in this window represent the tools you select to type and edit text, manipulate text, draw lines and shapes, and trim and resize graphics.



To use a tool, click on it (or use the keyboard shortcuts listed in the *Quick Reference Guide*). The pointer shape depends on the tool:

Tool	Pointer icon
↑	→
A	↓
↶	↶
□ ○   - \	+ ↘

You can use any tool to choose from the menu bar, to scroll, to move from one page to another, or to choose a tool from the toolbox.

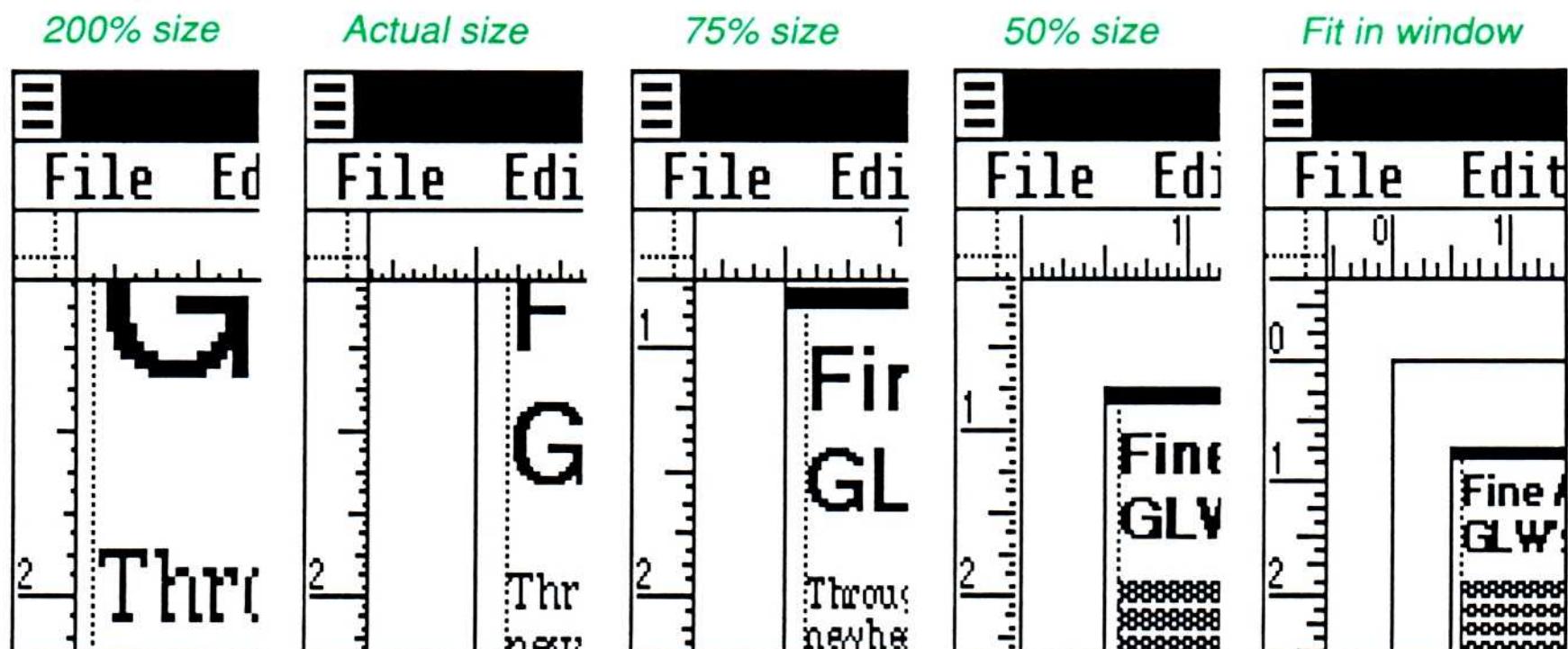
Sometimes the toolbox overlaps the area where you want to work. Move the toolbox by pointing in its title bar, then dragging it out of the way. Or, you can temporarily hide the toolbox to make more room in the publication window as described later.

## Viewing the publication window

The actual size of your page is probably larger than your computer screen. So you can see all or specific parts of the page and different amounts of detail, PageMaker offers five different views of the publication window:

- “Fit in window” view adjusts the page to fill in the publication window so you see all of the one or two pages you are working on and some of the surrounding pasteboard.
- “Actual size” approximates the dimensions of the printed publication.
- “75% size” is three-fourths of the “Actual size.”
- “50% size” is half of the “Actual size.”
- “200% size” is twice the “Actual size.”

How much you see at any view depends on your page size and the size of your screen. At most sizes, you see just a portion of the page or pasteboard.



This section explains:

- advantages of various views
- how to change views

## Picking a view

As you change views, the increments in the rulers change size—the larger the view, the finer the increments. At all views, the increments shown in the rulers are exact, and anything lined up with a tick mark in the ruler will print at that exact place. Line breaks are always correct. (For complete details about the rulers, read “Creating a layout grid” in Part 4: *Designing your publication*.)

Choose a view according to how much detail you want to see and the precision you need for a task. For example, use “Fit in window” to see how the entire page looks and to quickly add text and graphics. Use “75% size” and “50% size” to quickly and precisely draw rules between columns. At “Actual size,” you can read text, type text, and adjust the position of text and graphics. And use “200% size” to precisely position text and graphics.

**Note:** The limited resolution of some screens may cause visual discrepancies between the dimensions of what you see on the screen and what prints. “Actual size” on the screen may have different measurements than the printed publication, but the proportions are the same. Often, differences will be imperceptible. But if they’re noticeable, print occasionally as you work, then adjust your pages using the printed version as your guide.

## Changing views

The first time you choose any view other than “Fit in window,” the window zooms you to the center of the page.

As you change from one view to another, PageMaker remembers what is centered in the publication window. When you return to a view from “Fit in window” view, PageMaker displays whatever you left centered in the publication window.

You choose views from the Page menu. A check marks the current view. To change to any view, you also can use keyboard shortcuts. If you have a multi-button mouse, clicking the secondary mouse button (alone or with the Shift key) provides a third way to change to “Fit in window,” “Actual size,” or “200% view.” The *Quick Reference Guide* lists all shortcuts for changing views.

### Tip

To see more detail and finer increments in the ruler, enlarge your view of the page.

### To change views:

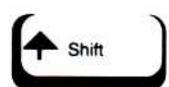
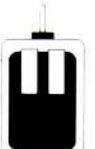
1. Select the Page menu.
2. Choose the view you want.

### To center another part of the publication window at a new view:

Page	
Actual size	^1
75% size	^7
50% size	^5
Fit in window	^W
200% size	^2
Go to page...	^G
Insert pages...	
Remove pages...	
Display master items	
Copy master guides	

1. Point on what you want centered in the new view.

2. Choose one:

To go from...	To...	Then...
any view except “Actual size”	“Actual size”	click the secondary mouse button 
“Actual size”	“Fit in window”	click the secondary mouse button 
any view except “200% size”	“200% size”	press Shift, then click the secondary mouse button  
“200% size”	“Actual size”	press Shift, then click the secondary mouse button  

## Moving around

To see parts of the page or pasteboard not visible in the publication window, use the scroll bars or PageMaker's grabber hand. Both techniques work at any view and with any tool.

This section explains how to use:

- the scroll bars
- the grabber hand

## Using the scroll bars

Use the scroll bars to move horizontally or vertically in the publication window.

Exactly how far you move in the publication window when you click the arrows or the gray areas of a scroll bar depends on your view of the page. At the “Fit in window” view, clicking the arrows or gray areas moves you much farther than clicking them at the largest view, “200% size.”

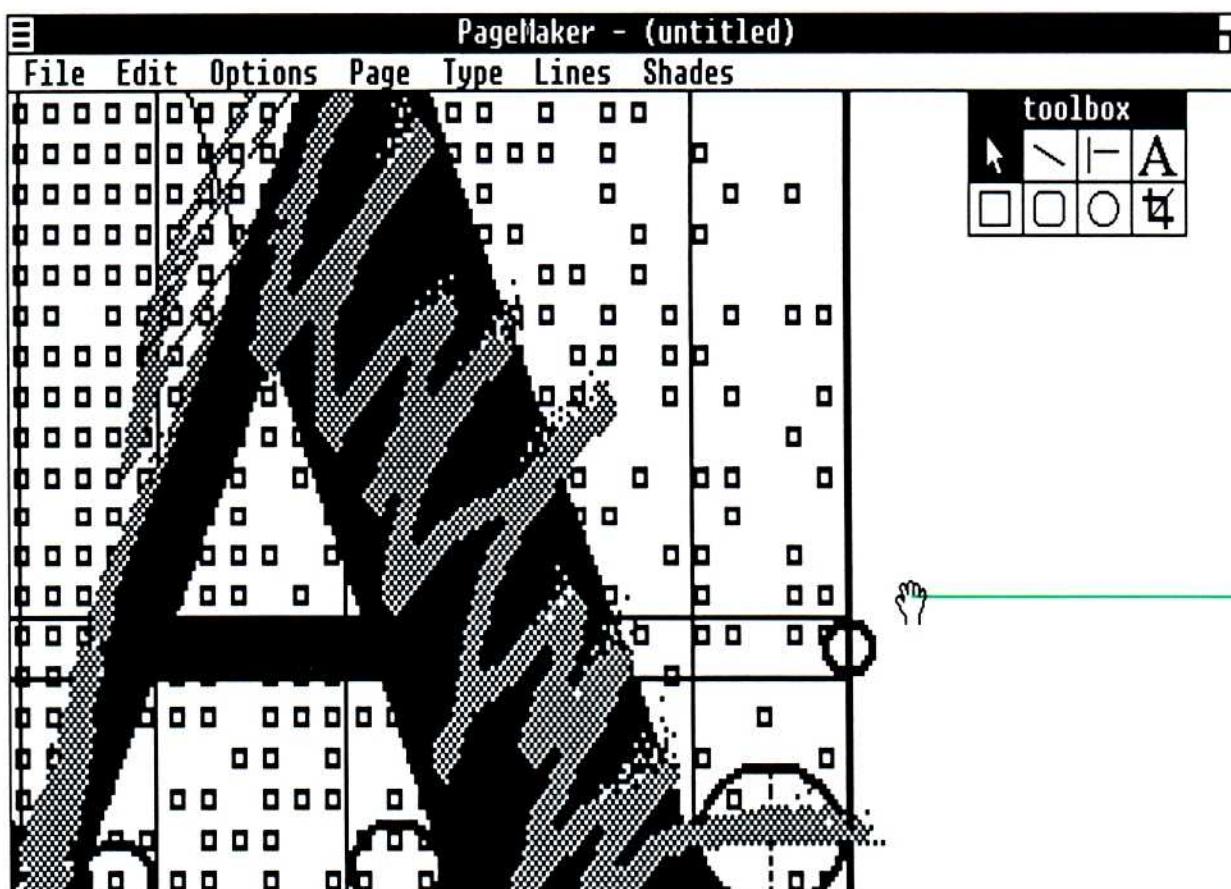
## Using the grabber hand

To move in any direction or any distance, use the grabber hand instead of the scroll bars. The grabber hand is particularly useful for moving small distances and making fine adjustments. Used with the Shift key, the grabber hand can only move horizontally and vertically.

### To use the grabber hand:



- 1. Hold down the Alt key, then hold down the main mouse button.**  
The pointer turns into a hand (if you release the Alt key now, the pointer continues to look like the grabber hand).
- 2. If you want to move horizontally or vertically, hold down the Shift key.**
- 3. Drag the mouse until you see what you want.**  
The hand pushes the pasteboard in the direction you drag the mouse.



When you release the mouse button, the grabber hand turns back into the icon for the selected tool.

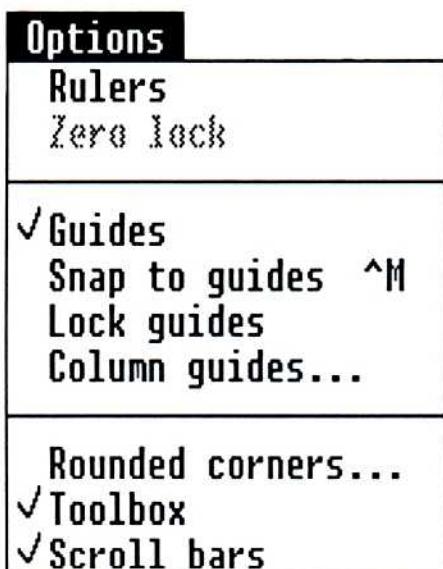
## Making more room in the publication window

Usually, you will work with the scroll bars, toolbox window, and rulers showing. But sometimes you may want to hide them to make more room in the publication window. This lets you see more of the page and pasteboard.

Keep these facts in mind:

- Hiding the scroll bars also hides the page icons. To move to another page, you'll have to use the "Go to page..." command instead, as described later in "Getting around."
- With the toolbox hidden, you must use PageMaker's keyboard shortcuts to change tools (see the *Quick Reference Guide*).
- Without the rulers, you have to rely on the non-printing guides and PageMaker's "snap to" feature to position text and graphics.

### To maximize the size of the publication window:



1. **Select the Options menu.**
2. **If the "Scroll bars" command is checked, choose it.**  
The check mark and the scroll bars disappear.
3. **If the "Rulers" command is checked, choose it.**  
The check mark and the rulers disappear.
4. **If the "Toolbox" command is checked, choose it.**  
The check mark and the toolbox disappear.

To redisplay any of these items, select the same command you used to hide it. A check mark appears in front of the command when it is on.

# Getting around

A PageMaker publication can have a maximum of 128 pages. When you start the publication, you tell PageMaker how many pages you expect to have. Later, you can add or delete pages.

This section explains how to:

- move from one page to another
- insert pages
- remove pages

## Moving to another page

Choose from three ways to move to another page:

- Move to any page by clicking its icon in the bottom-left corner of the publication window.  

- If the publication has more pages than the number of page icons PageMaker can display at one time, scroll arrows show at both ends of the page icons.
- Move to any page in the publication, whether or not its icon is shown in the publication window, by using the “Go to page...” command. Use this technique if you have hidden the scroll bars (which also hides the page icons) or if your publication has many pages.
- Move forward and back a page at a time by typing key combinations.

### To move to another page by clicking its icon:

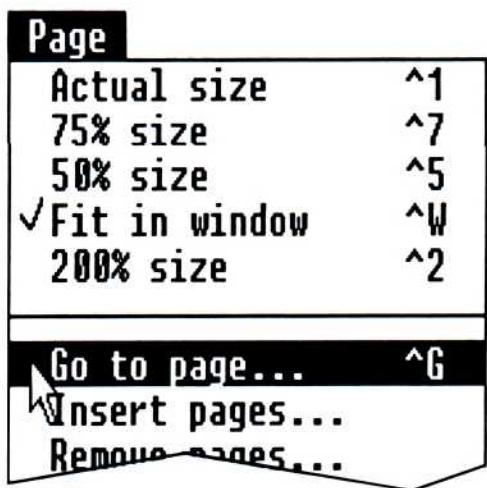
1. **As necessary, click on the left (to move back) or right (to move ahead) scroll arrow at the ends of the page icons to display the icon you want.**
  - To move a page at a time, quickly click the main mouse button.
  - To scroll faster, hold down the main mouse button.
  - To scroll by half the number of icons shown, click with the secondary button of a two- or three-button mouse.
  - To jump to the beginning (or end) of the publication, hold down the Ctrl key and click with the main mouse button. (Or, if you have a three-button mouse, click with the middle button.)

### Tip

*Clicking the page icon is the fastest way to move to another page.*

- 2. Position the pointer on the icon for the page you want.**  
No matter which tool you use, the pointer temporarily becomes a white arrow.
- 3. Click the main mouse button.**  
The page appears in the publication window.

**To move to another page when its page icon is not displayed:**

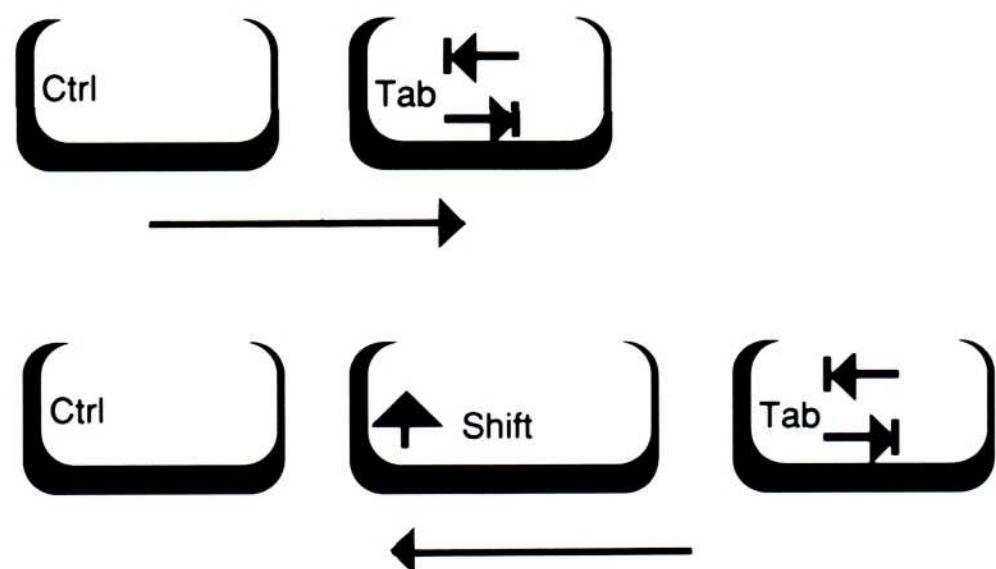


- 1. Choose the “Go to page...” command from the Page menu.**
- 2. Click the button of the option you want.**  
You can move to either master page or any regular page.
- 3. If you clicked the “Page number” option, type the number of the page you want in the text box.**
- 4. Click “OK.”**  
The page appears in the publication window.

**To move to the previous or next page:**

- 1. Hold down the Ctrl key.**
- 2. If you are moving to the previous page, hold down the Shift key, too.**
- 3. Press the Tab key.**

Repeat as necessary until you are at the page you want.



## Inserting pages

Unless your publication already has 128 pages, you can use the “Insert pages...” command to add pages before or after the current page. Text separated by the new pages remains as originally threaded.

Insert pages at any time, even if the current page is not full or your pointer is loaded with text or graphics ready to be placed on the new page.

PageMaker automatically applies the page setup specifications to the new pages and renames all following pages. This is straightforward when:

- inserting any number of pages in a single-sided publication
- inserting an even number of pages in a double-sided publication

PageMaker sees double-sided publications as pairs of pages. For best results, insert and delete an even number (or pairs) of pages. PageMaker renames all pages after the new pages.

If you insert an odd number of pages in a double-sided publication, PageMaker does more:

- What were left-hand pages become right-hand pages, and right-hand pages become left-hand pages.
- PageMaker repositions any text or graphics on the page to accommodate differences between the inside and outside margins.

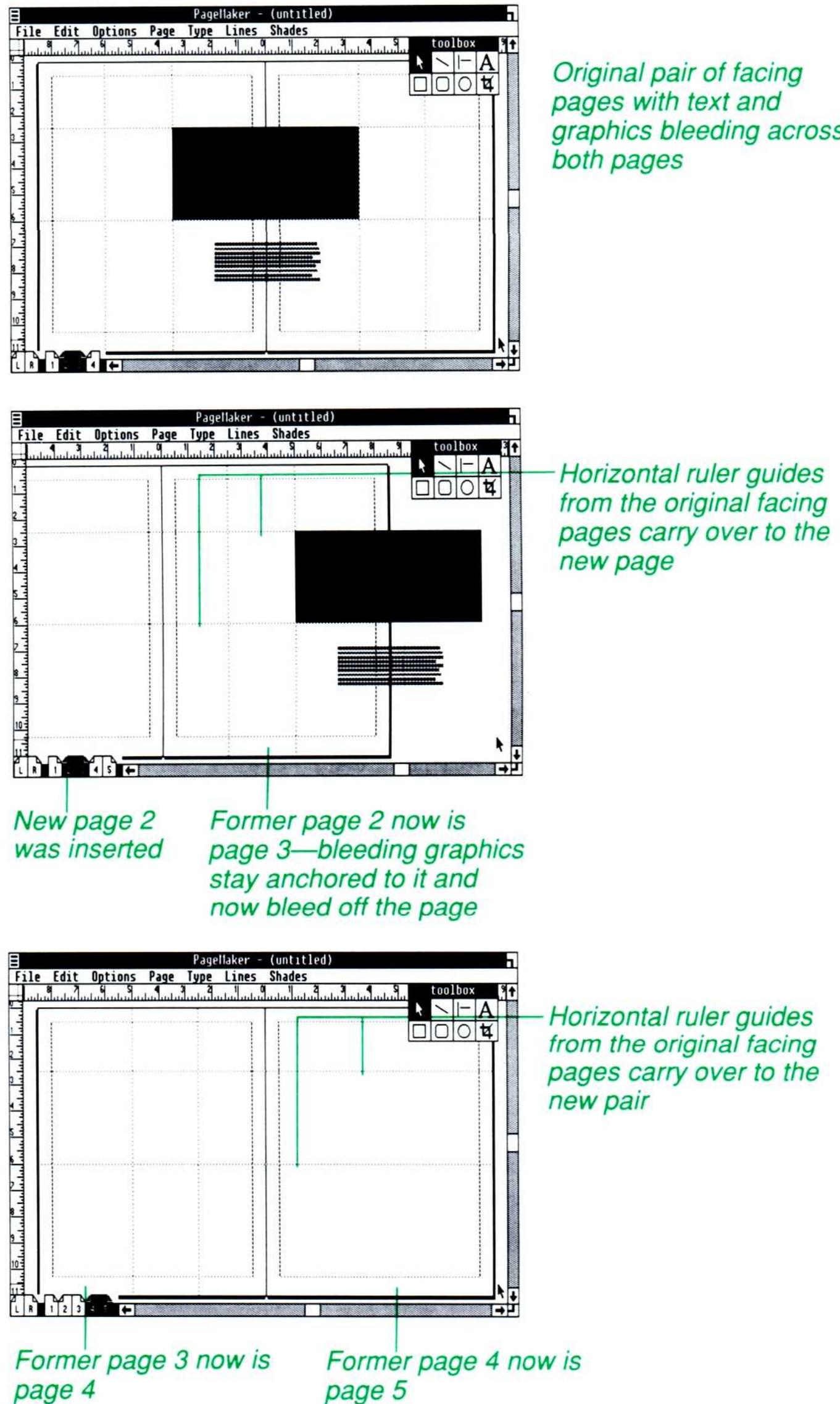
### Tip

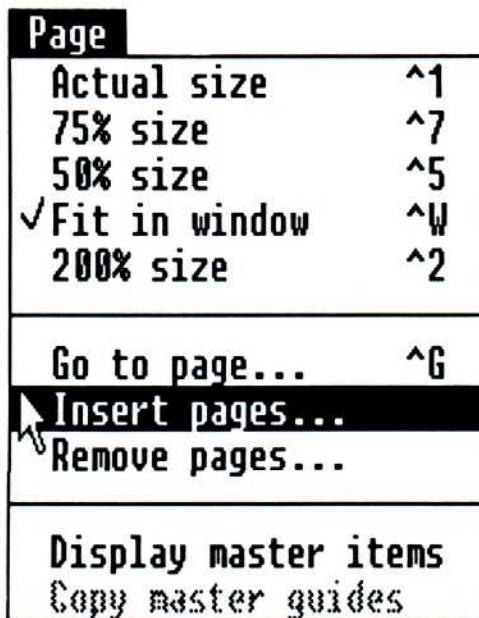
*Inserting pages in a double-sided publication with facing pages is more complex than in other publications.*

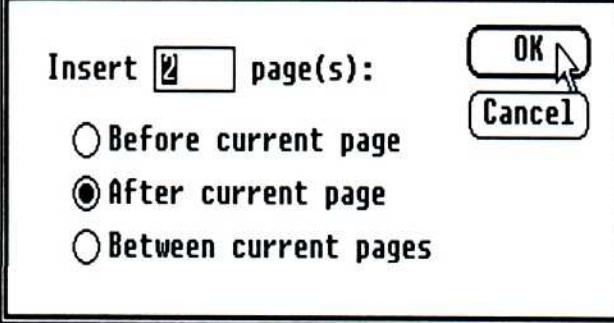
PageMaker makes even more adjustments if you insert any number of pages *between* facing pages in a double-sided publication:

- PageMaker splits the original pair of facing pages. Horizontal ruler guides from the master pages and the “old” pairs of facing pages carry over to the newly paired pages. If a new pair of facing pages has more than the maximum 40 ruler guides, PageMaker deletes some (starting with those most recently created) to stay within the limit.
- Inserting an even number of pages forms two new “pairs” of pages: the “old” left-hand page with its new right-hand page, and the “old” right-hand page with its new left-hand page. Text and graphics that spread, or bleed, onto both pages of the original pair remain anchored to the left-hand page of the pair when split.

Finally, inserting an odd number of pages in a double-sided publication with facing pages forms new “pairs” for all the pages after the new pages. As a result, text and graphics bleeding off the “old” left-hand pages now bleed off the right-hand pages onto the pasteboard.



**To insert one or more new pages:**

- 1. Move to the page where you want to insert the page or pages.**
- 2. Choose “Insert pages...” from the Page menu.**  
PageMaker displays a dialog box.  

- 3. Type the number of pages you want to insert.**  
Insert as many pages as you need as long as the total number of pages in your publication does not exceed 128.
- 4. Click the button for the option you want: before, after, or—for double-sided publications with facing pages—between the current page(s).**
- 5. Click “OK.”**  
An icon for each page you just inserted is added to the page icons, and the icon for the current page—the first page you inserted—is highlighted.

The current page is blank, except for margin guides, any master page items, any horizontal ruler guides from the “old” pair, and any text or graphics bleeding from the “old” left-hand page.

## Removing pages

Use the “Remove pages...” command to remove pages, as well as all text and graphics on them, from your publication. Remove a single page, or specify a range of pages. PageMaker automatically rethreads any stories that had text on the deleted page.

### T i p

*Before deleting a page, move anything you want to keep onto the pasteboard.*

Remove any page you don’t want to print, even if it’s blank or the last page of a publication. Otherwise, it prints with the items from the master page.

Removing an odd number of pages from a double-sided publication or any number of pages from a double-sided publication in which you are displaying facing pages may have side effects (read “Inserting pages” earlier in this section).

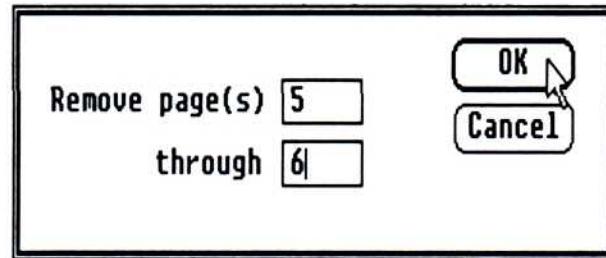
### To remove one or more pages:

1. **Drag any text or graphics that you don't want to delete from the page(s) onto the pasteboard.**

Anything you put on the pasteboard remains after you delete the page.

2. **Choose “Remove pages...” from the Page menu.**

PageMaker displays a dialog box.



3. **Fill in the text boxes for “Remove pages” and “through” to specify one or more pages.**

PageMaker automatically enters the current page number(s) in both text boxes.

4. **Click “OK.”**

The following page now shows in the publication window. For example, remove page 3, and you'll see what was page 4. If you remove the last page, you'll see the previous page.

### Tip

*Remove unused pages before printing.*

# Selecting text and graphics

Selecting means choosing one or more items on the page so you can apply your next action to them.

This section explains how to:

- select an insertion point where you will type, delete, or paste text, or that identifies the paragraph or story whose specifications you want to change
- select any amount of text, from one character to a complete story, that you want to delete, cut, copy, or replace, or that identifies the paragraph or story whose specifications you want to change
- select a graphic, a text block, or any combination of graphics and text blocks with the pointer tool so you can adjust them
- select overlapping objects with the pointer tool
- de-select, or cancel, the selection

## Selecting text



Select text with the text tool and editing keys when you want to edit text or use the commands from the Type menu.



When you select the text tool, the pointer changes to an I-beam. Align the small crossbar near the bottom of the I-beam with the baseline of the text you want to select.

This section explains how to:

- use the text tool to select an insertion point
- use the editing keys, once you have selected an insertion point with the text tool, as an alternative way to move the insertion point to a different part of the story
- use the text tool to select a range of text within a story
- use the text tool (and, alternatively, the editing keys) to extend or shorten the range of selected text

### Tip

*Use the text tool to select an insertion point or text before choosing commands from the Type menu.*

## Selecting an insertion point with the text tool

An insertion point marks where the next text you type or paste will appear. Select an insertion point where you want to type or paste a new story, add to existing text, or delete text.

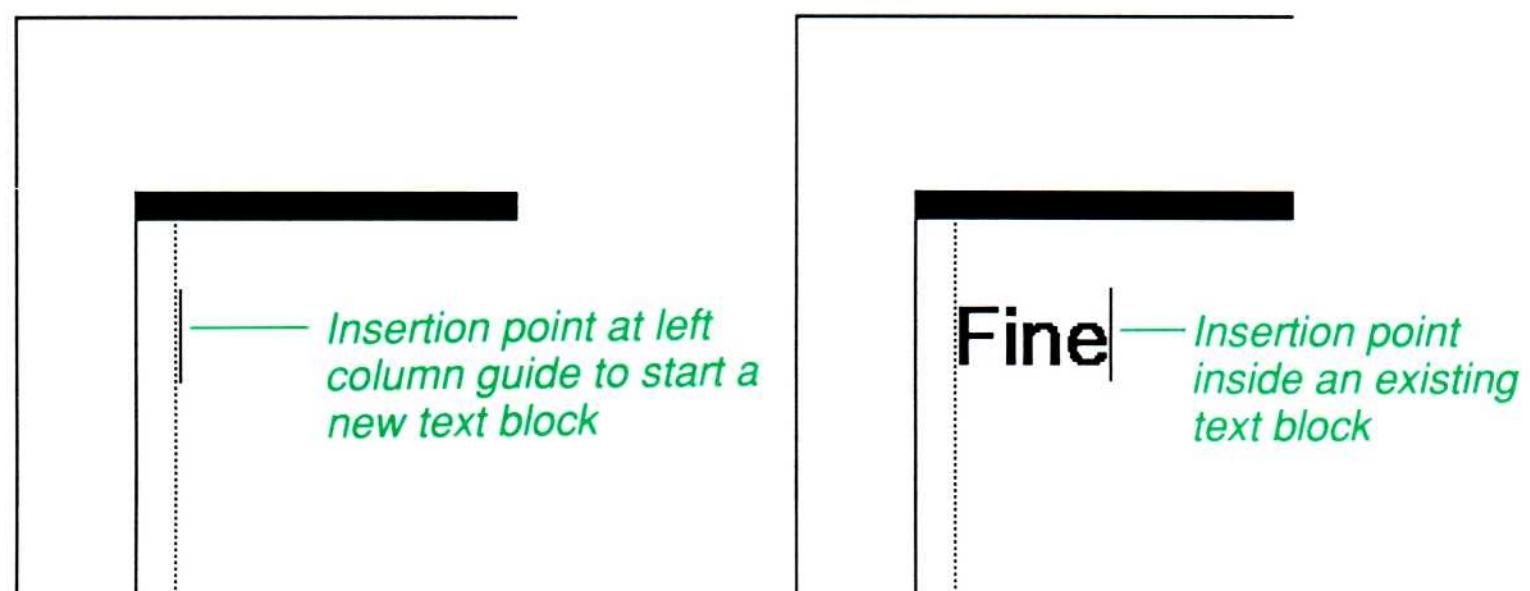
Once you've selected an insertion point, you can move it with the editing keys.

### To select an insertion point:



1. **Select the text tool.**
2. **Position the I-beam inside or outside existing text blocks.**
3. **Click the main mouse button.**

A blinking vertical bar marks the insertion point. If the insertion point is between column guides and outside existing text blocks, it aligns with the left column guide.



## Moving the insertion point with the editing keys

After selecting an insertion point, you can move it within the story by using the editing keys.

Use the key combinations shown below. Key names on your keyboard may differ slightly.

**Note:** Depending on your keyboard, the editing keys may be the keys on the numeric pad (make sure NumLock is off), or they may be located separately.

### Tip

*Use the text tool to select an insertion point before moving it with the editing keys.*

## PAGEMAKER BASICS

To move the insertion point...

Press...

by character



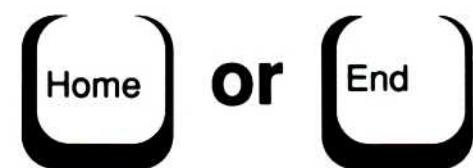
to move left or right one character at a time.  
If necessary, PageMaker moves the insertion point to the previous or next line.

by word



to move to the beginning or next word. If the insertion point is at the beginning of a word, it moves to the beginning of the previous or next word.

within the line



to move to the beginning or end of the current line. If the insertion point is at the beginning or end of a line, it moves up or down a line.

by line

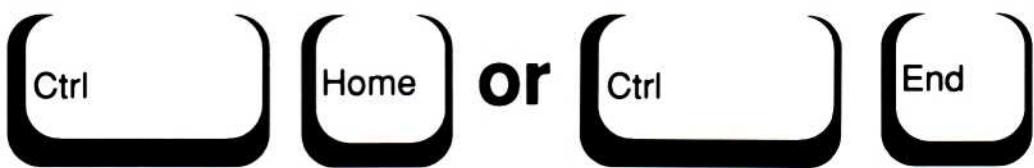


to move up one line or down one line. The insertion point moves to the same position in the line. If the line is shorter, the insertion point moves to the end of the line.

To move the  
insertion point...

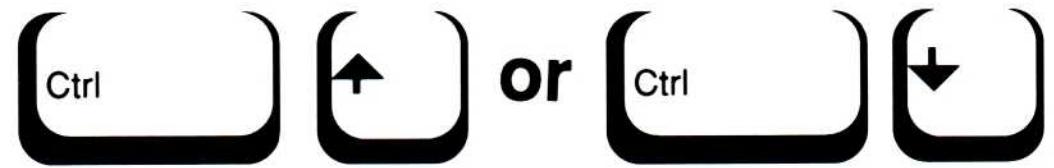
Press...

by sentence



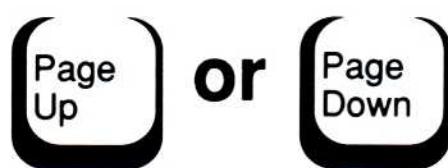
to move to the beginning of the current or next sentence. If the insertion point is at the beginning of a sentence, it moves to the beginning of the previous or next sentence.

by paragraph



to move to the beginning of the current or next paragraph. If the insertion point is at the beginning of a paragraph, it moves to the beginning of the previous or next paragraph.

by “screen”



to move up or down within the text block. The amount moved depends on the view of the page, as well as the size and resolution of your screen.

by story



to move to the beginning or end of the text that has been flowed for this story.

## Selecting text with the text tool

Use the text tool to select any amount of text—from a single character to a complete story.

### To select text:

1. **Select the text tool.**

2. **Choose one:**

**To select...**

**Do this...**

a word (and the space after it)

- double-click on the word

a range of text character by character

- point the I-beam where the selection should start
- drag in any direction to highlight all the text you want to select

a range of text word by word

- double-click on the word where you want to start, then drag left or right to the last word you want

a large amount of text

- select an insertion point at the beginning or end of the text
- hold down the Shift key
- select an insertion point at the other end of the text

the whole story, even if on several pages

- select an insertion point or text in the story
- choose “Select all” from the Edit menu

PageMaker highlights the selected text, changing it from dark to light or from light to dark. The background color reverses, too.

## Adjusting the selection

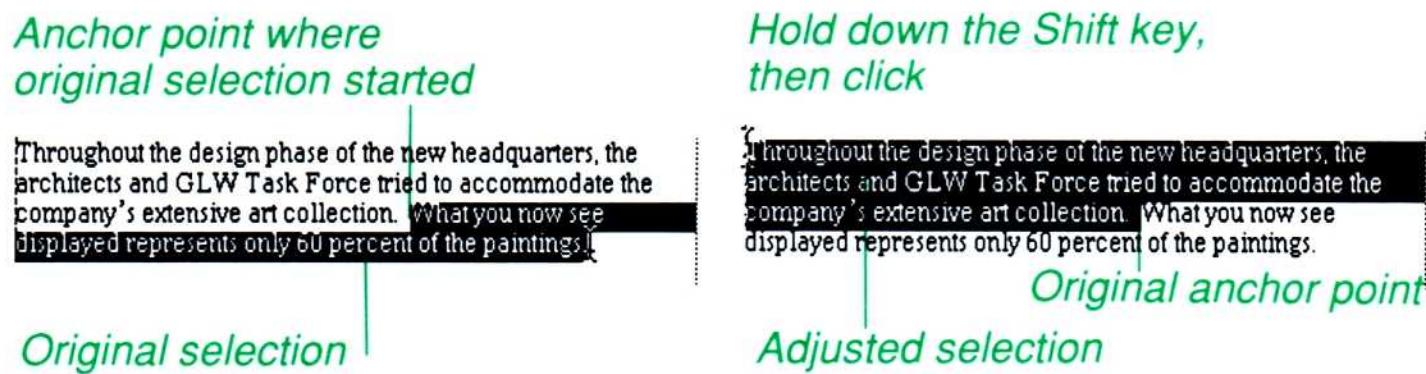
The original insertion point of the selection is an anchor point for the selection. Using the text tool or the editing keys, you can adjust the selection on either side of that anchor point.

Adjusting the selection to the right of the anchor point lengthens or shortens the selection. Adjusting the selection to the left of the anchor point creates a new selection that ends at the anchor point.

#### To adjust the selection with the text tool:

1. **Hold down the Shift key.**
2. **Select an insertion point where you want the selection to end.**  
To extend the selection to the left of the anchor point, select an insertion point to the left of the last character you want included in the selection. To extend to the right, select an insertion point to the right of the last character to be selected.

If your selection starts at a word you selected by double-clicking, the selection now extends through the space after the word with the new insertion point.



#### To adjust the selection with the editing keys:

1. **Hold down the Shift key.**
2. **Press the key(s) to adjust the selection until it ends where you want.**  
Use the key combinations listed in “Moving the insertion point with the editing keys” to adjust the selection. The highlighted text is adjusted each time you press the key(s) so you can see the exact range of the selection.

## Selecting text blocks and graphics

Use the pointer tool to select text blocks and graphics:

- Select any text block you want to move, cut, copy, delete, or resize. A “text block” consists of consecutive lines of text. All text is part of some text block. (Read “Working with text blocks” in Part 6: *Working with text*.)

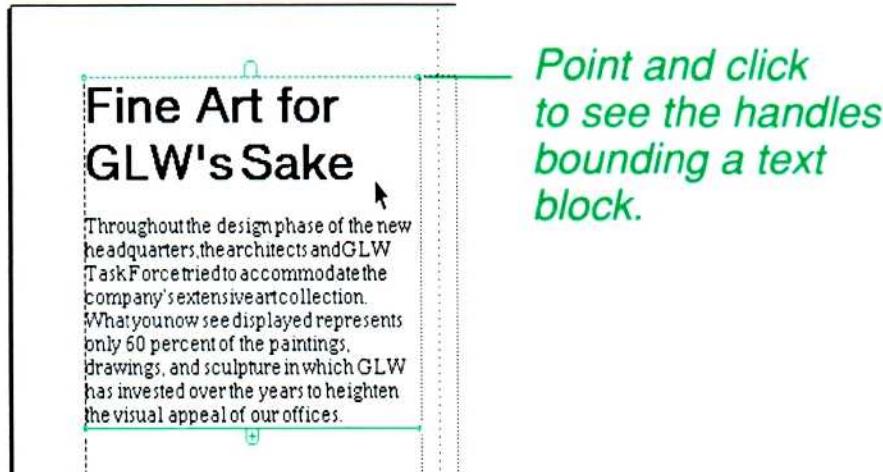
- Select any graphic—whether placed or drawn with PageMaker—that you want to move, cut, copy, delete, resize, or otherwise adjust. (Read “Adjusting graphics” in Part 5: *Working with graphics*.)

### To select a text block:

1. **Use the pointer tool to point on the text you want.**

2. **Click the main mouse button.**

Horizontal handles with loops mark the top and bottom, and small squares mark the corners of the selected text block.



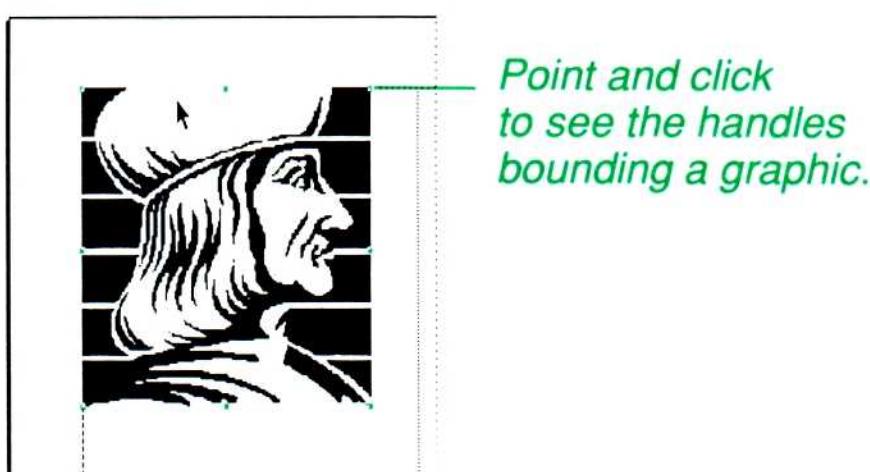
### To select a graphic:

1. **Point on the line, shape, or graphic you want to adjust.**

If a PageMaker shape is not filled in (it has the shade pattern called “None”), point on the border of the shape.

2. **Click the main mouse button.**

A selected line has two small square handles, one at each end. Other graphics drawn or placed with PageMaker are surrounded by eight small square handles.



You can also use the cropping tool to select and trim a graphic you placed with PageMaker (read “Adjusting graphics” in Part 5: *Working with graphics*).

---

## Selecting a combination of text blocks and graphics

Select a group of text blocks and graphics when you want to move, copy, or delete several items as a single entity.

For example, after creating the first of two master pages, you can select all the text and graphics you want repeated on the second master page, copy them to the Clipboard, then paste them onto the second master page.

The selected items remain grouped together until you cancel the selection by de-selecting the group (described later in this section).

### Tip

*Use the pointer tool to select any combination of text blocks, graphics, or both.*

Choose from three techniques to select a group of items:

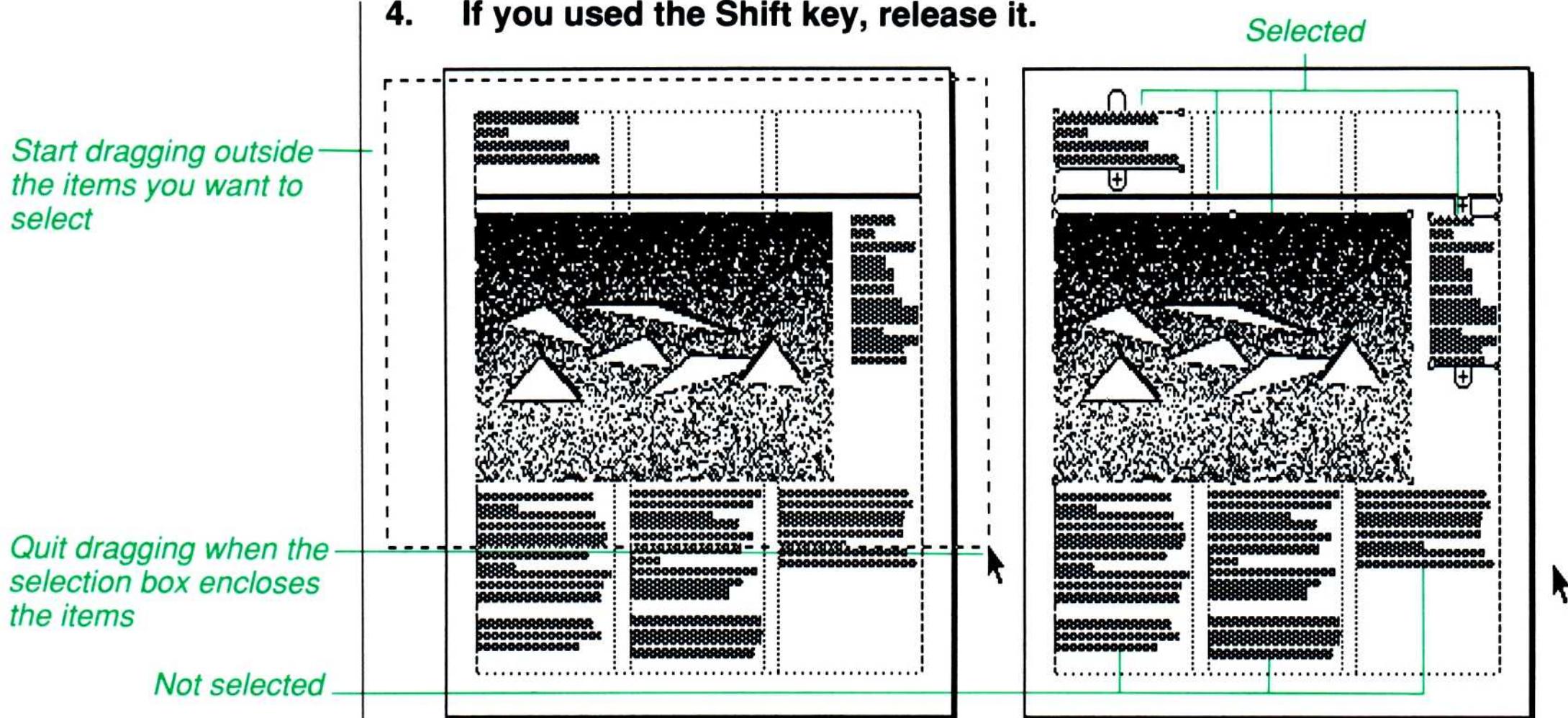
- Use the pointer tool to draw a selection box around the group. This technique is fast if the items are located together and isolated from other items.
- Use the pointer tool while holding down the Shift key to select each item one by one. Do this if the items are not grouped together so you don't include unnecessary items in the selection.
- Use the “Select all” command to select *all* text blocks and graphics in the publication window— everything on the page and pasteboard. Do this if you want to see the handles and selection area of all text blocks and graphics, including blocks of reverse type that are “lost” in a background of the same color.

### To draw a selection box:

1. **If you want any selected items to remain selected, hold down the Shift key.**
2. **On a blank area of the page, point the pointer tool on any corner of an imaginary rectangle surrounding the text and graphics you want to select.**
3. **Drag diagonally until the flashing marquis-style selection box completely surrounds the items you want to select.**

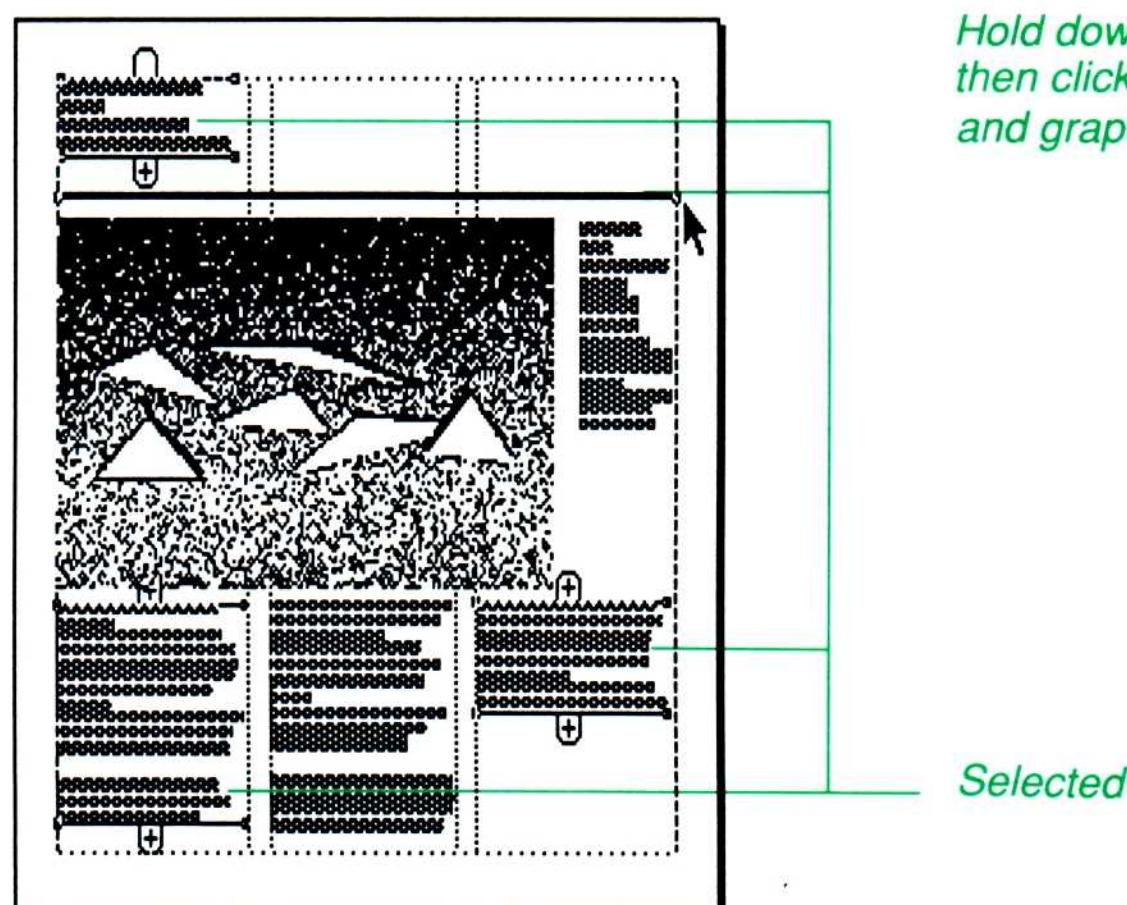
The selection area of a text block or graphic is defined by the handles you would see by selecting it individually. The selection area must be completely enclosed in the selection box. If you have trouble selecting a text block, its horizontal handles may be wider than the selection box.

**4. If you used the Shift key, release it.**

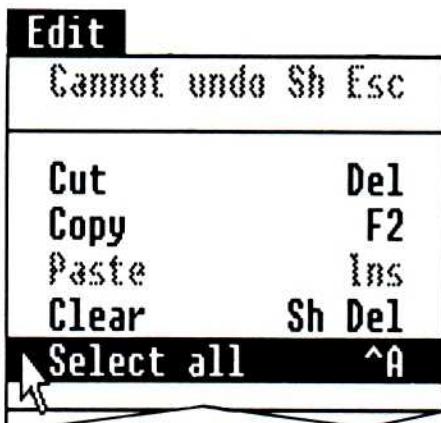


**To select a group item by item:**

- 1. Hold down the Shift key.**
- 2. Click on each text block or graphic you want to select.**  
As you click, you see handles on the selected item.  
  
If you accidentally select an item you don't want, click it again.
- 3. Release the Shift key.**



### To select all text and graphics in the publication window:



1. Use the pointer tool to choose “Select all” from the Edit menu.

## Selecting overlapping items

The publication window actually consists of overlapping layers of text blocks, graphics, and guides. Each item occupies a different layer, like sheets of paper stacked on a desk. The number of layers is unlimited—one per item in the publication window.

Each time you place or move a text block or a graphic, it becomes the top layer, “covering” the layers below it. You can only select the top layer.

## Changing stacking order

If another item overlaps the text or graphics you want to select, you may have to change the stacking order. As necessary, move the bottom layer to the top or the top layer to the bottom of the stack until the item you want to select is in the top layer. Changing the stacking order does not change the location of anything on the page. However, it may hide some items or uncover others.

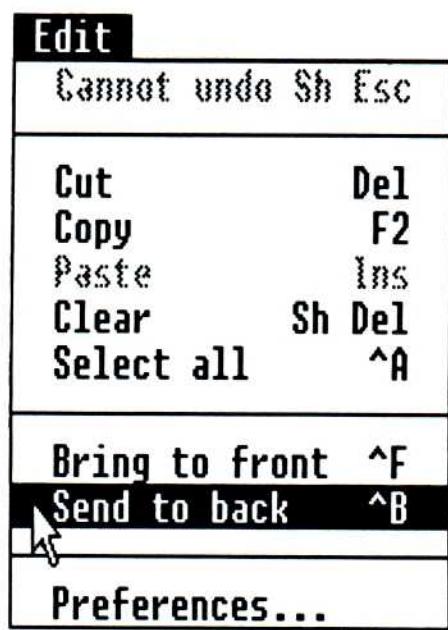
For example, as you try to select a graphic, you keep selecting the caption below it. That’s because the caption is at the top of the stack. Move the caption to the bottom layer.

### To move an item to the bottom of the stack:

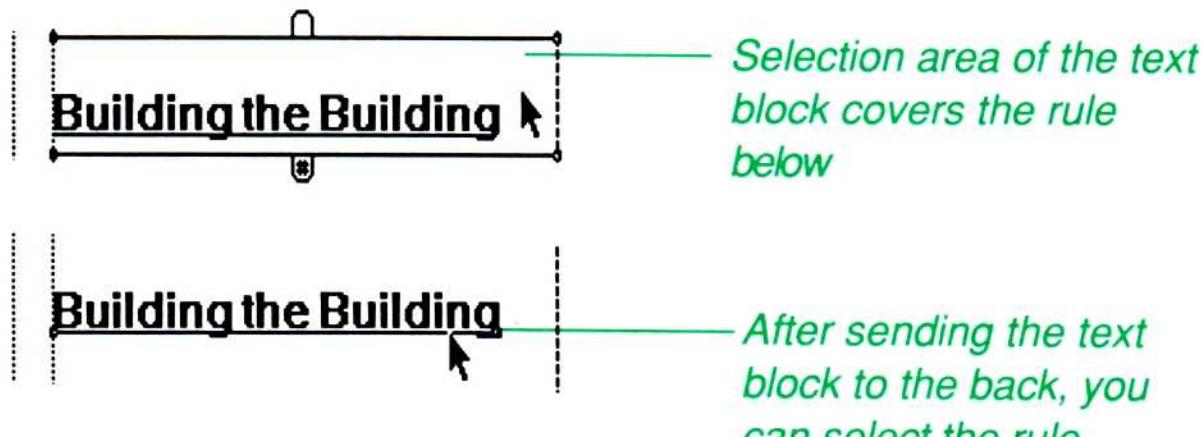
1. Use the pointer tool to select the overlapping item.

#### Tip

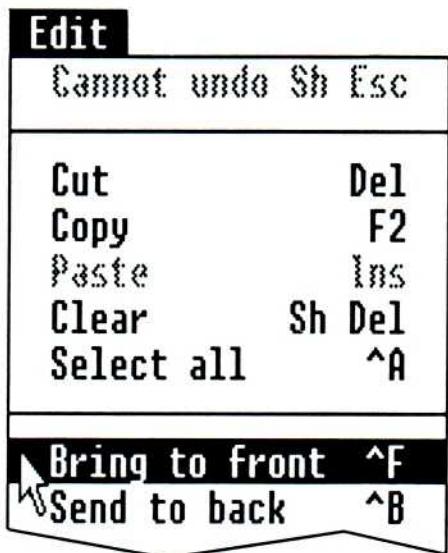
*If you can't select an item, change the stacking order.*



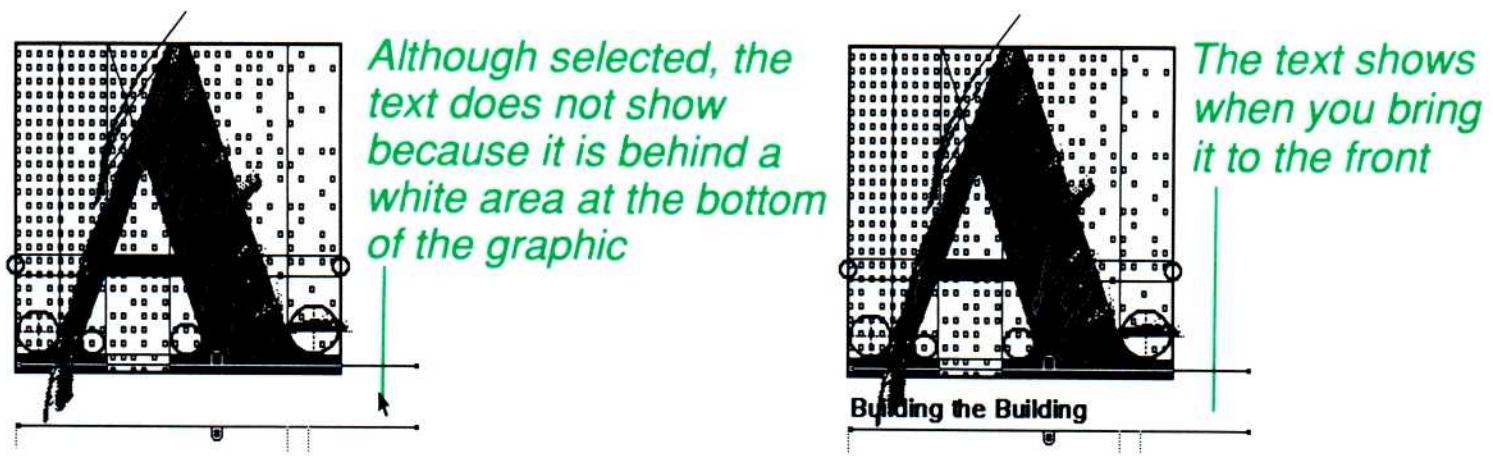
2. Choose “Send to back” from the Edit menu.



### To move an item to the top of the stack:



1. Use the pointer tool to select the item.
2. Choose “Bring to front” from the Edit menu.



### When guides overlap text or graphics

Guides always occupy the top layers above text and graphics, even if you put text or graphics on top of them. You can easily move guides without disturbing text and graphics on the page.

However, selecting text and graphics brings them to the front so you can't select guides hidden by the selection.

You have to counter this layering:

- when a selection obscures a guide you want to select
- when you want to select a graphic or text that is positioned right on a guide (for example, a rule drawn on a guide)

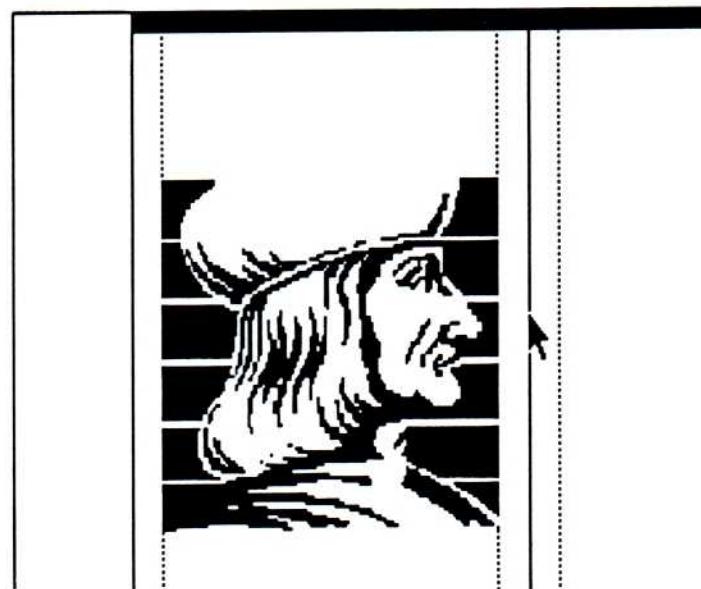
### To select a guide behind a selected graphic or text:

1. Cancel the selection.

## Tip

Guides are always in layers above text and graphics unless you hold down the Shift key.

### 2. Select the guide.



*Hold down the Shift key, then select a graphic that overlaps a guide.*



*Moving the rule reveals the guide below*

#### To select a graphic or text instead of the guide it is on:

1. Hold down the Shift key.
2. Click on the graphic or text.

## De-selecting to cancel the selection

De-select, or cancel, the selection:

- when you want to select something else
- to get ready to change defaults from the publication window

You can de-select the selection (whether a single item or a group of items), or you can de-select individual items in a group selection.

#### To de-select the selection:

1. Select something else. OR use the pointer tool to click on a blank area of the page or pasteboard. OR click the toolbox icon for the tool you are using.

#### To de-select items in a group selection:

1. Hold down the Shift key.
2. Use the pointer tool to select each item you want to de-select.

# Changing your mind

PageMaker has two special commands for changing your mind:

- the “Undo” command to cancel your most recent action
- the “Revert” command to restore the last-saved version of the publication

This section explains those two commands.

## Undoing changes

Many PageMaker actions can be canceled by taking an opposite action. For example, if you use the “Paste” command to add text or a graphic to the page, you can use the “Cut” or “Clear” commands to remove it.

To cancel an action that doesn’t have a built-in opposite, you can use the “Undo \_\_\_\_\_” command from the Edit menu. (PageMaker fills in the blank to indicate exactly which action you will undo when you use the command.)

For example, you might accidentally move a column guide, a text block, or a graphic when trying to move something else. With PageMaker, you can “Undo move.”

As long as you have not selected, de-selected, or moved to another page since the action, you can use the “Undo” command to cancel:

- moving of a text block or graphic
- cropping of a graphic
- resizing of a text block or graphic
- the “Cut” and “Copy” commands
- editing of text with the text tool
- the “Copy master guides” command
- the “Insert pages...” and “Remove pages...” commands
- the “Page setup...” command

### Tip

*If you change your mind, use “Undo” to cancel your most recent action.*

Scrolling or changing views before you choose the “Undo” command does not prevent you from undoing any of these actions or commands.

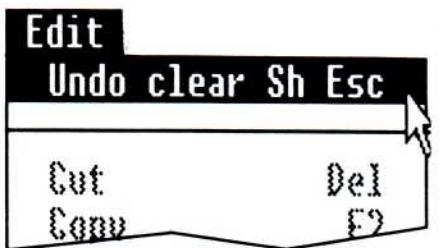
You can “undo” the “Undo” command after you:

- crop or resize a graphic
- “Cut” or “Copy” text blocks or graphics
- edit text with the text tool
- use the “Copy master guides” command

You cannot use the “Undo” command to cancel:

- any commands from the File menu (except the “Page setup...” command)
- changes to line width, line pattern, and shade pattern
- view changes
- scrolling
- selections or de-selections

#### To undo your most recent action:



#### 1. Choose “Undo \_\_\_” from the Edit menu.

The page looks like it did before you made your last change.

## Reverting to the last-saved version

You can use the “Revert” command to erase changes made since you last saved. This is the same as, but quicker than, closing the publication without saving your changes, then re-opening it.

The “Revert” command is an all-or-nothing command—it restores *every* page in the publication to its last-saved version. You cannot restore some pages, yet keep the changes you made to others. You may want to correct just the pages that have problems, rather than lose *all* your changes.

#### To revert to the last version you saved:



#### 1. Choose “Revert” from the File menu.

#### 2. When PageMaker asks if you want to “Revert to last saved version?,” click “OK.”

PageMaker returns you to the page you were working on when you last saved the publication.

# Saving, closing, and quitting

This section details the typical sequence of closing a publication and ending a session:

- saving the publication
- closing the publication to return to PageMaker's desktop
- quitting PageMaker

For information about ending your session with Windows, read “Using Microsoft Windows” in the *PageMaker Reference Manual*.

## Saving your publication

PageMaker has two commands for saving:

- “Save,” which saves changes to the same filename, disk, and directory you previously used to save the publication
- “Save as...,” which you use the first time you are saving the publication or to save the file under a different name, to a different drive or directory, or both

Save your publication frequently as you work on it, rather than waiting until you’re all done. To cancel changes made since you last saved the publication, use the “Revert” command (read “Changing your mind” in Part 3: *PageMaker basics*).

### Saving under the same filename and to the same location

When you choose the “Save” command, PageMaker saves the publication under the filename shown at the top of the window, overwriting the previous version.

If you choose “Save” but have not saved the publication before, PageMaker displays the same dialog box you get with the “Save as...” command (read “Saving, but changing the filename, disk, or directory” next).

#### Tip

*Use “Save” frequently as you work to update your file.*

## To save a publication:



1. **Choose “Save” from the File menu.**  
The publication remains on the screen.
2. **Continue working on the publication, close it, or quit your session with PageMaker.**  
Closing a publication and closing PageMaker are explained later in this section.

## Saving, but changing the filename, disk, or directory

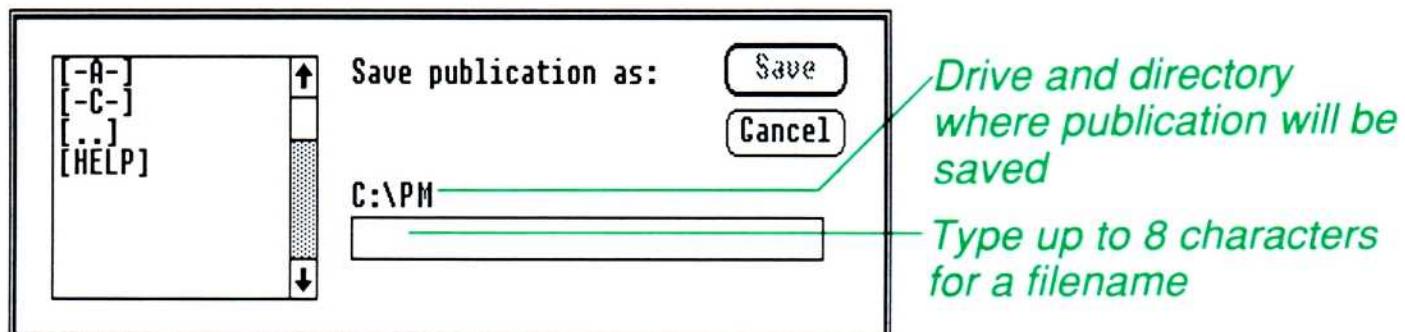
Choose the “Save as...” command:

- to save a new publication
- to save a publication under a new name, leaving the last-saved version intact
- to save the publication to a different disk or directory

## To save a publication under a new name, to a different disk or directory, or both:



1. **Choose “Save as...” from the File menu.**
2. **In the text box, “Save publication as:,” drag to select the information you want to change.**
3. **As necessary, type the name of the drive and directory, followed by the filename.**  
Assign any filename up to eight characters long. PageMaker automatically adds a .PUB extension to the filename.



4. **Click “Save.”**  
The publication remains on the screen after you save it. If you changed the filename, the title bar changes.

If a file with this name already exists, PageMaker asks whether you want the current publication to replace the existing file. Click “Yes” to overwrite the existing file; otherwise, click “No” and return to Step 2 to change the filename.

### Tip

Use “Save as...” to rename a file, make a copy on another disk or drive, or both.

5. Continue working on the publication, close it, or quit your session with PageMaker.

Closing a publication and quitting PageMaker are explained next.

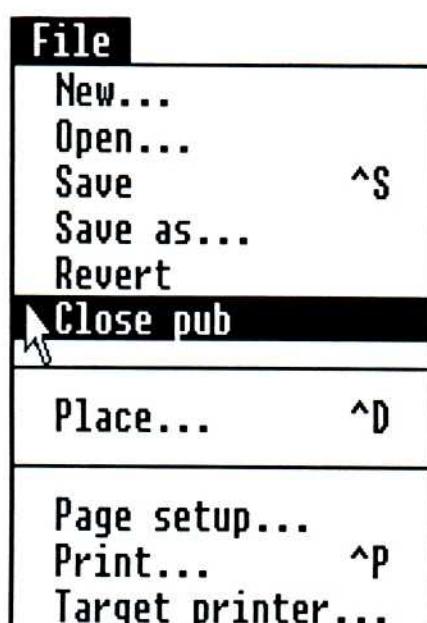
## Closing your publication

Close a publication whenever you want to quit working on it.

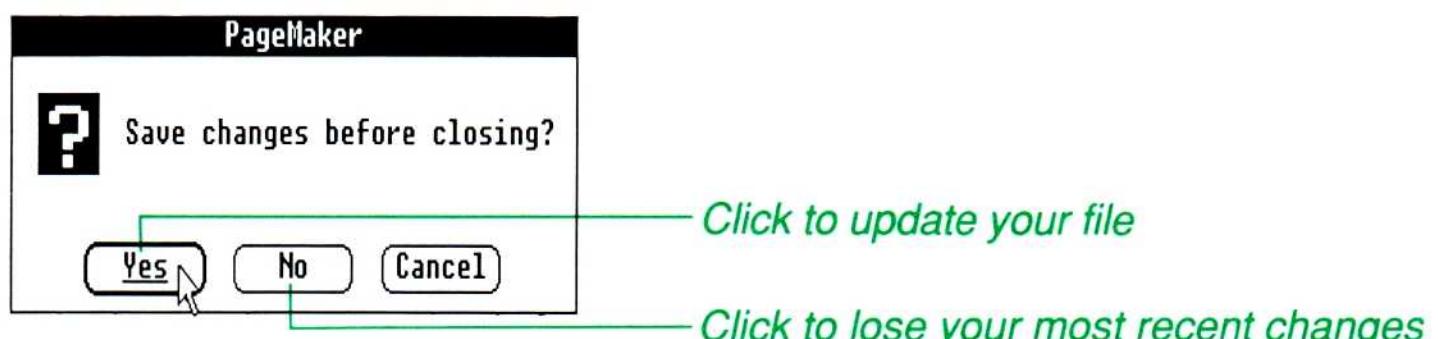
When you close the publication, PageMaker keeps track of the page you were on and the view you were using. If you had not finished flowing the text for the stories you'd placed or typed, PageMaker notes that, too. When you re-open the publication, PageMaker resumes where you left off.

Closing returns you to PageMaker's desktop, where you can start a new publication, open another, or quit PageMaker.

### To close your publication:



1. **Choose “Close pub” from the File menu.**  
If you have not made changes since you last saved, PageMaker returns you to the desktop.
2. **If PageMaker asks whether to save the changes before closing, click an option.**



If you click “Yes,” PageMaker saves the publication to the name shown in the title bar. If the publication is untitled, you save the publication as with the “Save as...” command (read “Saving, but changing the filename, disk, or directory” in this section).

If you click “No,” PageMaker closes the publication without updating the file.

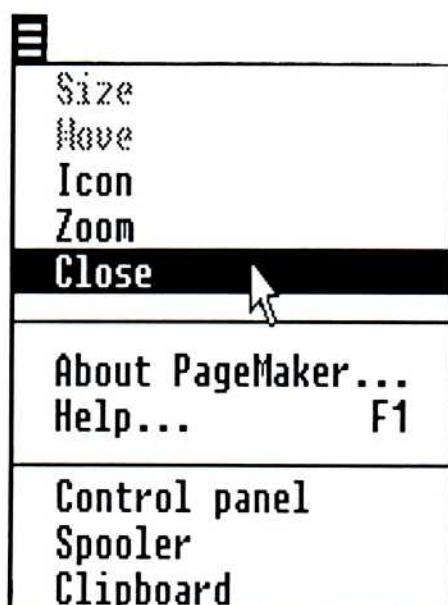
If you click “Cancel,” PageMaker returns you to the publication window.

## Quitting PageMaker

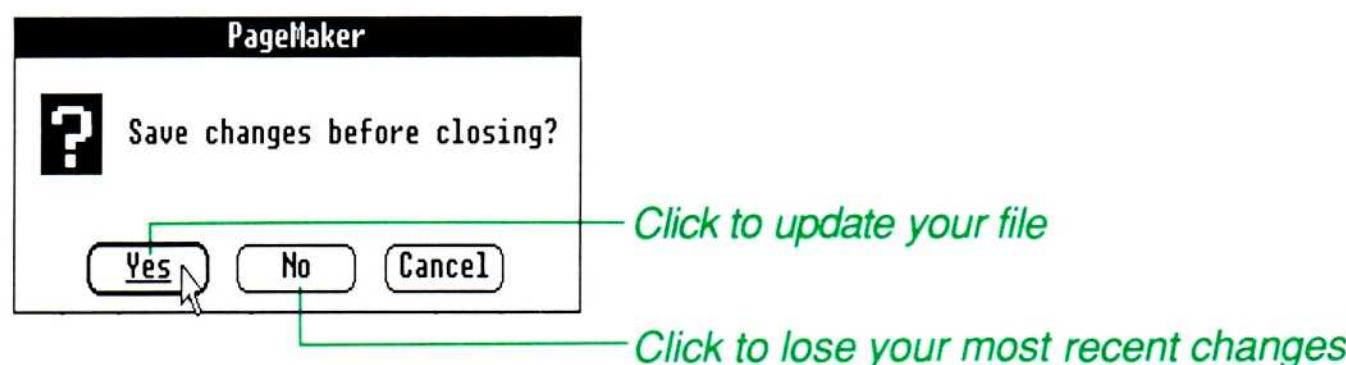
Quit PageMaker from either the publication window or the desktop. Quitting from the publication window closes the publication *and* ends your session with PageMaker. Quitting from the desktop just ends your session.

If you installed Windows separately, you return to the MS-DOS Executive. If you're using PageMaker as a stand-alone application, you return to the DOS prompt.

### To quit PageMaker:



1. **Choose "Close" from the System menu.**  
If you have not made changes since you last saved, PageMaker returns you to the DOS prompt or the MS-DOS Executive.
2. **If PageMaker asks whether to save the changes before closing, click an option.**



If you click "Yes," PageMaker saves the publication to the name shown in the title bar. If the publication is untitled, you save the publication as with the "Save as..." command (read "Saving, but changing the filename, disk, or directory" in this section).

If you click "No," PageMaker quits without updating the file.

If you click "Cancel," PageMaker returns you to the publication window or desktop.

### Tip

*Finish cutting and pasting between publications before closing PageMaker.*

# Designing your publication

## 143 Creating a layout grid

- 143 Selecting a unit of measure
- 144 Changing the unit of measure
- 144 Overriding the unit of measure
- 145 Using the rulers
- 145 Showing the rulers
- 145 Improving precision
- 146 Working with the zero point
- 147 Resetting the zero point
- 148 Locking the zero point
- 148 Adjusting the page setup
- 151 Setting up guides
- 152 Setting up ruler guides
- 153 Setting up column guides
- 156 Locking ruler and column guides
- 157 Displaying the guides
- 157 Using “Snap to guides”
- 158 Numbering pages
- 158 Creating an arabic page number
- 160 Creating a composite page number
- 161 Aligning the page number marker

## 163 Standardizing your design

- 163 Using master pages
- 164 Creating master pages
- 166 Modifying a master page
- 166 Customizing individual pages
- 168 Using dummy publications
- 170 Customizing section by section



# Creating a layout grid

A layout grid is the underlying design plan for your publication. Its foundation is a series of non-printing lines, or guides. These horizontal and vertical guides intersect to form a “grid.” When you paste up your publication, you use that layout grid to position and align text and graphics.

You can plan the grid on paper before starting PageMaker. Otherwise, you can use PageMaker to set up and refine it.

To create a layout grid, display PageMaker’s rulers with increments in the unit of measurement you prefer. As necessary, change the overall page setup. Then, using the rulers, you can refine the layout grid by positioning column guides, ruler guides, and page numbers.

This section explains how to:

- select the units of measure you want to use
- use PageMaker’s rulers and the zero point
- adjust the page specifications you set up with the “New...” command
- set up and use non-printing margin, column, and ruler guides
- specify where you want page numbers, if any

If the layout grid is the same for all or most of the pages in your publication, create it once on the master page(s), rather than duplicating your effort page by page (read “Standardizing your design” next in this part).

## Selecting a unit of measure

Use the “Preferences...” command from the Edit menu to select from five units of measure: inches, decimal inches, millimeters, picas (and points), and ciceros. The units you specify display in the rulers and dialog boxes.

Throughout a publication, you usually will work with one unit of measure. But, at any time, you can:

- change to another unit of measure with the “Preferences...” command
- override the current unit of measure while filling in a dialog box

### Tip

*For best results, pick one unit of measure for the rulers, then stick with it throughout the publication.*

## Changing the unit of measure

When you start PageMaker, it uses the default unit of measure. Before you start adding text or graphics to the page, change to the unit of measure you're comfortable with.

You can change the unit of measure later. However, you may have trouble aligning items positioned with different units of measure.

### To change the unit of measure:

1. **Choose “Preferences...” from the Edit menu.**  
The current unit is highlighted.
2. **Click the “Measurement system:” you want to use.**
3. **Click “OK.”**

## Overriding the unit of measure

You can easily override the current unit of measure when filling in dialog boxes.

### To override the current unit of measure:

1. **In any dialog box where you want a different unit of measure, type a one-character abbreviation for the unit you want to use instead:**

To change to...	Type...	For example...
inches	i after the number	5.625i for 5 5/8
millimeters	m after the number	25m for 25 millimeters
picas	p after the number	18p for 18 picas
pica points	p before the number	p6 for 6 points
picas <i>and</i> points	p between the numbers	18p6 for 18 picas and 6 points
ciceros	c after the number	8c for 8 ciceros
cicero points	c before the number	c6 for 6 points
ciceros <i>and</i> points	c between the numbers	18c6 for 18 ciceros and 6 points

### Tip

When you don't want to use your preferred unit of measure, type an abbreviation for another unit when completing a dialog box, rather than changing the unit of measure with the “Preferences...” command.

**2. Complete the rest of the dialog box.****3. Click “OK.”**

PageMaker applies the value you typed, even though its unit of measure does not match that used in the rulers.

## Using the rulers

PageMaker has two rulers, one across the top of the publication window and one down the left side. They extend the full width and length of the publication window. Both rulers use the selected unit of measure.

As you move the pointer, dotted lines follow in both rulers so you always know the exact position of the pointer. Use the rulers to position guides on the page, adjust the length and width of columns, or make graphics the right size. You also use the rulers to create ruler guides (described later in this section).

### Showing the rulers

If the publication window does not display the rulers, you can switch them on.

#### To display or hide the rulers:

**1. Choose “Rulers” from the Options menu.**

When the rulers are on, the command is checked.

### Improving precision

The increments shown in rulers depend on the size and resolution of your screen, the unit of measure, and the view you select with PageMaker (read “Using PageMaker’s windows” in Part 3: *PageMaker basics*). The smaller the view, the larger the increments. Conversely, the larger the view, the smaller the increments.

For example, an Enhanced Graphics Adapter on a monochrome monitor displays these increments in the rulers:

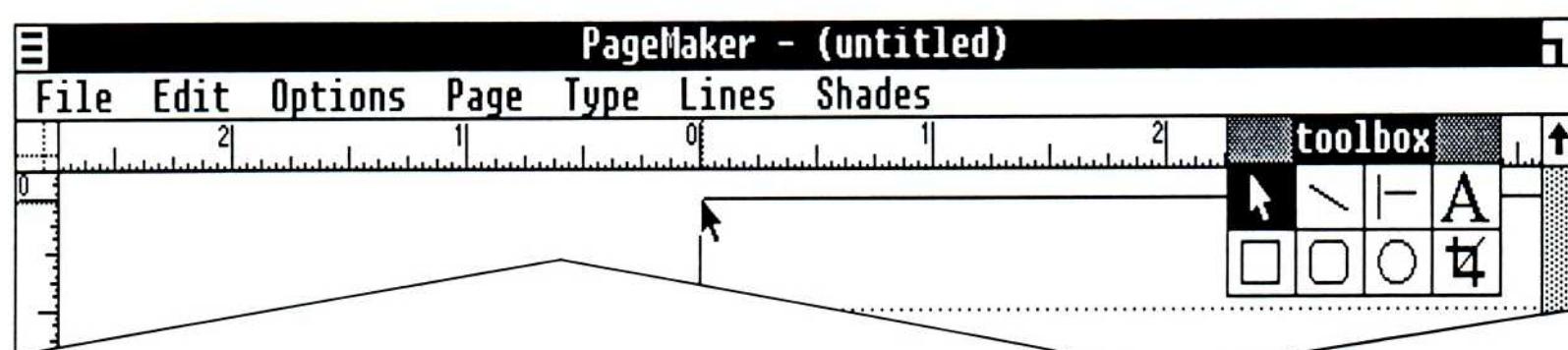
<b>View</b>	<b>Unit of measure</b>			
	<i>Inches</i>	<i>Decimal inches</i>	<i>Millimeters</i>	<i>Picas and points</i>
Fit in window	1/8 in.	1/10 in.	5mm	1 pica (or cicero)
50% size	1/16 in.	1/10 in.	5mm	6 points
75% size	1/16 in.	1/20 in.	1mm	3 points
Actual size	1/32 in.	1/20 in.	1mm	3 points
200% size	1/32 in.	1/20 in.	1mm	1 points

At any view, the tick marks in the rulers are precise to within 1/1440 inch. Anything you align with a tick mark in the ruler will appear at that exact place at any view. Items aligned between tick marks may be positioned less accurately.

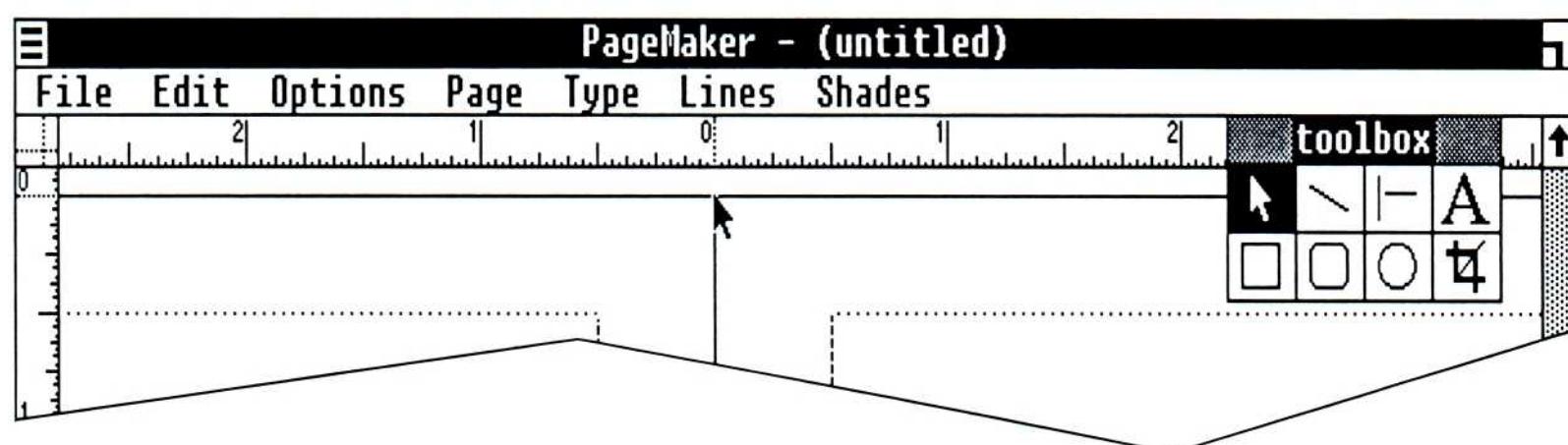
## Working with the zero point

The zero point is where the 0 marks on the two rulers intersect. When you start a new publication, PageMaker automatically puts the zero point at the intersection of the top and left *edges* of the page so you can quickly measure from the edge of the page. Another popular position is where the top and left *margins* intersect, a location many graphic designers prefer for easy measurement within the image area.

*Default zero point in a single-sided publication or double-sided publication without facing pages*



*Default zero point in a double-sided publication with facing pages*



**Tip**

*Reset the zero point any time you want to easily measure from a specific place.*

The zero point does not change as you move around in the publication window or change the view. This is important for measuring distances *from* a specific point. By checking the rulers, you always know where the pointer—or anything you are moving with the pointer—is in relation to the zero point.

For example, you may want to put ruler guides at 1-inch increments from the top of your page to the bottom. If you position the zero point at the top edge of the page, you can quickly drag a ruler guide to every inch mark without calculating to keep the increments equal.

This section explains how to:

- reset the zero point to the position most convenient for you
- lock the zero point so you don't accidentally move it

## Resetting the zero point

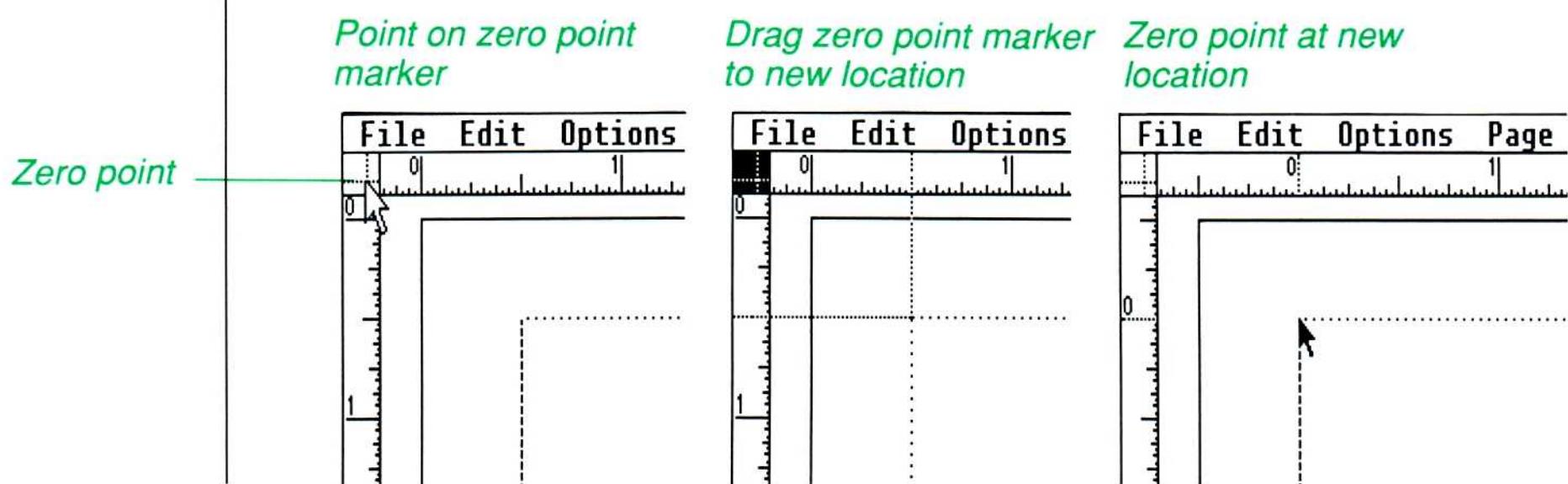
Resetting the zero point is like physically moving the rulers around on the page. You can reset the zero point only when it is unlocked.

Reset the zero point as often and wherever you want. For example, after placing a graphic, you may want to trim it to a specific size. Reset the zero point to the upper-left corner of the graphic. Then use PageMaker's cropping tool to trim the graphic until the dotted lines in the rulers indicate that the graphic is the right size. When you're done, reset the zero point to its previous position or to another position.

### To reset the zero point:

1. **Point on the intersection of the two dotted lines in the zero point marker.**

The zero point marker shows as two perpendicular dotted lines where the rulers intersect in the upper-left corner of the publication window.



**2. Drag the zero point marker where you want it.**

To reset the zero point in both rulers, drag diagonally. To reset the zero point in just one ruler, drag vertically or horizontally along the ruler you want to adjust.

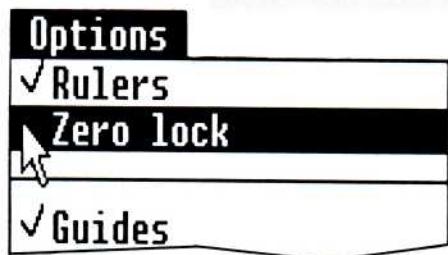
Perpendicular dotted lines extending from the rulers follow the pointer as you drag the zero point.

## Locking the zero point

The zero point is unlocked when you start a new publication so that you can easily reposition it.

When you have set the zero point, lock it in place so you don't accidentally move it.

### To lock or unlock the zero point:



**1. Choose “Zero lock” from the Options menu.**

When the zero point is locked, the command is checked.

## Adjusting the page setup

After starting a publication, you can use the “Page setup...” command to change the settings you specified with the “New...” command. Try to finalize the page setup before you add guides, text, or graphics to the page. Otherwise, you may have to adjust what is already on the pages.

You can change every setting except “# of pages:,” which now displays the total number of pages in your publication. (To change the number of pages, you must use the “Insert pages...” and “Remove pages...” commands—read “Getting around” in Part 3: *PageMaker basics*). The changes apply to every page in the publication.

### Tip

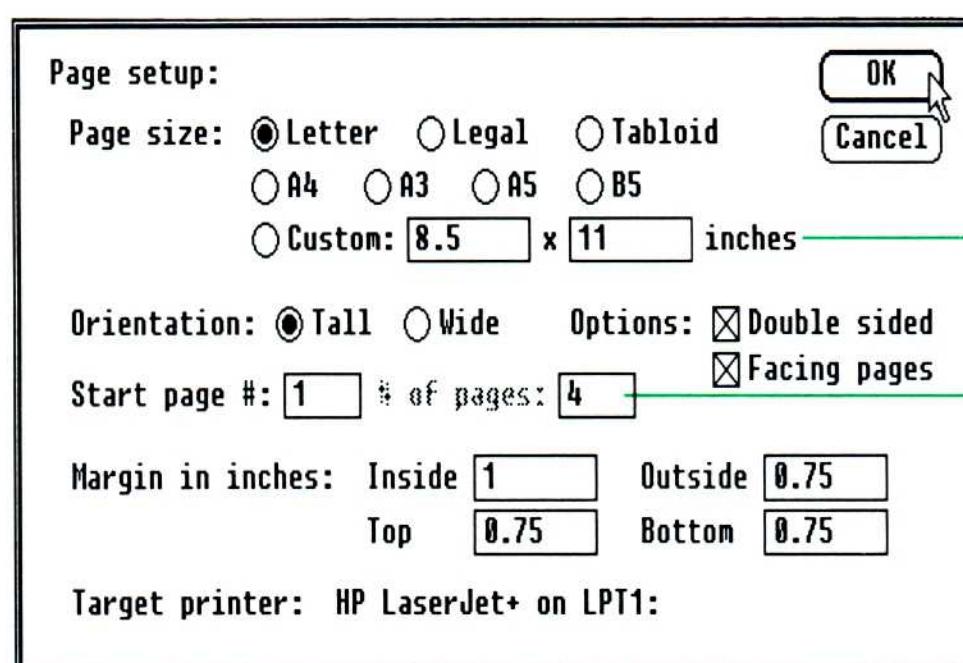
*Try to finalize your page setup before adding text or graphics, or—depending on the change—you may have to adjust what you've already done.*

Some changes, such as changing the margins slightly, are minor. Other changes, such as changing page size or displaying facing pages in a double-sided publication, have more serious effects you should understand before using the command, as explained here.

### To change the page setup:



1. **Choose “Page setup...” from the File menu.**
2. **As necessary, change the “Page size:.”**  
PageMaker centers the current page on the new page size.  
  
Text and graphics do not move. If the new page size is smaller, text or graphics completely off the new page stay on the pasteboard when you turn the page. As necessary, PageMaker shifts objects on the pasteboard so they remain there.
3. **As necessary, change the “Orientation:.”**  
Text or graphics do not move. Any text or graphics no longer on or touching the re-oriented page stay on the pasteboard when you turn the page.



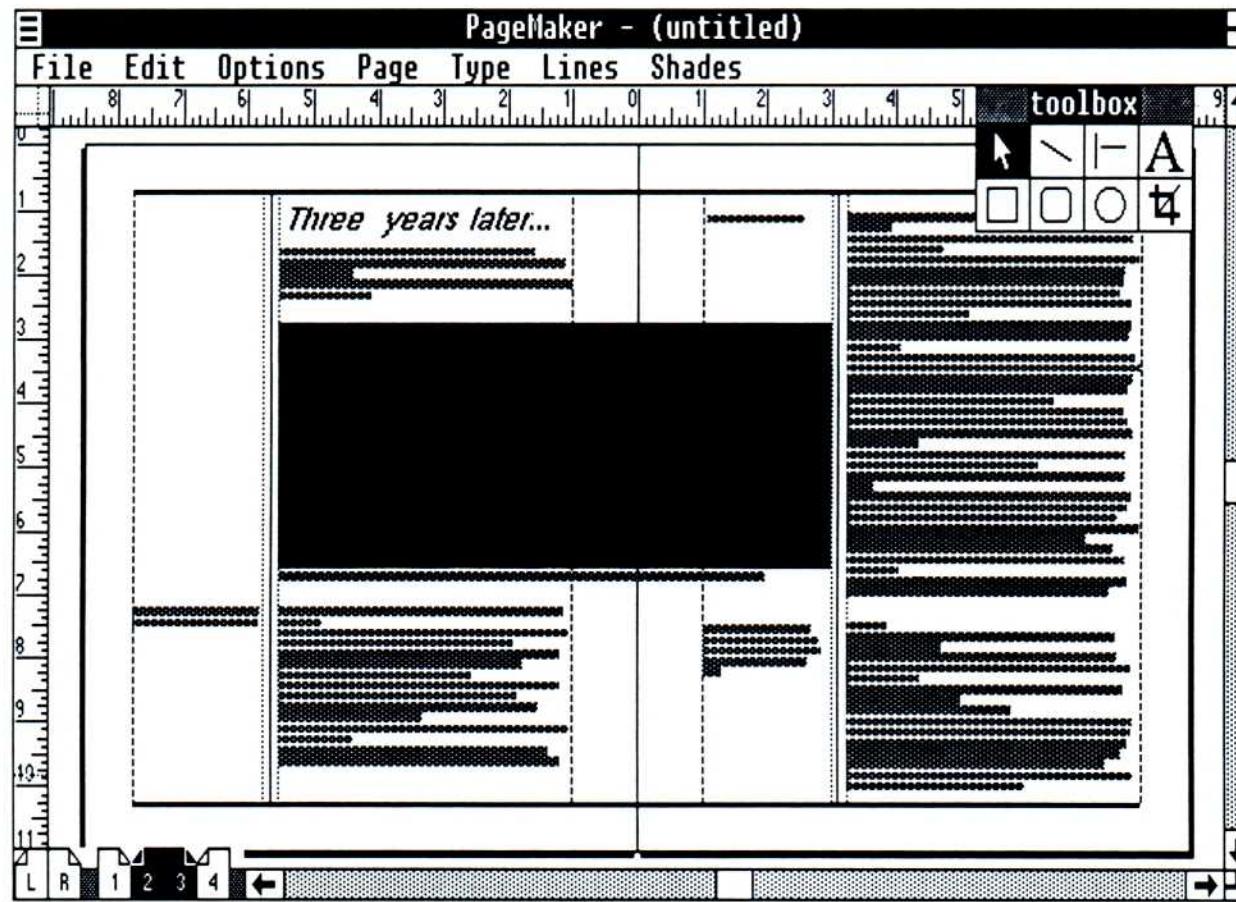
*Changing “Page size:” may change the width of the image area—if so, PageMaker adjusts column guides to fit between the margins*

*Change any setting except “# of pages:”*

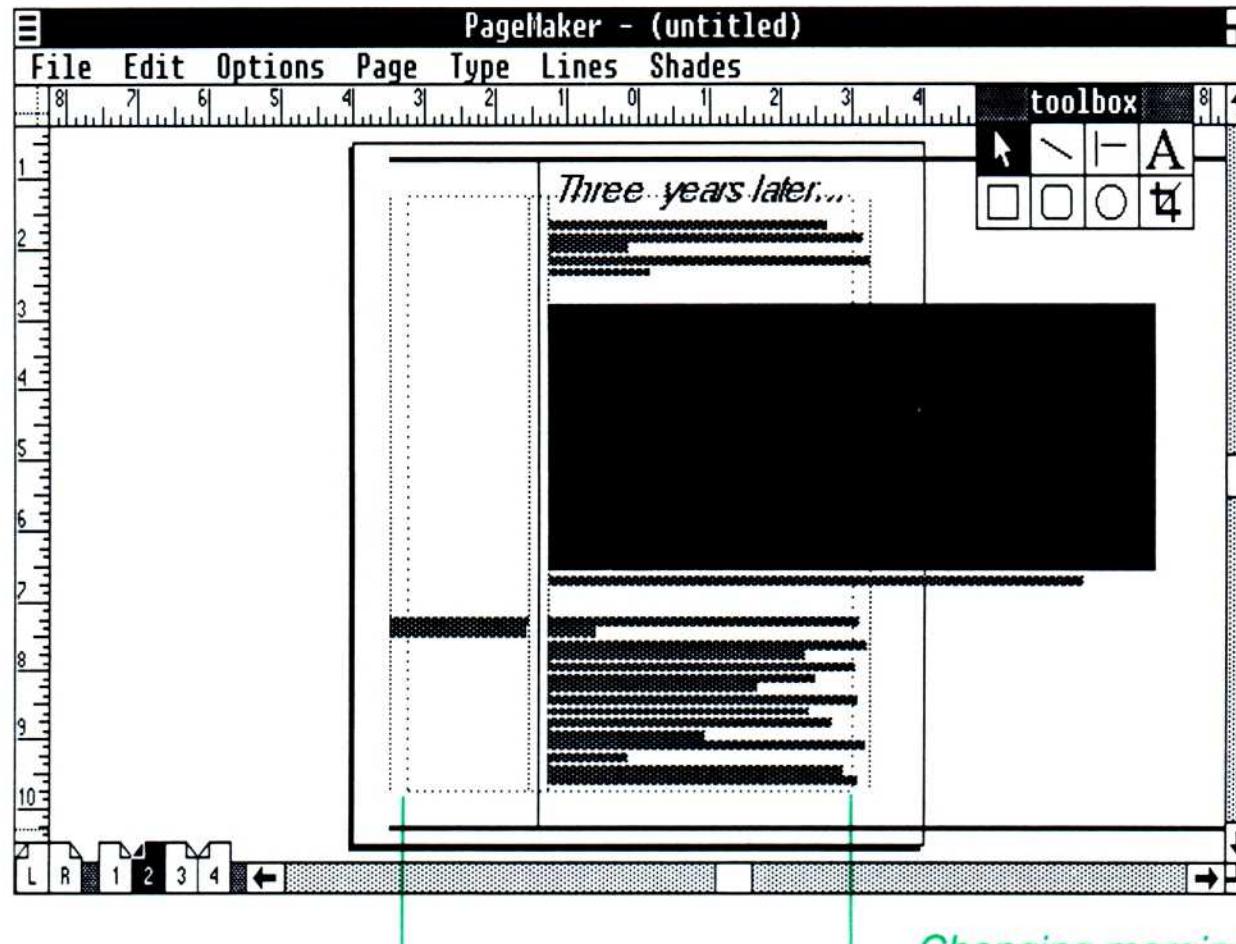
4. **As necessary, change the “Options:.”**  
If the publication is single-sided and you click “Double sided,” PageMaker adjusts the inside and outside margins of even-number pages.  
  
If the publication is double-sided and you click “Double sided,” the publication becomes single-sided. The inside margin shifts to the left edge of all pages.  
  
If the publication is double-sided and you click “Facing pages” so it is checked, you may lose some ruler guides on those pages, now displayed as a pair, that have more than 40 ruler guides. As necessary, PageMaker deletes those you most recently created.  
  
If you are working on facing pages and click “Facing pages” so it is not checked, text and graphics that bleed across facing pages stay

*Double-sided publication  
with facing pages*

anchored to what were the left-hand (even-number) pages. Those text blocks and graphics now bleed off the right edges of the pages on the screen. The horizontal ruler guides carry over to both of the separated pages.



*Now as a single-sided  
publication with wider  
margins*



**T i p**

If you change page size, PageMaker adjusts the image area and resizes the column guides to fit. Unequal columns becomes equal columns within the new image area.

**5. As necessary, change “Start page #::”**

In a double-sided publication with facing pages, text and graphics that bleed across the pages remain anchored to the left-hand page.

Changing the starting number by an odd number causes left-hand pages to become right-hand pages (and vice versa). Bleeding text and graphics stay with the “new” right-hand pages and bleed onto the pasteboard.

Read about inserting pages in “Getting around” in Part 3: *PageMaker basics*.

**6. As necessary, change the “Margin:” settings.**

Changing margins does not move items already positioned on the page. Move text and graphics to fit within the new image area.

**7. Click “OK.”**

PageMaker changes the page in the publication window to match the new setup.

If you chose other “Options:” or changed the “Start page #:” of a double-sided publication to an odd number, PageMaker adjusts all the pages in the publication one at a time. As PageMaker does this, the icon of the page being adjusted is highlighted.

## Setting up guides

PageMaker has three kinds of non-printing guides you use to create a layout grid. The non-printing guides display as broken lines on the screen, but not on your printed page. Use these lines as you would use lines drawn or preprinted in non-reproducible blue on pasteup boards.

Type of guide	How created	How used
Margin guides	Set with the “New...” or “Page setup...” commands	To define the image area on every page of the publication
Ruler guides	Dragged from the rulers	To help with alignment
Column guides	Set with the “Column guides...” command	To serve as boundaries for flowing text within the image area

When the “Snap to guides” feature is turned on, the guides help pull text and graphics into place for exact positioning.

You already know how to set up and change margin guides. This section:

- introduces ruler and column guides
- explains how you work with all three kinds of guides as you paste up your publication

To see all guides in relation to each other, set them up at the “Fit in window” view.

## Setting up ruler guides

Ruler guides are horizontal and vertical extensions of the tick marks on the rulers. You can have up to 40 ruler guides—any combination of horizontal and vertical ruler guides—in the publication window. Ruler guides copied from the master pages count toward the total of 40.

### Tip

*In a double-sided publication with facing pages, each horizontal ruler guide applies to both pages, but counts as one guide against your limit of 40 per publication window.*

Position ruler guides anywhere on the page to help you align text and graphics. For example, you may want a running head 0.5 inch above the top margin of your text and 5 inches from the left edge of the page, text 1 inch below the top margin, and headings for new chapters 3 inches below the top margin. Put ruler guides at each position. Ruler guides do not restrict the flow of text.

Put ruler guides you want repeated throughout the publication on master pages. On individual pages, add, move, and delete other ruler guides you want to vary from page to page.

Create ruler guides at any view. For the most accuracy, align the ruler guides with tick marks in the ruler.

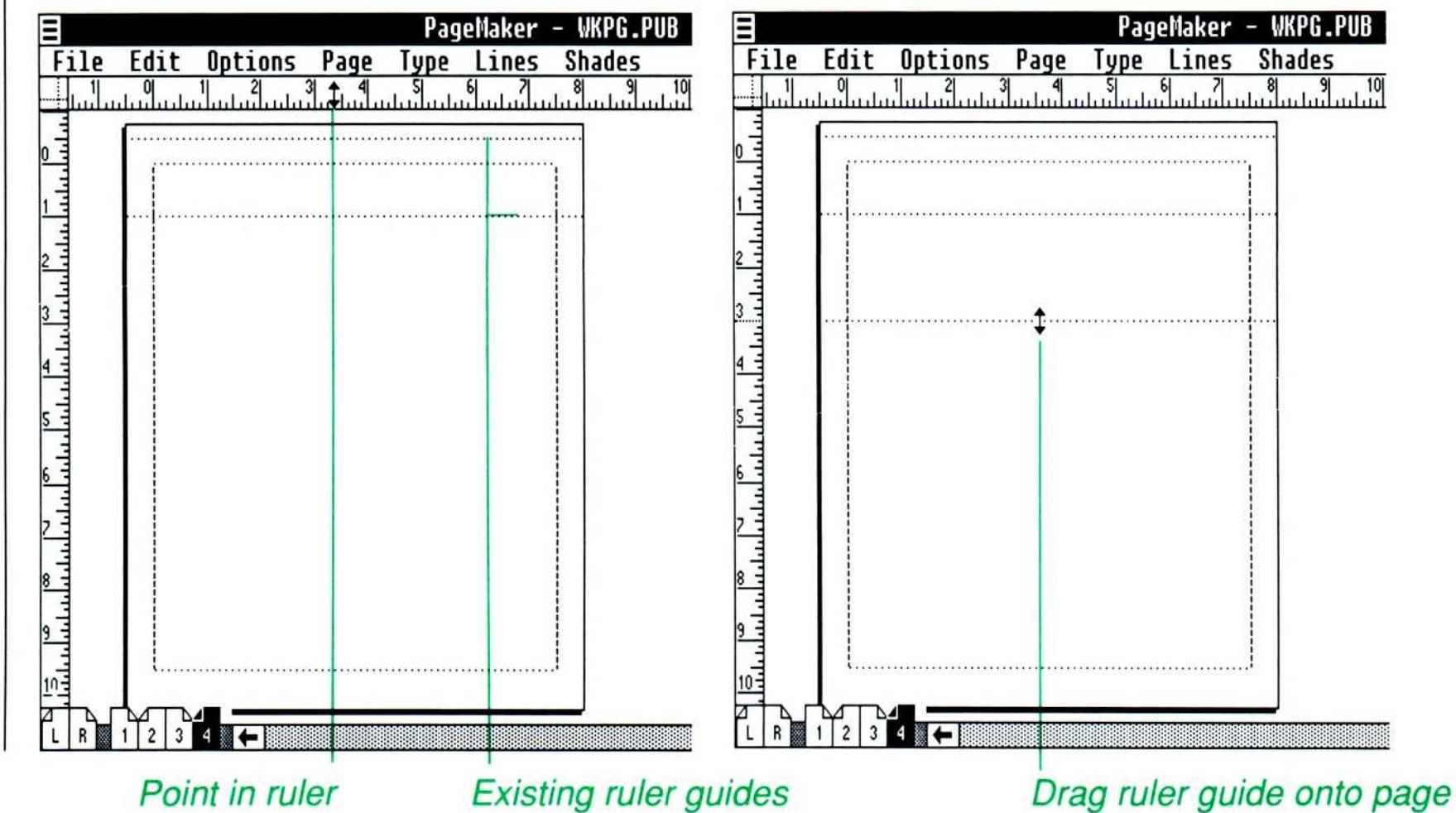
Keep your page clean by deleting ruler guides you are no longer using. Or, if you use up 40 ruler guides and still need more, delete some you aren’t using, then create more.

### To create a ruler guide:

1. If the rulers are not displayed, choose “Rulers” from the Options menu.
2. With the pointer tool, point inside the left ruler (for a vertical guide) or top ruler (for a horizontal guide).
3. Hold down the main mouse button.

### 4. After the pointer changes to a double-headed arrow, drag the ruler guide until it is where you want it.

As you drag, you pull a dotted ruler guide that is the length or width of the page. In a double-sided publication with facing pages, horizontal ruler guides extend across the facing pages.



#### To move or delete a ruler guide:

1. With the pointer tool, point on the ruler guide.
2. Hold down the main mouse button.
3. After the pointer changes to a double-headed arrow, drag to reposition the ruler guide.

Reposition it on the page, or delete the ruler guide by dragging it off the page or out of the publication window.

## Setting up column guides

Column guides are a very versatile feature of PageMaker. Within the image area created by the margin guides, you create columns that:

- help refine the format
- serve as boundaries for text

Every page has at least one column, which equals the width of the image area. A page can have up to 20 columns. You tell PageMaker how many columns and how much space between columns you want.

## Tip

To control line length, flow text between column guides, or resize the text block after flowing it.

PageMaker divides the image area among the columns (read “Planning your publication” in Part 2: *Planning your publication and preparing your files*).

When you flow text between column guides, the text flows from the left to right column guide, line after line. Text flowed between columns is like wax poured into a mold—you can take away the mold (the column guides) without disturbing the wax (text). Once you flow text between columns, you can change the number and size of columns to flow text with a different line length on another part of the page.

For example, you can change column guides to create a page that has two columns of text in the top half and three in the bottom (read “Creating special design effects” in Part 8: *Advanced techniques*). While creating a form, you might change the column guides many times before you’re done.

To use the same number of columns on every page, set them up on master pages. You still can change column guides on the individual pages (read “Standardizing your design” next in this part).

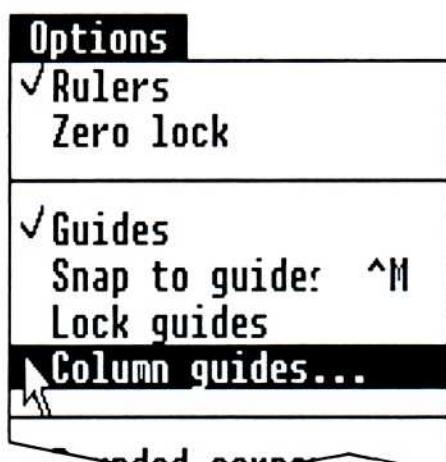
This section tells how to create:

- equal columns
- unequal columns

### Creating equal columns

PageMaker automatically creates equal columns. For a detailed description of how PageMaker calculates column width, read “Planning your publication” in Part 2: *Planning your publication and preparing your files*.

#### To create equal columns:



1. Choose “Column guides...” from the Options menu.
2. If you are working on facing pages of a double-sided publication and want different numbers of columns on each page, click “Set left and right pages separately.” PageMaker responds with separate text boxes for the left and right pages.
3. Fill in “Number of columns:.” Type a number from 1 to 20. To flow text across the full width of the image area, type 1.

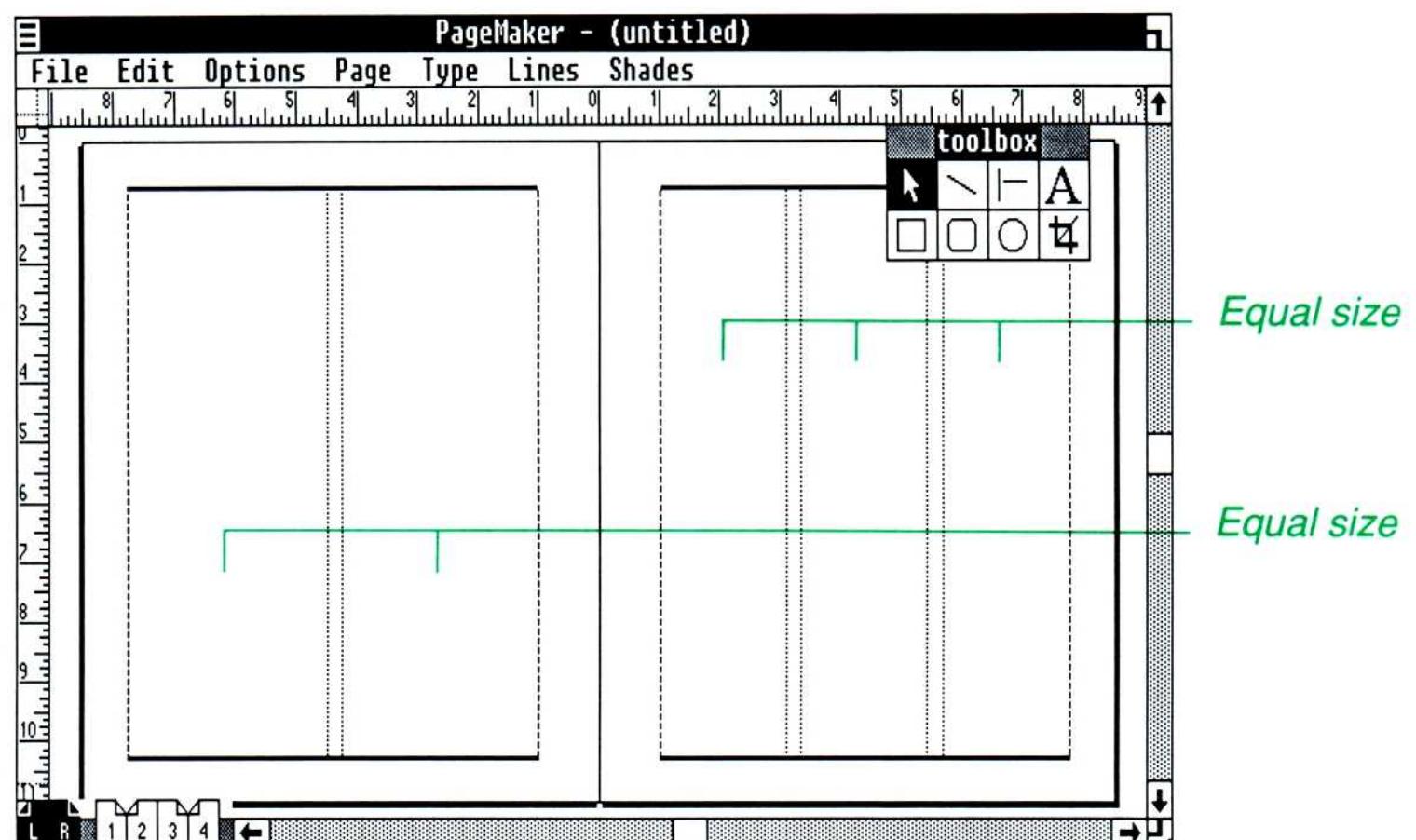
#### 4. Fill in “Space between columns.”

You can specify any amount of space between columns. You cannot flow or type text between columns. Remember, you can override the unit of measure shown by typing the unit abbreviation—*i*, *m*, *p*, or *c*—with the value. For no space between columns, type *0*.

If you specified one column, PageMaker ignores any value here.

#### 5. Click “OK.”

PageMaker draws the dotted column guides on the page. The left- and right-most column guides overlap the left and right margin guides. The overlapping guides look like a dashed line.



*You can create different column guides on facing pages*

### Creating unequal columns

Create unequal columns by dragging existing column guides. For the greatest accuracy, align the column guides with the tick marks in the ruler.

#### To create unequal columns:

1. Choose “Column guides...” from the Options menu to create the number of columns you want.  
For the moment, all columns are equal.

## Tip

When moving a pair of column guides, choose **one** of the guides, and align it with a tick mark in the ruler.

### 2. Point on the column guide(s) you want to move.

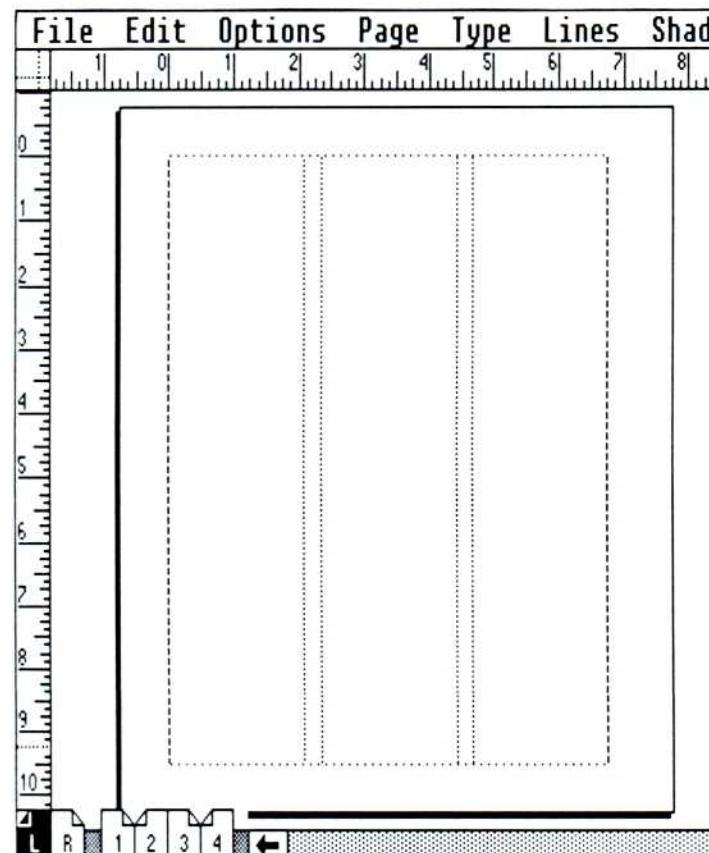
The far-left and far-right column guides move singly. All other column guides move in pairs (the right guide of one column and the left guide of the column to the right).

To move a pair of column guides, point on the *one* guide in the pair that you want aligned *exactly* with a tick mark in the ruler. (The ruler position of the other guide is less exact—for example, when the unit of measure in the rulers is not picas, but the space between columns is 1 pica.)

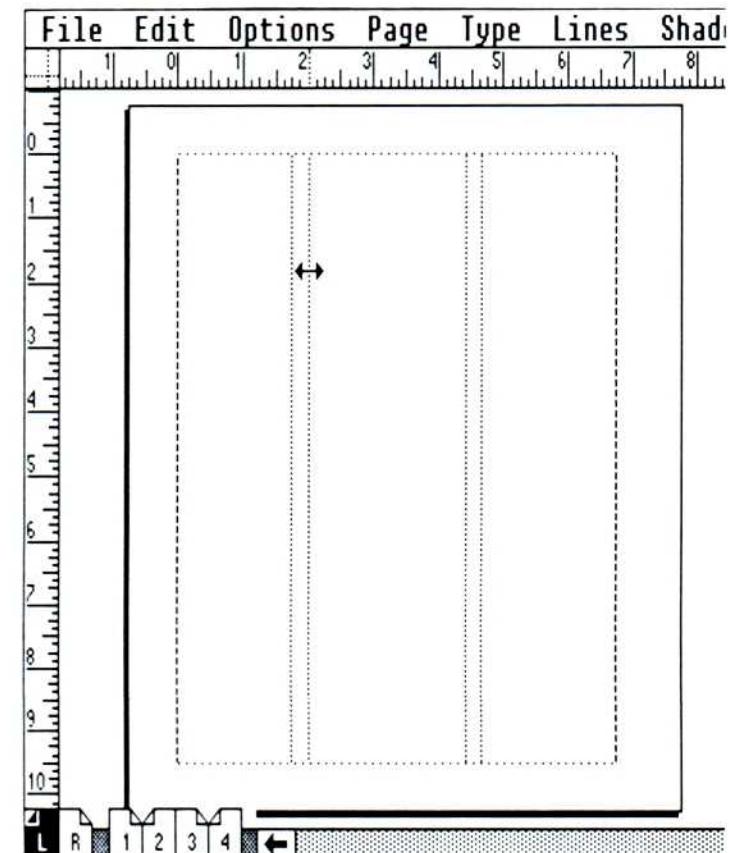
### 3. Hold down the main mouse button.

### 4. After the pointer changes to a double-headed arrow, drag the column guide(s) until they are where you want them.

The space between columns remains the size you specified in the “Column guides...” dialog box. If you choose “Column guides...” now, the word “Custom” appears after “Number of columns:.”



Create equal column guides



Drag column guides to create unequal columns

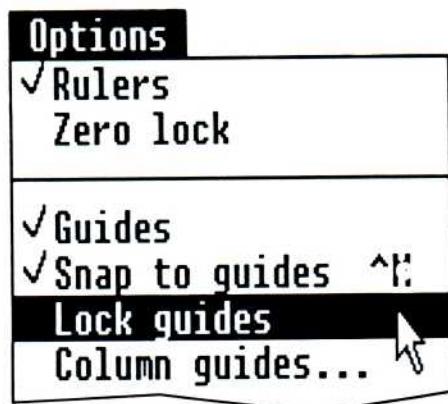
## Locking ruler and column guides

The only way to change margin guides is with the “Page setup...” command, so you don’t have to worry about accidentally moving them. But column and ruler guides can be easily dragged out of place.

If you’re satisfied with the column and ruler guides, lock them in place. Locking applies to all pages of your publication. You can still add ruler

guides or change the number of columns. But once you do, you cannot adjust those guides, either.

### To lock or unlock ruler and column guides:



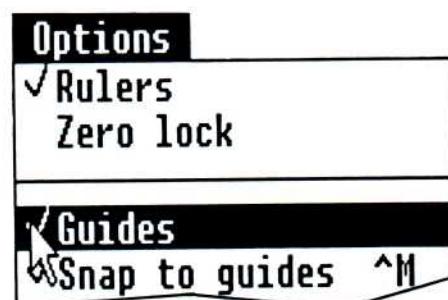
- Choose “Lock guides” from the Options menu.**  
When the guides are locked, the command is checked.

### Displaying the guides

PageMaker displays all three types of guides—margin guides, ruler guides, and column guides—unless you hide them.

Hide the guides when you want to see what the page will look like when printed. Nothing else changes on the page. You won't be able to create additional ruler guides or use the “Column guides...” command until you redisplay the guides.

### To hide or display margin, ruler, and column guides:



- Choose “Guides” from the Options menu.**  
When the guides are displayed, the command is checked.

### Using “Snap to guides”

You can make all guides act like magnets by switching on PageMaker's “snap to” feature.

When the “snap to” feature is on, the guides pull anything—the pointer, text, or graphics—that gets next to them onto themselves. At “Fit in window” view, the “snap to” feature gives the same accuracy as you get by manually positioning text and graphics at the “200% size” view.

#### Tip

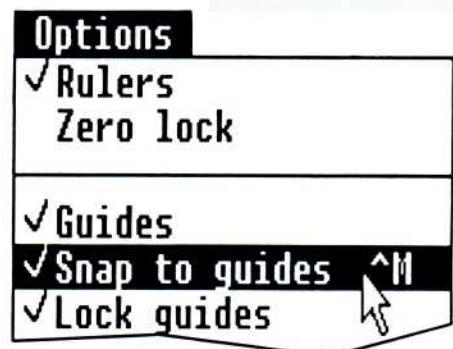
*For exact control when moving text and graphics near guides, turn the “snap to” feature off.*



To draw or position text blocks and graphics near (but not *on*) the guides, switch the “snap to” feature off. For example, when you’re drawing a rule near a guide, the pointer snaps to the guide. Turn off the magnetic pull, then draw the rule.

Alternatively, you may want to go to a larger view (such as “200% size”) so you can easily work beyond the magnetic pull of the guides.

#### To turn the “snap to” feature on or off:



1. **Choose “Snap to guides” from the Options menu**  
When the feature is on, the command is checked.

## Numbering pages

You can number pages individually by typing a number on the pages you want numbered (read “Adding text” in Part 6: *Working with text*).

The easier way to number pages is to let PageMaker automatically number all pages where you inserted a page number marker. Using a page number marker, you can create different numbering schemes:

- arabic page numbers (1, 2, 3, and so on)
- composite page numbers (4-1, 4-2, and so on, or Page 1 of 3, Page 2 of 3, and so on) where only one part of the “number” changes

This section explains how to create page numbers and how to align the page number marker.

### Creating an arabic page number

PageMaker automatically assigns the next sequential arabic number to each page with a page number marker. (Multiple page number markers on the same page get the same number.)

Put a page number marker on master pages if:

- you want to consecutively number all pages in a publication
- the page number should print in the same place on every page

Otherwise, put page number markers on regular pages you want numbered.

#### Tip

*The easiest way to number all pages is to create a page number marker on the master page(s).*

Numbering begins with the starting page number specified in the dialog box for the “New...” or “Page setup...” commands.

### To create an arabic page number:



- Click the text tool.**

The pointer turns into an I-beam.

- Select an insertion point.**

Put the insertion point *outside* existing text blocks so you can easily reposition the number anywhere on the page. If you want the page number *inside* a specific text block, put the insertion point there. For more information about text blocks, read “Working with text blocks” in Part 6: *Working with text*.

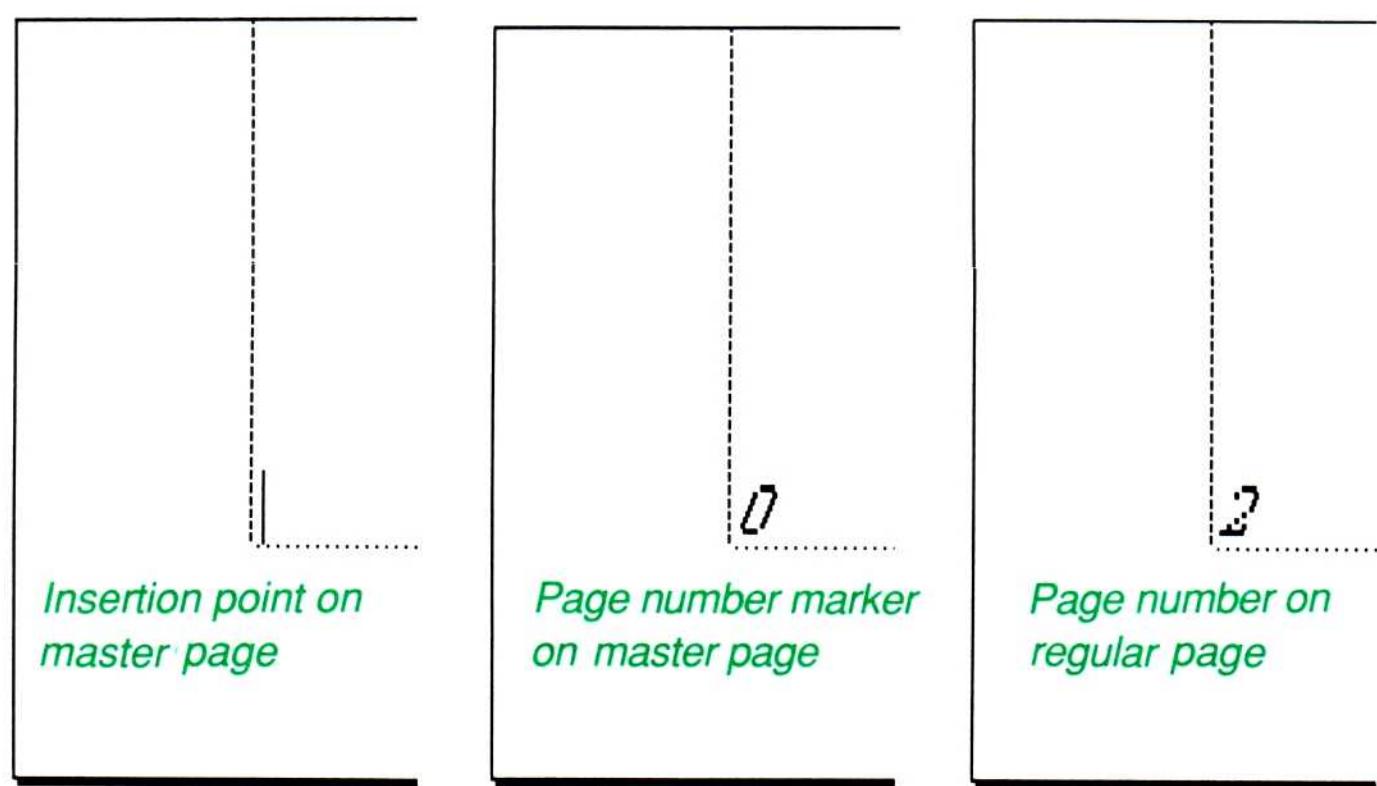
If you are putting the page number marker on a master page, read about alignment at the end of this section.

Make sure the page number marker is inside the print area of the paper and printer (read “Printer facts” in the *PageMaker Reference Manual*).

- Type Ctrl+Shift+3.**

On a master page, the page number marker shows as 0, marking space for up to three digits. Numbers will be positioned at the 0.

On a regular page, you see the actual page number (the number showing on the page icon), whether it was created by typing a page number marker directly on that page or on a master page.



**4. As necessary, change the type specifications or move the page number (or its marker).**

The page number (or marker) has the default type specifications. You change them by editing the page number (or marker) just like other text (read “Editing text” in Part 6: *Working with text*).

You can also move the page number (or marker) anywhere you want on the page (read “Working with text blocks,” also in Part 6).

## **Creating a composite page number**

Composite page numbers combine other numbers or words with the arabic numerals supplied by PageMaker.

For example, you may want to precede the number with *Page* (Page 1, Page 2, and so on) or follow it with text (1 of 7, 2 of 7, and so on).

### **To create a composite page number:**

**1. Create a text block with the text to precede or follow the page number.**

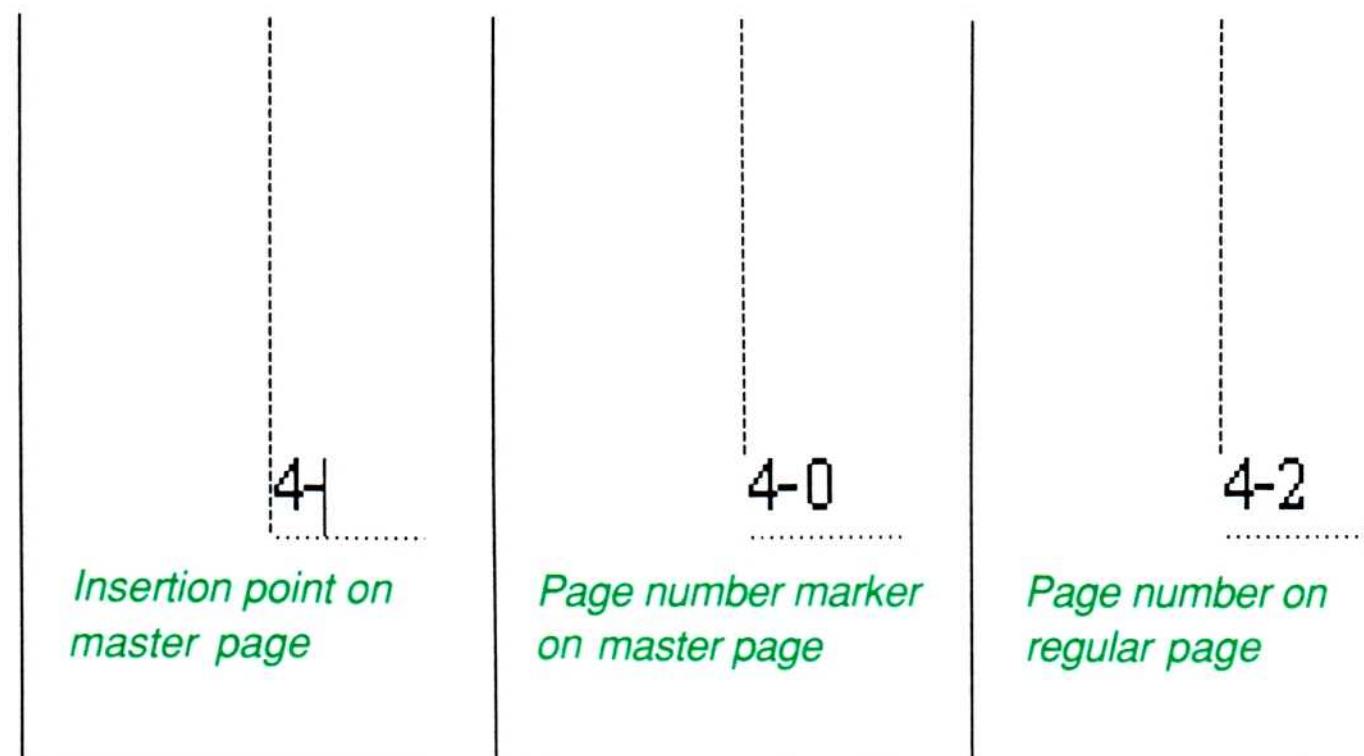
For details, read “Adding text” in Part 6: *Working with text*.

**2. In that text block, select an insertion point where you want the page number marker.**

Read “Selecting text and graphics” in Part 3: *PageMaker basics*.

**3. Type **Ctrl+Shift+3** to create a page number marker.**

The page number (or its marker) has the type specifications of the preceding character. If it is at the beginning of the text block, the page number (or its marker) has the type specifications of the following character.



## Aligning the page number marker

If you created the page number marker outside existing text blocks, you can easily reposition the number anywhere on the page.

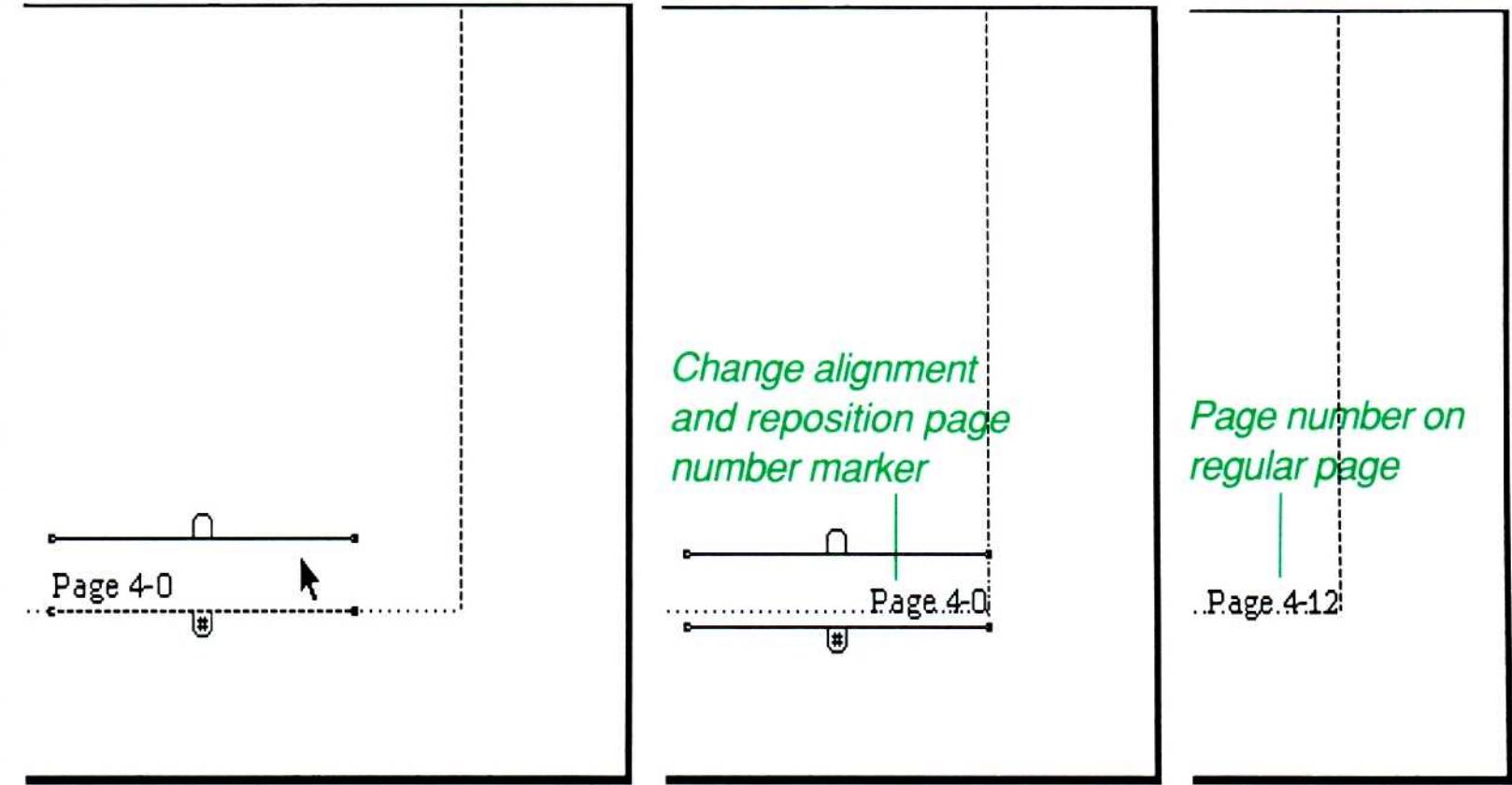
### To align a page number on a regular page:

1. Drag its text block until the page number is positioned to suit you.

### To reposition a page number marker on a master page:



1. **Use the text tool to select the page number marker.**  
For details about selecting a text block, read “Selecting text and graphics” in Part 3: *PageMaker basics*.
2. **If necessary, change its alignment with the Type menu.**  
For details about changing alignment, read “Changing type and paragraph specifications” in Part 6: *Working with text*.
3. **Drag the text block until the 0 is where you want all the page numbers aligned.**  
For example, to align page numbers with the right margin of a right-hand page, choose “Align right” from the Type menu, then position the 0 against the right margin.  
  
For details about moving text blocks, read “Working with text blocks” in Part 6: *Working with text*.





# Standardizing your design

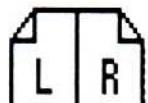
Well-designed publications typically have a consistent look. This comes from repetition and order—using the same layout grid, page numbering scheme, type specifications, graphic style, and more.

This section describes two ways to standardize publication design:

- within a publication, by creating “master pages” where you put a layout grid, text, and graphics that you want to appear on every page in the publication
- among two or more publications (for example, issues of a periodical or parts of a large manuscript) by creating dummy publications

Read Part 3: *PageMaker basics* so you are familiar with the terminology and techniques used here.

## Using master pages



Every publication has one or two blank master pages identified by the **L** (left-hand) and **R** (right-hand) page icons.

PageMaker overlays the corresponding master page on the regular pages. You can leave the master pages blank. But if your publication has elements that repeat from page to page—and most publications do—create master pages with a layout grid, text (such as running heads), and graphics (such as a logo).

Once you set up master pages, you aren’t locked in—you can modify them, and you can choose to ignore them for any particular page.

This section explains how to:

- create master pages for both single-sided and double-sided publications
- modify master pages
- customize individual pages by canceling the master page items

### Tip

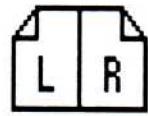
*Design your master pages before starting the regular pages.*

## Creating master pages

The best time to set up master pages is immediately after you create a new publication with the “New...” command.

Pages you create with ruler and column guides *before* you create master pages will not automatically display the layout grid from the master pages. To display the master layout grid on such pages, you must use the “Copy master guides” command (read “Customizing individual pages” in this section).

### To create a master page:



**1. Click either the L or R page icon in the bottom-left corner of the publication window.**

The **R** master page applies to all pages in a single-sided publication, but only to the right-hand pages in a double-sided publication. The **L** master page applies to the left-hand pages of a double-sided publication. In a double-sided publication with facing pages, clicking either icon displays both master pages at the same time.

PageMaker displays the master page(s), which are blank except for the margin guides, and highlights the page icon(s).

**2. Create a layout grid with non-printing guides and a page number marker.**

For details, read “Creating a layout grid” in this part of the manual.

**3. Add graphics you want repeated on every page.**

Use the “Place...” command, draw, or paste graphics. For example, draw lines and shapes, such as a box to form a border just outside the page margins (read “Adding graphics” in Part 5: *Working with graphics*).

After adding a graphic to one facing master page, copy and paste it on the other master page (read “Adjusting graphics” in Part 5: *Working with graphics*).

**4. Add text you want repeated on every page.**

Use the “Place...” command, type new text, or paste text. For example, add running heads (read “Adding text” in Part 6: *Working with text*).

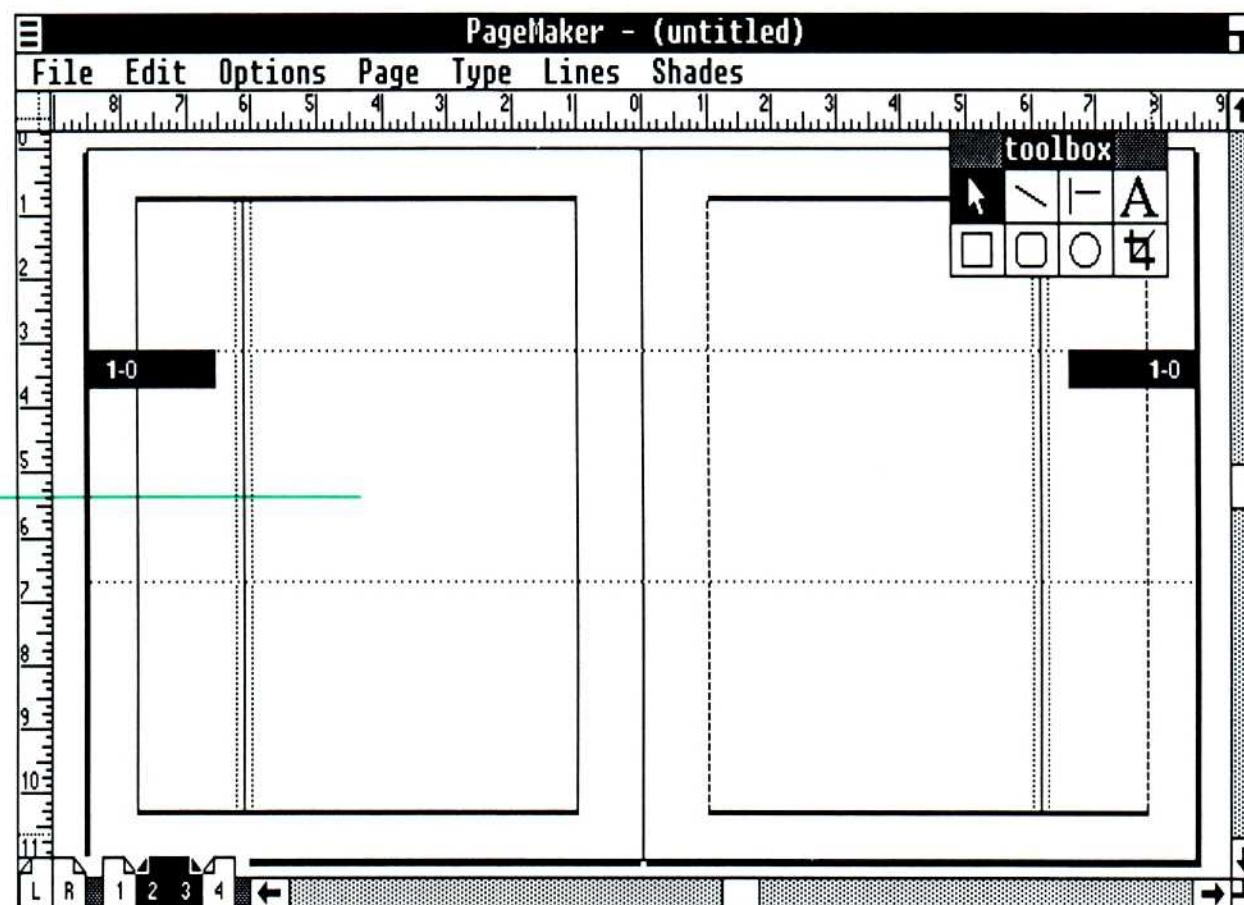
After adding text to one facing master page, copy and paste it to the other master page (read “Editing text” in Part 6: *Working with text*).

## DESIGNING

If you are working on a single-sided publication or a double-sided publication with facing pages, you're done. Click on the icon of the page you want to work on. The page displays all master items for that page.

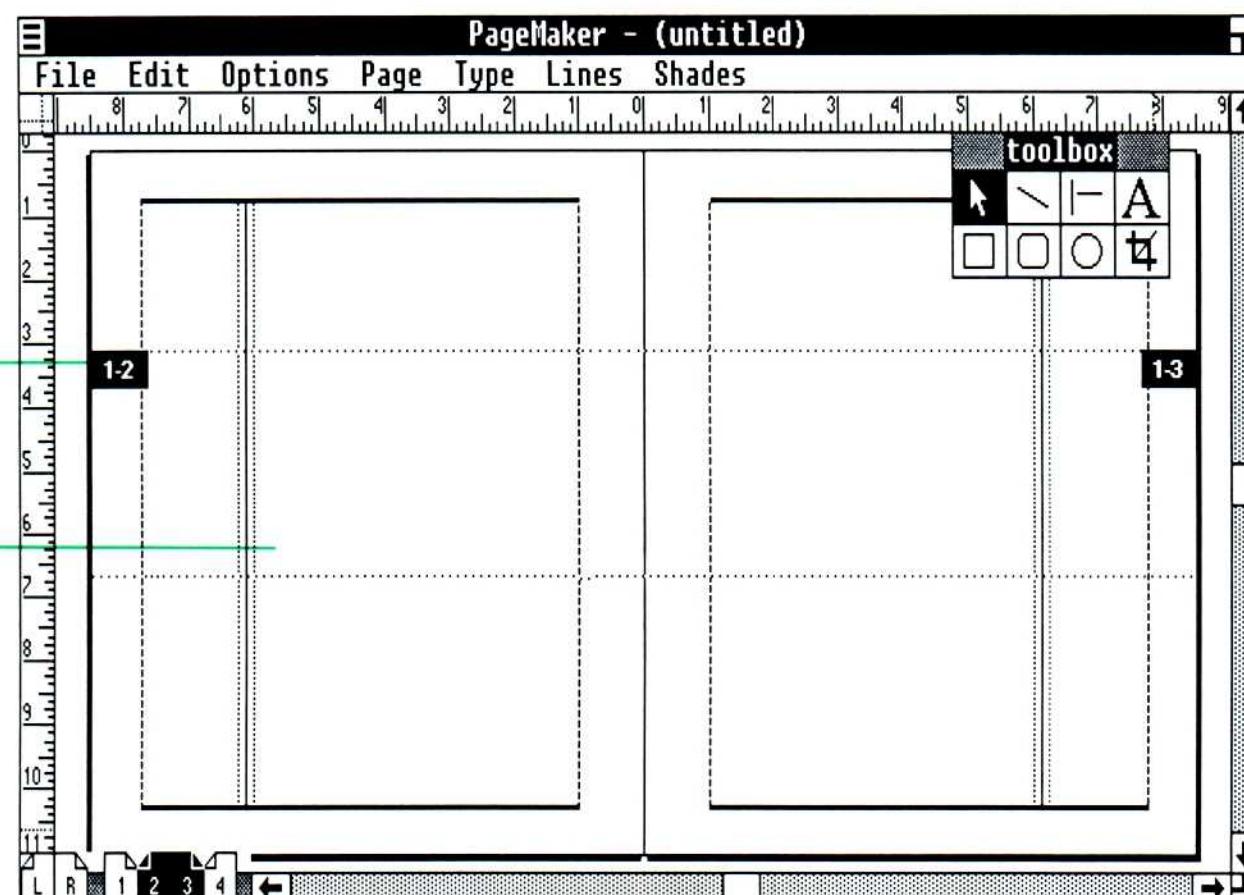
If you completed one master page of a double-sided publication without facing pages, repeat this procedure to create the other master page.

*Master page with column guides, ruler guides, and page number markers*



*The page number replaces the page number marker*

*Regular pages showing all guides and rules from the master page*



## Modifying a master page

---

You must return to the master page to change anything that is on it. You cannot change a master page from a regular page.

Modify a master page the same way you created it. You can add, modify, or delete printing master items (text and graphics) and non-printing master items (column guides and ruler guides).

**Note:** To change margin guides, you choose the “Page setup...” command on any page, and the new margins apply to all pages in the publication.

This is what happens to the regular pages when you modify master pages:

- Any changes to text and graphics on a master page display on the corresponding regular pages.
- Any changes to the non-printing guides on a master page apply to the corresponding regular pages that already have non-printing master guides. This excludes pages with customized guides (explained next) and pages created with guides before you added guides to the master pages.

After you finish, click the icon of a regular page to verify your changes.

## Customizing individual pages

---

You can decide page by page whether to cancel the printing or non-printing master items, or both, on a regular page. If you change your mind, you can restore the master items.

Canceling or restoring the master items on a regular page does not change the master page.

**To customize the non-printing ruler and column master guides as displayed on a regular page:**

1. **Go to the regular page where you want to adjust the guides.**
2. **Reposition the ruler and column guides, use the “Column guides...” command from the Options menu to set up new column guides, or create new ruler guides.**  
Any guides you add or change on the master pages now will not automatically display on this page.

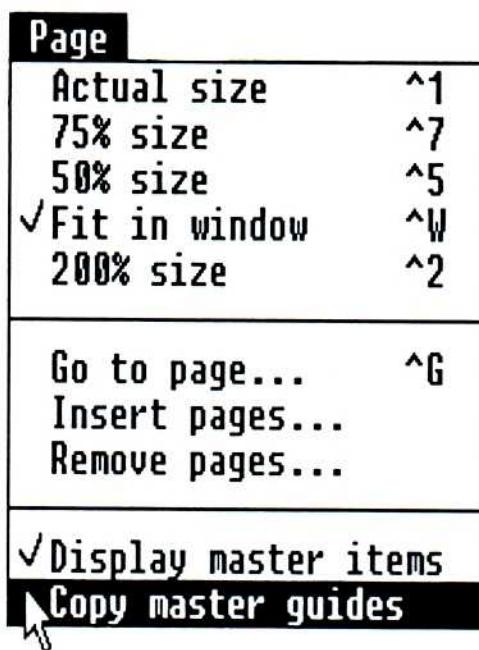
**To display non-printing master guides on a regular page:**

- 1. Go to the regular page where you want to display or restore the guides.**

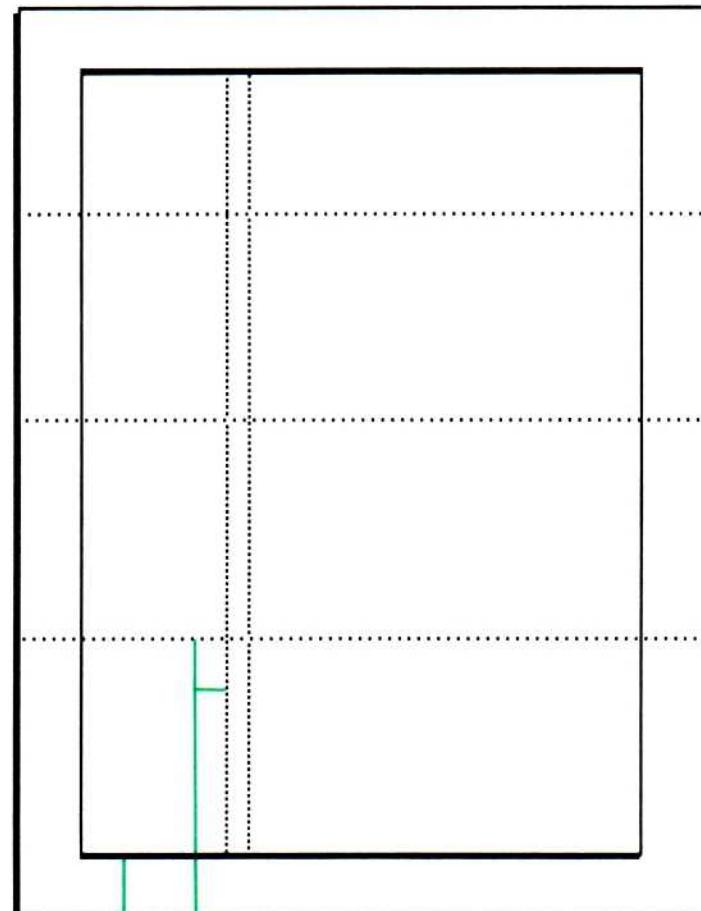
This can be a page with customized master guides or a page you created with guides before adding guides to the master pages.

- 2. Choose “Copy master guides” from the Page menu.**

The non-printing master guides replace all other non-printing guides.

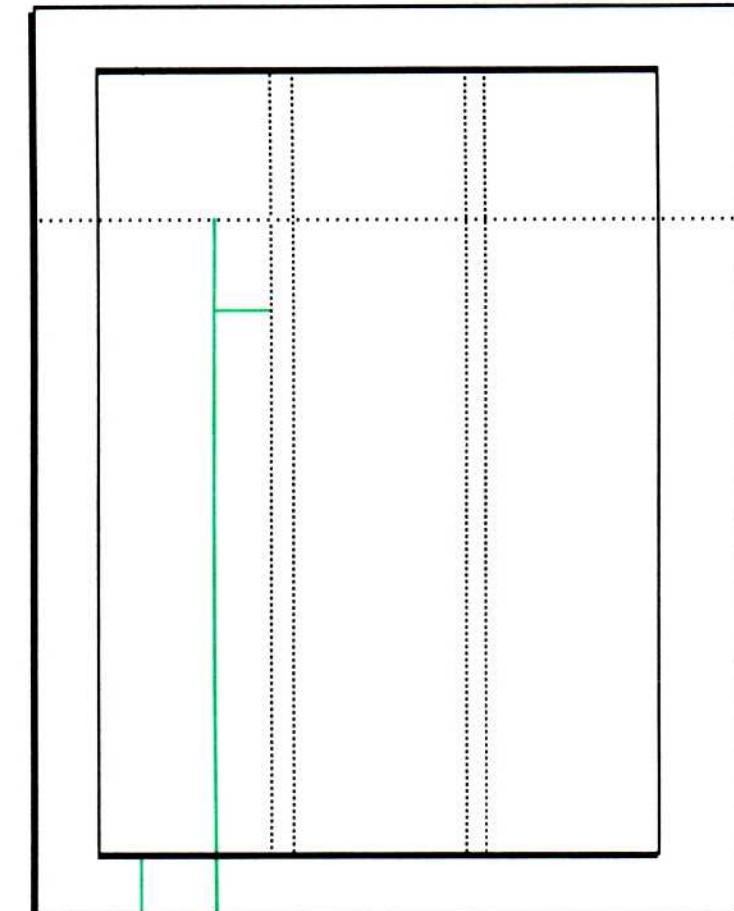


*Regular page with customized guides*



*Custom column guides and ruler guides  
Box drawn around image area*

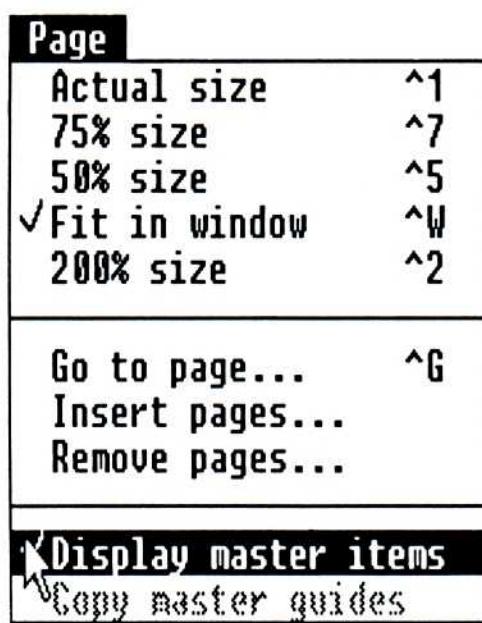
*The same page after copying the master guides*



*Master guides replace all other guides  
Graphic is unaffected*

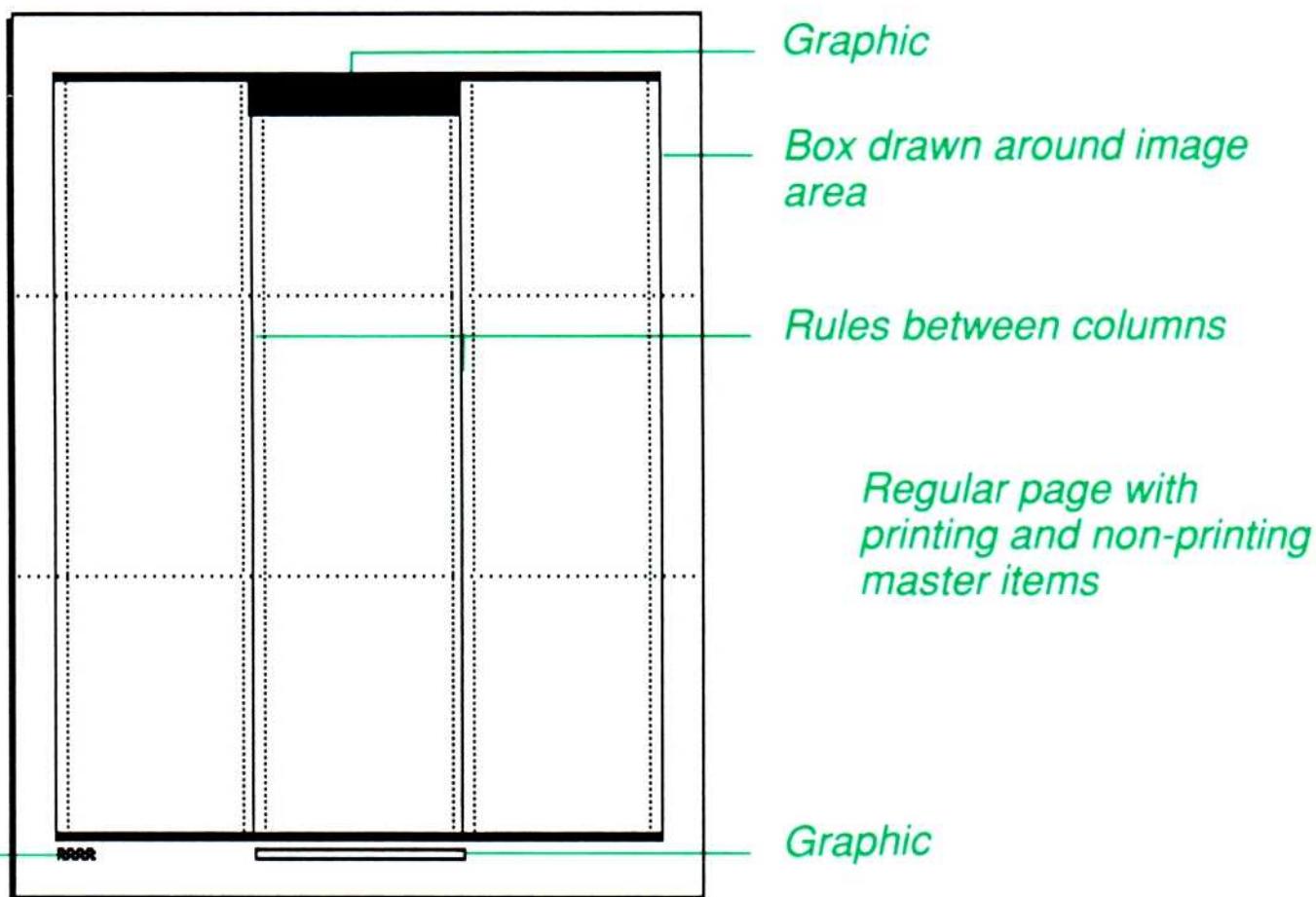
**To remove the printing master items from a regular page:**

- 1. Go to the regular page where you want to remove the printing master items.**



## 2. Choose “Display master items” from the Page menu.

The check mark and the master items disappear.



### To restore the printing master items on a regular page:

1. Go to the regular page where you removed the master printing items.
2. Choose “Display master items” from the Page menu.  
The printing master items appear, and the command is checked.

## Using dummy publications

If you plan to use the same layout grid for several publications, create a template, or “dummy publication.”

A dummy publication is a PageMaker publication that contains:

- the layout grid
- any master pages you need
- the number of pages, if known
- standard text and graphics (called boilerplate) that you will use in each publication created from the dummy

Assume you publish a monthly 16-page newsletter that uses the same layout grid from page to page. The logo always goes on page 1, along

### Tip

Create a publication of master pages (with the layout grid) and regular pages (with standard text and graphics). Open a copy to begin each issue of a periodical.

with the volume and issue number; the masthead always goes on page 2; and a self-mailer always goes on page 16.

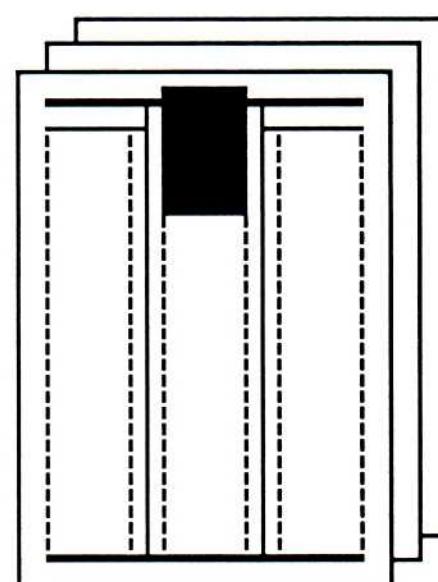
This kind of periodical is ideal for a dummy publication. The layout grid goes on the master pages. The standard items go on pages 1, 2, and 16.

### To create a dummy publication:

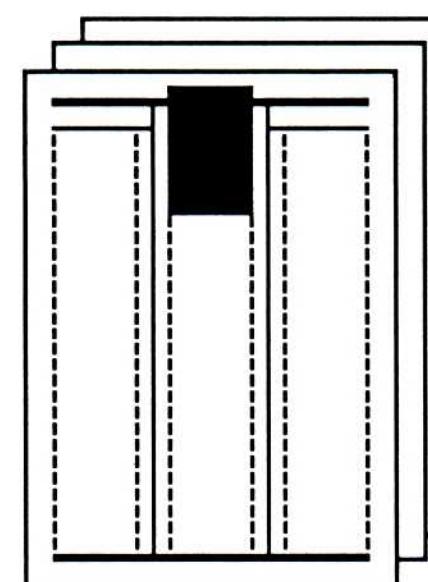
1. **Choose the “New...” command from the File menu.**  
Specify the number of pages you want built into each issue.
2. **Create master page(s) that include the layout grid and standard text and graphics.**
3. **Add any boilerplate text and graphics to the other pages in the publication.**
4. **Save the dummy publication.**  
Assign a filename, such as NEWSFORM.PUB, so you can easily identify the publication as a dummy—in this case, a newsletter format.

### To create a publication from an existing dummy publication:

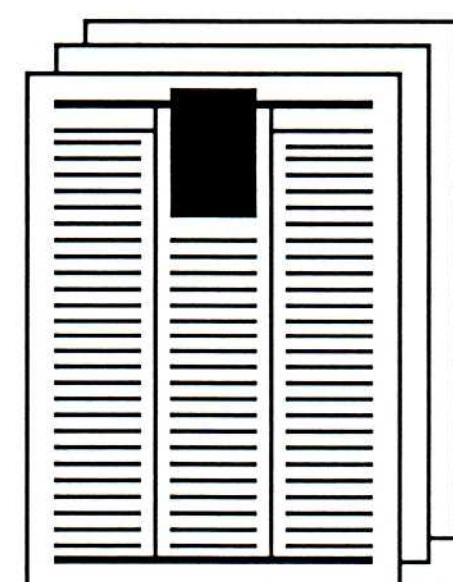
1. **Open a copy of the dummy publication with the “Open copy” option of the “Open...” command.**  
For example, open NEWSFORM.PUB.
2. **Add text and graphics, page by page.**
3. **Save and name the untitled publication.**  
Assign a name such as VOL1NO1.PUB.
4. **Close the publication.**



Dummy publication



Copy of dummy publication



Finished publication

## Customizing section by section

Sometimes a single publication has sections that differ:

- The layout grid is basically the same, but items on the master pages differ from section to section (for example, you change the running heads, running feet, or page numbering scheme from section to section).
- The layout grid changes (for example, in this manual, the table of contents uses a different layout grid than Parts 1 through 8).
- Some pages are tall, and others are wide.

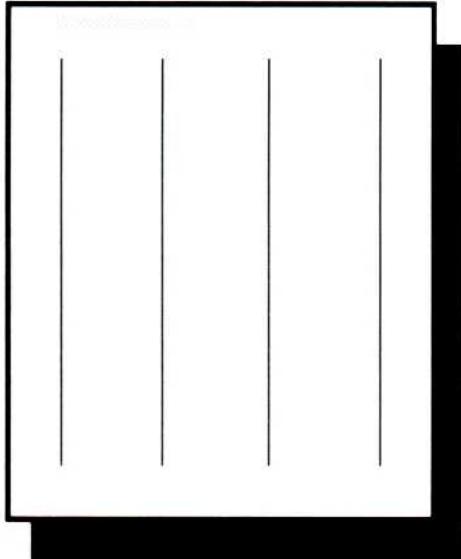
You can customize the various parts of a publication by creating a series of PageMaker publications—one for each part.

### To customize by changing the printing master items:

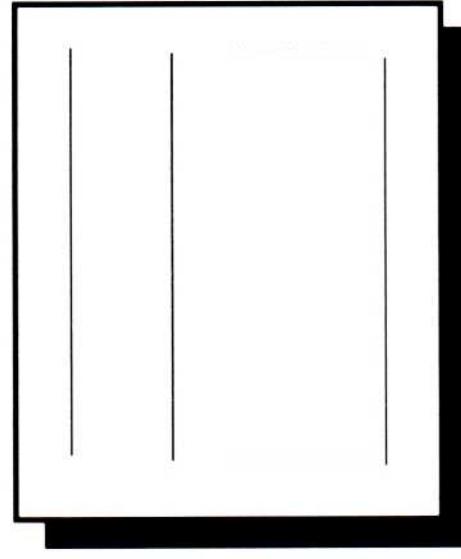
1. **Create a dummy publication.**
2. **Save it as GENFORM.PUB or some other name that identifies the file as the basic format for your publication.**
3. **Open a copy of the dummy publication.**
4. **Save it under a new name that identifies the section (such as SEC1.PUB).**
5. **Modify the master pages appropriately for the section.**
6. **Finish the publication.**

#### Tip

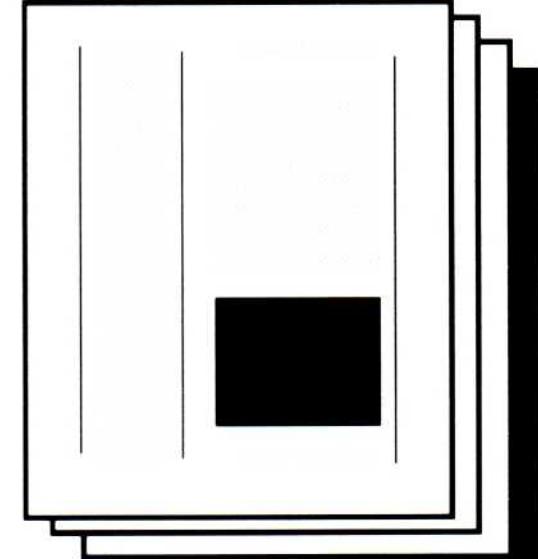
If you're designing a book, don't fill all 128 pages. Leave a few pages blank in case you have to add pages or make adjustments later.



GENFORM.PUB



SEC1.PUB



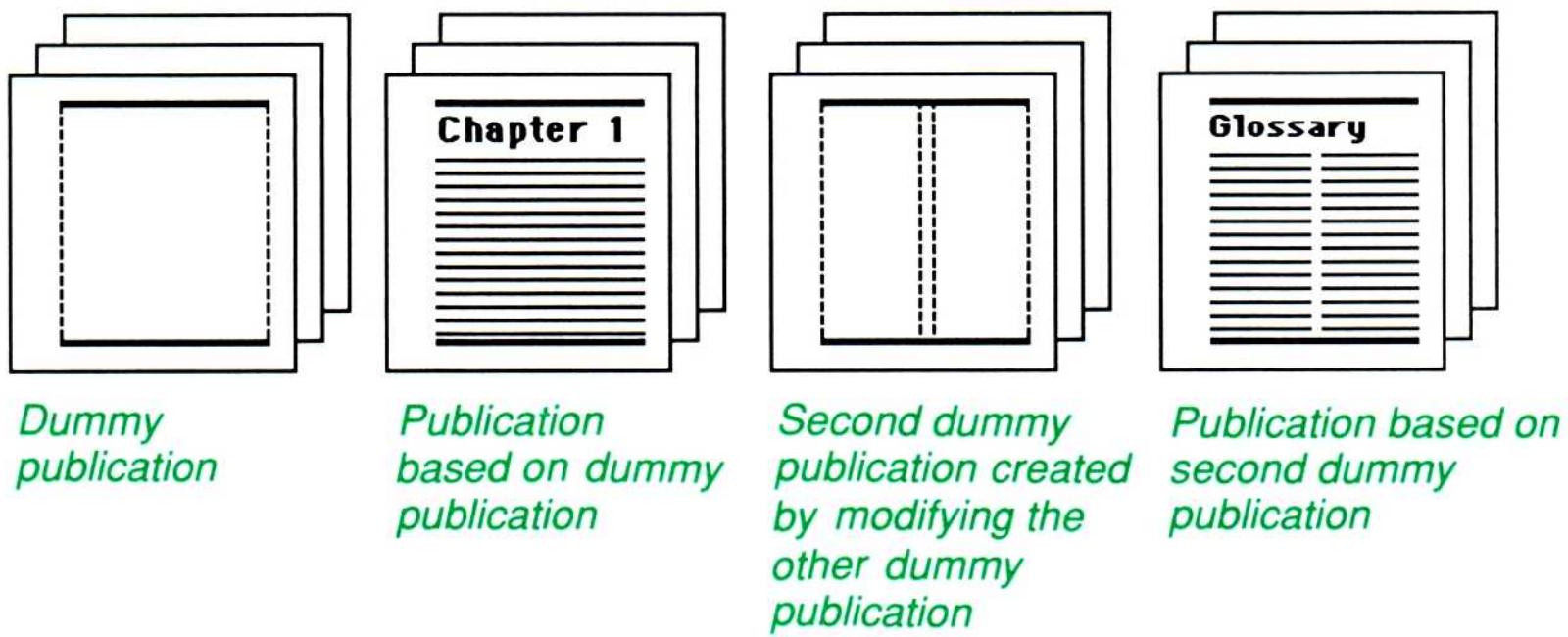
SEC1.PUB

### To customize by changing the layout grid:

1. **Create a different publication for each section that has a different layout grid.**

If several sections use the same or a similar layout grid, create and modify a dummy publication.

2. **Create the sections consecutively so you can set the starting page number for each publication.**



### To customize by changing page orientation:

1. **Create separate publications for the tall and wide pages.**
2. **If you want to intersperse the two types of pages, use PageMaker to type the page numbers on the individual pages, rather than have PageMaker automatically number the pages.**
3. **After printing the separate publications, manually collate them.**



# Working with graphics

## 175 Adding graphics

- 175 Placing graphics
- 177 Pasting from the Clipboard
- 178 Drawing with PageMaker's tools
  - 178 Drawing straight lines
  - 179 Drawing rectangles and squares
  - 180 Drawing ovals and circles

## 181 Adjusting graphics

- 181 General techniques
- 181 Moving a graphic
- 182 Cutting and pasting graphics
- 183 Deleting a graphic
- 184 Adjusting graphics drawn with PageMaker
  - 184 Changing line style
  - 185 Changing shade pattern
  - 186 Changing corner style
  - 187 Changing a rectangle to a square or an oval to a circle
  - 188 Changing line length or direction
  - 188 Resizing a PageMaker graphic
  - 189 Changing graphics placed with PageMaker
    - 190 Resizing a “placed” graphic
    - 191 Restoring a distorted “placed” graphic
    - 192 Trimming a “placed” graphic



# Adding graphics

PageMaker has three ways you can add graphics to the page. The technique you use depends on whether you use a graphic created with another application or draw the graphic right on the page:

- To add graphics from existing bit-map or object-oriented files, use the “Place...” command.
- To add part of a graphic from a Windows application you have open in another window, paste it from the Clipboard.
- To create graphics right on the page, use PageMaker’s tools to draw lines, circles, ovals, squares, and rectangles.

After you place, paste, or draw a graphic, it is selected and displays small rectangles, called handles. Selected lines have two handles, one at each end. All other graphics are surrounded by eight handles. While the graphic is still selected, you can change it many ways (read “Adjusting graphics” in this part of the manual).

Before adding graphics, you may want to create a layout grid with column guides and ruler guides (read Part 4: *Designing your publication*). These non-printing guides, as well as the margin guides, help you position graphics on the page.

Graphics block the flow of text. Use this feature to your advantage. If you know exactly which graphics you want to use, their size, and their position on the page, put them on the page first. Then, flow text around them.

## Placing graphics

PageMaker can read four types of graphics files directly from disk. Use the “Place...” command to add these files to your publication:

- “paint-type” files from applications that produce bit-map graphics
- “draw-type” files from applications that produce “object-oriented” graphics
- scanned images, which are high-resolution bit-map graphics created by applications that work with scanner hardware

### Tip

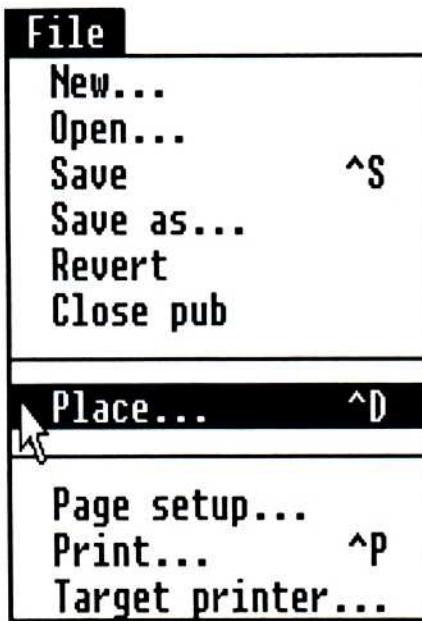
*Place graphics before text so you can use the graphics to block the flow of text.*

- PostScript files, which are a special kind of object-oriented graphic, that follow the Encapsulated PostScript (EPS) format

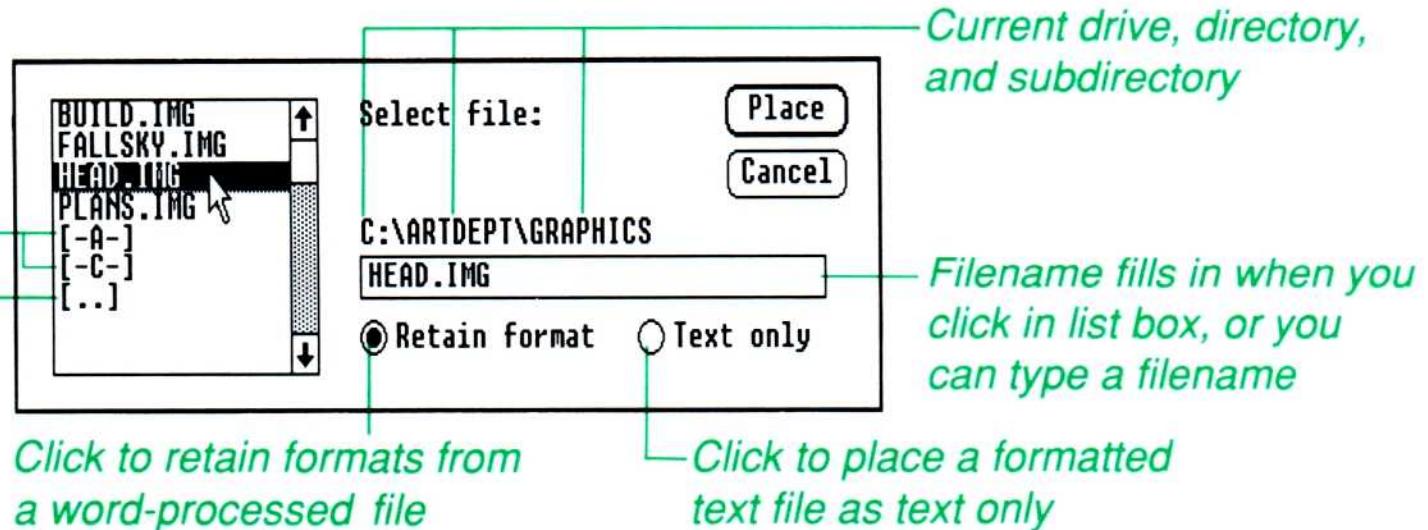
For a list of the applications you use to create these graphics files and suggestions for using them with PageMaker, read “Getting your text and graphics files ready” in Part 2: *Planning your publication and preparing your files*.

If the graphics application saved the size or resolution with the file, PageMaker places the graphic the same size it was created.

### To place a graphic:

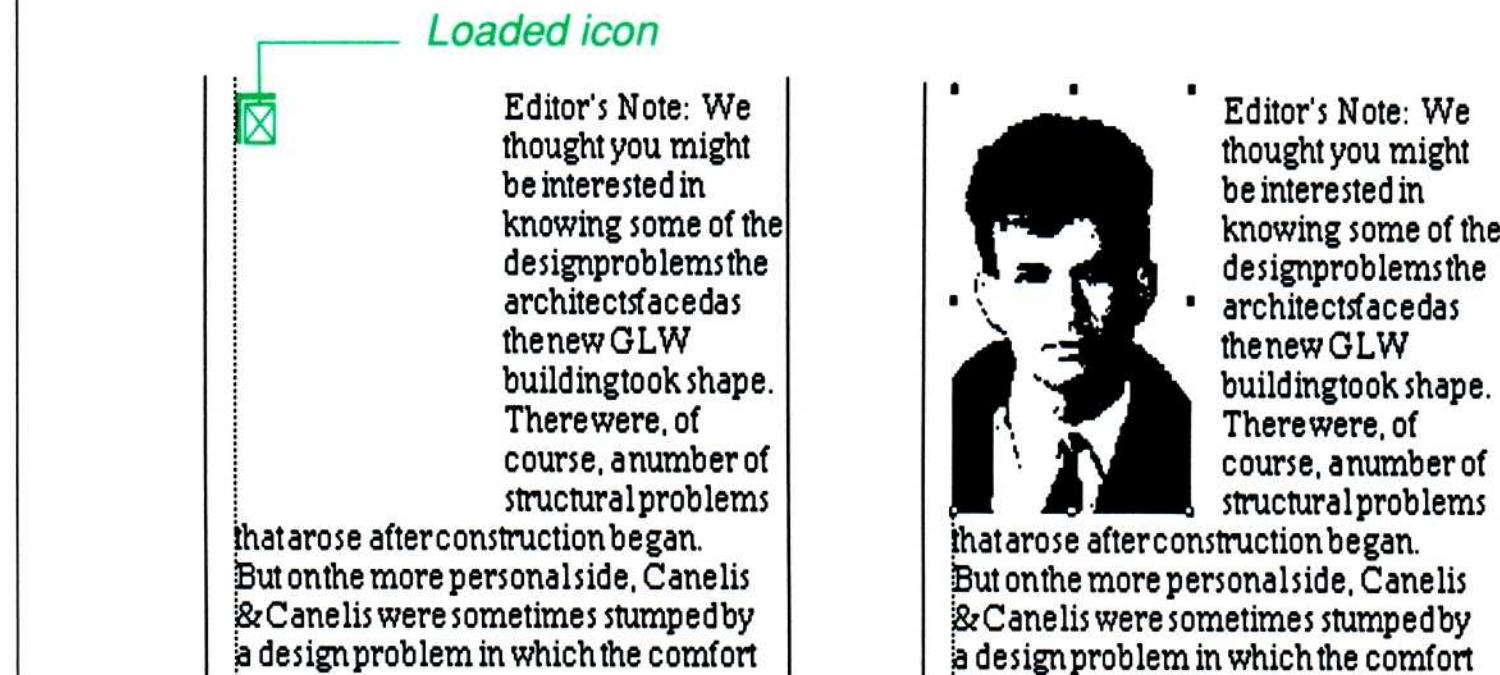


- Choose “Place...” from the File menu.**  
A dialog box displays a list box with those text and graphics files PageMaker can read directly from the specified disk, drive, or directory.
- Scroll, if necessary, to find the name of the file you want.**
- If the file is not listed, switch to another disk, drive, or directory.**  
For details, read “Using Microsoft Windows” in the *PageMaker Reference Manual*.
- Double-click the name of the graphics file you want to place.**  
Depending on the type of file you select, the pointer turns into a paintbrush (for paint-type files), a pencil (for draw-type files), or a box filled with an X (for scanned images not created in conjunction with a paint-type application). The pointer is loaded with the selected file.



- Position the upper-left corner of the icon where you want the upper-left corner of the graphic to be.**  
If “Snap to guides” is turned on, you don’t have to be precise when positioning a graphic next to guides. PageMaker pulls the graphic to align with the guides.

- 6. Click the main mouse button.**  
The graphic appears on the page.



## Pasting from the Clipboard

The Clipboard is where Windows temporarily stores the text or graphics last cut or copied with a Windows application, such as PageMaker.

The information on the Clipboard has been cut or copied there:

- from the same publication
- from another publication

In addition, if you have installed Windows separately, you may have cut or copied the graphic(s) from another Windows application. If the other application is open in another window, this is a handy alternative to using the “Place...” command. However, you are limited to 64K of data, so use the “Place...” command for large graphics.

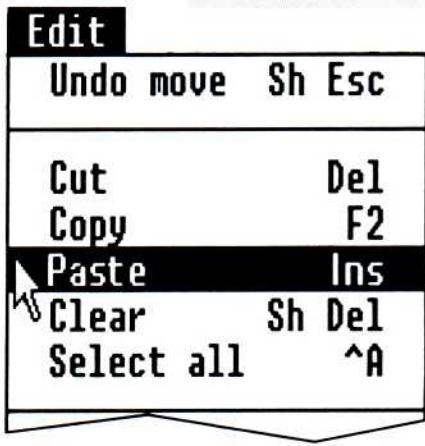
For more information about cutting or copying to the Clipboard, read “Adjusting graphics” later in this part of the manual. To see what is on the Clipboard, read “Using Microsoft Windows” in the *PageMaker Reference Manual*.

The contents of the Clipboard remain there until you copy or cut something else, or until you end the Windows session.

### Tip

*Use the Clipboard to add graphics from another publication or other Windows applications.*

### To paste a graphic:



1. From the other application or another publication window, cut or copy the graphic to the Clipboard.

2. Choose "Paste" from the Edit menu.

PageMaker centers the graphic in the publication window.

For instructions about pasting in another application, read the manual for the application.

## Drawing with PageMaker's tools

Polish the look of your publication by using PageMaker's four drawing tools to create graphics right on the page. The graphics you create can range from simple elements, such as rules (thin lines) between columns, to sophisticated combinations of lines, shapes, and shades.

When you select a drawing tool, the pointer turns into a crossbar. Basically, you just point where you want to begin and drag to draw. All lines and shapes you draw have the default line style, shade pattern, and corner shape (read "Getting started" in Part 3: *PageMaker basics*).

This section tells how to:

- draw straight lines
- draw rectangles and squares
- draw ovals and circles

If you don't like the way the graphic looks when you're done, press the Shift+Del keys to erase it, then redraw it.

### Drawing straight lines

Both the perpendicular-line tool and the diagonal-line tool draw a continuous straight line as you drag the mouse:

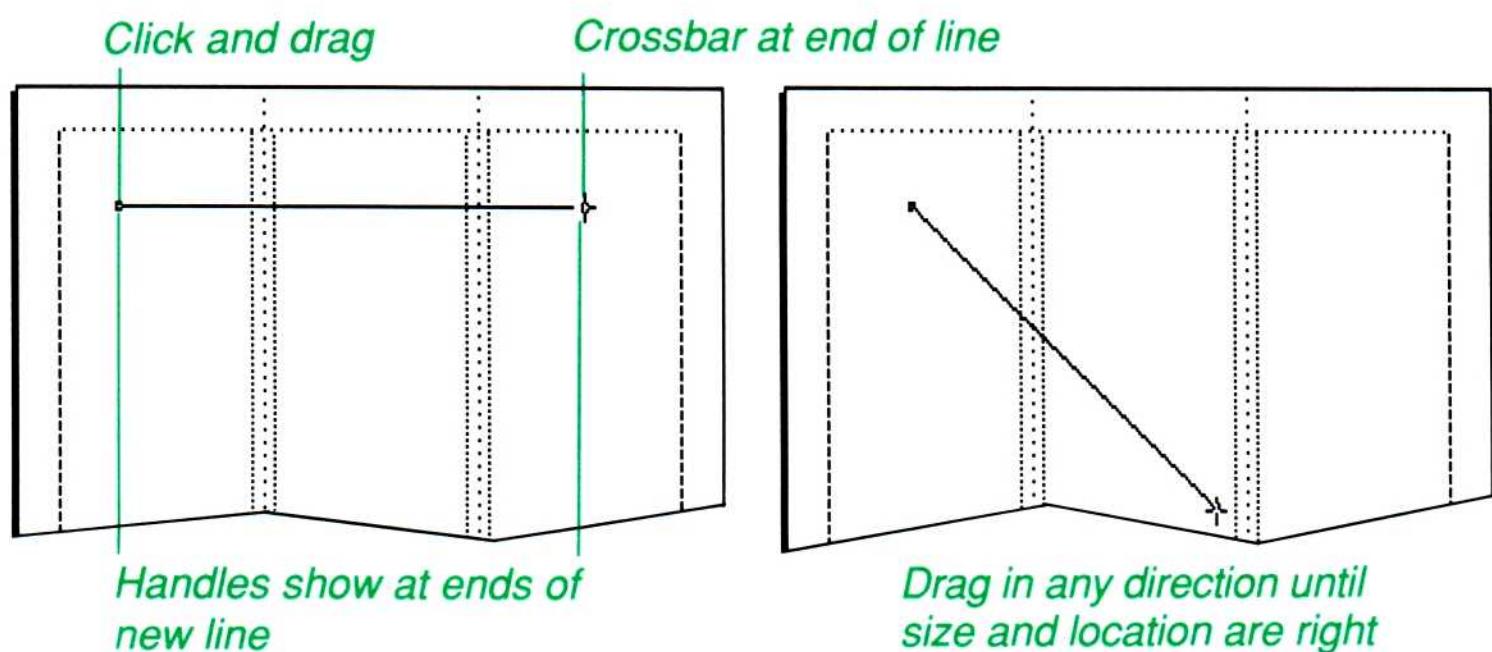
- The perpendicular-line tool draws lines at any 45-degree increment measured from any arm of the crossbar.
- The diagonal-line tool draws a line in any direction.

Hold down the Shift key, and the diagonal-line tool works just like the perpendicular-line tool. Use the Shift key when mixing diagonal and 45-degree lines so you don't have to change tools.

- + The pointer for either tool looks like a crossbar. Diagonal lines are centered on the crossbar. As you draw a horizontal or vertical line, it lies on one side of the crossbar. You can “flip” it to the other side by dragging slightly in that direction.
- Flipping the line is useful, for example, when you are drawing a wide vertical rule along the left margin of text. To make sure the rule does not overlap the text, center the crossbar just to the left of the text. Then, as you draw, flip the rule (which might overlap the text) to the other side of the crossbar—away from the text.

**To draw a line:**

- Click the perpendicular-line tool or the diagonal-line tool.**  
The pointer changes to a crossbar.
- Position the center of the crossbar where you want the line to start.**
- Drag until the intersecting lines of the crossbar are where you want the line to end.**

**Drawing rectangles and squares**

PageMaker has two tools for drawing rectangles and squares. The tools are identical, except for the corner shape of the boxes you draw:

**Tip**

Use the Shift key when drawing squares and circles.

- The square-corner tool draws boxes with square corners.
- The rounded-corner tool draws boxes with rounded corners, using the default corner shape selected with the “Rounded corners...” command from the Options menu.

By itself, either tool draws rectangles. Used with the Shift key, either tool draws squares.

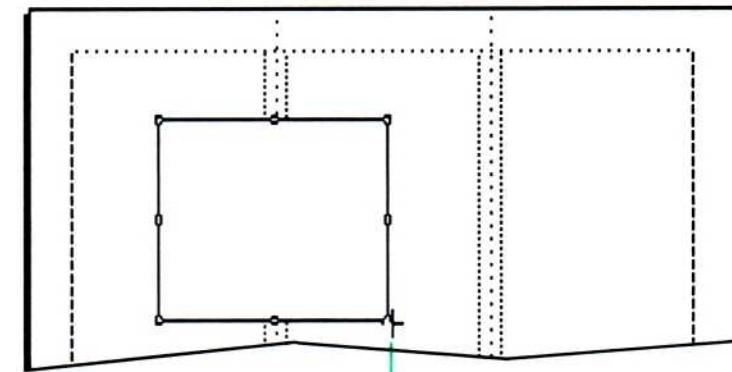
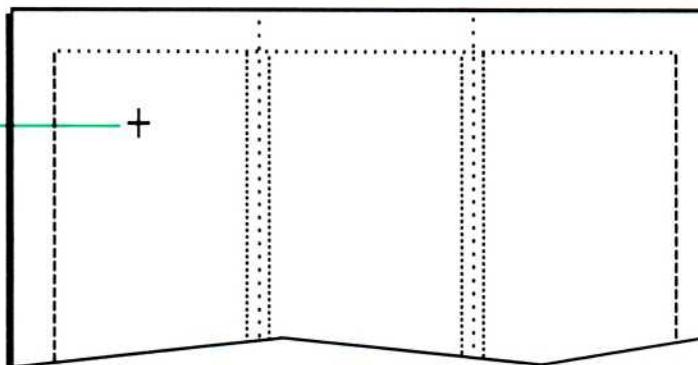
### To draw a rectangle or square:



1. **Click the square-corner tool or the rounded-corner tool.**  
The pointer changes to a crossbar.
2. **Position the center of the crossbar where you want any corner of the rectangle or square to start.**
3. **If you want to draw a square, hold down the Shift key.**
4. **Drag until the center of the crossbar is where you want the opposite corner of the rectangle or square.**

*Crossbar*

*Click and drag until size is right*



### Drawing ovals and circles

PageMaker has one tool for drawing ovals and circles. By itself, the oval tool draws ovals. Used with the Shift key, the tool draws circles.

### To draw an oval or circle:

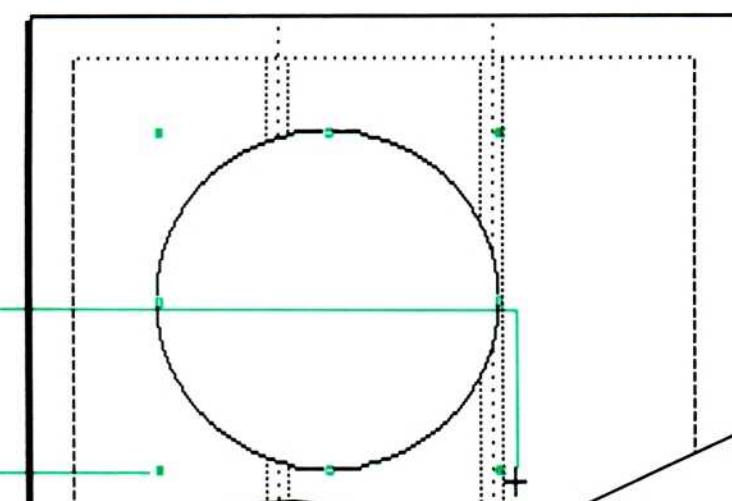
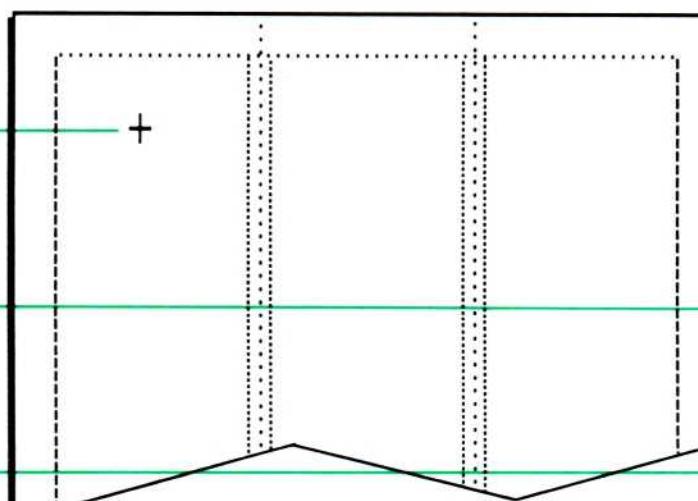


1. **Click the oval tool.**  
The pointer changes to a crossbar.
2. **Position the center of the crossbar where you want the oval or circle to start.**
3. **If you want to draw a circle, hold down the Shift key.**
4. **Drag in any direction until the oval or circle is the size you want.**

*Crossbar*

*Click and drag until size is right*

*Handles form a box around a circle or oval*



# Adjusting graphics

Once a graphic is on the page, you can change it many ways. Exactly what you can do to the graphic depends on whether it was created with PageMaker or another application.

This section explains:

- general techniques that you can use to adjust any graphic
- ways to adjust graphics you drew with PageMaker
- ways to adjust graphics you placed from other applications

## General techniques

Select any graphic or group of graphics (read “Selecting text and graphics” in Part 3: *PageMaker basics*). Then the selected graphic(s) can be:

- moved anywhere on the page or pasteboard
- cut and pasted
- deleted

### Moving a graphic

You can reposition any graphic or group of graphics selected together by dragging them anywhere else on the page or the pasteboard. The graphic itself does not change—only its location on the page.

#### To move one or more graphics:



1. **Select the graphic(s) with the pointer tool.**
2. **Point anywhere on the selection, except on a handle.**  
If you point on a handle, you might accidentally distort the graphic.  
To move a single shape filled with a shade pattern of “None,” point on its border.
3. **If you want to move the graphic in just one direction (horizontally or vertically), hold down the Shift key.**
4. **Hold down the main mouse button.**

#### Tip

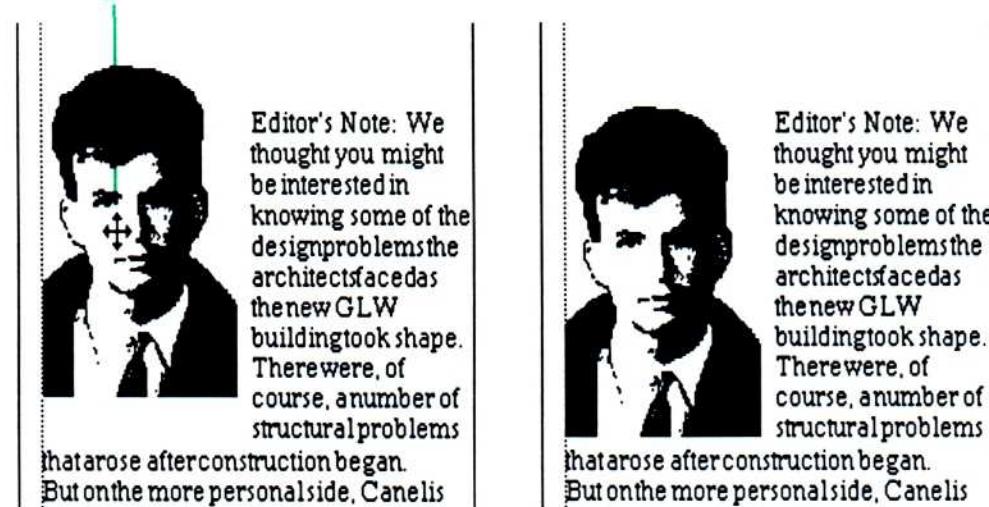
*To move a graphic just horizontally or vertically, hold down the Shift key before dragging.*

**5. After the pointer changes to four arrows, drag the selection in any direction until it is where you want it.**

For faster response, start dragging even while the pointer is changing to the four arrows. Instead of seeing the actual graphic as you drag, you see a blank box that is the same size. When you quit dragging, the graphic redisplays on the screen.

*Click to select the graphic*

*Drag when pointer changes to four arrows*



## Cutting and pasting graphics

Cutting and pasting involves moving one or more graphics to the Clipboard, which is a temporary holding place for text and graphics. You can then paste the contents of the Clipboard:

- elsewhere in the publication
- into another publication

Just cut or copy to the Clipboard, then close the publication to return to PageMaker's desktop. Open the other publication, and paste.

- in another Windows application (but only if you installed Windows separately)

You can cut or copy any amount of graphic data to the Clipboard to paste within the same publication or between publications. However, you are limited to 64K of data:

- if you close PageMaker and must re-open it to paste
- if you paste into another Windows application

Otherwise, when you try to paste, the graphic may be incomplete or in a different form.

### Tip

*You can cut and paste any amount of graphics between publications if you cut and paste **without** closing PageMaker.*

### To move one or more graphics to the Clipboard:



1. **Use the pointer tool to select the graphic(s) you want on the Clipboard.**

Read “Selecting text and graphics” in Part 3: *PageMaker basics*.

If you plan to paste a draw-type or paint-type graphic into another Windows application, you must cut or copy it by itself.

2. **Choose “Copy” or “Cut” from the Edit menu.**

Use the “Copy” command to move a copy of the selected graphic(s) to the Clipboard. The selection remains intact on the page.

Use the “Cut” command to move the selected graphics to the Clipboard. Now you see anything the graphic(s) covered. If nothing was covered, the area where you deleted the graphic(s) is blank.

### To paste one or more copies of a graphic:

1. **Choose “Paste” from the Edit menu.**

The contents of the Clipboard are centered in the publication window.

2. **Drag the graphic or group of graphics where you want it.**

You can paste the same graphic(s) repeatedly. For example, draw the first of a series of identical lines, copy it, paste as many copies as you need, then drag each copy into position.

#### Tip

Remember, “Cut” deletes to the Clipboard, and “Clear” bypasses the Clipboard.

### Deleting a graphic

With PageMaker, you can select any graphic(s), then delete the selection from the publication without moving it to the Clipboard. Delete a graphic when you don’t want to use it again and you want to keep what is on the Clipboard.

### To delete one or more graphics:

1. **Select the graphic(s) you want to delete.**

2. **Choose “Clear” from the Edit menu.**

Now you see anything the graphic(s) covered. If nothing was covered, the area where you deleted the graphic(s) is blank.

# Adjusting graphics drawn with PageMaker

You can adjust graphics created with PageMaker's drawing tools by changing:

- line style
- shade pattern
- corner style
- a rectangle to a square or an oval to a circle
- line length or direction
- size

## Changing line style

Choose from the Lines menu to change the line style used in any graphic or group of graphics drawn with PageMaker. Nothing else about the graphic(s) changes.

Depending on the view of the publication window, lines thinner than the resolution of your screen may look wider than they actually print. For example, a screen with a resolution of 72 pixels per inch can accurately show a 1-point line at "Actual size," because 72 points equals 1 inch. However, .5-point lines and hairlines also show 1 pixel wide because that's the narrowest line the screen can display.

Similarly, exactly how wide the lines print depends on the resolution of your printer. To accurately produce a hairline, a printer must have a resolution of 288 or more pixels per inch. If you have questions about printing resolution, check your printer manual.

### To change the line style:

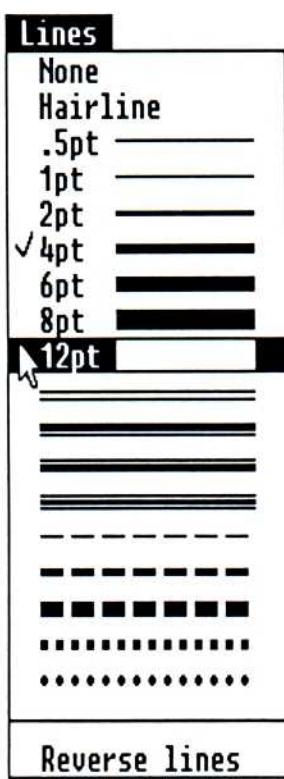
1. **Use the pointer tool to select one or more graphics created with PageMaker.**
2. **Select the Lines menu.**

The current line style is checked. If more than one line is selected and they have different line styles, nothing is checked.

All line styles are shown at actual size except "None," ".5pt," and "Hairline."

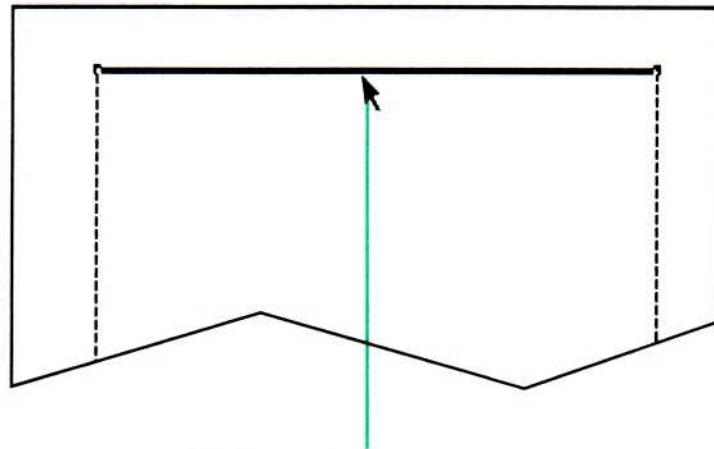
### Tip

*To erase the outline around a shape, choose "None" for the line style.*

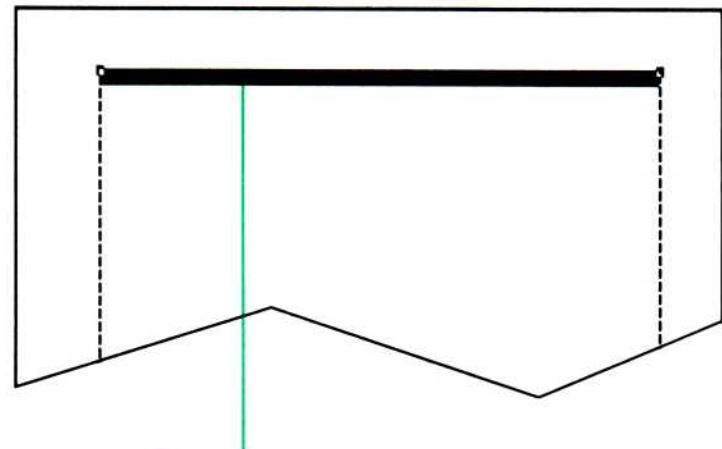


### 3. Choose a new line style.

The selection displays the new line style.



*Select the line you want to change, then choose from the Lines menu*



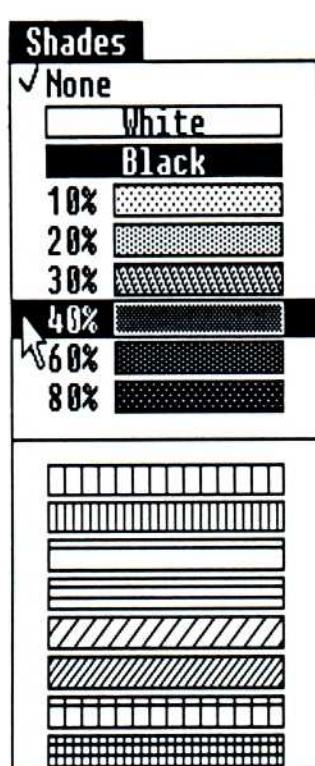
*Changed line*

## Changing shade pattern

Choose from the Shades menu to change the pattern inside rectangles, squares, circles, and ovals drawn with PageMaker. Nothing else about the graphic changes.

The Shades menu includes a transparent shade ("None"), solids (black and white), shades of gray, and patterns.

### To change the shade pattern:



1. Use the pointer tool to select one or more graphics created with PageMaker.

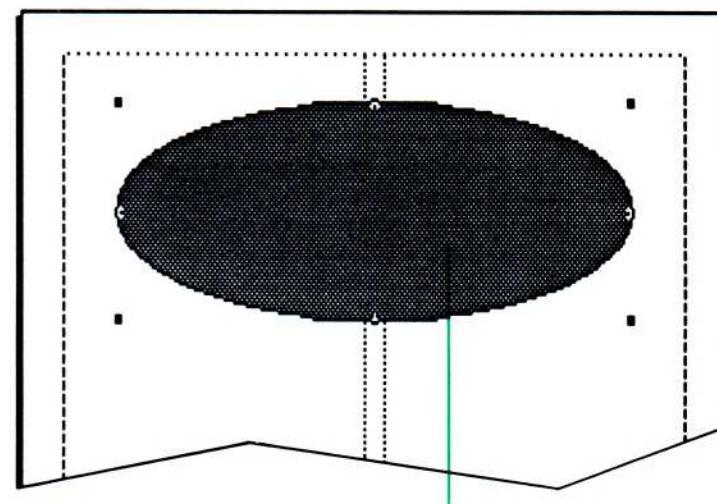
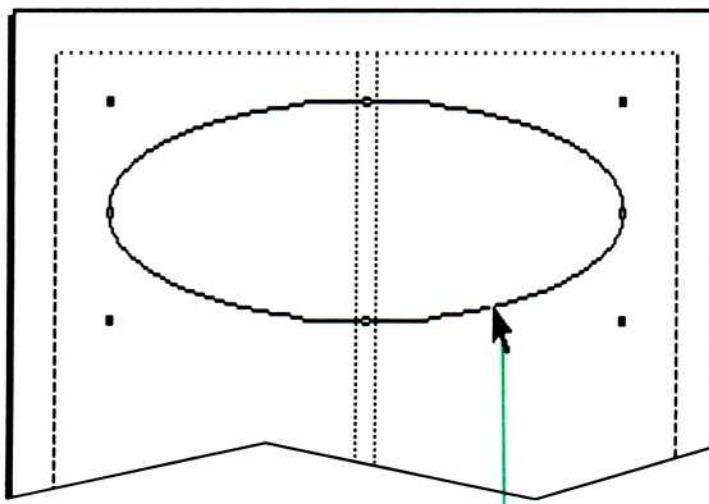
2. Select the Shades menu.

The current shade pattern is checked. If more than one graphic is selected and they have different shade patterns, nothing is checked.

The menu displays all shade patterns at actual size. The patterns appear that size on the screen, too, regardless of the view. The printed resolution of any shade pattern depends on the resolution of your printer—the higher the resolution of your printer, the finer the pattern.

### 3. Choose a new shade pattern.

The new shade pattern fills the graphic(s).



Select the graphic whose shade you want to change, then choose from the Shades menu

Graphic with new shade

#### Tip

A "White" shade pattern blocks anything behind it.

## Changing corner style

Boxes—rectangles and squares—have square or rounded corners. You can change square corners to rounded corners or make rounded corners more or less round.

### To change the corner style of a rectangle or square:

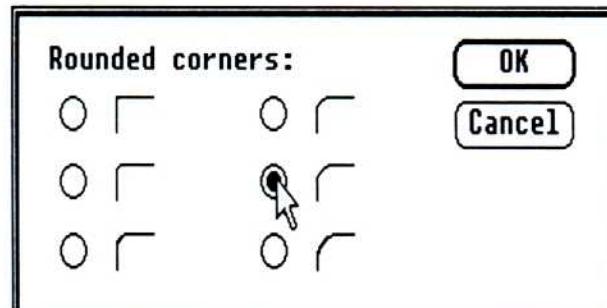


#### 1. Use the pointer tool to select one or more boxes drawn with PageMaker.

The boxes can have different corner styles.

#### 2. Select the "Rounded corners..." command from the Options menu.

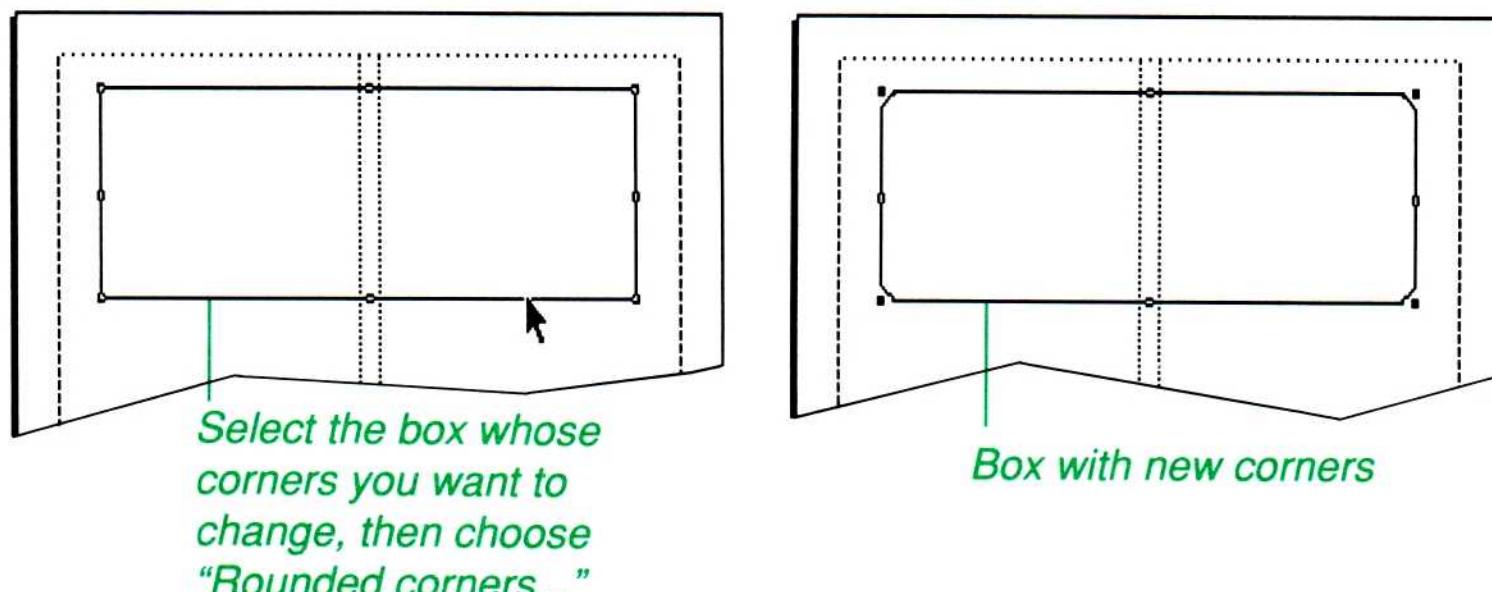
A dialog box displays a list of six available corner styles, including square corners. The option button for the current corner style is selected. If more than one box is selected and they have different corner styles, nothing is selected.



#### 3. Click a corner style.

**4. Click “OK.”**

All the PageMaker boxes you selected now have the same corner style.

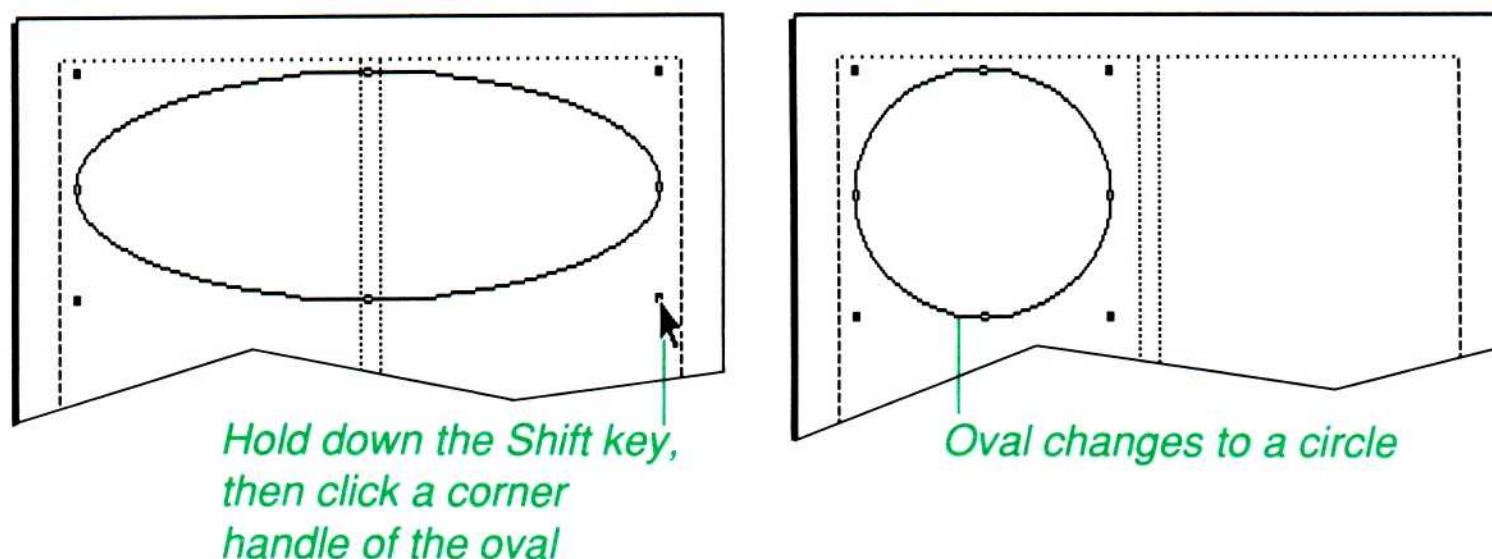


## Changing a rectangle to a square or an oval to a circle

If you draw a rectangle but want a square, you can quickly change it without deleting and redrawing. Similarly, you can quickly change an oval to a circle. (To change a circle to an oval or a square to a rectangle, you must stretch it—read “Resizing a PageMaker graphic” later in this section.)

### To change a rectangle to a square or an oval to a circle:

- 1. Use the pointer tool to select the rectangle or oval.**  
You can only change one graphic at a time.
- 2. Hold down the Shift key.**
- 3. Click any handle.**  
The graphic changes shape.

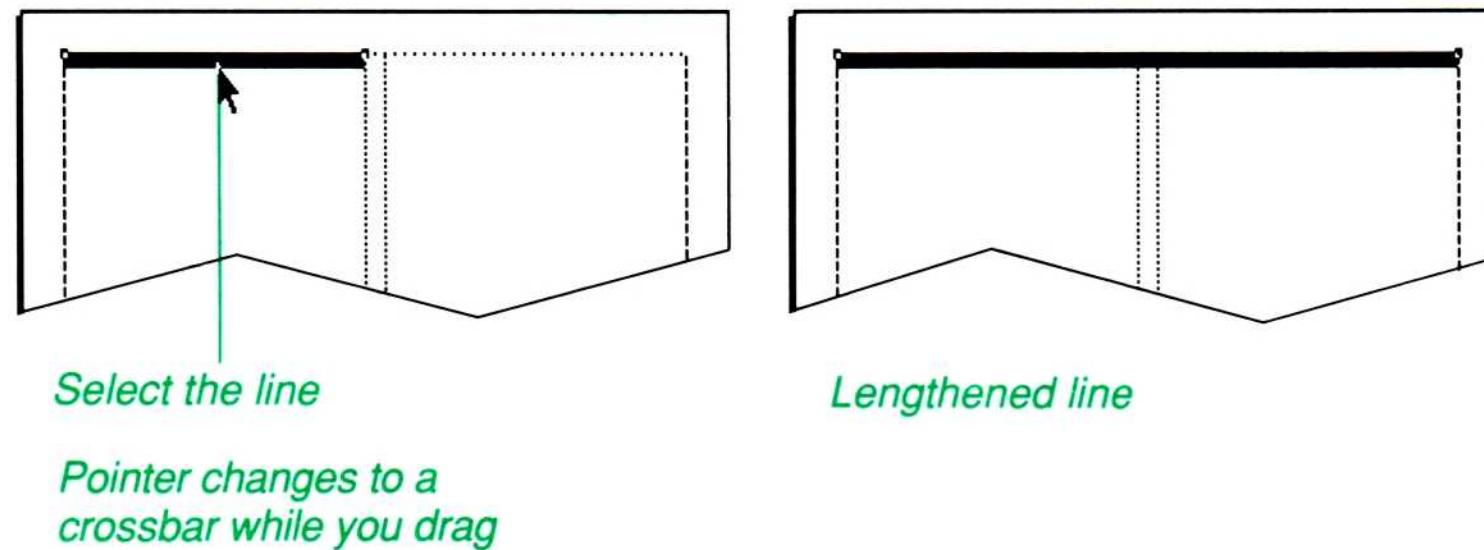


## Changing line length or direction

You can lengthen a line drawn with PageMaker. You also can rotate the line to point in a new direction. The end you are not rotating anchors the line to the page.

### To lengthen or rotate a line:

1. **Use the pointer tool to select the line.**  
You can only work on one line at a time.
2. **If you want the line at any 45-degree increment, hold down the Shift key.**  
Be sure you do this if you are elongating a horizontal or vertical line so you don't accidentally move the line. A line not already at a 45-degree increment will shift to the nearest 45-degree increment (for example, from 70 degrees to 90 degrees).
3. **Point on either handle.**
4. **Hold down the mouse button.**
5. **After the pointer turns into a crossbar, drag the handle in any direction until the line is pointed in the right direction and is the length you want.**



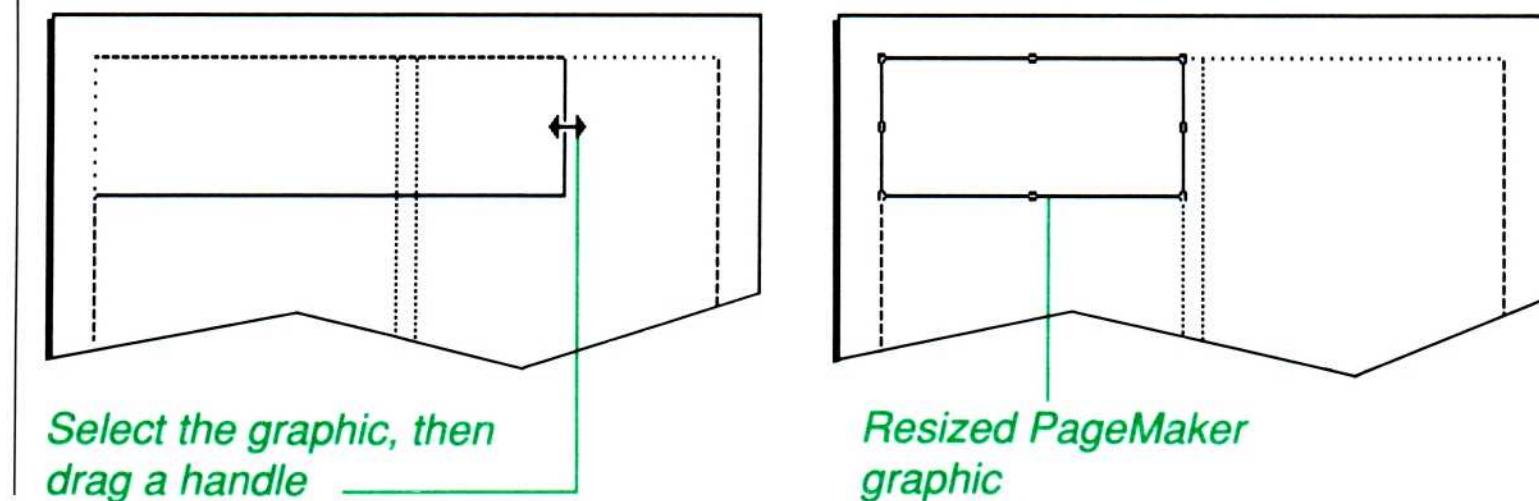
## Resizing a PageMaker graphic

You can enlarge or reduce any rectangle, square, oval, or circle drawn with PageMaker. If you want, distort the graphic by stretching or compressing it vertically or horizontally.

As you resize a graphic, one of its corners anchors the graphic to the page so it doesn't move—it only changes size or shape.

### To resize a PageMaker graphic:

1. **Use the pointer tool to select the graphic.**  
You can only work on one graphic at a time.
2. **Point on a handle, and hold down the main mouse button.**  
To distort the graphic, point on a corner handle to stretch or compress horizontally *and* vertically.  
**OR** point on a middle handle to stretch or compress vertically *or* horizontally.
3. **After the pointer turns into a double-headed arrow, drag until the graphic is the size you want.**



## Changing graphics placed with PageMaker

After pasting or placing a graphic from another application, you can use PageMaker to:

- resize it proportionally or distort it
- restore a distorted graphic to its original proportions
- trim the parts you don't want

For other changes (such as changing a shade pattern used in the graphic), you must edit and re-save the file with the graphics application you used to create it. Then re-place or re-paste the graphic with PageMaker (read about the “Place...” command in “Adding graphics” earlier in this part).

Any changes you make in PageMaker are limited to the publication. If you want these changes in the original graphics file, you have to update that file with the graphics application.

## Resizing a “placed” graphic

You can enlarge or reduce a “placed” graphic. Keep the original proportions as you change the overall size, or distort proportions by stretching or compressing the graphic.

### Tip

*For best results when resizing a paint-type graphic with regular patterns, use PageMaker’s built-in sizes.*

Paint-type graphics that have regular patterns or shades of gray may look distorted, yet print correctly, because the screen and graphic have different resolutions. Resizing to make the paint-type graphic look right on the screen may cause it to look mottled when printed.

To help you resize paint-type graphics so that they print right, PageMaker supplies standard reductions and enlargements (these vary from printer to printer). While dragging to resize, hold down the Ctrl key. As you approach a standard size, the pointer will “snap to” that size. You can use that size or continue to another. See if one of these sizes fits in your publication. If not, you can make the paint-type graphic any size (don’t use the Ctrl key), but print a test copy of the page with the resized graphic to see how it looks.

### To resize a “placed” graphic:



- 1. Use the pointer tool to select the graphic.**  
You can only work on one graphic at a time.
- 2. If you want the graphic to keep its original proportions, hold down the Shift key.**  
Otherwise, you compress or stretch the graphic.
- 3. Point on a handle, and hold down the main mouse button.**  
To resize proportionally, point on any handle.

To distort the graphic, point on a corner handle to stretch or compress horizontally *and* vertically.

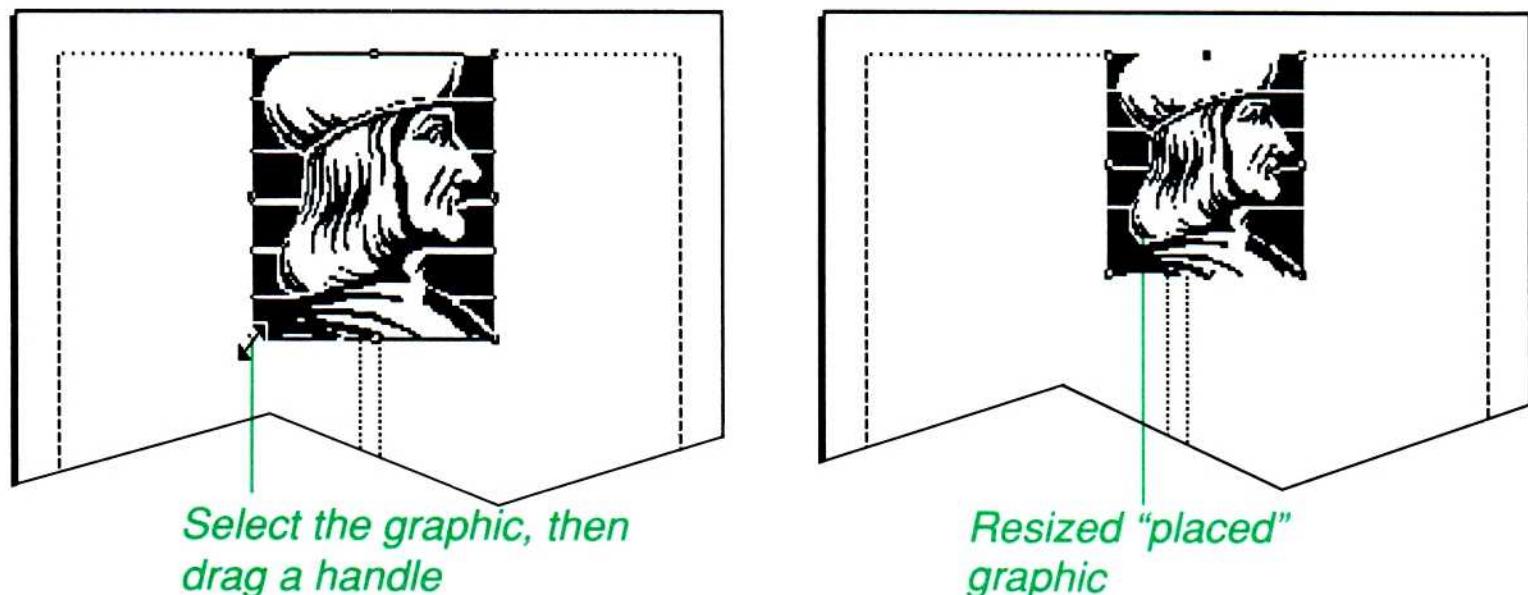
**OR** point on a middle handle to stretch or compress vertically *or* horizontally.

### Tip

*When resizing, hold down the Shift key to keep the original proportions.*

- After the pointer turns into a double-headed arrow, drag until the graphic is the size you want.

While resizing a paint-type graphic with a regular pattern, hold down the Ctrl key when you want to “snap to” the nearest standard size. Release the Ctrl key if you want to resize to any dimensions.



## Restoring a distorted “placed” graphic

After compressing or stretching a “placed” graphic, you can restore it to its original proportions. However, the graphic may not be restored to its original size.

### To restore a distorted “placed” graphic to its original proportions:

-  1. **Use the pointer tool to select the distorted graphic.**  
You can only work on one graphic at a time.
- 2. **Hold down the Shift key.**
- 3. **Click any handle.**



Select the distorted graphic, hold down the Shift key, and click



Restored graphic

## Trimming a “placed” graphic

You can trim—or crop—a “placed” graphic with the cropping tool. Crop it horizontally, vertically, or both. Cropping reduces the overall size of the graphic, but the part that remains does not change size.

The dimensions of the remaining graphic act as a frame:

- The “frame” encloses the parts you did not trim away.
- You can change the size of the “frame” to restore parts you trimmed. You haven’t lost the parts you trimmed off. For example, if you cropped too much off the bottom of the graphic, you can restore it.
- Without changing the size or location of the “frame,” you can move the complete graphic around inside the “frame” to display another part of the graphic. This way, you can make your graphic the right size, then decide which part of the graphic looks best in the available space.

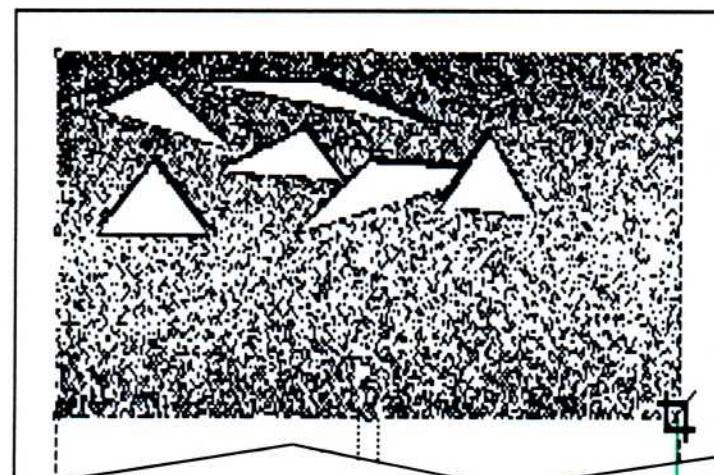
### To crop a graphic:



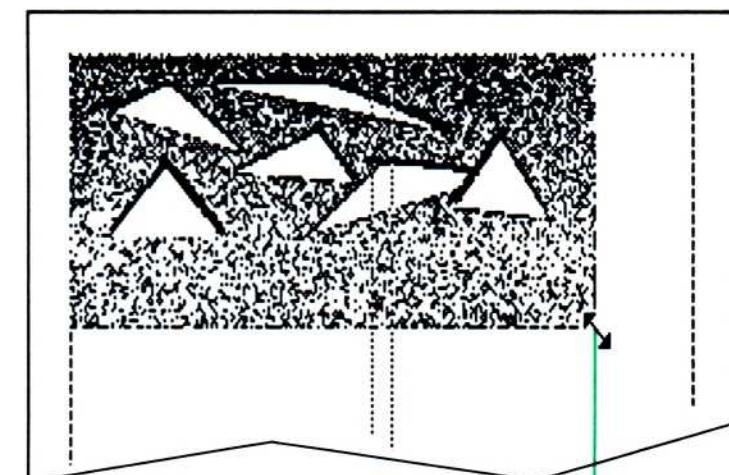
1. **Use the cropping tool to select the graphic you want to trim.**  
You can only trim one graphic at a time.
2. **Position the cropping tool on a handle so the handle shows through the center of the tool.**  
Use a corner handle to trim vertically or horizontally, the top or bottom handles to trim vertically, or the side handles to trim horizontally.
3. **Hold down the main mouse button.**
4. **After the pointer turns into a double-headed arrow, drag the handle until only the parts you want remain.**

### Tip

Crop to create a “frame” the size you want the graphic, then move the graphic around inside the frame to see which part looks best.



Position cropping tool over a handle  
Remaining part of graphic stays at original size



Pointer changes to two arrows  
Drag until the graphic is trimmed to the right size

### To change the dimensions after cropping a graphic:

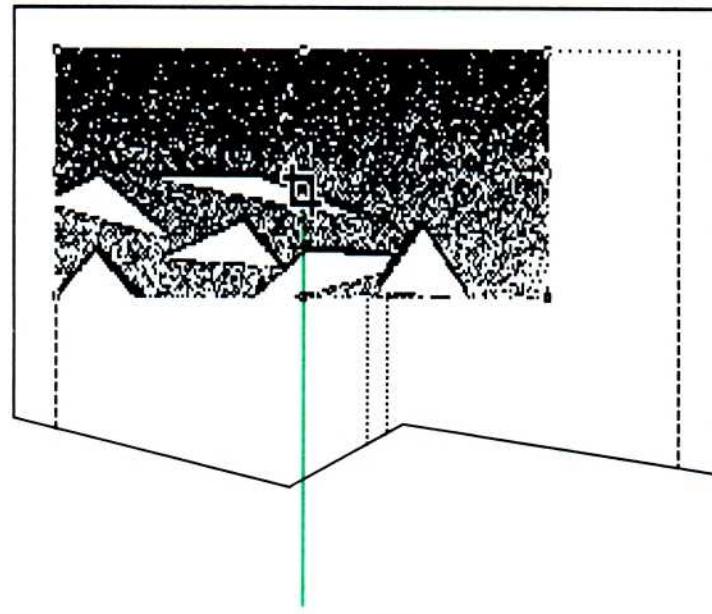


1. **Use the cropping tool to select the graphic.**
2. **Position the cropping tool on a handle so the handle shows through the center of the tool.**
3. **Hold down the main mouse button.**
4. **After the pointer turns into a double-headed arrow, drag the handle until the parts you want show.**  
Make the “frame” around the cropped graphic smaller or larger.  
You can resize the frame to display any part you cropped, even the whole graphic.

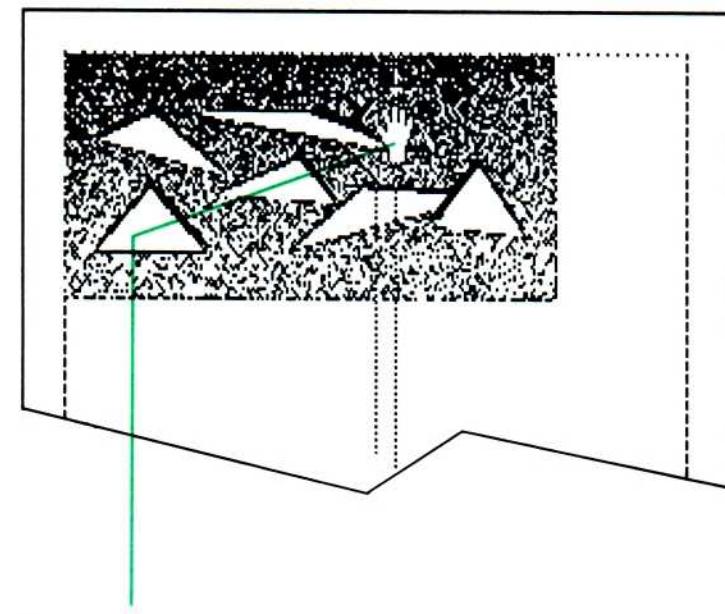
### To move the full-size graphic within the “frame” of the cropped graphic:



1. **Use the cropping tool to select the graphic.**
2. **Point the cropping tool in the center of the cropped graphic.**
3. **Hold down the main mouse button.**  
The grabber hand appears.
4. **Drag the graphic in any direction until the parts you want are displayed.**  
As you drag, you can display any part of the graphic—even parts you trimmed off.



Select the graphic with  
the cropping tool



Grabber hand

Drag to show other parts  
of the graphic



# Working with text

## 197 Adding text

- 197 Placing text
- 200 Pasting a new story from the Clipboard
- 204 Typing text
- 204      Typing a new story
- 206      Typing special characters

## 207 Working with text blocks

- 207 Understanding text blocks
- 208      Identifying a text block
- 209      Threading text blocks
- 210      Unthreading text
- 211 Resizing text blocks
- 211      Shortening or lengthening a text block
- 213      Changing the width of a text block
- 215 Making more or fewer text blocks
- 215      Breaking a text block into smaller text blocks
- 217      Creating a text block in the middle of a story
- 218      Deleting a text block
- 219      Consolidating text blocks
- 221 Moving a text block
- 222 Aligning text blocks

## 225 Editing text

- 225 Cutting and pasting text
- 226      Moving text to the Clipboard
- 227      Pasting text in a text block
- 228      Typing new text in a text block
- 229 Deleting text

## 231 Changing type and paragraph specifications

- 232 Changing type specifications
- 235 Changing paragraph alignment, spacing, and indents
- 238 Setting indents and tabs
  - 238      Adjusting tabs and indents
  - 241      Clearing all tab stops
  - 241      Aligning text at the next tab stop
- 241 Hyphenating text
  - 242      Using automatic or prompted hyphenation
  - 244      Supplementing the built-in dictionary
  - 245      Inserting discretionary hyphens



# Adding text

PageMaker has three ways to add text to the page:

- To use a complete file of text created with a word-processing application that PageMaker can read from disk, use the “Place...” command.
- To copy text from a file created with a Windows word-processing application or from another publication, use the Clipboard.
- To write new text, use PageMaker’s text tool.

## Tip

To see a text block, select it. To see all text blocks, use the pointer tool to choose “Select all” from the Edit menu.

Text flows onto the page as a *text block*. A text block is a variable unit of text—from one line to all of the lines in a single file—that you select and adjust with the pointer tool. “Handles,” horizontal lines with a loop, mark the beginning and end of each text block. (Later in this section, “Working with text blocks” explains text blocks.)

Before adding text, create a layout grid with column and ruler guides to help you position text on the page (read Part 4: *Designing your publication*). And if you want PageMaker to automatically hyphenate text for better line breaks, turn on the hyphenation feature (read “Changing type and paragraph specifications” later in this part).

This section explains how to:

- use the “Place...” command
- paste text from the Clipboard
- type new text, including “typesetting” characters that may not be available in your word-processing application

## Placing text

The “Place...” command is the easiest way to bring large amounts of text into your PageMaker publication.

First, create and save a formatted text file or a text-only file. PageMaker uses many of the specifications you set when you create the file (read “Getting your text and graphics files ready” in Part 2: *Planning your publication and preparing your files*).

## Tip

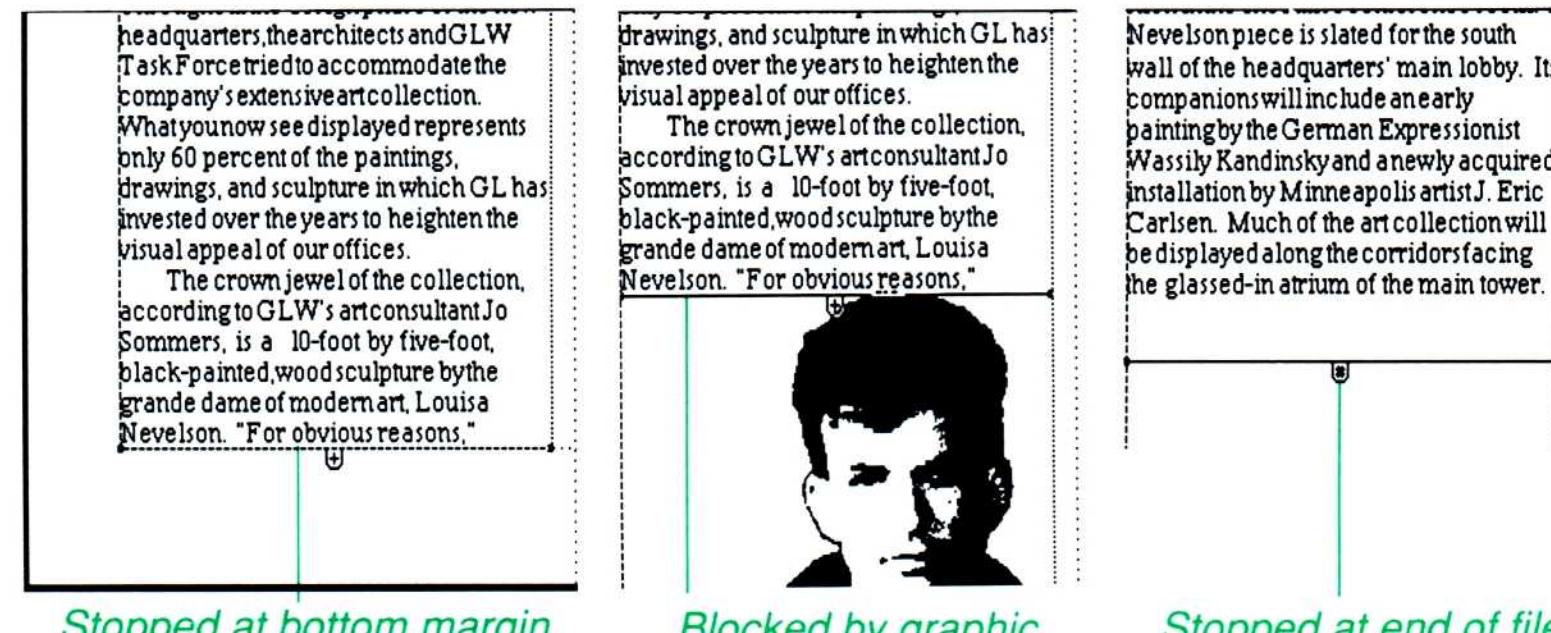
*Place graphics on your page first. Then use the "Place..." command to flow the text around the graphics.*

Next, use the “Place...” command to copy the entire file from disk. Then you start flowing the file as one or more text blocks.

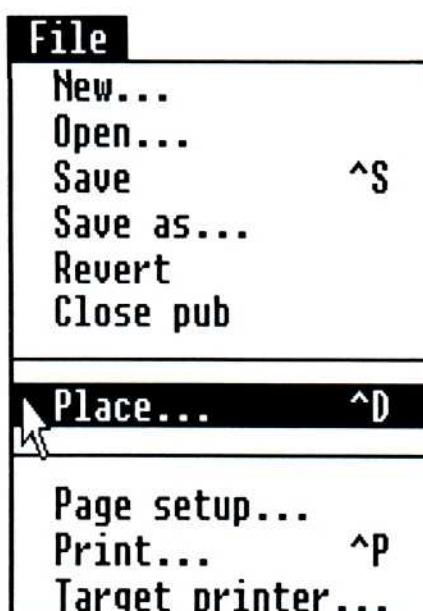
A text block stops flowing when:

- it reaches the bottom margin of the page (even if you placed the text on the pasteboard)
- it runs into other text or a graphic
- it reaches the end of the file

If the bottom handle of the text block contains a +, you can continue flowing the story as another text block. PageMaker automatically “threads,” or links together, all text blocks in a story, so you can’t lose any text.



### To place text:



#### 1. Choose “Place...” from the File menu.

A dialog box shows a list box with only those text and graphics files that PageMaker can read directly from the current disk or directory.

The filenames have extensions that tell PageMaker which application you used to create the file (read “Getting your text and graphics files ready” in Part 2: *Planning your publication and preparing your files*).

#### 2. Scroll, if necessary, to find the name of the file you want.

If the filename is not in the list box, switch to another disk, drive, or directory (read “Using Microsoft Windows” in the *PageMaker Reference Manual*).

**Tip**

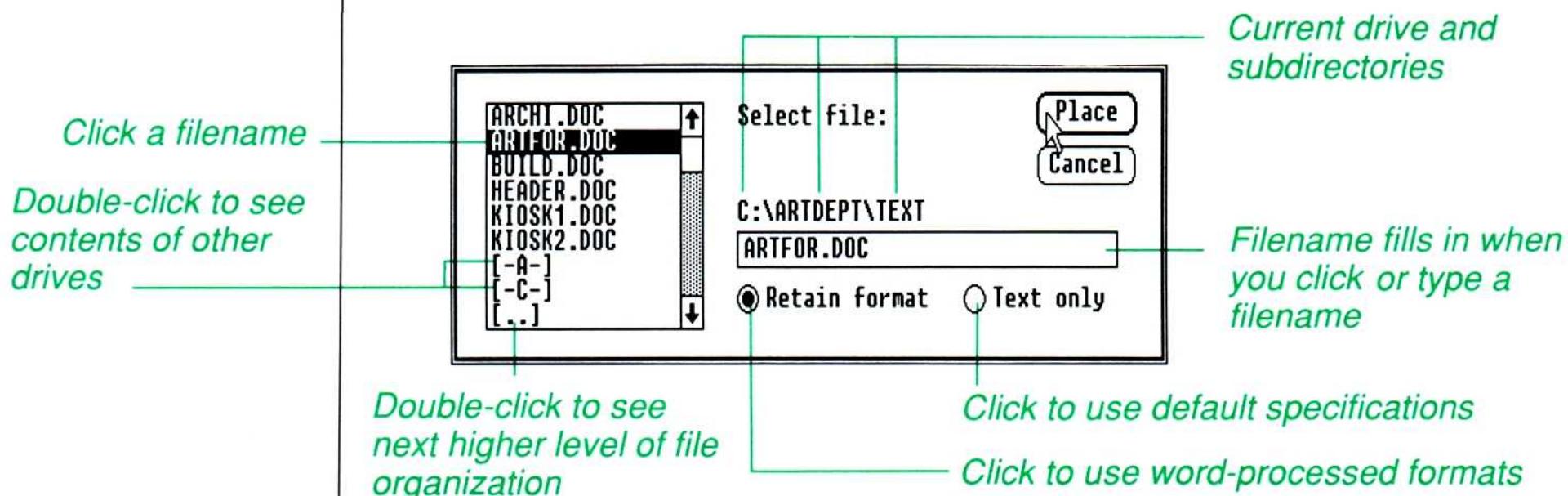
*Place a formatted text file as “text only” when you’d rather use PageMaker’s default specifications than those you set with the word-processing application.*

3. **If you are placing a formatted text file, click to highlight an option.**

Click “Retain format” to use the word processor’s specifications. **OR** click “Text only” to use PageMaker’s default specifications.

4. **Double-click the name of the text file you want to place. OR click the filename, then click “OK.” OR click in the text box, type the filename, and click “OK.”**

PageMaker copies the file, leaving the original file intact, in case you want to place it again. In a moment, the pointer—now a text icon that looks like the corner of a page—is loaded with the selected file.



If the extension on your file is ambiguous, PageMaker displays another dialog box. You may identify the word-processing application you used to create the file or cancel the “Place...” command.



5. **Point the text icon between column guides or elsewhere on the page or pasteboard where you want the upper-left corner of the text to start.**

If you want to place text on another page, first use the loaded icon to move there (read “Getting around” in Part 3: *PageMaker basics*).

Text flowed between column guides has a line length the same width as the column. Text flowed elsewhere has a line length the width of the image area.

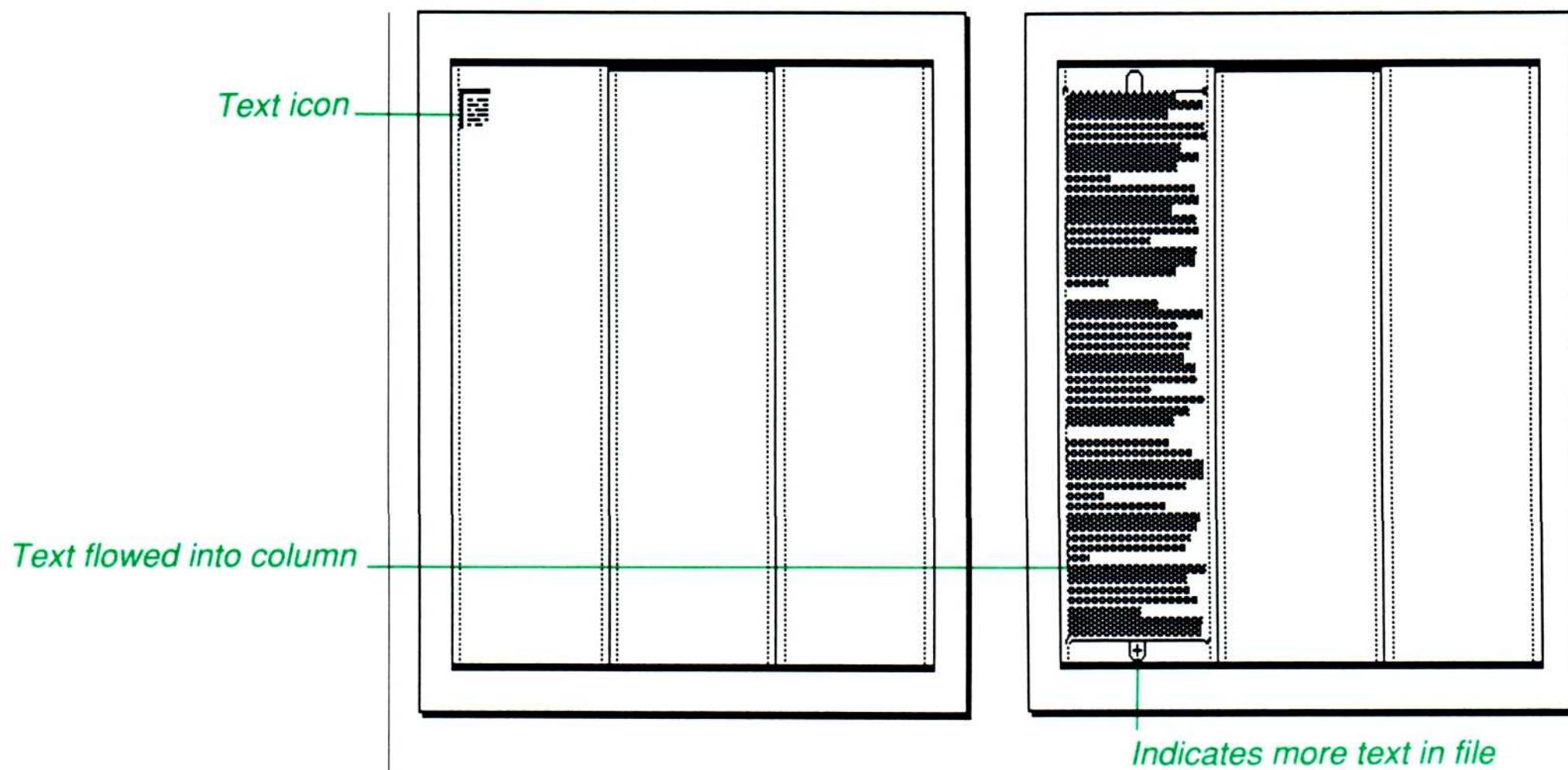
6. **Click the main mouse button.**

A text block flows onto the page. PageMaker picks up the type specifications you set with the word-processing application. For missing specifications, PageMaker applies its defaults.

**Tip**

*Make columns the width you want lines of text.*

Because you just placed the text block, it is selected and displays handles. The top handle of the first text block is empty to mark the beginning of the story.



## 7. Look at the bottom handle, and choose one:

### If the bottom handle ... Then...

---

shows a #

- you have reached the end of the file
  - to change the size and shape of the text block, read “Working with text blocks”
  - OR** to edit text, read “Editing text”
- 

shows a +

- click on the + in the bottom handle
- the pointer turns into a text icon
- return to Step 5 to continue flowing the file in another column or on another page

---

## Pasting a new story from the Clipboard

The Clipboard is a holding area for text and graphics. You can paste text from the Clipboard *outside* existing text blocks to create a new story.

You cut or copied the text on the Clipboard:

- from elsewhere in the same publication
- from another publication

Or, if you have installed Windows separately, you may have cut or copied the text from another Windows application. If you only want part

**T i p**

*For best results, cut and paste between publications without closing PageMaker.*

of a large text file (you are limited to 64K) or if the other application is open in another window, this is a handy alternative to the “Place...” command.

Text from a PageMaker publication retains its original type specifications. If you cut or copied with the pointer tool, then pasted with the pointer tool, the text has its original line length, too.

Text from other Windows applications uses PageMaker’s default type specifications. So does text pasted from another publication if you closed PageMaker after cutting or copying, then re-opened it to paste.

Use either the pointer tool or text tool to paste:

- Use the pointer tool when you want the text block to look exactly as it did when cut or copied. However, you must have cut or copied the text block with PageMaker’s pointer tool, too.
- Use the text tool when you want to flow text at an insertion point between columns to control line length. Or, you can select an insertion point on the pasteboard if you just want to make the text available, without obstructing other text and graphics on the page.

For more information about cutting or copying to the Clipboard, as well as pasting text inside an existing text block, read “Editing text” later in this part of the manual. To see what is on the Clipboard before pasting, read “Using Microsoft Windows” in the *PageMaker Reference Manual*.

The contents of the Clipboard remain there until you copy or cut something else, or until you end the Windows session.

**To paste with the pointer tool:**

- 1. **Cut or copy the text to the Clipboard.**

- 2. **Click to select the pointer tool.**

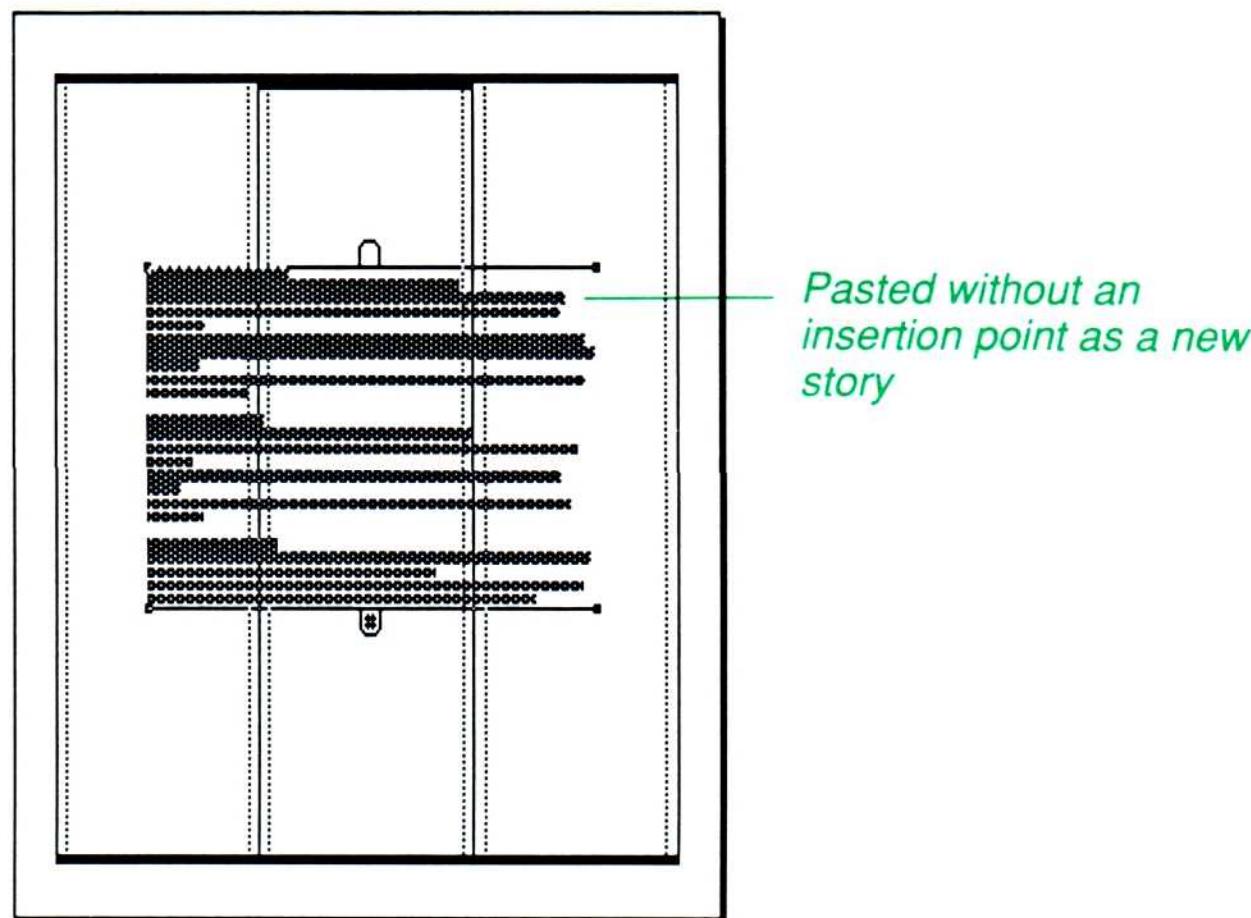
- 3. **Choose the “Paste” command from the Edit menu.**

The text is pasted as a text block in the center of the publication window, ready to be dragged into position.

If you used the pointer tool to cut or copy a text block, the pasted text block is the same size. If you cut or copied it as part of a group selection, the text block keeps its original spatial relationship to the other items in the selection.



If you used the text tool to cut or copy the text, the text block is centered on the screen so you can easily resize and reposition it.



4. **Reposition and, if necessary, resize the text block.**  
Read “Working with text blocks” later in this part.
5. **If the bottom handle of the text block shows a +, continue flowing the pasted text.**  
Click on the + in the bottom handle to get the text icon, point it where you want the text to continue, then click the main mouse button. Repeat until the bottom handle of the last text block shows a #.

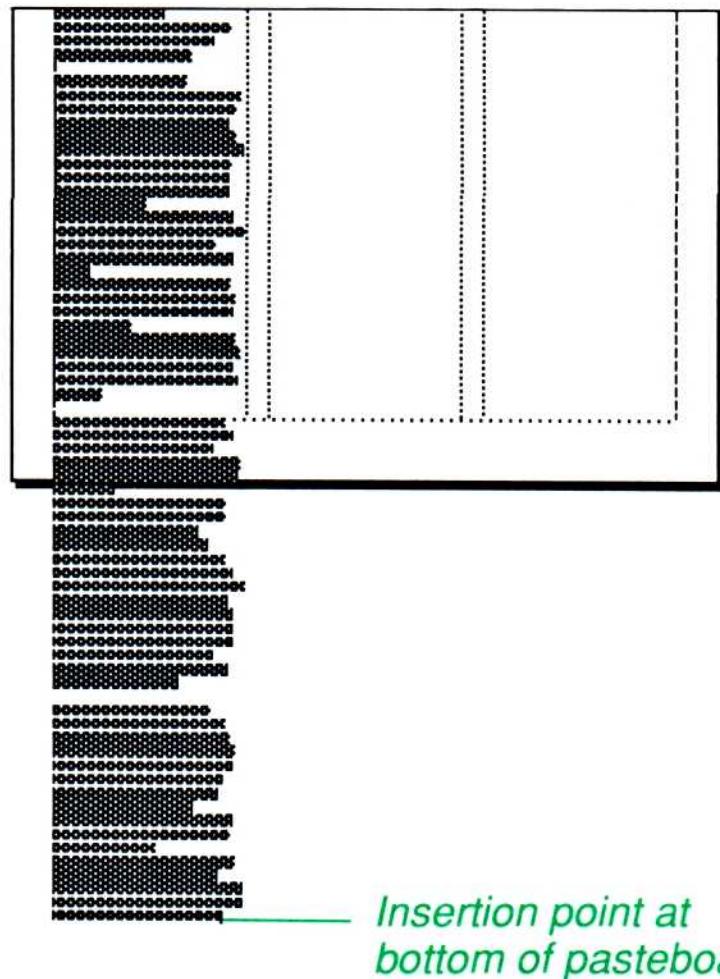
#### To paste with the text tool:

A

1. **Cut or copy the text to the Clipboard.**
2. **Click to select the text tool.**
3. **Click to select an insertion point *outside* existing text blocks.**  
If the insertion point is between column guides, the line length equals the column width.

If the insertion point is on the pasteboard or outside the column guides, the line length equals the width of the image area (or, if it is shorter, the distance between the insertion point and the edge of the pasteboard).

4. **Choose the “Paste” command from the Edit menu.**  
The text flows from the insertion point until it reaches the end of the story or until the insertion point reaches the bottom of the pasteboard—whichever comes first.  
If the insertion point reaches the bottom of the pasteboard and the text continues, PageMaker beeps. Continue to the next procedure.



To continue the story when the insertion point reaches the bottom of the pasteboard:



1. Click “OK” in the alert box displayed by PageMaker.
2. Select the pointer tool.
3. Select and drag the text block up so you can see the + in its bottom handle.  
Read “Working with text blocks” later in this part.
4. Shorten the text block by dragging the bottom handle up to where you want the text block to end.

## 5. Continue flowing the pasted text.

Click on the + in the bottom handle to get the text icon, point it where you want the story to continue, then click the main mouse button. Repeat until the bottom handle of the last text block shows a #.



## Typing text

Using PageMaker's text tool, you can type a small amount of text, such as a headline or caption, directly on the page. Typing outside existing text blocks creates a new text block—and a new story.

This section explains how to:

- create a new text story that is not threaded to text blocks already on the page
- type special characters for a typeset look

For information about correcting text or adding text to an existing story, read “Editing text” later in this part.

## Typing a new story

Create a new story by typing at an insertion point that is outside existing text blocks. The new text block is not threaded to other text already on the page.

Text you type with PageMaker is part of the publication. To use that text elsewhere, you must cut or copy it to the Clipboard, then paste it in another file or publication.

### To create a new story:

1. **Select an insertion point *outside* existing text blocks.**  
If the insertion point is between column guides, the line length will equal the column width.  
  
If the insertion point is on the pasteboard or outside the column guides, the line length will be the width of the image area (or, if it is shorter, the distance between the insertion point and the edge of the pasteboard).
2. **Type the new text.**  
The new story uses PageMaker's default specifications. If you type until the insertion point reaches the bottom of the pasteboard, PageMaker beeps and displays a message.

#### Tip

*Select an insertion point outside existing text blocks to type or paste a new story.*



*Insertion point outside existing text block*



*Fine Art for GLW's Sake*

*Insertion point moves as you type*

### To continue the story when the insertion point reaches the bottom of the pasteboard:



1. **Click "OK" in the alert box displayed by PageMaker.**
2. **Select the pointer tool.**
3. **Select and drag the text block up so you can see the + in its bottom handle.**  
Read "Working with text blocks" later in this part.
4. **Shorten the text block by dragging the bottom handle up to where you want the text block to end.**
5. **Continue flowing the pasted text.**  
Click on the + in the bottom handle to get the text icon, point it where you want the story to continue, then click the main mouse button. The text you shortened flows onto the page, ready for you to continue.

- 6. Select the text tool.**
- 7. Select an insertion point at the end of the text block, and continue typing.**  
Putting an insertion point inside the text block threads, or links, additional text you type to the preceding text block.

## Typing special characters

---

As you type, use PageMaker's text editor to create special characters that may not be available on your word processor. Also create nonbreaking spaces where you want a space but don't want PageMaker to break a line:

Special character	What it looks like	Key combination
Opening double quote	“	Ctrl+Shift+[
Closing double quote	”	Ctrl+Shift+]
Opening single quote	‘	Ctrl+[
Closing single quote	’	Ctrl+]
Bullet (a raised period)	•	Ctrl+Shift+8
Em dash	—	Ctrl+Shift+=
En dash	–	Ctrl+=
Nonbreaking spaces		
Em space	(equal to the point size)	Ctrl+Shift+m
En space	(1/2 the point size)	Ctrl+Shift+n
Thin space	(1/4 the point size)	Ctrl+Shift+t
Fixed space	(normal space)	Ctrl+Spacebar

Check the manual for your printer to see if it can produce these special characters.

You can also use PageMaker to type discretionary hyphens (read “Changing type and paragraph specifications” later in this part) and to kern, or change the amount of space between letters (read “Composition” in Part 8: *Advanced techniques*).

# Working with text blocks

Any text on your page is part of a text block—a discrete, but very flexible, unit of text.

The amount of text in a text block depends on you. You can break a text block into more text blocks, consolidate text blocks, make them wider or narrower, move them around, and more.

This section explains:

- what a text block is
- how PageMaker links together, or threads, related blocks of text
- how to resize text blocks to fit your page or to make them easier to work with
- how to make more or fewer text blocks
- how to move and align text blocks

## Understanding text blocks

Any series of related words and sentences makes a “story.” A story consists of all the text from a single word-processing file or all the text typed or pasted together after you selected an insertion point outside existing text blocks.

Your story may be as short as a caption that easily fits in a single text block. Or it may be a file that contains a complete book chapter that you break into multiple text blocks.

A text block actually defines a discrete space on the page where you have put text. You always see the text. But you only see the boundaries of a text block when you select it. The smallest text block contains a single line. The largest text block runs the full length of the pasteboard.

This section explains how PageMaker:

- uses “handles” to mark the beginning and end of each text block
- threads together all text blocks in a story
- lets you “unthread” text blocks

### Tip

To “see” a text block,  
click on the text with the  
pointer tool.

## Identifying a text block

To “see” a text block, you must select it in one of three ways:

- Use the pointer tool to click anywhere on text in that text block.
- Draw a selection box on the page to select all text blocks and graphics encompassed by the selection box.
- Choose the “Select all” command from the Edit menu with the text tool (to see all text blocks in a particular story) or the pointer tool (to see all text blocks and graphics in the publication window).

### Tip

Choose “Select all” with the pointer tool if you “lose” a block of reversed text.

For details, read “Selecting text and graphics” in Part 3: *PageMaker basics*.

When selected, a text block displays two kinds of “handles”:

- Horizontal lines, each with a loop, span the top and bottom of the text block—these are the windowshade handles.

To use these handles, you position the tip of the pointer in the loop, then drag. You can pull the windowshade handles down or push them up to resize the text blocks vertically. The loops on the windowshade handles also give you information about whether the text block begins or ends the story and if it is threaded to other text blocks.
- Small squares mark the four corners of the text block. Use these handles to resize the text block horizontally, vertically, or in both directions at the same time.



### Tip

If the selection area of a text block is much wider than the text itself, make the text block narrower.

The handles define the actual size, or “selection area,” of the text block. Usually, the windowshade handles are as wide as the column where you flowed or typed the text. But, if you created a text block on the pasteboard, its handles may be as wide as the page’s image area.



Clicking the pointer anywhere in the selection area selects the text block. A blank part of the selection area might overlap something else you’re trying to select. If you get this kind of interference, read about overlapping items in “Selecting text and graphics” in Part 3: *PageMaker basics*.

## Threading text blocks

From beginning to end, all text in a story is *threaded* together. PageMaker sees and remembers the story as a continuous string of words. Each word is linked to the next one, so you can easily adjust text blocks to fit your layout without losing text—even if you separate text blocks.

Threading also is important when you start changing the size of the text blocks, whether by resizing them or by editing the text. Anything that affects the size of a text block also changes the content—and sometimes the size—of the following text blocks in that story.

For example, a + in the bottom windowshade handle means the text block is threaded to the *following* text block. If you shorten the text block, PageMaker pushes the trimmed text into the following text block. The text pushed into it pushes an equivalent amount of text into the next block.

The displacement ripples through all the text blocks in that story. All text blocks with a + in the bottom handle stay the same size. If the last text block has a # in its bottom handle and if it is the same size you originally flowed it, the text block will get longer. The text block will lengthen until:

- it is blocked by another text block or graphic that was in place when you first flowed the text block

Any text block or graphic added since you flowed the text will *not* block the extension of the text block.

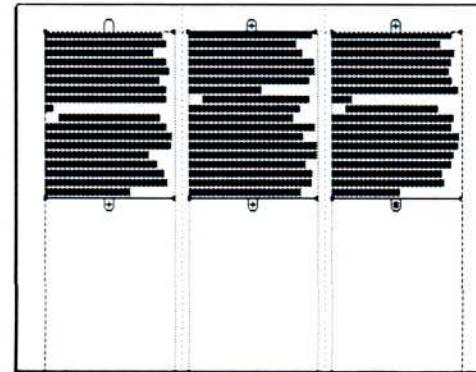
- it reaches the bottom margin

If you previously shortened the last text block, it will not get longer. Instead, the bottom # handle changes to a +, and you have to continue flowing the text yourself.

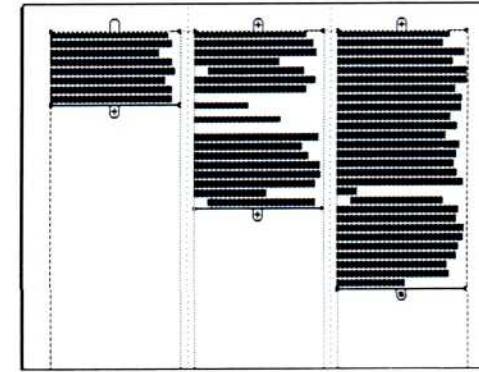
### Tip

*Threading keeps all words linked in order—even if you change the order of the text blocks on the page. To change the order of the words, you must cut and paste the text.*

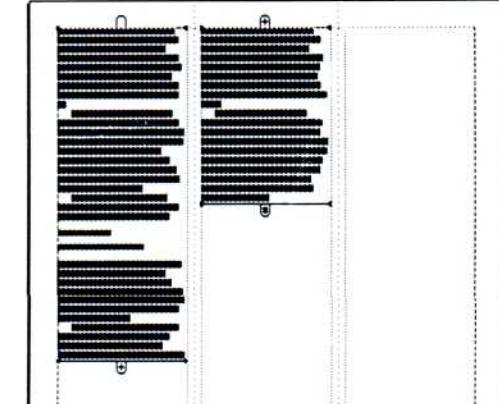
The opposite happens when you lengthen a text block. PageMaker fills the enlarged text block by pulling text from the following block. That pulls text from the next text block, and so on. All text blocks stay the same size except the last text block. If its bottom handle shows a #, the last text block shrinks as PageMaker pulls text into the preceding text block.



*Three threaded text blocks*



*Shortening one lengthens the last*



*Lengthening one shortens (even deletes) the following text blocks*

## Unthreading text

Sometimes pushing and pulling text through text blocks—whether by changing the size of text blocks or by editing text—may require more adjustments to pages you already pasted up.

For example, you may find that:

- text ends up in a different text block than where you originally put it—what you put in a text block on page 1 moved to page 2 when you added more text to the story
- a small change early in your story affects the layout several pages later
- you have blank space at the end of your story because you deleted text at the beginning

### Tip

*Unthread a text block when you want to adjust it without disrupting related text blocks.*

For such reasons, you should create your publication from front to back. Even so, you may sometimes want to “unthread” text.

Try “unthreading” if you get most of the text blocks in a story pasted up, only to find that you must change the size of a text block. You can unthread the text block you must adjust, then change it without altering the position or size of the other text blocks.

The new text block is a new story that you can adjust without affecting the text blocks in other stories. The trade-off is that the text you unthread is no longer linked to the original story, so you have to keep track of the order of the text blocks yourself.

**To unthread text:**

1. **Select the text with the text tool or pointer tool.**
2. **Delete the selected text with the “Cut” command.**  
The deleted text is stored on the Clipboard.
3. **Use the “Paste” command to put it back on the page as a new text block.**  
For more information about cutting and pasting from the Clipboard, read “Adding text” earlier in this part.

If you unthread text, then change your mind, cut and paste the text back into a text block that still is threaded into the story.

## Resizing text blocks

At any time, you can easily resize a text block—in both length and width—without reflowing text. For example, you may have flowed text into two columns, but then changed to a three-column layout.

You can make a text block any size, regardless of column or margin guides, by dragging one of its handles. As you drag, the opposite handle anchors the text block on the page so it doesn’t move. For example, as you pull down a bottom windowshade handle, the top windowshade handle holds the text block in place.

This section explains how to:

- shorten or lengthen a text block
- make a text block narrower or wider

### Shortening or lengthening a text block

You can easily shorten any text block from the top or bottom. Do this if you want to make the text block shorter to fit your layout or to break a large text block into smaller text blocks (described later).

For example, you may have flowed text into three columns on a page. Then you decide to put a graphic in the left-most column. Shorten the text block in that column, then put the graphic there.

You can lengthen any text block with a + in its top or bottom handle. Do this, for example, when you have some space left to fill, or you want to pull a line or two from the next column or page to finish a paragraph.

## To shorten or lengthen a text block:



1. Use the pointer tool to select the text block you want to shorten.

The text block displays the windowshade and corner handles.

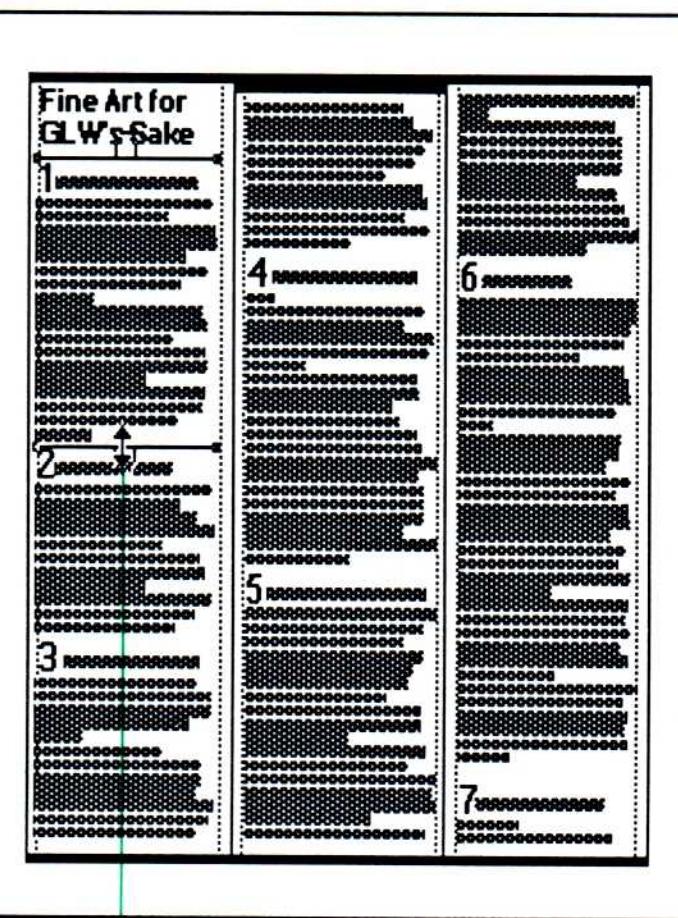
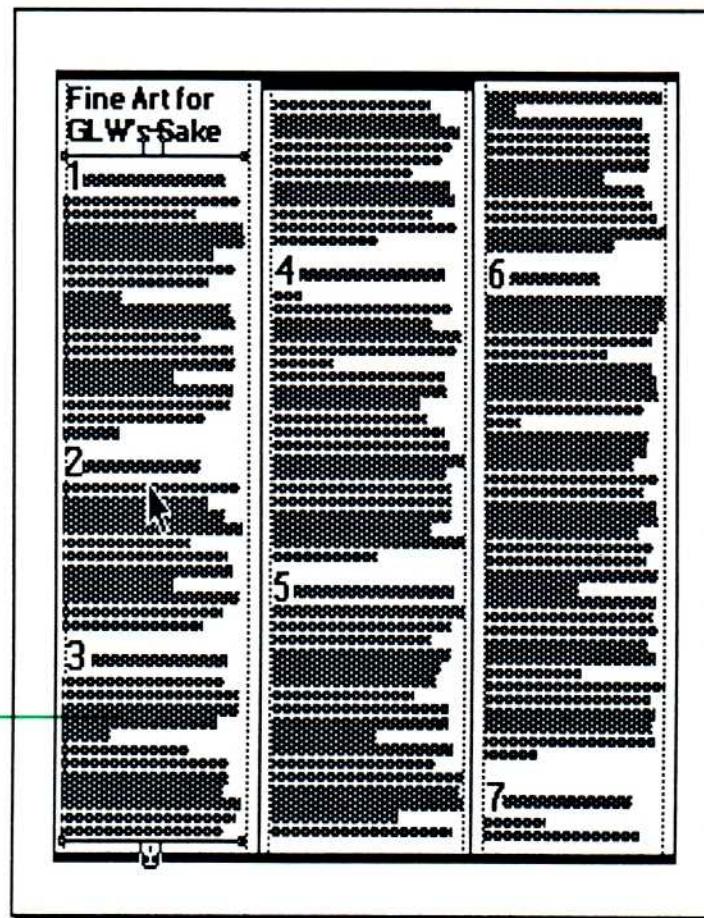
2. Point on a handle.

If you are using a corner handle, hold down the Shift key so that you don't accidentally move the handle horizontally, too.

3. Drag the handle until the text block is the length you want.

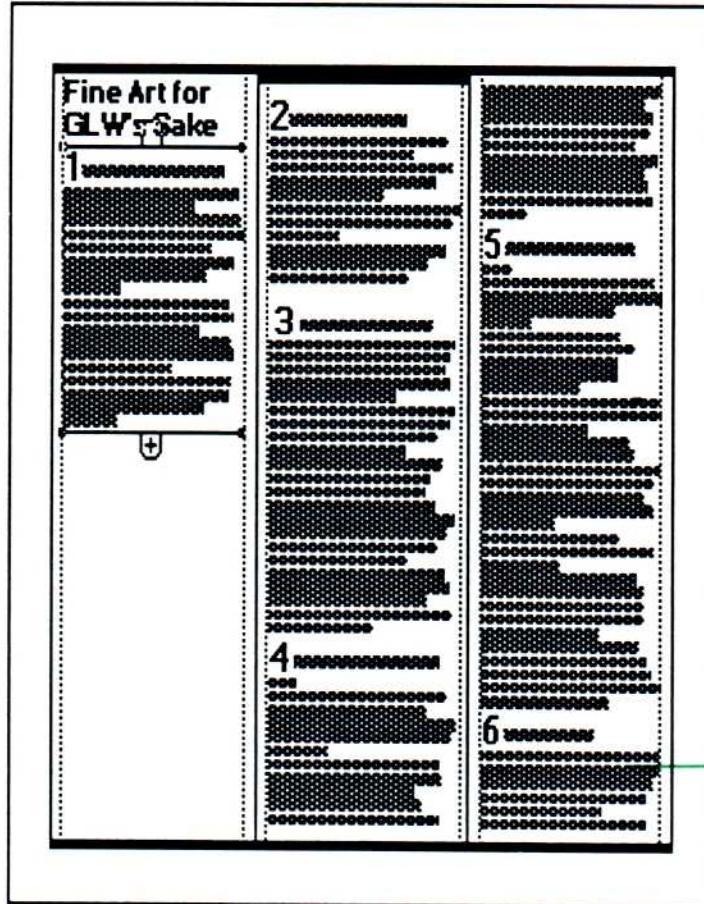
To shorten, push the bottom handle up, or pull a top handle down.

Select the text block



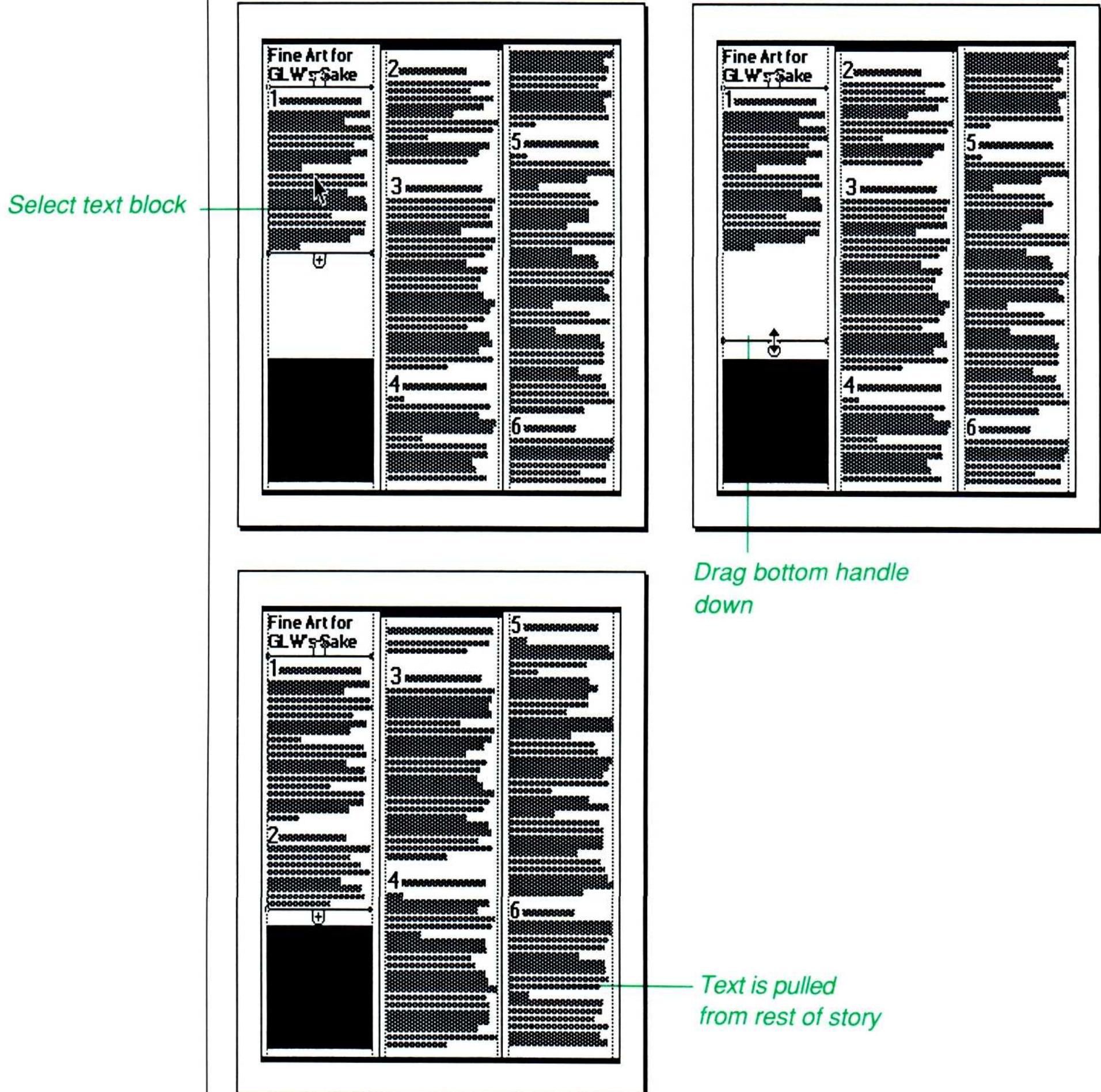
### Tip

In general, use the windowshade handles to resize vertically and the corner handles to change width.



Following text  
is pushed down

To lengthen, pull a top handle up, or pull a bottom handle down. You can pull until you reach the edge of the pasteboard or until you reach the end of the story.



### Tip

*Is your text too narrow or too wide? Just select it with the pointer tool, then drag one of the corner handles to make the text block any width you want.*

## Changing the width of a text block

Use the four corner handles to make a text block narrower or wider. At the same time, you can change the length of the text block, too.

Make the text block narrower, for example, if you want room for a border between the column guides.

Or you may have flowed a story between columns but want just the headline—at the beginning of the text block—to be two columns wide. Make the headline into its own text block, then make it wider.

PageMaker reflows the text to fit the text block. If the text block is narrower, PageMaker pushes the “extra” text into the next text block, and so on. If the text block is wider, PageMaker pulls text from the next text block, and so on.

### To change the width of a text block:

**1. Use the pointer tool to select the text block.**

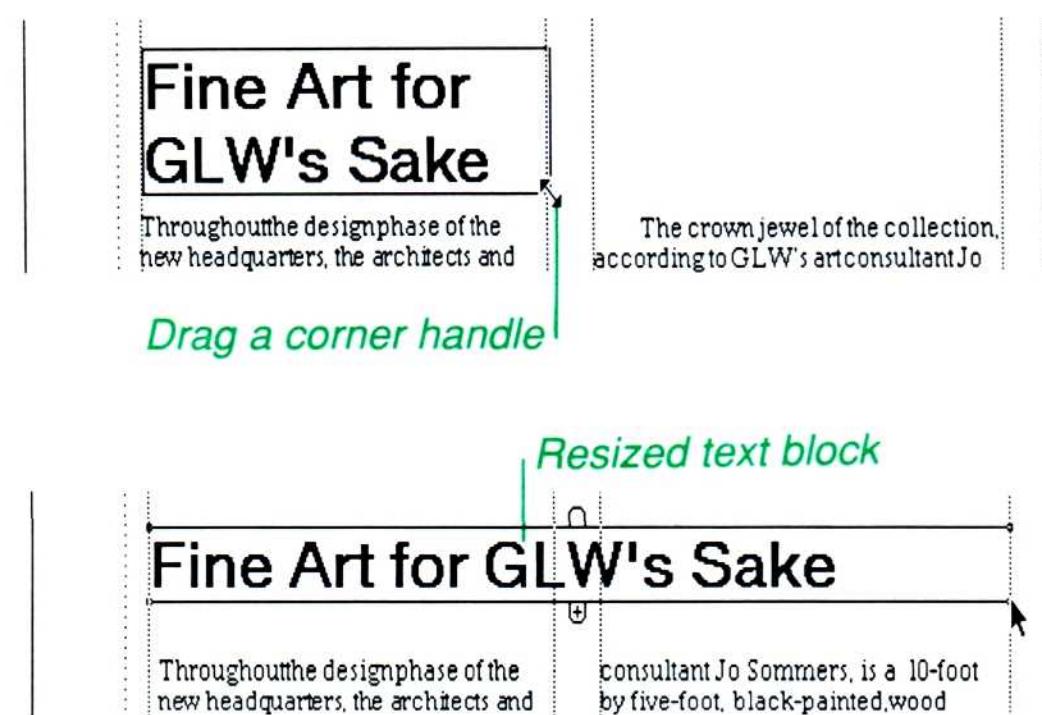
If you don't want to resize the text block vertically at the same time, hold down the Shift key.

**2. Point on a corner handle.**

Use the right handles to adjust from the right edge of the text block. Use the left handles to adjust from the left edge.

**3. Drag the handle until the text block is the size you want.**

Drag left or right to change just the width. Drag diagonally to change both the length and width.



## Making more or fewer text blocks

As you position text blocks to fit your layout grid, you may want to:

- break a text block into smaller text blocks
- create a new text block between existing text blocks
- delete text blocks
- consolidate text blocks so you have fewer to work with

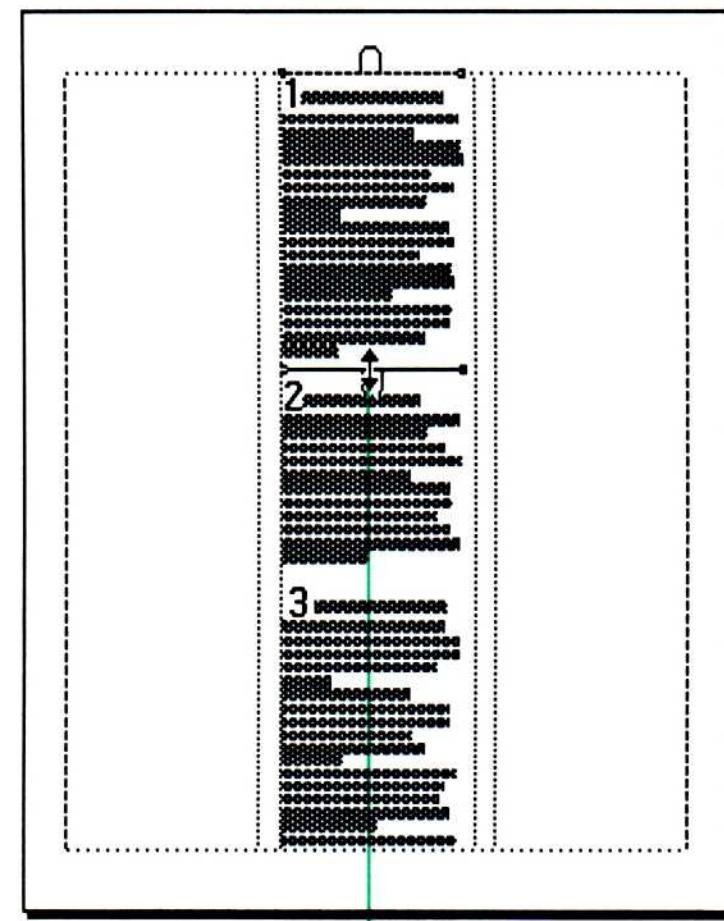
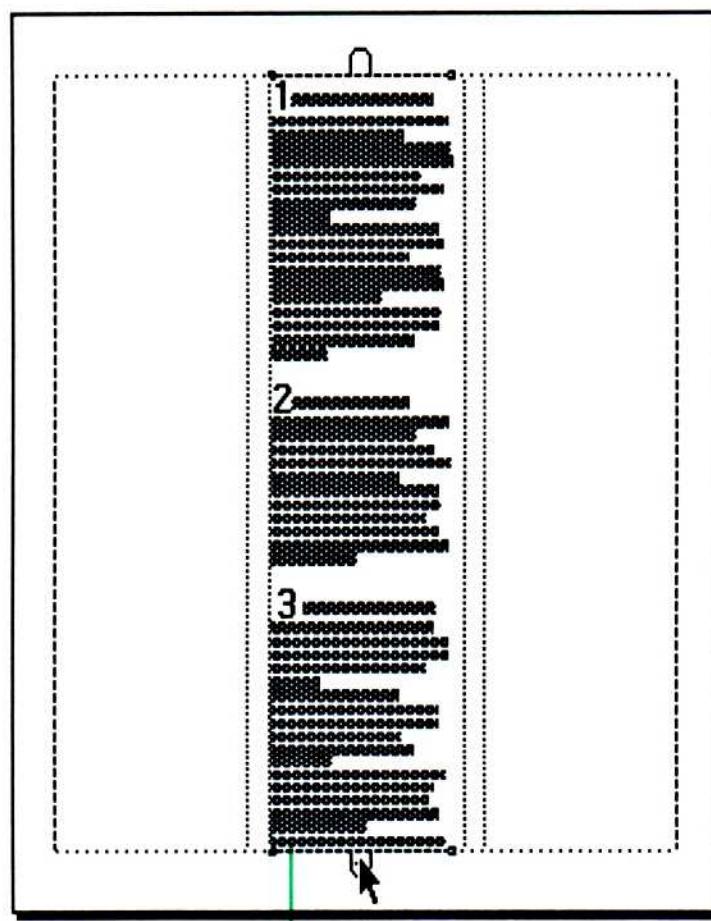
This section explains how.

### Breaking a text block into smaller text blocks

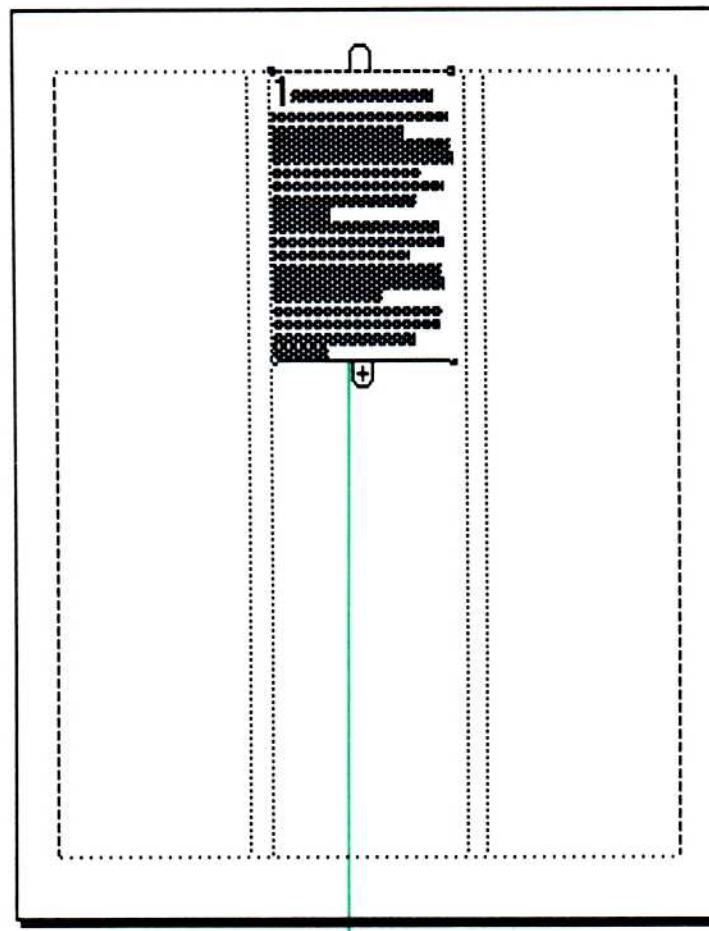
You can break a long text block into smaller text blocks. For example, if you want to insert a graphic in the middle of a text block, break the text block into smaller blocks that you reposition before and after the graphic.

#### To break up a text block:

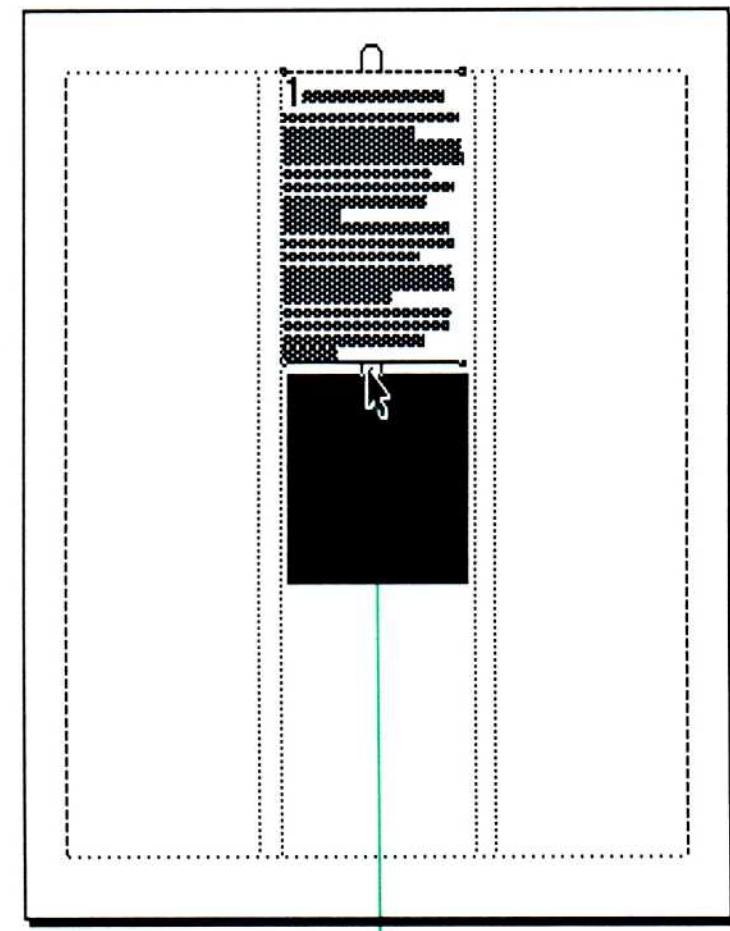
1. Use the pointer tool to select the text block.
2. Shorten the text block, as previously described, until it is the size you want.



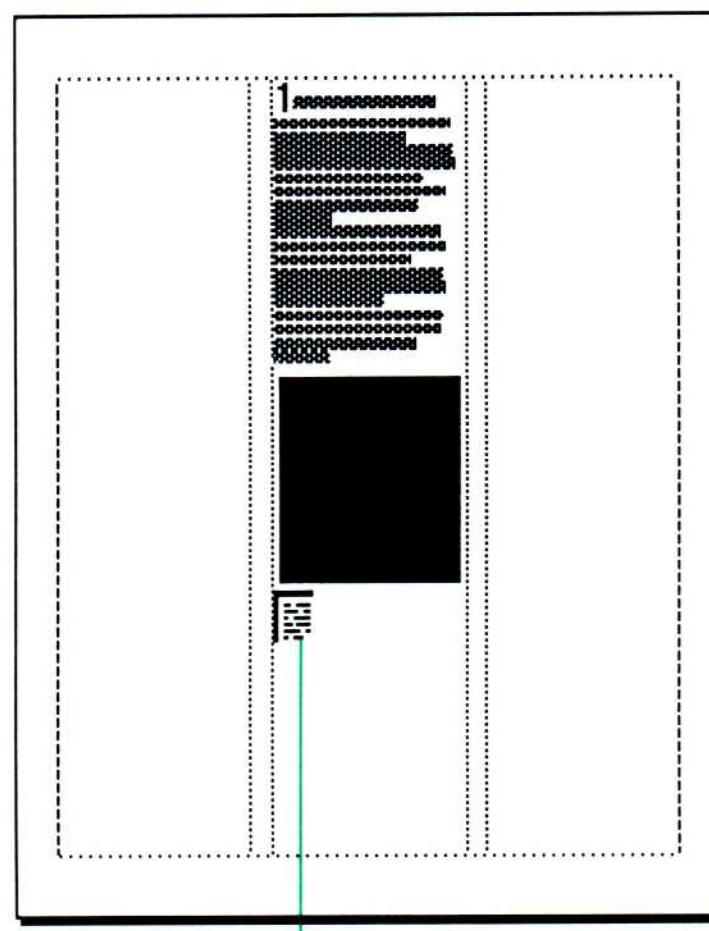
3. Click the bottom windowshade handle of the shortened text block.  
You get a text icon, so you can continue flowing the text.
4. Point the text icon where you want the upper-left corner of the next text block to begin.



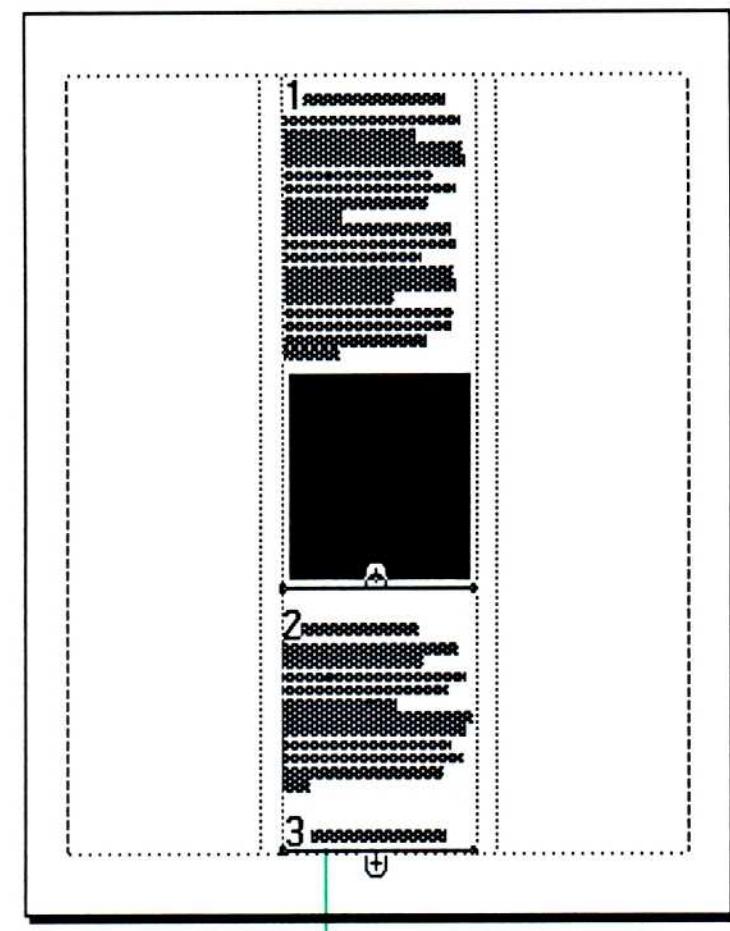
Select text block



Add graphic, and click bottom + handle to get text icon



Point where text should continue



Click to flow new, threaded text block

### Tip

Wrap text around a graphic by breaking the text block into a series of text blocks that fit the space.

**5. Click the main mouse button.**

The text you trimmed flows onto the page as a new text block, still threaded to the previous text block. The text in the new text block is pulled from the following text blocks, so the last text block gets shorter.

Text flows onto the page until it reaches the bottom margin or is blocked by other text or a graphic.

**6. If the new text block is too long, return to Step 2.**

### **Creating a text block in the middle of a story**

---

At any time, you can create a new text block between existing text blocks.

For example, assume you placed text blocks in the left and right columns of a three-column page. You decide text from the story should go in the middle column, too. Rather than move the text block from the right column to the middle column, flow a new text block in the middle column.

The new text block is threaded into the middle of the story because its text comes from what was in the following text block. To replace the text pulled from that text block, PageMaker pulls text from the next text block, and so on. The last text block gets shorter. PageMaker automatically deletes the handles remaining as any text block gets emptied.

#### **Tip**

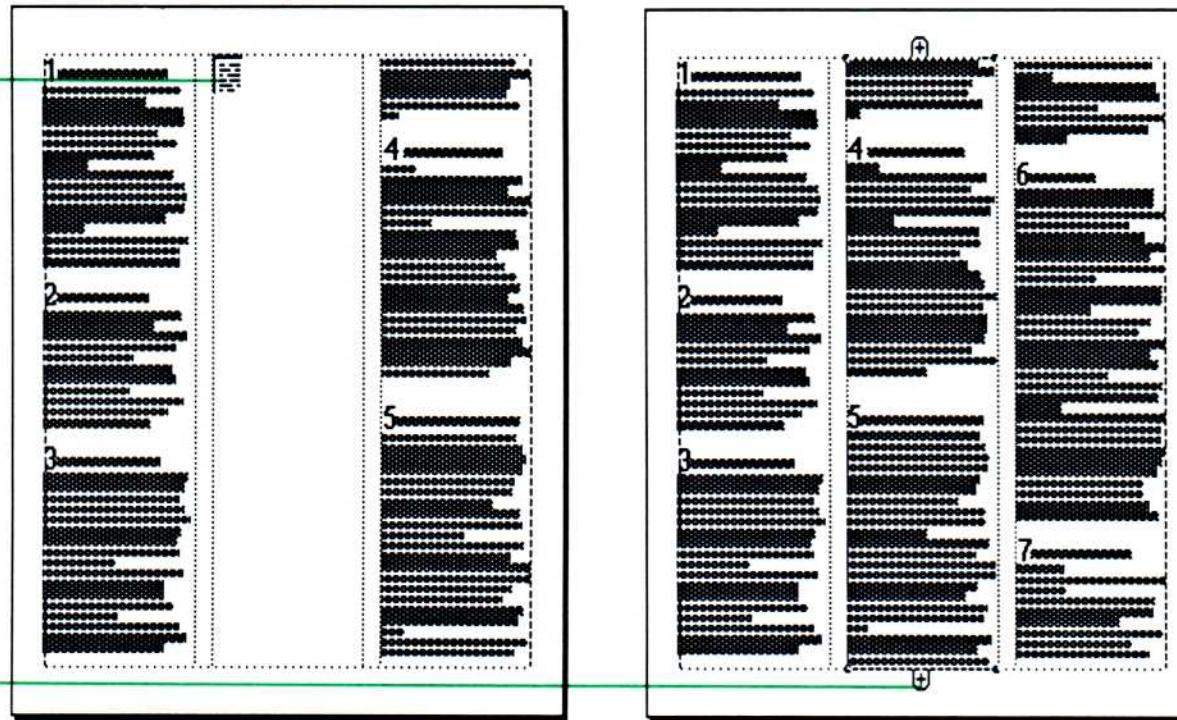
*Create a new text block wherever convenient for you.*

### To create a text block between existing text blocks:

1. Select the text block that you want the new text block to follow or precede.
2. Click on the bottom windowshade handle of the preceding text block or the top windowshade handle of the following text block.  
The pointer turns into a text icon.
3. Position the text icon where you want the upper-left corner of the new text block.
4. Click the main mouse button.  
Text flows onto the page until it reaches the bottom margin, other text, or a graphic.

Point icon where text should continue

Click to flow a new, threaded text block, which pulls text from the next text block



### Deleting a text block

You can delete a text block two ways:

- Delete the text block and the text it contains. The area where you deleted the text block stays blank.
- Delete just the text block. In other words, you delete that “hole” on the page after you push the text it contains into another text block.

### To delete a text block and the text it contains:



1. Use the pointer tool to select the text block you want to delete.
2. Choose the “Cut” or “Clear” command from the Edit menu.  
“Cut” moves the deleted text block to the Clipboard, so you can

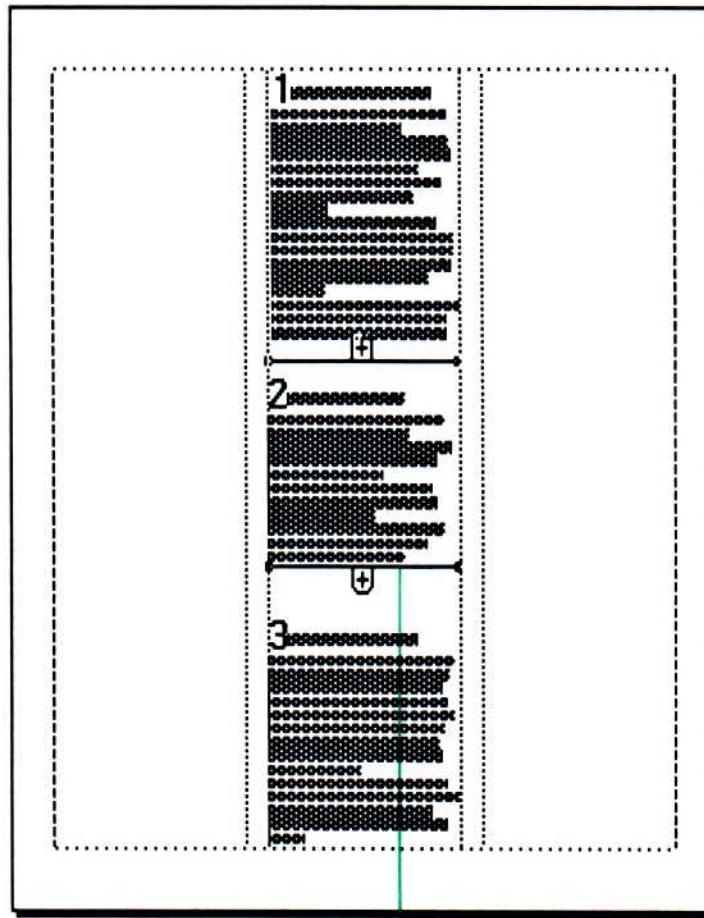
paste it elsewhere in the publication. “Clear” permanently erases the text block. For more information, read “Editing text” later in this part.

#### To delete a text block but not the text inside it:

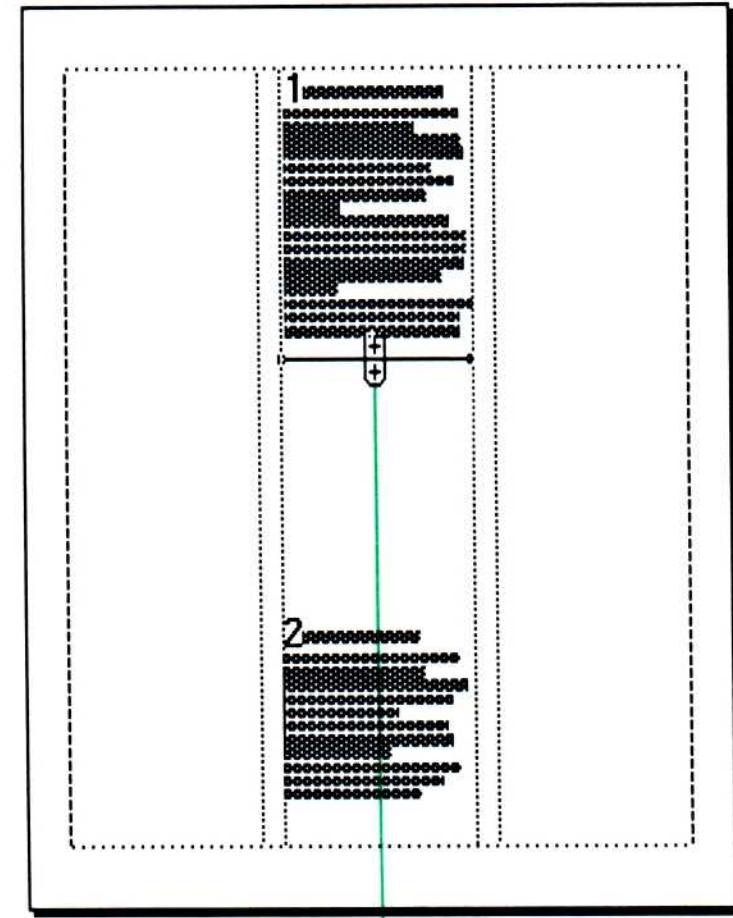
##### Tip

*Before deleting a text block, shorten it to remove any text you don't want to delete.*

1. **Use the pointer tool to select the text block you want to delete.** This cannot be the only text block in the story. If it is, you delete the text, too.
2. **Shorten the text block until its windowshade handles meet.** This empties the text block, pushing all text from it into the following text block.  
If no text block follows, PageMaker stores the text you shorten. (The bottom windowshade handle of the preceding text block will show a +. If you continue flowing the text, you will see the stored text.)
3. **Choose the “Clear” command or press the Shift+Del keys to delete the handles.**



Select text block



Shorten until handles meet

##### Tip

*If you end up with too many text blocks, consolidate them.*

#### Consolidating text blocks

You may have broken a story into many small text blocks, but want to consolidate some into a larger text block. Do this when you want fewer text blocks to manipulate.

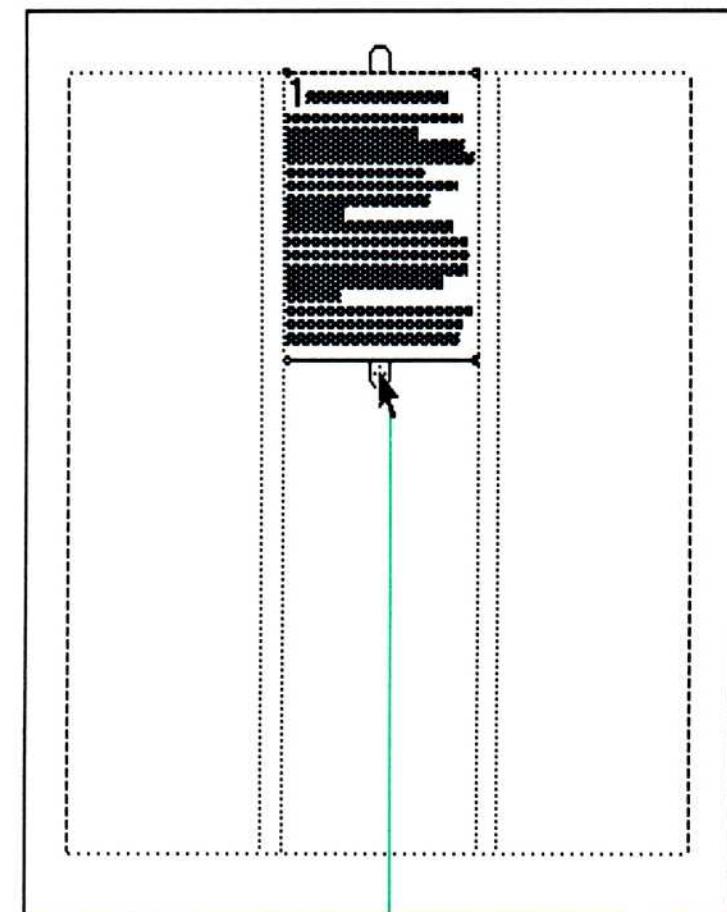
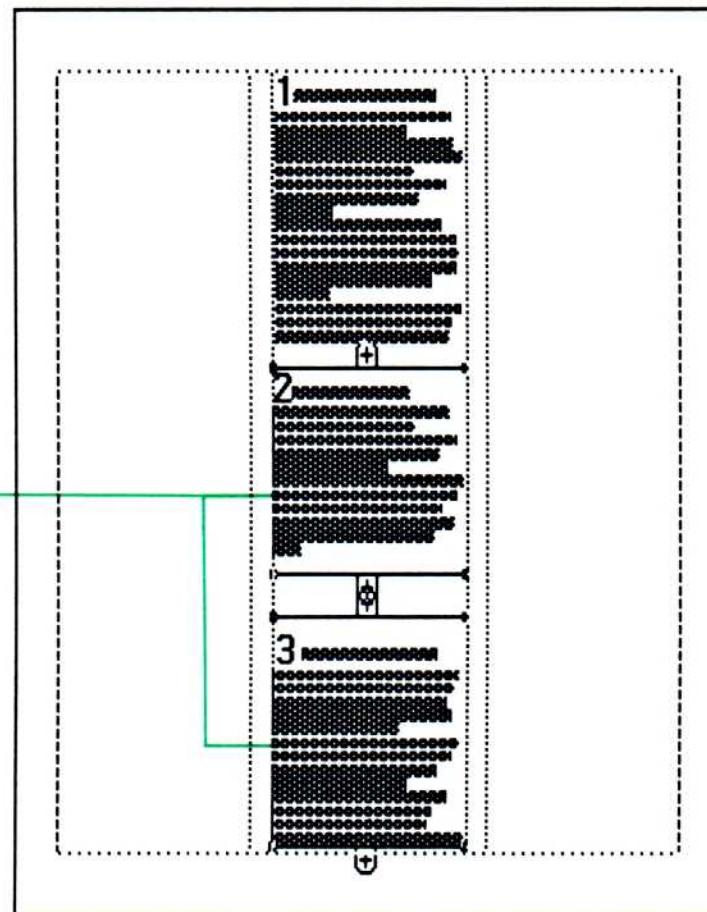
The following procedure applies to text blocks that are part of the same story. To combine text blocks from separate stories, cut and paste (read “Editing text” later in this part).

#### To combine text blocks into a larger text block:

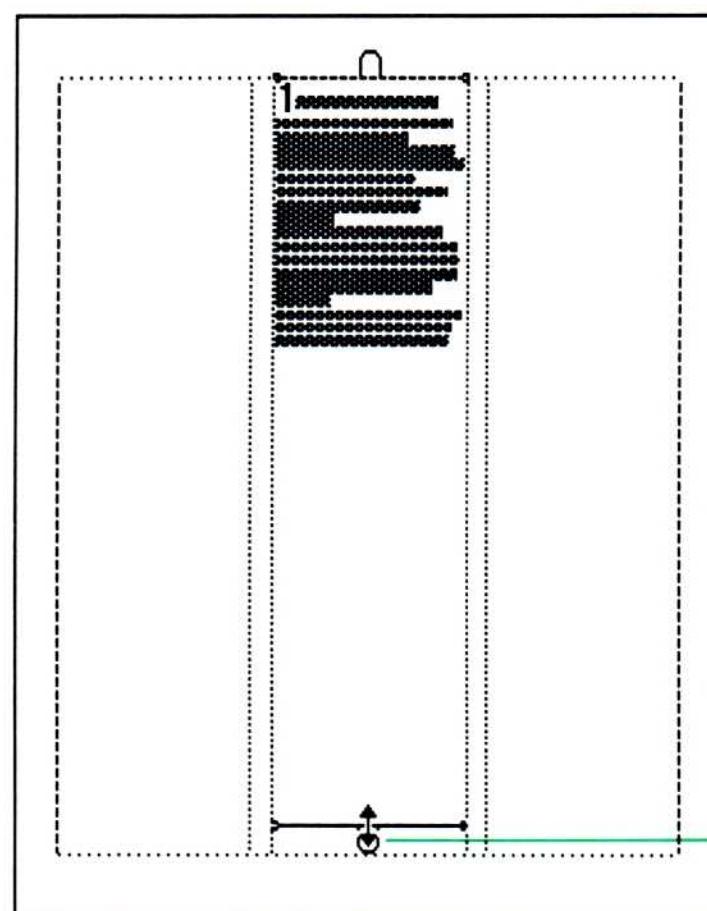
1. **Delete all text blocks except the first one in the group of text blocks you want to consolidate, but do not delete the text in them.**

Start deleting with the last text block in the group. (Read “Deleting a text block” earlier in this section.)

*Delete these text blocks,  
but not the text*



*Select remaining text  
block*



*Drag bottom handle to  
lengthen, which pulls  
text from the “deleted”  
text blocks*

2. **Lengthen the remaining text block until it includes all the text from the text blocks you deleted.**

(Read “Shortening or lengthening a text block” earlier in this section.)

## Moving a text block

You can move a text block (or a group of text blocks) anywhere on the page or pasteboard. For example, you may want to separate two text blocks to fit a graphic between them.

Even though you may change the physical order of text blocks on the page, PageMaker internally keeps them threaded in the original order.

For example, assume you flowed four text blocks: 1, 2, 3, 4. You can physically rearrange them to display in another order: 4, 2, 1, 3. But the text from block 1 stays threaded to block 2, which is threaded to block 3, and so on.

If you shorten block 1, the text you shortened goes to block 2, which pushes text to block 3, then block 4. Block 4 gets longer—even though it’s positioned first.

### To move one or more text block(s):



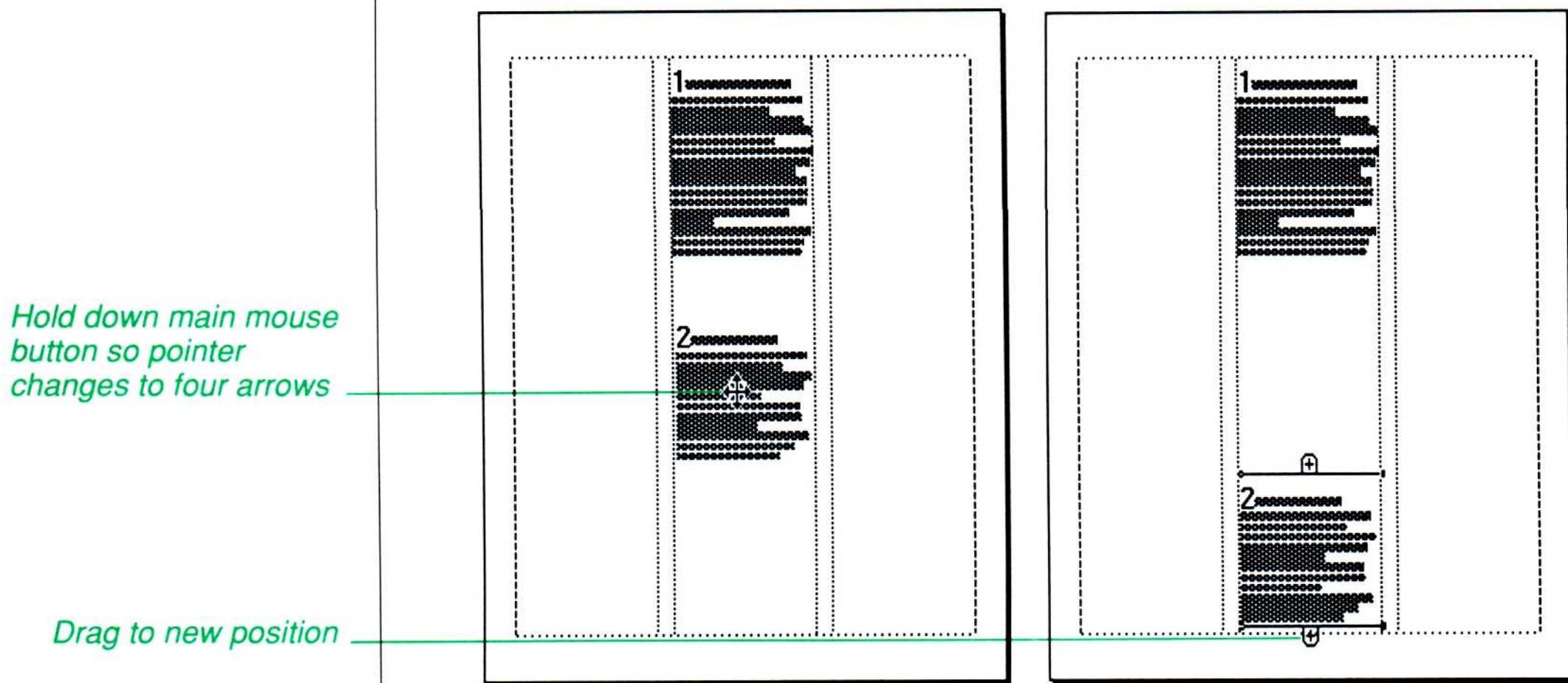
1. **Use the pointer tool to select one or more text blocks.**
2. **Point anywhere *within* the selected text block(s).**
3. **If you want to move the text block just horizontally or vertically, hold down the Shift key.**
4. **Hold down the main mouse button.**  
The pointer changes to four arrows.

## Tip

*Moving a text block is just like moving a graphic—point and drag.*

### 5. Drag the selection to its new position.

For faster response, start dragging even while the pointer is changing to the four arrows. Instead of seeing the actual text block as you drag, you see a blank box that is the same size. When you quit dragging, the text block redisplays on the screen.



## Aligning text blocks

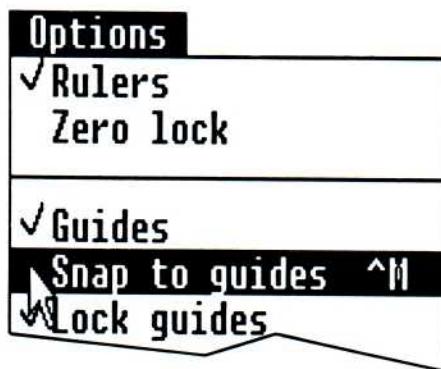
Text blocks can be positioned down or across the page. Make sure that:

- the left edges of stacked text blocks align
- the leading between the last line of one text block and the first line of the text block stacked below it matches the rest of the text
- the leading between the lines in adjacent text blocks matches

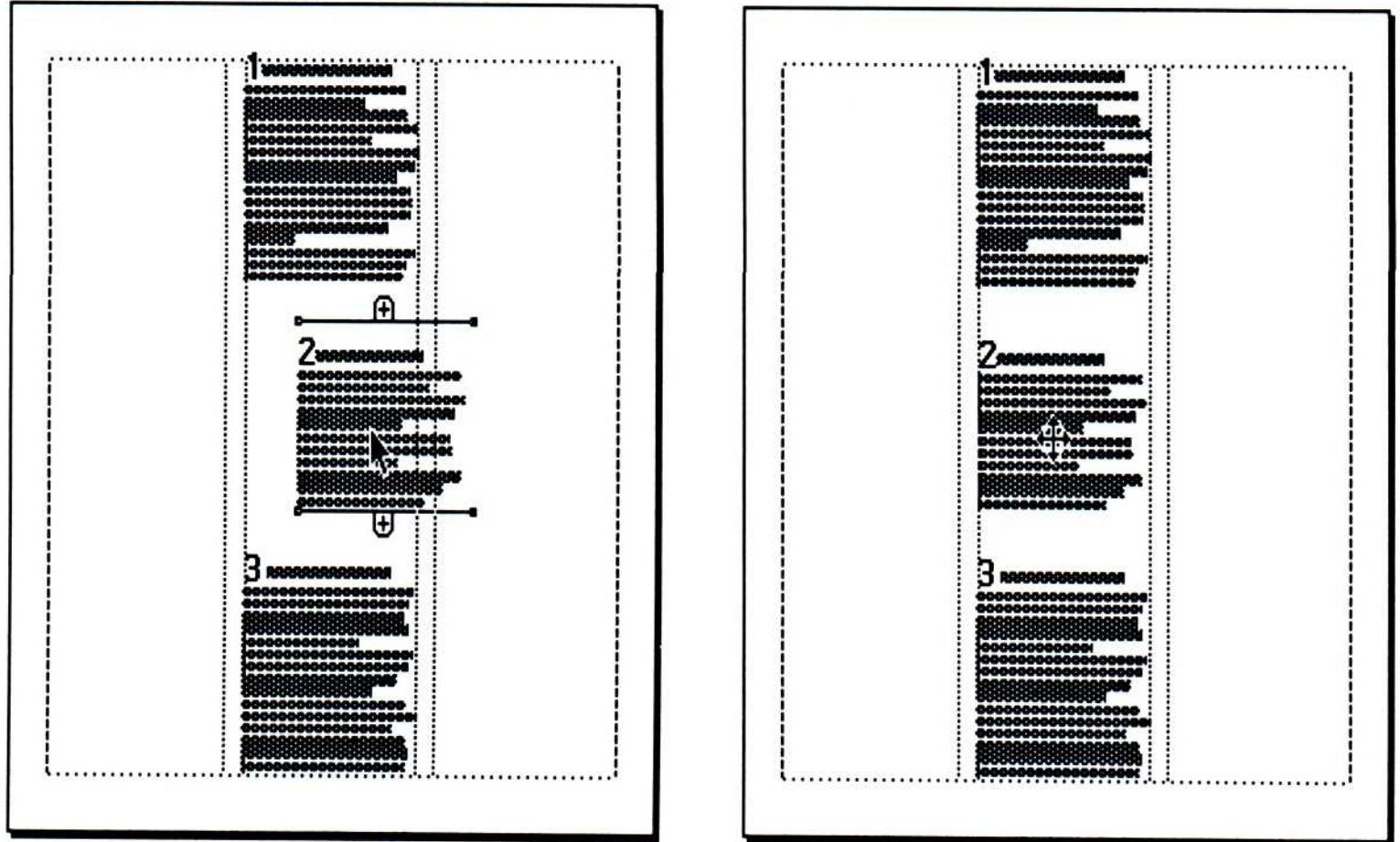
This section explains how to align the left edges of text blocks that are stacked vertically and the baselines of side-by-side text blocks.

### To align the left edges of stacked text blocks:

1. **Drag the top text block until it is positioned correctly.**
2. **If the text block is not aligned with a column guide, drag a ruler guide from the left ruler until it aligns with the left edge of the windowshade handles of the selected text block.**



3. **Turn on “Snap to guides.”**  
Read “Creating a layout grid” in Part 4: *Designing your publication*.
4. **Drag the bottom text block until the left edges of its windowshade handles “snap to” the ruler guide.**



### To align two stacked text blocks that have the same leading:

1. **Drag the top text block until it is positioned correctly.**
2. **At the “Actual size” view, reposition the page so you can see the bottom windowshade handle of the text block.**
3. **Drag a ruler guide from the top ruler and align it with the bottom windowshade handle of the selected text block.**
4. **Drag the bottom text block up to align its top windowshade handle with the ruler guide.**

**5. As necessary, use the text tool to delete extra blank lines at the beginning of the bottom text block or at the end of the top text block.**

dots the American city, we also wanted to avoid the current trend in interior design – “those palettes of post-modern pastels,” in the words of architect Karl Canelis, “that give one business environ-

ment after another the look of a ladies powder room.” The Task Force based its interior design goals on the employee survey, which concluded that office spaces should be colorful and cheerful, yet subdued. The colors, we determined should encourage productivity by creating an atmosphere in which employees could settle comfortably into their work. In other words, the sensitive application of color was essential to the success of the new headquarters.

*Align ruler guide with bottom handle*

dots the American city, we also wanted to avoid the current trend in interior design – “those palettes of post-modern pastels,” in the words of architect Karl Canelis, “that give one business environ-

ment after another the look of a ladies powder room.” The Task Force based its interior design goals on the employee survey, which concluded that office spaces should be colorful and cheerful, yet subdued. The colors, we determined should encourage productivity by creating an atmosphere in which employees could settle comfortably into their work. In other words, the sensitive application of color was essential to the success of the new headquarters.

With our demands in mind, the

*Drag up text block*

dots the American city, we also wanted to avoid the current trend in interior design – “those palettes of post-modern pastels,” in the words of architect Karl Canelis, “that give one business environ-

ment after another the look of a ladies powder room.” The Task Force based its interior design goals on the employee survey, which concluded that office spaces should be colorful and cheerful, yet subdued. The colors, we determined should encourage productivity by creating an atmosphere in which employees could settle comfortably into their work. In other words, the sensitive application of color was essential to the success of the new headquarters.

With our demands in mind, the

*Align top handle with ruler guide*

**To align side-by-side text blocks:**

- 1. Choose “Actual size” from the Page menu.**
- 2. Select the text block that is already aligned correctly.**
- 3. Drag a ruler guide from the top ruler, and align it with the baseline of the first line of text in that text block.**
- 4. Drag the second text block until the baseline of its first line of text rests on that same ruler guide.**  
If the “snap to” feature is on, you may want to turn it off while you align the text with the baseline.

Throughout the design phase of the new headquarters, the architects and GLW Task Force tried to accommodate the company’s extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

Throughout the design phase of the new headquarters, the architects and GLW Task Force tried to accommodate the company’s extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

The crown jewel of the collection, according to GLW’s art consultant Jo Sommers, is a 10-foot by five-foot, black-painted, wood sculpture by the grande dame of modern art, Louise

*Align ruler with baseline of text*

The crown jewel of the collection, according to GLW’s art consultant Jo Sommers, is a 10-foot by five-foot, black-painted, wood sculpture by the grande dame of modern art, Louise Nevelson. “For obvious reasons,” explains Sommers, “the piece has never been exhibited at GLW since we purchased it in 1982. Not only was there

*Drag text block*

*Align baseline with ruler*

# Editing text

Once text is on the page, you can edit it by cutting and pasting, inserting, replacing, and deleting text.

Any editing you do with PageMaker is part of the PageMaker publication. If you edit a file that you placed, PageMaker does not carry the editing changes back to your word-processed file.

This section explains:

- cutting and pasting to move text from one part of your publication to another
- typing new text in an existing text block to add or replace text
- deleting text

For information about typing or pasting a new text block that is not threaded to any others, read “Adding text” earlier in this part.

## Cutting and pasting text

Cutting and pasting text involves moving text to the Clipboard, which is a temporary holding place for text and graphics. You can then paste the contents of the Clipboard:

- elsewhere in the publication
- into another publication

Just cut or copy to the Clipboard, then close the publication to return to PageMaker’s desktop. Open the other publication, and paste.

- in another Windows application (but only if you installed Windows separately)

This section explains how to copy or cut text and how to paste it inside an existing text block. For details about pasting text outside existing text blocks, read “Adding text” earlier in this part. For instructions about pasting into another application, read the manual for the application.

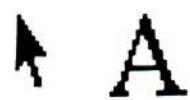
### Tip

*Editing a word-processed story in PageMaker?  
Mark your changes on a printed copy of the word-processed version in case you want to update that file later.*

## Moving text to the Clipboard

You can move selected text to the Clipboard two ways:

- Use the “Copy” command to move a copy of the selected text to the Clipboard.
- Use the “Cut” command to move the selected text to the Clipboard.



Use either the pointer tool or the text tool. The tool you use depends on what you want to do:

- To cut or copy an entire text block, its type specifications, and line length to the Clipboard, use the pointer tool.
- To cut or copy any amount of text, from one character to an entire story, use the text tool. PageMaker copies the text and its type specifications (but not line length) to the Clipboard.

### Tip

To cut and paste an entire text block “as is,” cut or copy with the pointer tool, then paste with the pointer tool.

You can cut or copy any amount of text to the Clipboard. However, you are limited to 64K of data:

- if you close PageMaker and must re-open it to paste (the text loses its type specifications and line length, too)
- if you paste into another application

Otherwise, when you try to paste, your text may be incomplete or in another form.

### To move text to the Clipboard:



1. **Use the text tool or the pointer tool to select the text you want to move.**

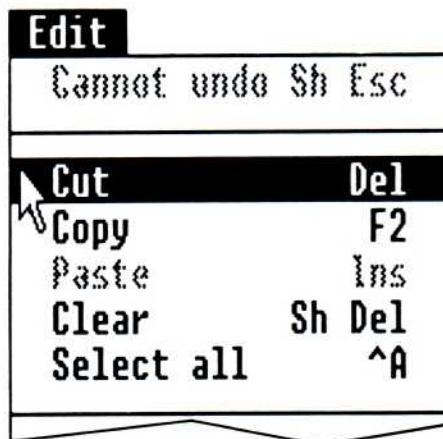
Read “Selecting text and graphics” in Part 3: *PageMaker basics*.

If you plan to paste the text into another application and you use the pointer tool, limit your selection to one or more text blocks from the same story—do not include any graphics in a group selection.

2. **Choose “Copy” or “Cut” from the Edit menu.**

If you copied the text, the original remains intact.

If you cut a range of text with the text tool, PageMaker automatically closes up the gap. If you cut an entire text block with the pointer tool, the space it occupied remains blank.



## Pasting text in a text block

Use the text tool and the “Paste” command to:

- insert the contents of the Clipboard into an existing text block
- replace existing text with the contents of the Clipboard

### Tip

*Select an insertion point in a text block or select any amount of text you want to replace, then paste.*

Text pasted in a text block always has the same line length as the text block where you are inserting it. However, the type specifications of the pasted text depend on where it was when cut or copied to the Clipboard:

- Text cut or copied within the publication or from another publication is pasted with its original type specifications. But if you closed, then re-opened PageMaker before pasting the text, it has PageMaker’s default type specifications.
- Text cut or copied to the Clipboard from another Windows application has PageMaker’s default type specifications.

The size of the text block does not change. Instead, PageMaker threads the pasted text into the story. If the bottom handle of the last text block displayed for the story shows a +, you have more text to flow.

Pasting with the pointer tool creates a new story. For details, read “Adding text” earlier in this section.

### To insert text in a text block:

A

1. Use the text tool to select an insertion point in the text block where you want to paste the text.
2. Choose “Paste” from the Edit menu.

Select insertion point

Perhaps the single most difficult problem Canelis & Canelis faced came in the interior design of the employee cafeteria. What do you do with a room, we asked, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day? Our experience with corporate cafeterias taught us what to avoid: the hard surfaces that reverberate noise.

Perhaps the single most difficult problem Canelis & Canelis faced came in the space planning and the interior design of the employee cafeteria. What do you do with a room, we asked, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day? Our experience with corporate cafeterias taught us what to avoid: the hard surfaces that reverberate noise.

New text

### To replace text in an existing text block:

1. **Use the text tool to select any amount of text you want to replace.**
2. **Choose “Paste” from the Edit menu.**  
The selected text is replaced by the text from the Clipboard.

Select insertion point

Drag to select text to be replaced

We decided on what we termed "a pronounced variety in treatment" to create a visual change of pace for employees on break. What this translates into is a large room divided by color schemes, furniture styles, and adjustable sound-absorbing partitions into individualized modules for lunchtime dining.

We decided on what we termed "a pronounced variety in treatment" to create a visual change of pace for employees on break. What this translates into is a large room divided by color schemes, furniture styles, and adjustable sound-absorbing partitions into individualized modules for lunchtime dining.

To create a visual change of pace for the employees on break, we decided on what we termed "a pronounced variety in treatment." What this translates into is a larger room divided by color schemes, furniture styles, and adjustable sound-absorbing partitions into individualized modules for lunchtime dining. Each

New text

## Typing new text in a text block

You can use PageMaker's text tool to correct, insert, or replace text by typing in an existing text block. PageMaker threads the new text into the text block.

As you type in a text block, the size of the text block does not change. Instead, PageMaker pushes the text after the insertion point to the right and down. In any text block with a + in its bottom handle, the insertion point moves through the text block. If the insertion point reaches the end of the text block and you keep typing, it moves to the next block—and so on.

However, if the insertion point reaches the end of the last text block you've flowed for the story, that text block actually gets longer as you type. You can keep typing until the insertion point reaches the bottom of the pasteboard. If the bottom windowshade handle displayed a #, it now displays a +, and you will have to reflow the text displaced by the new text you typed.

### To add or replace text:

A

1. **Use the text tool to select an insertion point or any amount of text you want to replace.**

We decided on what we termed "a pronounced variety in treatment" to create a visual change of pace for employees on break. | Each module is situated off a single corridor that runs from the food-dispensing area through the cafeteria to promote smooth traffic flow. Hard, tiled surfaces are limited to these food areas, which themselves have

We decided on what we termed "a pronounced variety in treatment" to create a visual change of pace for employees on break. What this translates into is a large room divided by color schemes, furniture styles, and adjustable sound-absorbing partitions into individualized modules for lunchtime dining. | Each module is situated off a single

Select insertion point where new text should begin

Insertion point moves as you type

**Tip**

*Use PageMaker's text tool to correct text or to type headlines and other small amounts of text.*

**2. Type the new text.**

The text you type will have the same specifications as the preceding character. If you are inserting text at the beginning of a paragraph, the text will use the type specifications of the following character.

**3. Check the last text block in the story and, as necessary, adjust it.**

If you reach the bottom of the pasteboard, PageMaker beeps and alerts you. Continue to the next procedure.

**To continue after the insertion point in the last text block reaches the bottom of the pasteboard:**

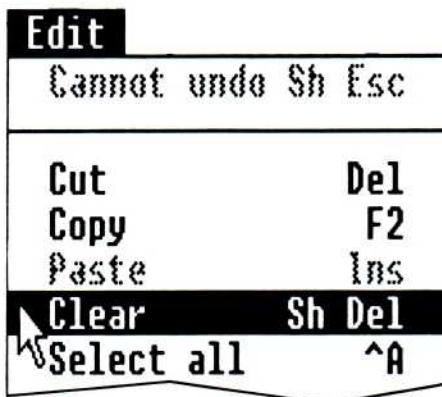
1. **Click “OK” in the alert box displayed by PageMaker.**
2. **Select the text block with the pointer tool.**
3. **Shorten the text block by dragging the bottom handle up to where you want the text block to end.**  
If necessary, drag the last text block up slightly so you can see the + in its bottom handle (read “Working with text blocks” earlier in this part).
4. **Click the + in the bottom handle to get the text icon.**
5. **Point the text icon where you want the upper-left corner of the text to continue.**
6. **Click the main mouse button.**  
PageMaker flows any text you shortened from the previous text block, as well as any text pushed off the page when you typed.
7. **To continue inserting text, select an insertion point inside the text block you just flowed.**

## Deleting text

With PageMaker, you can select any amount of text and erase it from the publication, without moving it to the Clipboard. Delete text when you don't want to use it again and you want to keep what is on the Clipboard.

For details about deleting an entire text block, read “Working with text blocks” earlier in this part.

### To delete a range of text:



1. Use the text tool to select the text you want to delete.

2. Choose the "Clear" command from the Edit menu.

PageMaker automatically closes any gap, then rethreads the text preceding and following the deleted text.

cafeteria. What do you do with a room we asked, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day?

cafeteria. What do you do with a room that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day?

Select text to be deleted

Insertion point after you delete text

### To delete character by character:

A

1. Use the text tool to select an insertion point after the character(s) you want to delete.

2. Press the Backspace key, as necessary.

Each time you press the Backspace key, you delete the character preceding the insertion point.

cafeteria. What do you do with a room, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day?

cafeteria. What do you do with a room, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day?

Select insertion point after characters to be deleted

Press Backspace to move the insertion point back, erasing character by character

### Tip

Use "Cut" to delete to the Clipboard. Use "Clear" to bypass the Clipboard.

# Changing type and paragraph specifications

Type specifications apply to any amount of text you select—from one character to an entire file or story. Paragraph specifications apply to all paragraphs *containing* an insertion point or any selected text. Together, type and paragraph specifications influence the overall look of your text—and your publication.

Formatted text files you place on the page have many of the type and paragraph specifications you set with the word-processing application. Text-only files you place or text you type as new stories have PageMaker's default specifications. (Read “Getting your text and graphics files ready” in Part 2: *Planning your publication and preparing your files*.)

Once text is on the page, you can use the text tool to select the text and the appropriate commands to change these type and paragraph specifications:

Type specifications	Paragraph specifications
font	alignment
size	space between paragraphs
style	indents
leading	tab stops
case	pair-kerning
position	hyphenation
reverse type	

Or, select an insertion point, then use the text tool to set the specifications that you want to apply to the text you type at the insertion point. To change defaults, use the pointer tool to select the commands when nothing is selected.

## Tip

*Type specifications apply only to the selected text. Paragraph specifications apply to all paragraphs that contain any selected text.*

This section explains how you change all of these type and paragraph specifications except reverse type (read “Creating special design effects” in Part 8: *Advanced techniques*) and pair-kerning (read “Composition,” also in Part 8). Refer to the *Quick Reference Guide* for keyboard shortcuts.

## Changing type specifications

When type style is the only type specification you want to change, you can change it directly from the Type menu.

If you want to change other type specifications, including style, choose the “Type specs...” command from the Type menu. You can change:

- font and size
- leading
- style
- case
- position of text

For details about font, size, and leading, read “Planning your publication” in Part 2: *Planning your publication and preparing your files*. The other specifications are explained as introduced in these procedures for changing:

- type style only
- all type specifications

### To change type style only:

A

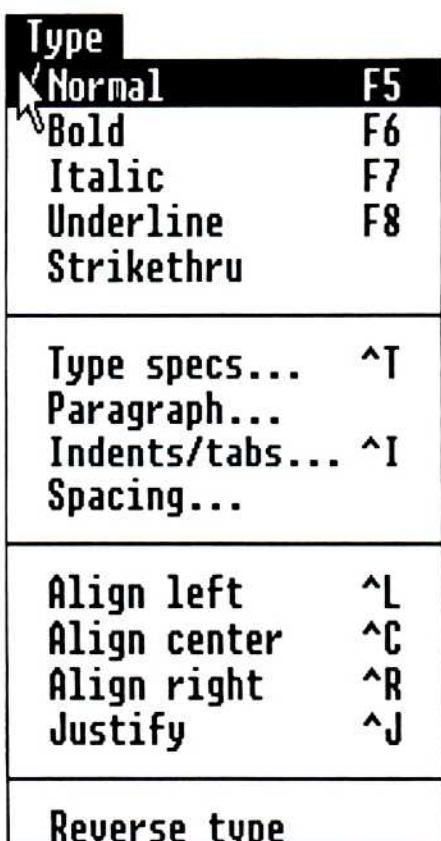
1. **Use the text tool to select any amount of text or an insertion point.**

2. **Select the Type menu.**

A check identifies the style(s) of the selected text (or, if no text is selected, the default). If the selected text has more than one style or combination of styles, no style is checked.

3. **Choose the style you want.**

To choose a style, click it so it is checked. To cancel a style that is checked, click it again.



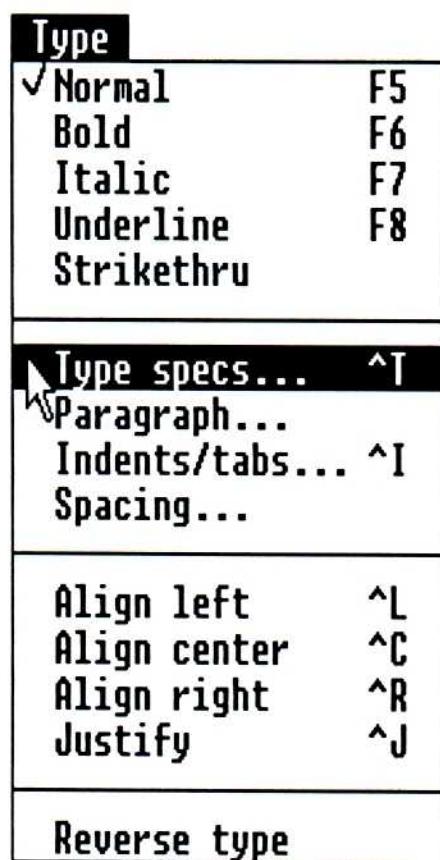
**Normal   Bold   Italic   *Underline   Strikethru*** *Styles as displayed on screen*

Text can be “Normal” (plain type, like this paragraph, with no other styles applied) or any one or more of the other styles (for example, bold only *or* bold, italic, and underline). “Bold,” “Italic,” and “Underline” are useful for emphasizing text. Use “Strikethru” when you want to show the original text but want a line through it to indicate that the text has been deleted—this is useful for editing and for legal documents.

- | 4. If you want to choose another style, return to Step 2.

**To change several type specifications at the same time:**

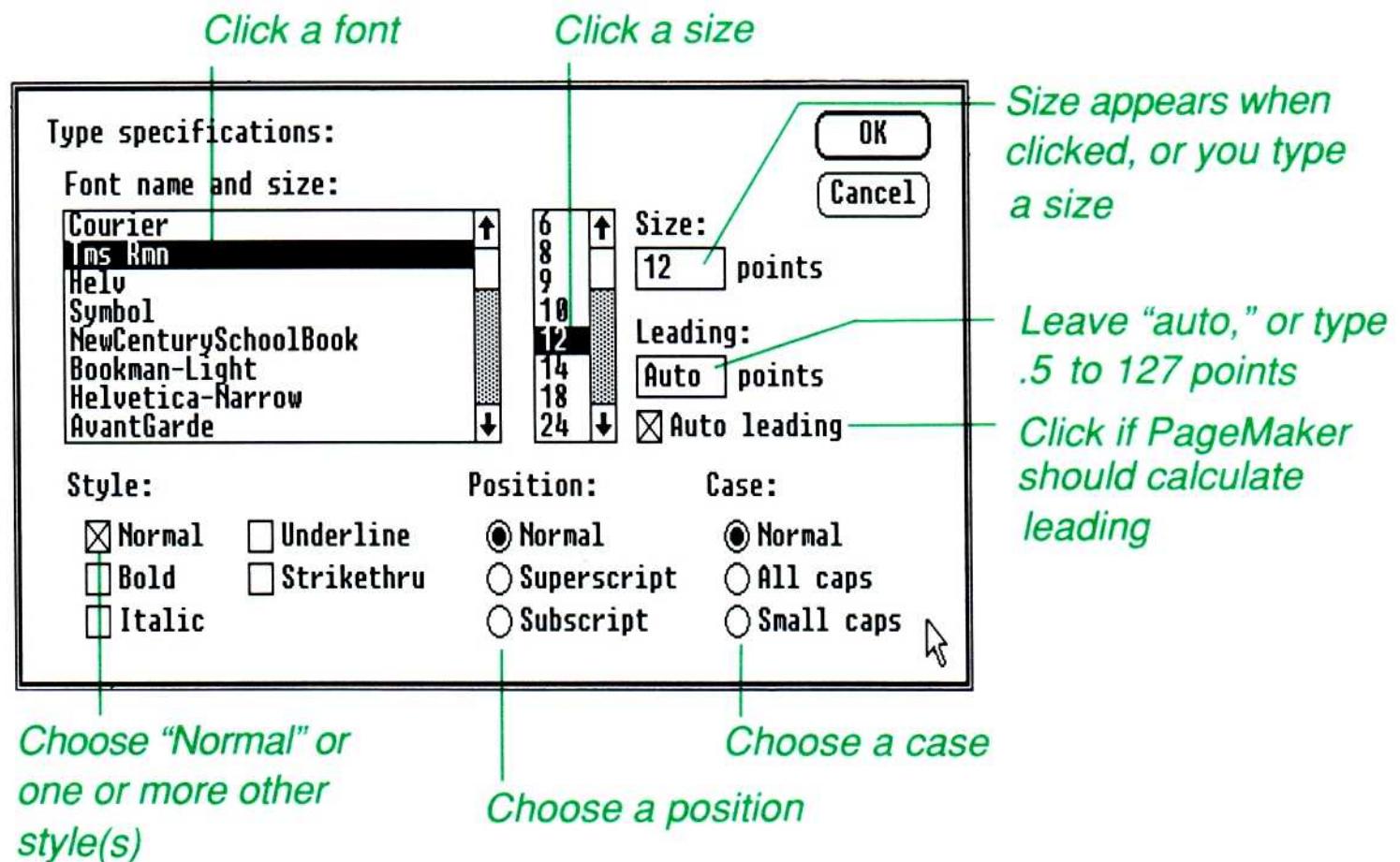
A



1. Use the text tool to select any amount of text or an insertion point.

2. Use the text tool to choose “Type specs...” from the Type menu.

The specifications of the selected text are highlighted (or, if no text is selected, the defaults are highlighted). If the selected text includes more than one option for a specification, no option is highlighted.



3. To change font, click the name of the font you want.

PageMaker offers every font available on the target printer (read “Getting started” in Part 3: *PageMaker basics*).

Choose any font shown. If a screen version of the font is not installed on your system, PageMaker approximates the printer’s font with one of its built-in screen fonts. However, the selected text will print in the font you choose. (Read “Font issues” in Part 7: *Printing*.)

4. To change “Size:,” type or click the size you want.

Based on the selected printer font, another list box displays the available sizes, always measured in points.

**Tip**

If text does not fill the space you planned for it, increase the leading between lines.

**T i p**

When creating forms, specify 12-point leading with the “Type specs...” command to match single-spacing on a 12-pitch (or pica) or 10-pitch (elite) typewriter.

Click the size you want (as necessary, scroll to see the complete list). PageMaker displays type that matches the size you specify.

**OR** type the size you want in the text box. You can type any size from 4 to 127 points, including half-points. If the size you type is not available on the target printer, PageMaker displays the next smaller size.

5. **To change leading, either click “Auto leading” so it is checked, or fill in the text box for “Leading:.”**

If you click “Auto leading,” PageMaker applies leading equal to 120% of the point size (to the nearest half-point). For example, 10-point type will have 12 points of leading. The value displayed for “Leading:” changes to *Auto*.

**OR** specify leading by typing any number from 0 to 127 points.

6. **To change “Style:,” click “Normal” or any other style(s).**

Text can be “Normal” (plain type, with no other styles applied) or any one or more of the other styles (for example, bold only *or* bold, italic, and underline).

7. **To change “Position:,” click the position you want.**

Change position to create superscripts and subscripts or to cancel them so the characters return to a normal position.

Normal characters sit on the baseline, the invisible line where characters sit in a line of text. Superscript letters (for example, trademark symbols, mathematical notation, or footnote markers) sit above the baseline. Subscript letters sit below the baseline, a position used in scientific and mathematical notation.

Depending on the target printer, PageMaker may reduce the size of the superscript and subscript characters so they don’t overlap text in the preceding or following line.

( $a \times b$ )<sup>2</sup> = ( $a_1 \times b_1$ )

*Text as typed*

( $a \times b$ )<sup>2</sup> = ( $a_1 \times b_1$ )

*Text with new specifications*

*Superscript*

*Subscripts*

**Tip**

*Use the “Case:” options to change capitalization without retyping.*

**8. To change capitalization, click the “Case:” you want.**

Click “Small caps” to change all lower-case letters to small capitals that are 70% of the size of full-size capitals. Letters that you typed as full-size capitals remain the same size.

**OR** click “All caps” to change all letters to full-size capitals.

**OR** click “Normal” to restore all letters to capitals or lower-case as typed or placed on the page.

Throughout the design phase of the new headquarters, the architects and GLW Task Force tried to accommodate the company's extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

*Text as typed*

THROUGHOUT THE DESIGN PHASE of the new headquarters, the architects and GLW Task Force tried to accommodate the company's extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

*Changed to small caps*

THROUGHOUT THE DESIGN PHASE of the new headquarters, the architects and GLW Task Force tried to accommodate the company's extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

*Changed to all caps*

**9. Click “OK” to confirm the specifications you selected.**

## Changing paragraph alignment, spacing, and indents

The general format of paragraphs is determined by the alignment, spacing between paragraphs, and indents you set.

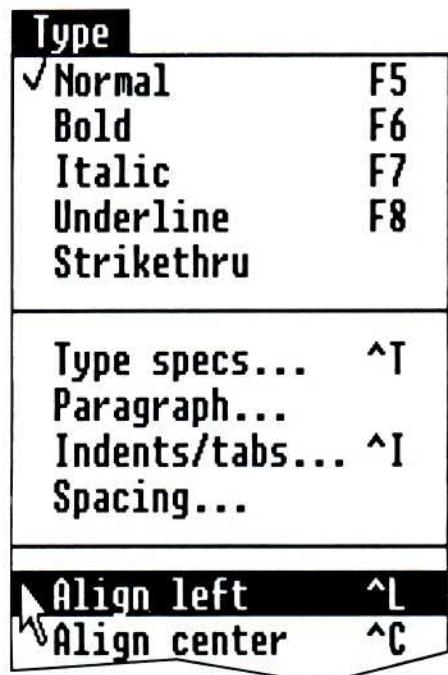
You can set alignment directly from the Type menu. Or, you can use the “Paragraph...” command to set alignment, between-paragraph spacing, and values for indents. With the “Paragraph...” command, you also can select hyphenation (read “Hyphenating text” in this section) and pair-kerning (read “Composition” in Part 8: *Advanced techniques*).

With the “Paragraph...” command, you type the indent values, so you can make them any value you want. You can also set indents with the “Indents/tabs...” command, but settings are limited to the increments and half-increments displayed in a special ruler (read “Setting indents and tabs” in this section).

This section explains how to:

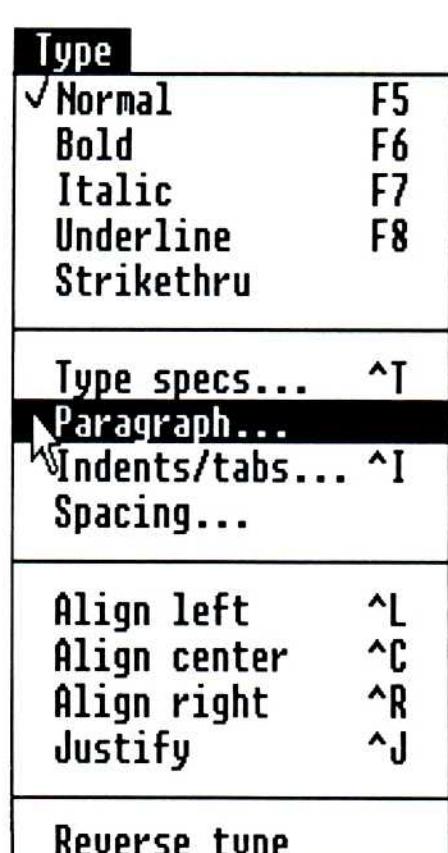
- change alignment only (“Planning your publication” in Part 2: *Planning your publication and preparing your files* describes alignment)
- change alignment, as well as between-paragraph spacing and indents

### To change alignment only:



1. **Use the text tool to select a range of text or an insertion point in the paragraph(s) whose alignment you want to change.**
2. **Select the Type menu.**  
A check identifies the alignment of the selected text (or, if no text is selected, the default). If the selected text has more than one alignment, no option is checked.
3. **Choose “Align left,” “Align right,” “Align center,” or “Justify.”**

### To change paragraph alignment, spacing, and indents:



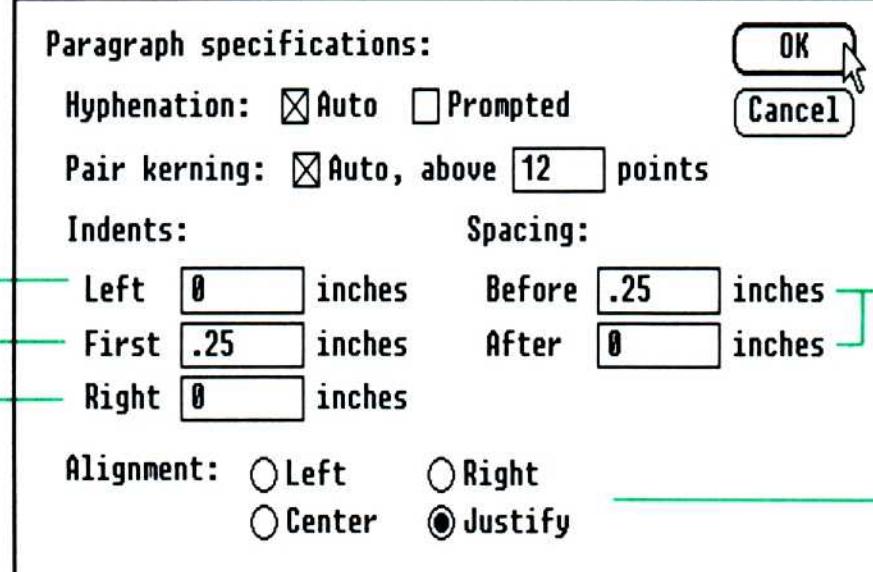
1. **Use the text tool to select a range of text or an insertion point in the paragraph(s) whose specifications you want to change.**
2. **Use the text tool to choose “Paragraph...” from the Type menu.**  
The specifications of the selected paragraphs are highlighted (or, if no text is selected, the defaults are highlighted). If the selected text includes more than one option for a specification, no option is checked.
3. **To change “Indents:,” type a value for any of the three indents: “Left,” “First,” and “Right.”**  
Both the “Left” and “Right” indents must be positive numbers. These indents specify how far the text is inset from the left and right edges of the text block.  
  
The “First” indent can be any positive number or a negative number that is not greater than the left indent. The first-line indent specifies how far the first line of each paragraph is indented from the left edge of the text block. If the indent is positive, the first line starts to the right of the remaining text. If the indent is negative, the first line starts to the left of the other lines (a “hanging indent”).

You cannot set any indents beyond the left or right edges of the text block.

#### Tip

*Make the first-line indent negative if you want a “hanging indent.”*

*Must be positive*  
*Can be negative*  
*Must be positive*

*Usually fill in one**Choose one alignment*

**4. To change “Spacing:” between paragraphs, type a value for “Before,” “After,” or both.**

Spacing “Before” and “After” separates paragraphs with exact vertical spacing (to a half-point). Paragraph spacing is in addition to the normal leading between lines.

**Tip**

*Use between-paragraph spacing to separate paragraphs, rather than pressing Enter twice at the end of a paragraph.*

The actual space between paragraphs is the sum of the space after the first paragraph plus the space before the next paragraph. Usually, you specify only space before *or* after, not both. For example, this manual has 8 points of space after each paragraph.

PageMaker automatically adds this paragraph spacing each place you pressed the Enter key in the word-processed file or with PageMaker. If you pressed Enter twice to double-space between paragraphs, you may want to delete the extra carriage returns.

**5. Click to choose the “Alignment:” you want.**

Choose from: “Left,” “Center,” “Right,” or “Justify.”

**6. Click “OK” to confirm the specifications you selected.**

*First-line indent = 0*

But on the more personal side, Canelis & Canelis were sometimes stumped by a design problem in which the comfort of employees overruled the obvious design treatment. We asked architect Karl Canelis to pick one such problem and describe its resolution for us. Perhaps the single most difficult problem Canelis & Canelis faced came in the space planning and interior design of the employee cafeteria. What do you do with a room, we asked, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day?

*Space between paragraphs = 0*

*First-line indent = 0.25 inch*

But on the more personal side, Canelis & Canelis were sometimes stumped by a design problem in which the comfort of employees overruled the obvious design treatment. We asked architect Karl Canelis to pick one such problem and describe its resolution for us.

Perhaps the single most difficult problem Canelis & Canelis faced came in the space planning and interior design of the employee cafeteria. What do you do with a room, we asked, that is roughly the size of the average high school auditorium and must somehow act as a retreat from the stress of work, for an hour or so each day?

*Space between paragraphs = 0.25 inch*

## Setting indents and tabs

With the “Indents/tabs...” command, you can set up left, right, and first-line indents at the same time you set up to 20 tab stops.

PageMaker displays a dialog box with a special ruler in which you drag markers to the settings you want. Settings are limited to the increments or half-increments shown in the ruler. The size of the increments depends on your screen, the view of the page, and the unit of measure you’re using.

Tab stops are useful for creating lists, tables, outlines, and other material that should be aligned at specific places. For each tab stop, you can choose from four alignments, as well as five kinds of leaders (four standard, one custom) to fill the space between tab stops.

### Tip

*If you don’t want to use PageMaker’s default tabs, clear them and create your own.*

PageMaker has built-in tabs every .5 inch that apply to the right of the last tab stop you set. Text at built-in tab stops is left aligned.

Change default indents and tabs by choosing the “Indents/tabs...” command from the desktop. When you want to set tabs for selected text, you can immediately clear the default tabs or adjust them.

This section explains how to:

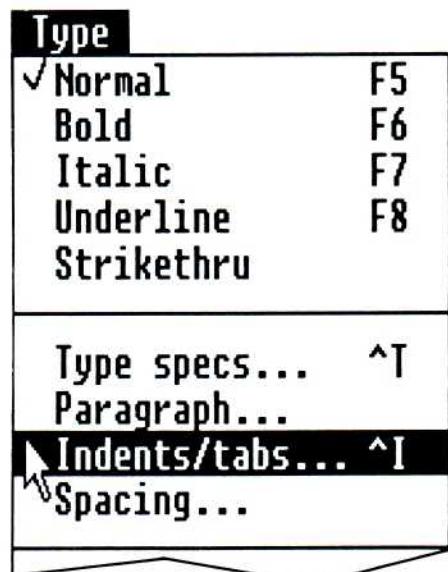
- add, move, and delete tab stops, as well as adjust indents, at the same time
- clear all tabs
- align text at the tab stop

### Adjusting tabs and indents

Add one or more tab stops at a time. For each tab, you specify its alignment and the leader character(s)—such as a row of periods—to fill the area between the previous and current tab stop.

After setting tab stops, you can move them, but you can’t change alignment or leader. If you don’t like the alignment or leader of a tab stop, you can delete it or replace it by adding a new tab stop on top of it. Deleting a tab stop does not affect the remaining tab stops.

Drag markers in the ruler to set the first-line, left, and right indents.

**To change indents and tabs at the same time:****A**

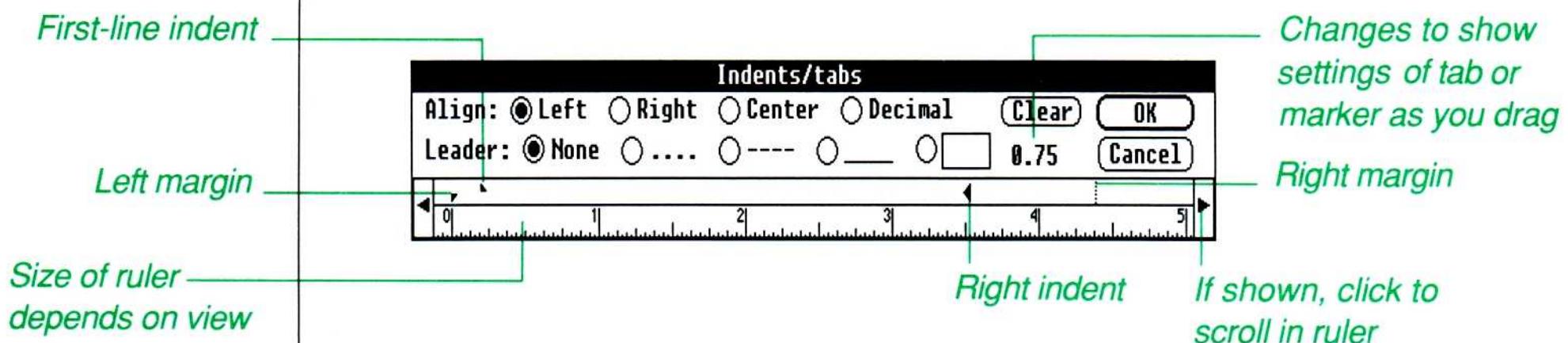
1. Use the text tool to select a range of text or an insertion point in the paragraph(s) whose indents and tabs you want to change.

2. Use the text tool to choose "Indents/tabs..." from the Type menu.

PageMaker displays a dialog box with a ruler. The 0 mark in the ruler marks the left edge of the text block with the selected text.

Markers in the ruler identify existing tabs, the first-line indent, left indent, right indent, and left margin of the selected text. If the selected paragraphs have different settings, the ruler does not display any settings.

The ruler is wider than the dialog box, so scroll as necessary to get to the settings you want.



3. If you want, point on the title bar of the dialog box, then drag to reposition it.

Drag the dialog box until the 0 mark in the ruler aligns with the left edge of the selected text. That way, you can see the settings in relation to the selected text.

4. If you want to add tabs, click an "Alignment:" for new tab(s).

Choose from "Left" (text is aligned left at the tab stop), "Right" (text is aligned right at the tab stop), "Center" (text is centered on the tab stop), or "Decimal" (the decimal point aligns at the tab stop). Each kind of tab displays a different marker on the ruler.

5. If you are adding tabs, click a pattern for the leader, OR type one or two characters in the text box to create your own leader.

Choose from "None" (space between tab stops), a line of alternating periods and thin spaces, a row of hyphens, or a solid underscore.

OR type the character(s) you want PageMaker to repeat. For example, type \* to use asterisks as the leader, or type \*. to produce a leader of alternating asterisks and periods.

**Tip**

For easy measuring, align the 0 mark in the "Indents/tabs..." dialog box with the left edge of the selected text.

- 6. To add or delete tabs, click at each increment (or half-increment) where you want a tab with the selected alignment and leader.**

Set all tabs to the right of the 0 mark in the ruler. As you click, the “Position:” value changes to show the exact location of the tab. To replace a tab stop to change its alignment or leader, add a new one on top of it.

If you have a hanging indent, you can set tab stops between the first-line indent and the left margin marker. However, those tabs apply only to the first line of the selected paragraph(s). The left margin marker does not automatically act as a tab stop for the first line.

- 7. If you want to move or delete any tab stop, reposition it in the ruler (you can drag over other tab stops).**

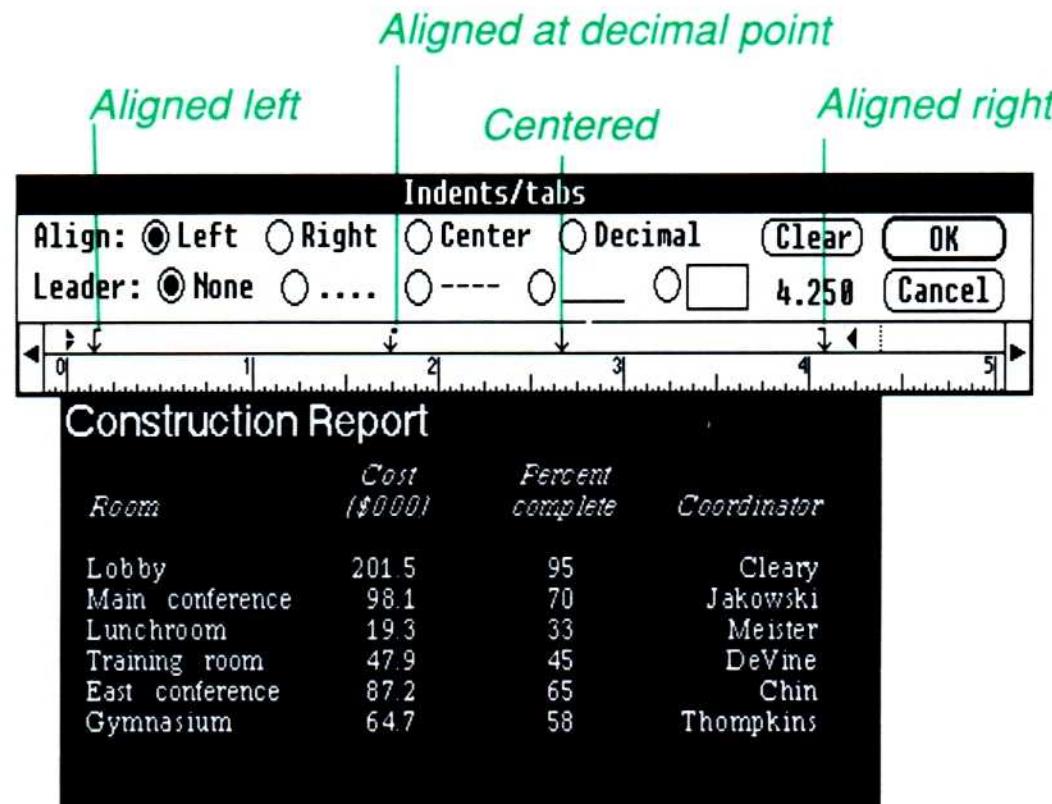
To reposition a tab stop, drag it anywhere to the right of the 0 mark in the ruler displayed by the dialog box. To replace a tab stop, drag an existing tab stop on top of it.

To delete a tab, drag it into the ruler.

- 8. Return to Step 4 to set more tabs with another alignment, OR continue to Step 9.**

- 9. As necessary, reposition any of the indents.**

Drag the markers for the indents to new positions. As you drag, the value of the indent you’re dragging changes to show the exact location of the marker. For more information about indents, read “Changing paragraph alignment, spacing, and indents” earlier in this section.



- 10. Click “OK” to confirm the tabs and indents shown in the ruler.**

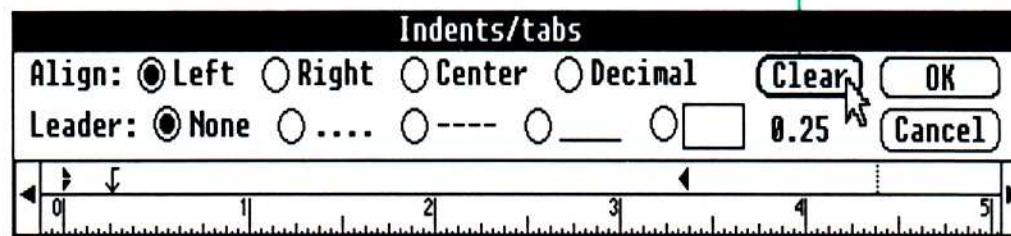
## Clearing all tab stops

You can cancel all tab stops in the selected paragraphs.

### To clear all tabs:

**A**

1. Use the text tool to select the paragraph(s) whose tabs you want to clear.
  2. Choose “Indents/tabs...” from the Type menu.
  3. Click the command button, “Clear.”
- PageMaker clears all tabs.



## Aligning text at the next tab stop

After you set tab stops with the “Indents/tabs...” command, you can use the text tool and Tab key to align text at the tab stops.

### To align text at the next tab stop:

1. Select an insertion point to the left of the text you want at the next tab stop.
  2. Press the Tab key.
- Text to the right of the insertion point aligns at the next tab stop.

## Hyphenating text

When you flow or type text between column guides, PageMaker fills the column line by line, breaking lines between words and at any hyphens you've typed. If an unhyphenated word does not fit on a line, PageMaker automatically moves the entire word to the next line.

You can use the hyphenation feature and discretionary hyphens to make text fill lines better. This section explains how to:

- use automatic or prompted hyphenation or both
- create a dictionary of terms to supplement PageMaker's built-in dictionary
- type “discretionary hyphens”

## Using automatic or prompted hyphenation

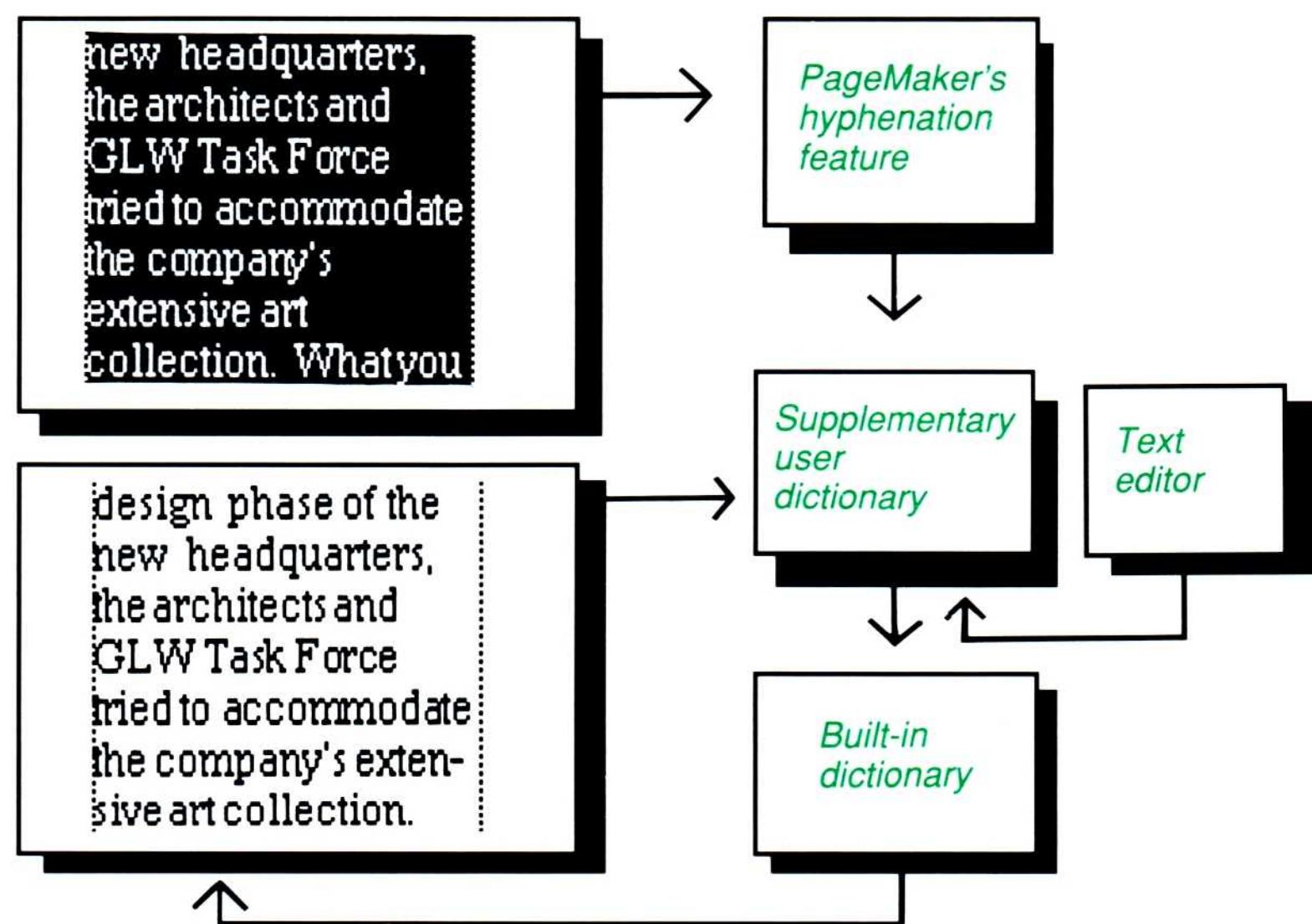
If you want PageMaker to hyphenate while composing text so text fills the lines better, use PageMaker's automatic and prompted hyphenation features:

### Tip

*Use any text editor to create a supplementary dictionary of terms you will allow PageMaker to hyphenate.*

- If a word will not fit at the end of a line and you are using automatic hyphenation, PageMaker checks a supplementary dictionary you may have created (read “Supplementing the built-in dictionary” later in this section). If the word is not there, PageMaker checks its built-in dictionary.

If either dictionary indicates that the word can be hyphenated, PageMaker hyphenates it. The automatic hyphenation feature stays on until you turn it off. If you reflow the text, change column widths, or insert text, PageMaker automatically adjusts hyphenation, based on the dictionaries.



- If you use prompted hyphenation, PageMaker prompts you when it encounters a word that will not fit at the end of a line and that is not in either the built-in or supplementary dictionary.

You click an insertion point each place you want PageMaker to insert a discretionary hyphen. You also can add the word to the supplementary dictionary.

Prompted hyphenation applies only to the paragraphs that are selected when you choose the command. After prompting you and, as necessary, recomposing those paragraphs, the prompted hyphenation feature goes off.

### Tip

*In general, turn on automatic hyphenation for columns that are narrow or have justified text.*

You can use automatic and prompted hyphenation separately or together:

- If both automatic and prompted hyphenation are turned off, PageMaker only breaks lines at spaces and hyphens you typed in the text.
- If you use only automatic hyphenation, PageMaker also can break lines where indicated for words in the built-in and supplementary dictionaries. Usually, you will want automatic hyphenation on.
- If you use only prompted hyphenation, PageMaker breaks lines at spaces and hyphens, as well as hyphens you insert when prompted. Do this if you want full control of hyphenation.
- If you use both automatic and prompted hyphenation, PageMaker also can divide words in the dictionaries or that you hyphenate when prompted.

Column width and paragraph alignment influence how often PageMaker hyphenates. In addition, hyphenation depends on the word spacing, letter spacing, and hyphenation zone (read “Composition” in Part 8: *Advanced techniques*).

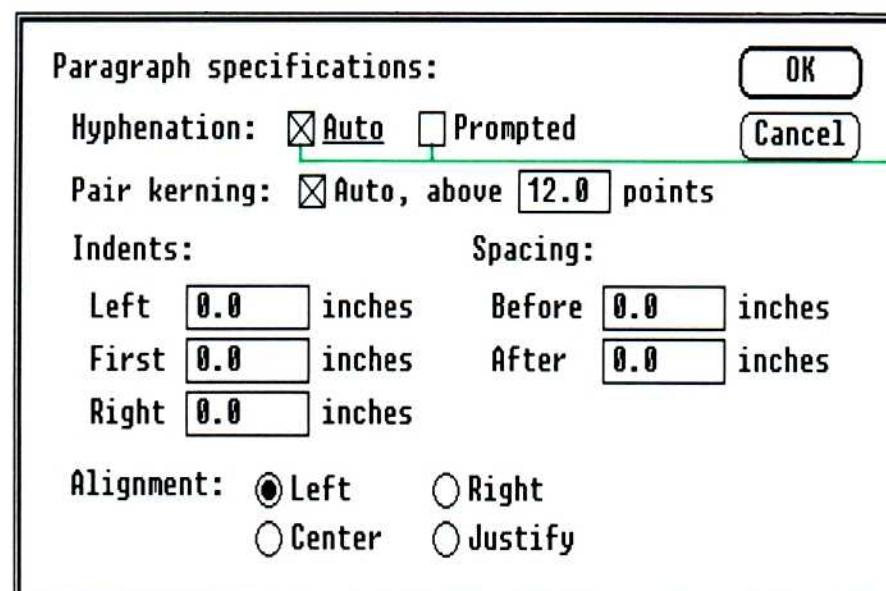
### To use automatic or prompted hyphenation or both:

A

1. **Use the text tool to select the paragraphs where PageMaker can try hyphenating words.**

PageMaker recomposes all paragraphs with any text—even one character—included in the selection.

2. **Choose “Paragraph...” from the Type menu.**



*Click to check one or both options*

**3. Click to highlight the option button(s) for the kind(s) of “Hyphenation:” you want.**

For automatic hyphenation, click “Auto” so it is highlighted. For prompted hyphenation, click “Prompted” so it is highlighted. For automatic *and* prompted hyphenation, highlight both options.

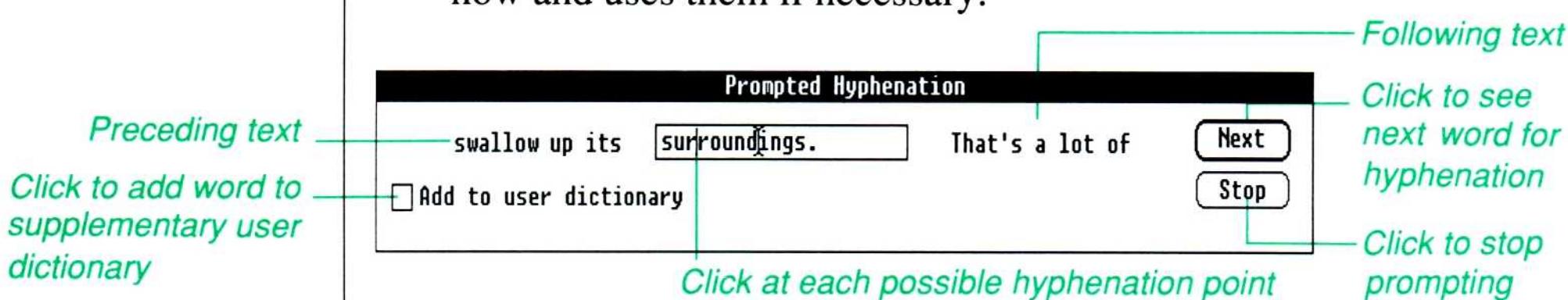
To turn off hyphenation, click the highlighted option(s).

**4. Click “OK.”**

### To divide a word when prompted by PageMaker:

**1. In the text box, click each place PageMaker can hyphenate the word.**

Insert any number of discretionary hyphens. If you recompose the text later, PageMaker remembers the hyphenation points you create now and uses them if necessary.



If you don't want to divide the word, skip to Step 3.

**2. If you don't want to add this word to your supplementary hyphenation dictionary, click the check box, “Add to user dictionary,” so it is not checked.**

Otherwise, make sure “Add to user dictionary” is checked.

**3. Click “Next” and return to Step 1 so PageMaker continues to the next word it cannot divide at the end of a line. OR click “Stop” to turn off the prompted hyphenation feature.**

## Supplementing the built-in dictionary

PageMaker includes a 90,000-word dictionary from Houghton Mifflin Company. That's the dictionary PageMaker checks when you use automatic or prompted hyphenation.

Although large, the dictionary may not include terms that you use routinely—for example, the name of your company, your publications, and others. To supplement that dictionary, you can create your own dictionary.

### Tip

*When prompted to hyphenate a word, add it to your user dictionary so you don't have to be prompted for it again.*

### Tip

*Store your supplementary dictionary in the same directory as PageMaker.*

When PageMaker has to hyphenate a word, it checks your supplementary dictionary, then its built-in dictionary.

You create a supplementary dictionary one of two ways:

- Have PageMaker create it the first time you use prompted hyphenation.

When it prompts you to hyphenate a word, PageMaker also gives you the option of adding the word to a supplementary dictionary.

- Create your own dictionary.

Use any text editor to create a text-only file called PMUSUSER.TXT. At any time, you can use the text editor to update that file: add, correct, or delete words. And, as you use prompted hyphenation, you can have PageMaker add new words to the dictionary.

If you create a dictionary file before PageMaker does, put it in the same directory as PageMaker. That way, PageMaker can find and use your dictionary before creating another (otherwise, PageMaker creates another). Your dictionary remains on disk until you erase it.

### To create or update your hyphenation dictionary:

1. **Use a text editor to create or open the file, PMUSUSER.TXT.**
2. **Type the new word, including a regular hyphen each place PageMaker can divide the word.**
3. **As necessary, add, correct, or delete other words.**
4. **Save your file.**

### Inserting discretionary hyphens

If you are not using PageMaker's hyphenation feature, you can use the text tool to insert discretionary hyphens. Or, if the hyphenation feature is turned on, insert discretionary hyphens as you type words unlikely to be in the built-in and user dictionaries.

### Tip

*Type a discretionary hyphen instead of a regular hyphen when you want to divide a word at the end of a line.*

After you flow text and review the line breaks, you can insert discretionary hyphens to make text fit the lines better. For example, if a line is too short, insert a discretionary hyphen to divide the first word of the next line.

A discretionary hyphen does not show on the screen unless PageMaker uses it to break a line. PageMaker does not add the word to the supplementary hyphenation dictionary.

When dividing words to fill lines, be sure to use discretionary hyphens instead of regular hyphens. Otherwise, if you reflow text to a new line length, you may have hyphens where you don't want them.

You can delete discretionary hyphens if you decide a word should not be hyphenated or insert a hyphen by mistake.

#### To insert a discretionary hyphen:

**A**

1. **Use the text tool to select an insertion point where you want the discretionary hyphen.**
2. **Hold down the Ctrl key.**
3. **Press the - (hyphen) key.**

You will see the hyphen only if PageMaker splits the word.

#### To delete a discretionary hyphen at the end of a line:

**A**

1. **Use the text tool to select the hyphen.**
2. **Press the Backspace key.**

If the word has another discretionary hyphen, PageMaker may break the line there instead. Otherwise, PageMaker carries the word where you deleted the hyphen to the next line, then recomposes the rest of the story.

#### To delete a discretionary hyphen:

**A**

1. **Use the text tool to select the word or the characters on both sides of the hyphen.**
2. **Retype the selected text.**

# Printing

## 249 Font issues

- 249 Downloadable and built-in fonts
- 250 Screen and printer fonts
  - 250 When screen fonts are available
  - 251 Substituting generic screen fonts
  - 251 Sizing generic screen fonts
  - 252 When you change target printers
  - 252 Greeking text
- 253 Visual discrepancies between the screen and printer

## 255 Printing your publication

- 255 Changing printers
- 258 Printing regular-size pages
- 260 Stopping printing
- 260 Printing thumbnails
- 261 Printing enlarged or reduced pages
- 262 Printing oversize pages



# Font issues

PageMaker works with many printers, each with a variety of capabilities and an assortment of fonts you can choose for printing. The more fonts you can use, the more flexibility you have in designing your publication.

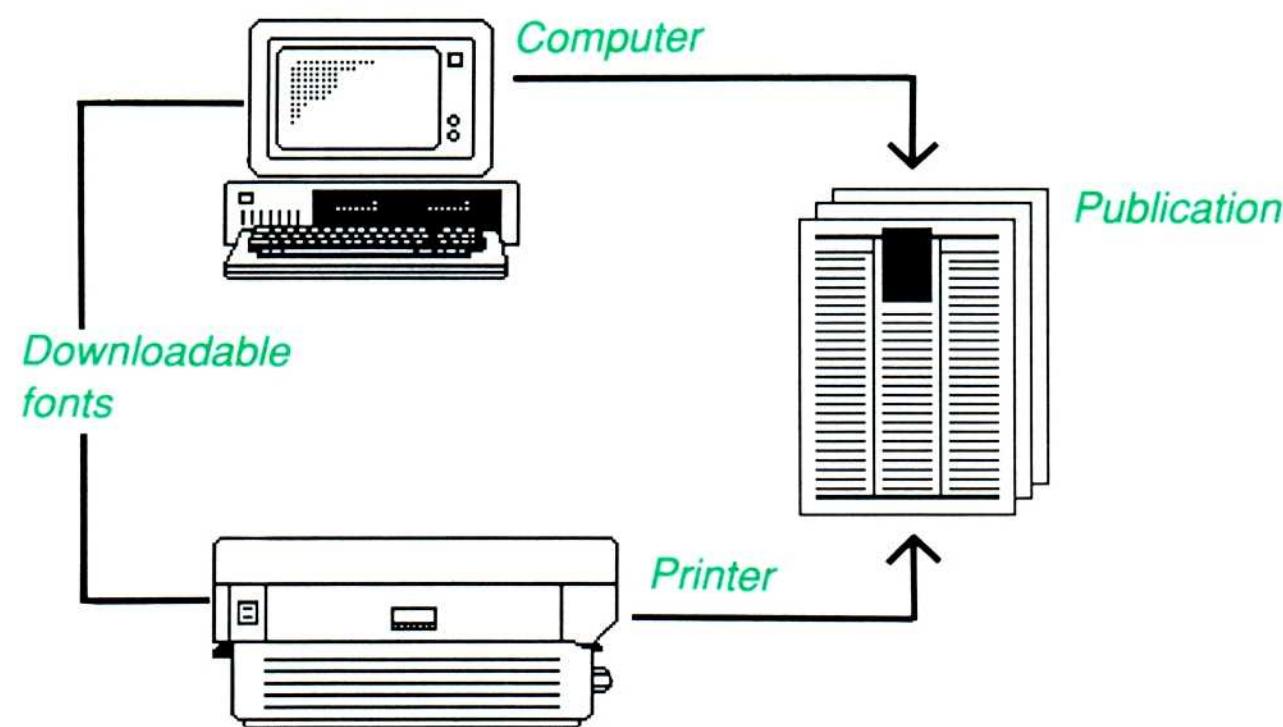
PageMaker helps you to make your layout match your printer's capabilities. This section explains:

- the difference between built-in fonts that come with your printer and downloadable fonts that you add later
- how screen versions of the printer fonts make what you see on the screen match the printed results
- why the printed results might look different from the screen version, even when you have screen fonts

## Downloadable and built-in fonts

Every printer has certain fonts built into it or available on cartridges. When you install a printer, you add knowledge of those fonts to your computer system, too.

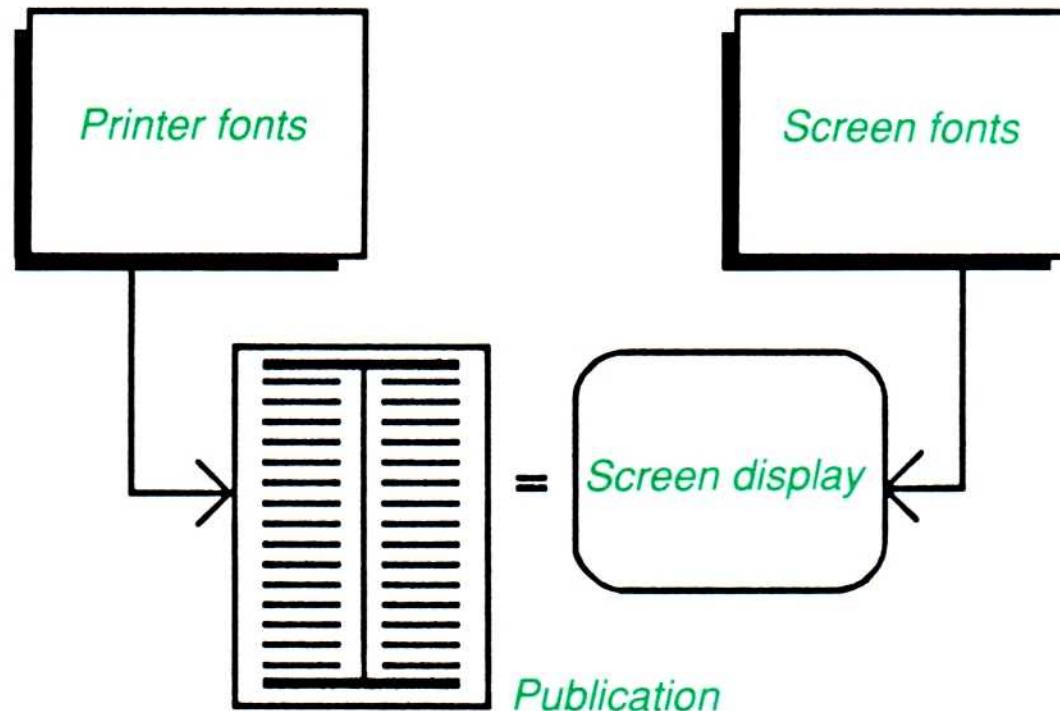
Downloadable fonts, available from some printer manufacturers and third-party vendors, are “add ons” that let you expand the variety of fonts available on your printer. Follow the installation instructions provided by the font vendor.



The printer you select with the “Target printer...” command, as well as the built-in and downloadable fonts you have installed for that printer, determine which fonts, styles, and sizes PageMaker offers with the “Type specs...” command (read “Changing type and paragraph specifications” in Part 6: *Working with text*).

## Screen and printer fonts

Some printer manufacturers provide screen equivalents of the built-in printer fonts. Screen versions of printer fonts allow applications such as PageMaker to display text on the screen so that it looks like it will print. But screen versions are not available for all printer fonts.



Some downloadable fonts are sold with both printer and screen versions. Follow the vendor’s instructions to install both versions.

This section explains how PageMaker:

- displays screen fonts
- substitutes generic screen fonts when screen versions are not available for a particular printer font

### When screen fonts are available

When you select a type font, size, and style from the target printer with the “Type specs...” command, PageMaker looks for a matching screen version.

If it finds the right font and size, PageMaker displays what you selected. If PageMaker finds the right font but the wrong size, it displays the next smaller point size that is available on the target printer.

## Substituting generic screen fonts

If it cannot find a screen version of a font, PageMaker substitutes a generic Windows-based font. PageMaker comes with three generic fonts:

- Two generic fonts are proportional, so not all characters are the same width—for example, an *f* is narrower than a *w*. One of these fonts has serifs, and one does not. (Serifs are tiny crosslines at the ends of some characters.)
- One generic font is non-proportional, so all characters are the same width, like characters typed on a standard typewriter. This non-proportional font has serifs.

*Three generic  
screen fonts*

serif

sans serif

non-proportional

The generic font you see depends on which one best matches the font you selected from those available on the target printer.

## Sizing generic screen fonts

PageMaker provides generic screen fonts in these sizes (measured in pixels): 6, 7, 8, 9, 10, 11, 12, 14, 16, 18, and 24. If your screen has a vertical resolution of 72 dots per inch, these generic font sizes equal point sizes. PageMaker displays only those sizes (or exact multiples of those sizes) that are available for the specified font on the target printer.

If the generic type is not available in the size you specified and you specified a type size larger than 24 points, PageMaker checks to see if it is a multiple of the available sizes:

- If it is, PageMaker displays a scaled version of the generic font size. For example, if your printer has 36-point type, PageMaker can scale 12-point type to the right size ( $12 \times 3 = 36$ ).
- If it is not, PageMaker displays the next smaller size of the generic type. For example, if your printer has 21-point type and you select it, PageMaker displays 18-point type—but prints 21-point type.

### Tip

To see how the printed fonts will look, check the manual for your printer.

Characters vary slightly in height and width from font to font. As a result, the generic font you see on the screen may not exactly match the look or dimensions of the printer font you selected.

However, PageMaker composes text according to the dimensions of the *printer* font. To make the text on the screen match the line length you will get when printing, PageMaker may have to crowd or spread its generic font. At any view, the line length will *always* match the line length of the printed version. The screen display might look peculiar—even difficult to read—at certain views. To read text on the screen, you might have to change views.

As screen versions of your printer's fonts become available from the printer manufacturer or other vendors, follow the vendor's instructions to install them on your system. Then, what you see on the screen with PageMaker will better match the printed results.

## When you change target printers

PageMaker records the type specifications you select, even if they do not match what is available on the target printer. However, PageMaker composes your text according to the capabilities of the current target printer. If you change to a different target printer, PageMaker checks to see if its available fonts and sizes match the original type specifications. Then PageMaker displays and prints accordingly, substituting fonts if what you specified is not available.



For example, assume you specified 30-point Helvetica bold on a Hewlett-Packard LaserJet+ printer with an F cartridge. PageMaker substitutes its generic fonts because screen fonts are not available. And, because 14-point is the only size of Helvetica bold on the F cartridge, PageMaker displays and prints 14-point Helvetica bold.

But if you change to an Apple™ LaserWriter that can scale type, PageMaker will display and print 30-point type because it is available on the printer and because 30 points is an exact multiple of PageMaker's generic 10-point type.

## Greeking text

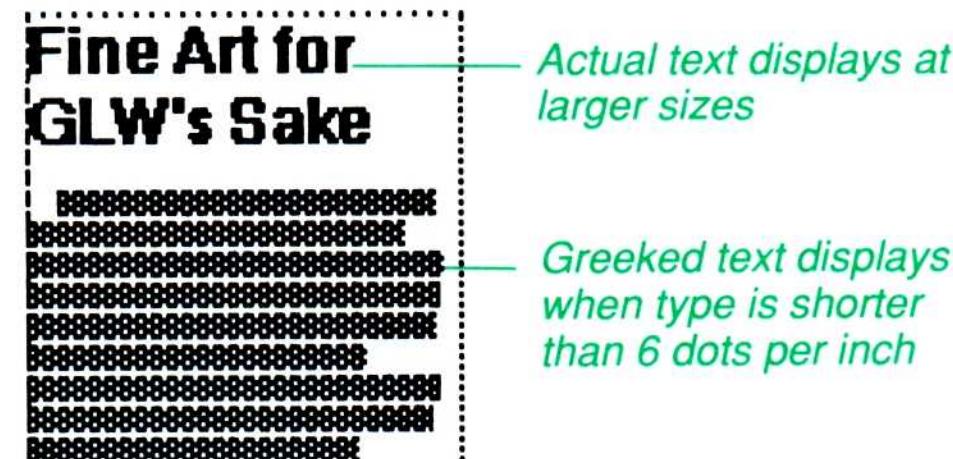
At certain views and sizes of type, PageMaker will display “greeking,” or simulated text, instead of the actual text.

**Tip**

*To make "greek" text readable, change to a larger view of the page.*

PageMaker substitutes greeking when the type size you specified will be less than 6 dots (pixels) tall on your screen. Characters taller than 6 dots display correctly, so you may see a mixture of greeking and letters on the screen.

PageMaker uses greeking to speed the display of text. The line breaks of the greeking exactly match the line breaks of the composed text. By changing to a larger view so that the type exceeds 6 dots in height, you see the actual text.



## Visual discrepancies between the screen and printer

Resolution, or the number of dots printed per inch, varies from printer to printer. For example, the Hewlett-Packard LaserJet+ has a resolution of 300 dots per inch, whereas the IBM PagePrinter 3812™ has a resolution of 240 dots per inch. PostScript typesetters may have resolutions of 600 dots per inch or more. The higher the resolution, the better the characters and images look.

The resolution of your screen probably differs from the resolution of your printer. As a result, what you see on the screen may vary slightly from what prints.

*Printer font as printed*

The Nevelson piece is slated for the south wall of the headquarters' main lobby. Its companions will include an early painting by the German Expressionist Wassily Kandinsky and a newly acquired installation by Minneapolis artist J. Eric Carlsen.

The Nevelson piece is slated for the south wall of the headquarters' main lobby. Its companions will include an early painting by the German Expressionist Wassily Kandinsky and a newly acquired installation by Minneapolis artist J. Eric Carlsen.

*Line breaks match printed version exactly*

*Generic serif font*

In addition, fonts on the screen look like the printer font you selected only if your system has a screen equivalent of the selected font (read "Screen and printer fonts" in this section).

Despite these technical challenges, PageMaker provides an accurate, representative display on your screen. The line lengths, size, and position of the graphics shown on the screen exactly match the results printed with the target printer.

# Printing your publication

PageMaker can print on a variety of Windows-compatible laser and dot-matrix printers and typesetters, including:

- Hewlett-Packard LaserJet
- Hewlett-Packard LaserJet+
- IBM PagePrinter 3815™
- PostScript printers and typesetters, including the Apple LaserWriter™ and LaserWriterPlus™, and Linotronic™ 100P and 300P

At any time, you can print your publication. Each time you print, you can change any of the printing specifications, including which printer you use.

This section explains how to:

- change printers
- print a publication with regular-size pages
- stop printing once it starts
- print pages that are larger than the paper in your printer

Some printers use a page description language, such as PostScript. Such printers can scale, or reduce or enlarge, the printed image. If your printer can scale, this section also explains how to:

- print thumbnails, or miniature copies
- print enlarged or reduced pages

All printing is done with the “Print...” command from the File menu. The dialog box displayed by that command lists all available printing options. You select from those options each time you print.

Before you print your publication, make sure the printer you want to use is installed and correctly set up. For more information about printing, read “Printer facts” in the *PageMaker Reference Manual*.

## Changing printers

When you start a publication, you tell PageMaker which of the installed printers—if other than the default Windows printer—is the “target printer” you will use to print the final version of the publication (read “Getting started” in Part 3: *PageMaker basics*).

You design your publication for the target printer. However, unless you specify otherwise, PageMaker assumes you will print to the default printer or the printer that you last used. This may or may not be your target printer.

Usually, you print your publication on the target printer, so the printed publication matches the screen version. However, you can print a “draft copy” on any printer that is installed on your system.

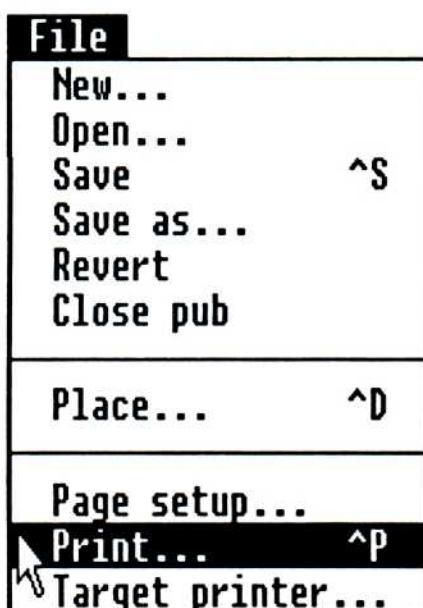
If you choose a printer other than the target printer, PageMaker may have to substitute the fonts, styles, and sizes available on the draft printer. PageMaker also adjusts letter and word spacing to match the line breaks you would get with the target printer. As a result, the printed draft will look similar to, but not exactly match, the publication as it would be printed on the target printer.

Throughout the design phase of the new headquarters, the architects and GLW Task Force tried to accommodate the company's extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

Throughout the design phase of the new headquarters, the architects and GLW Task Force tried to accommodate the company's extensive art collection. What you now see displayed represents only 60 percent of the paintings, drawings, and sculpture in which GLW has invested over the years to heighten the visual appeal of our offices.

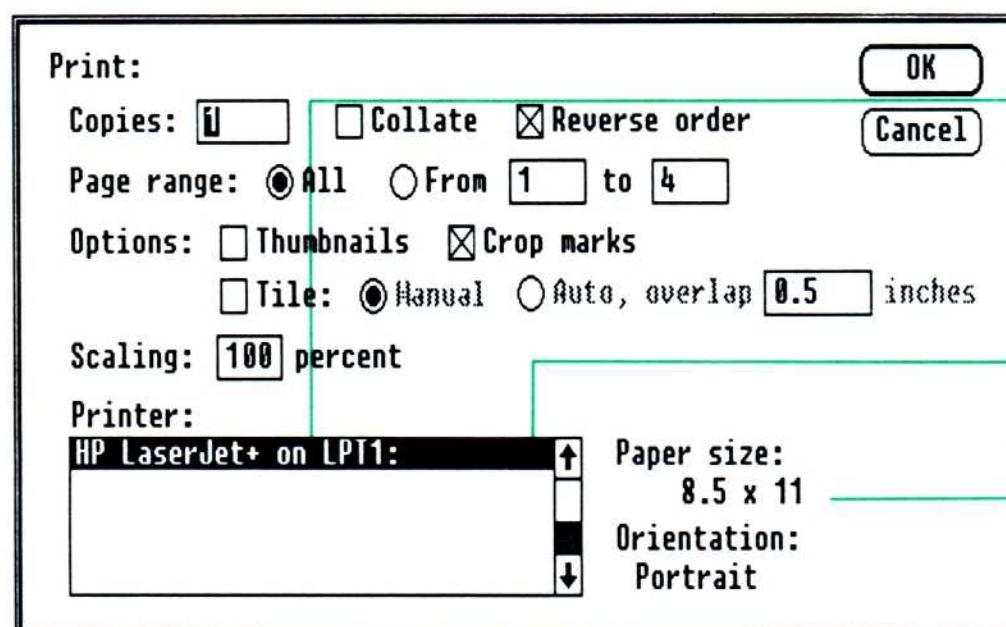
*Same text composed for different target printers*

### To change the printer for printing:



#### 1. Choose “Print...” from the File menu.

PageMaker responds with a dialog box showing all printing options, as well as a list box of the printers installed on your system. To install other printers, read “Printer facts” in the *PageMaker Reference Manual*.



*Double-click to see a dialog box of printer settings*

*Click once to bypass the dialog box of printer settings*

*Settings of the selected printer*

If you have not printed yet, PageMaker highlights the default Windows printer. Beside the list box, PageMaker displays the default paper size and orientation for the highlighted printer.

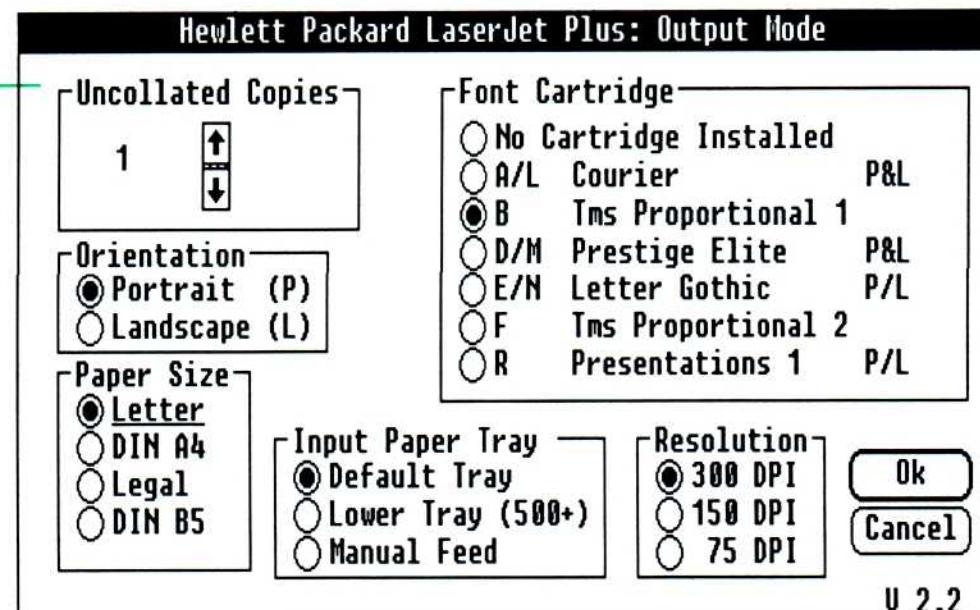
- 2. In the “Printer” list box, find the name of the printer you want.**  
As necessary, scroll to see the complete list of printers.

- 3. Choose one:**

To select...	Then...
a printer without changing printer-specific settings	<ul style="list-style-type: none"> <li>■ click on the name of the printer</li> <li>■ continue to Step 4</li> </ul>
a printer <i>and</i> review the printer-specific settings	<ul style="list-style-type: none"> <li>■ double-click on the name of the printer</li> <li>■ PageMaker overlays the dialog box with another dialog box of options specific to the printer</li> <li>■ if you want, change the specifications for the printer</li> <li>■ click “OK” to return to the “Print...” dialog box</li> <li>■ continue to Step 4</li> </ul>

*Example of a printer-specific dialog box*

*As necessary, change settings to match your page setup and printer*



- 4. Select other printing specifications.**

- 5. Click “OK” to confirm the printing specifications.**

The publication begins to print. The icon of the page currently printing is highlighted in the bottom-left corner of the publication window.

## Printing regular-size pages

A regular-size page is one that, at actual size, is the same size or smaller than the paper you will print on.

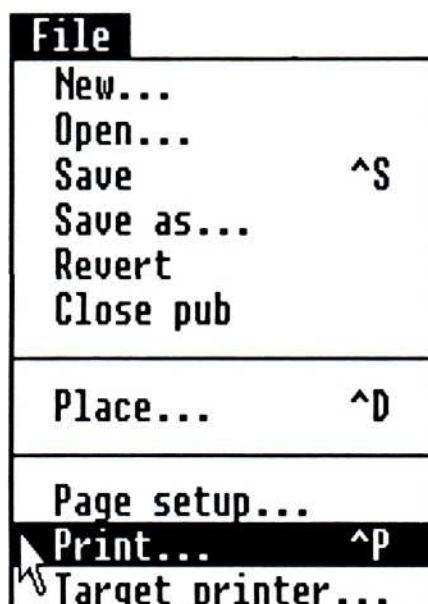
This procedure describes the options you use for most printing:

- the number of copies
- whether multiple copies should be collated as they print
- whether to reverse the order in which your printer normally prints the pages
- whether to print all pages or a range
- whether to print crop marks when the page size is smaller than the paper size

Other options (including changing the printer, which displays a second dialog box) are covered in separate procedures.

If the publication contains a scanned image, be sure the original file that is linked to your publication is available on disk. If PageMaker cannot find the file, you will be asked for it. Without the file, you either have to cancel printing or settle for the low-resolution image as displayed on the screen.

### To print a publication with regular-size pages:



1. **Choose "Print..." from the File menu.**  
PageMaker responds with a dialog box showing all printing options, as well as a list box of the printers installed on your system.
2. **Type the number of copies you want in the "Copies:" text box.**  
You can print up to 99 copies.
3. **If you are printing several copies and want PageMaker to collate them, click the "Collate" check box.**  
Without collation, the printer produces the specified number of copies of page 1, then the same number of copies of page 2, and so on. With collation, PageMaker prints one of each of the specified range of pages, then prints the next complete copy, and so on.

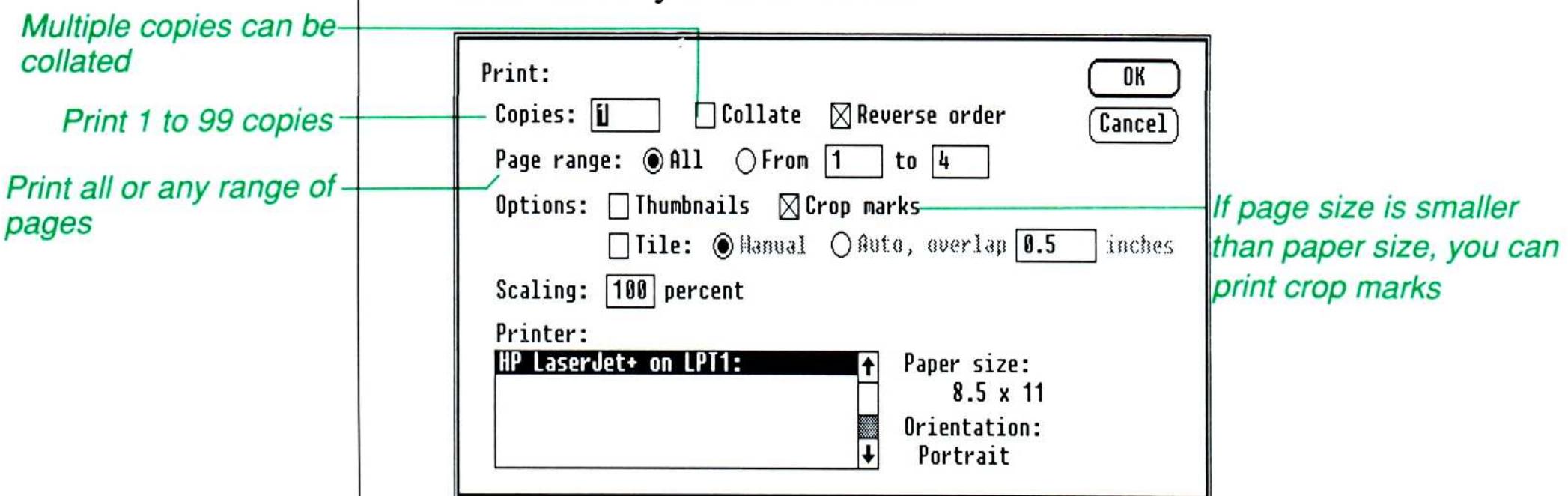
Some printers, such as laser printers, must process the entire page internally before starting to print it. For those printers, collated printing takes much longer. The printer must process a page image, then print one page at a time, one copy at a time, rather than processing several copies of each page once.

4. If you want to reverse the order in which your printer normally prints pages, click the “Reverse order” check box.

Some printers stack the pages face up. Others stack face down. If your printer stacks face up, click “Reverse order” so it is checked.

5. Specify the “Page range:” by clicking the “All” option button. OR click the “From” option button, then fill in the text boxes by typing the first and last pages of the range.

If you just fill in one or both text boxes after “From,” PageMaker automatically checks “From.”



6. If you want PageMaker to add crop marks, click the “Crop marks” check box so it is checked.

Crop marks (sometimes called “trim marks”) are short, fine lines that mark where the paper should be trimmed to match the page size. If your page size is smaller than the paper size, PageMaker can print crop marks outside the edges of the page.

The “Thumbnails” and “Tile:” options, as well as “Scaling:,” are discussed later in this section.

7. Click “OK” to confirm the printing specifications.

The publication begins to print. The icon of the page currently printing is highlighted in the bottom-left corner of the publication window.

### Tip

Store scanned image files with your publication file so PageMaker can find the high-resolution image when you want to print.

## Stopping printing

Once a publication starts printing, you can stop it.

### To stop printing a publication:

1. Click “Cancel” after PageMaker tells you that printing is in progress.

## Printing thumbnails

If you have a printer that uses a page description language, such as PostScript, PageMaker can print thumbnails, or miniature copies of the pages in your publication. PageMaker prints up to 16 thumbnails on a single sheet of paper so you can review your publication’s layout at a glance.

thumbnails may take longer to print than regular-size pages because the images are so dense on the page.

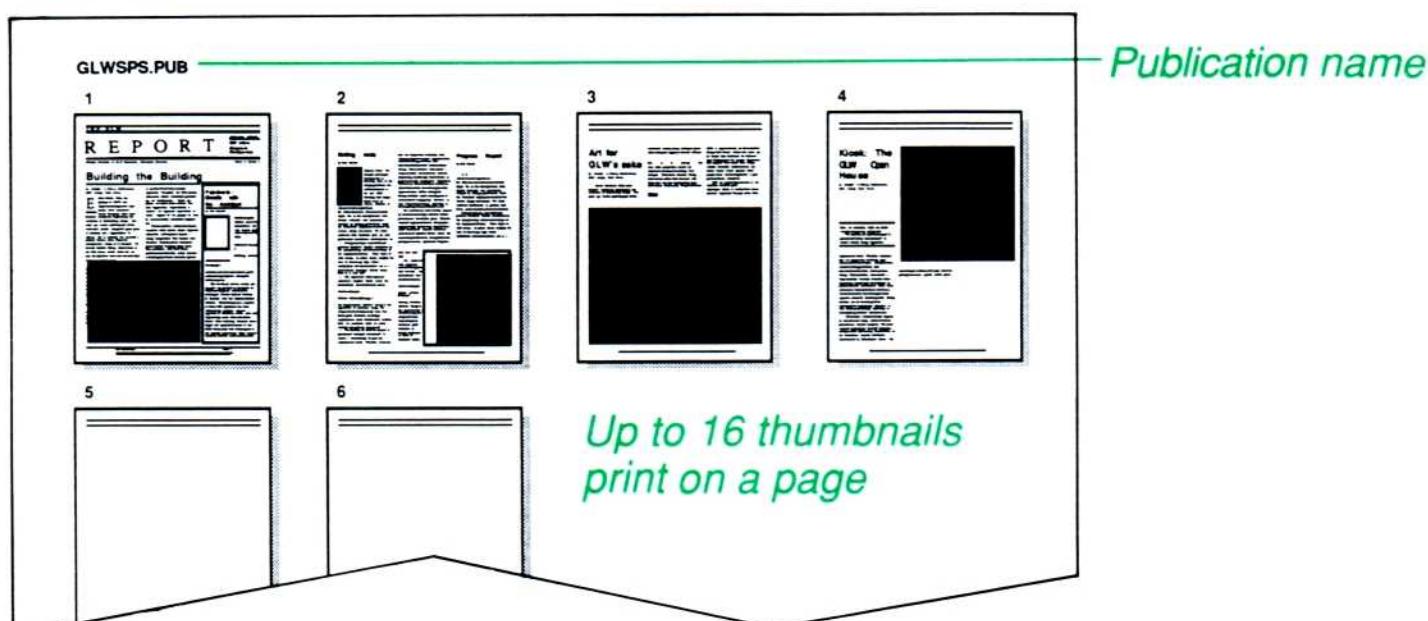
### To print thumbnails:

1. Choose “Print...” from the File menu.
2. Specify “Copies:” and “Page range:”  
For details, read “Printing regular-size pages” earlier in this section.
3. Click the “Thumbnails” check box so it is checked.
4. Click “OK” to confirm the printing specifications.  
The thumbnails begin to print. The icon of the page currently printing is highlighted in the bottom-left corner of the publication window.

Options:  Thumbnails

### Tip

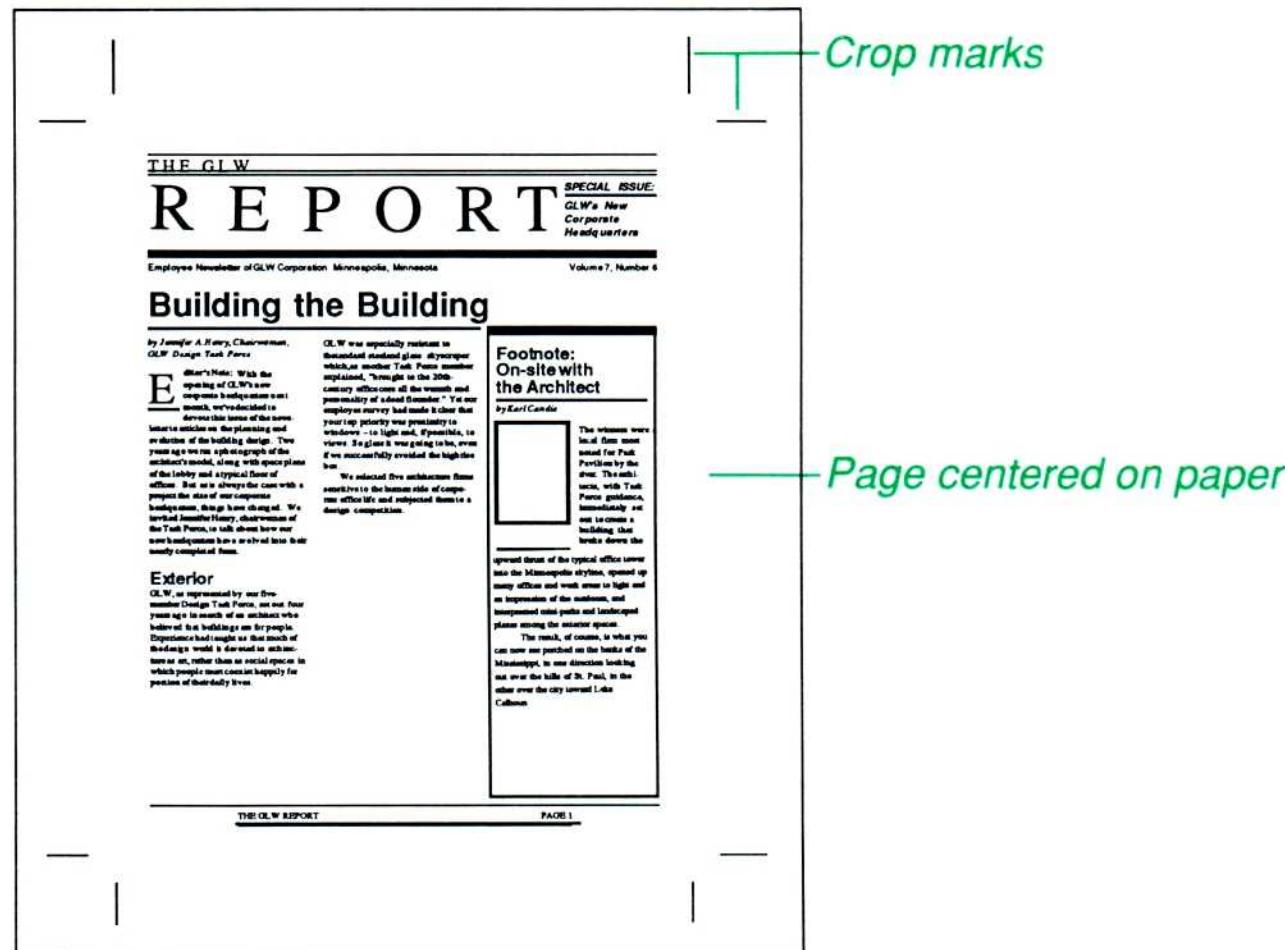
Print thumbnails to review your publication’s layout.



## Printing enlarged or reduced pages

If your printer uses a page description language, you can scale pages—that is, reduce or enlarge them—when you print. To scale, you specify what percentage of the original size the printed version should be—from 25% to 1000%.

For example, scaling to 67% means printing each page one-third shorter and one-third narrower than the actual size. If your page is larger than the paper you will use for printing, you can reduce the pages. Or, if the page is the same size as the paper, you may want to reduce it slightly to make room for crop marks. The page is always centered on your paper.



You can enlarge the pages, too, to create billboards or posters. For example, enlarging to 300% makes each page of the publication three pages wide by three pages high. If the scaled page will be larger than the paper size, read “Printing oversize pages” later in this section.

### Tip

*If text and graphics get cut off because you forgot to allow for the print area, reduce the size of your publication as necessary when you print.*

Enlarged or reduced pages may take much longer to print than regular-size pages because objects that span sheets of paper must be printed more than once.

### To scale a publication:

Scaling: **85** percent

1. Choose “Print...” from the File menu.
2. Fill in or check the “Copies:,” “Collate,” “Reverse order,” “Page range:,” and “Crop marks” text or check boxes.  
For details, read “Printing regular-size pages” earlier in this section.
3. Fill in the “Scaling:” text box with the percentage of the reduction or enlargement.
4. Click “OK” to confirm the printing specifications.  
The pages begin to print. The icon of the page currently printing is highlighted in the bottom-left corner of the publication window.

## Printing oversize pages

“Oversize” means the page is larger than the paper you will use for printing. Perhaps the page size you specified with the “New...” or “Page setup...” command is larger than your printer can handle. Or you may be scaling the pages with the “Scaling” option in the “Print...” dialog box.

In either case, you print oversize pages by selecting the “Tile:” option. Tiling divides your printed page into “tiles,” then prints the tiles one at a time. Each tile prints on a separate sheet of paper. The number of tiles per page depends on how much you manually scale the page and the size of the paper you are printing on. You assemble the tiles (for example, on a pasteup board) to create the oversize page.

Many printers cannot print all of the way to the edge of the paper. To make sure that you get a complete printed image of the oversize page, PageMaker lets you overlap the tiles slightly as they print.

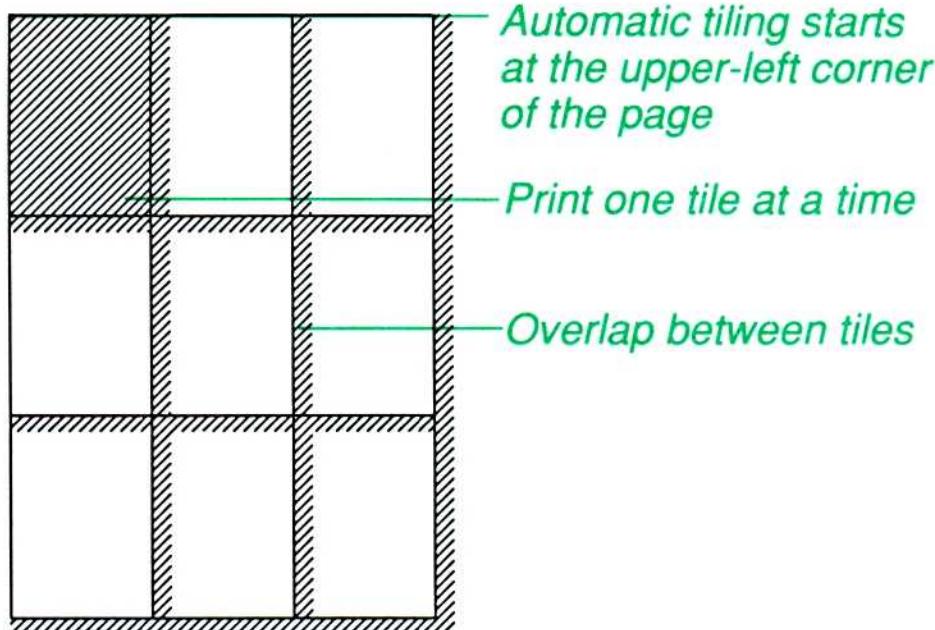
You can tile pages manually or automatically:

- When tiling manually, you specify where each “tile” starts—do this when you want to control what’s printed on each tile (for example, to avoid printing a complex graphic on two tiles).

After you set the starting point for a tile, PageMaker prints that tile for every page in the range of pages you are printing. Then you set the starting point for the next tile, and PageMaker prints it for each page, and so on. If your publication consists of nine pages with four tiles per page, PageMaker prints nine tiles (one per page) for the first tile, then nine more tiles (one per page) for the second tile, and so on.

- With automatic tiling, PageMaker determines the starting point of each “tile,” based on the overlap you specify—do this when you don’t need to control what goes on each tile.

In this case, PageMaker prints all the tiles of one page, then all the tiles of the next page, and so on.



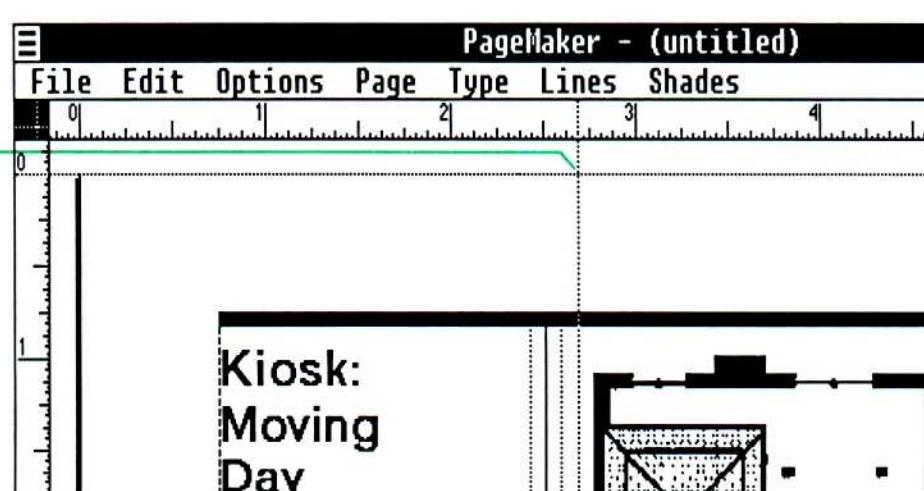
### Tip

*For pages larger than the paper your printer uses, use PageMaker’s “Tile:” option when you print.*

### To tile manually:

- If the rulers are not displayed, choose “Rulers” from the Options menu.
- Reset the ruler’s zero point to the top-left corner of the tile.**  
The tile will start printing at the zero point, so start the first tile at the top-left corner of your page. If your printer does not print all the way to the edge of the paper, you may have to set the zero point beyond the upper-left corner of what you want on the tile.

*Zero point being dragged to upper-left corner of next tile*



- Choose “Print...” from the File menu.  
A dialog box appears showing print options.
- Specify the “Page range:”
- Click “Tile:” so it is checked.

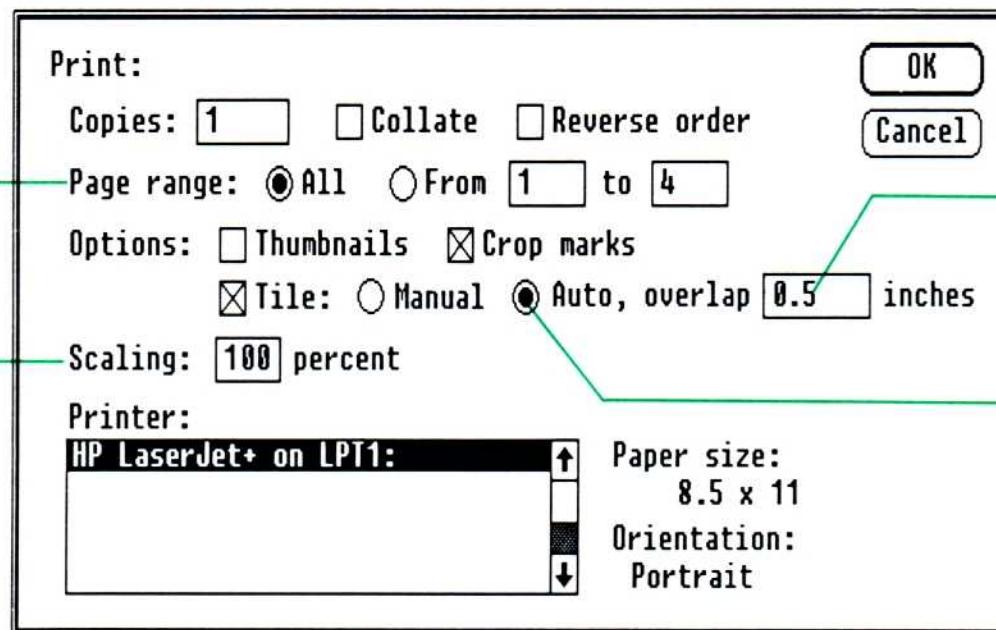
6. Click the “Manual” option button so it is highlighted.
7. If you are enlarging or reducing, fill in “Scaling:” with the percentage of the original size you want.
8. Click “OK.”
9. Wait for the tile for each page in the specified range to print.
10. Determine where you want the top-left corner of the next tile to start, then repeat Steps 2 through 9 for each tile on the page.

### To tile automatically:

1. Choose “Print...” from the File menu.  
A dialog box appears showing print options.
2. Specify the “Page range:”
3. Click “Tile:” so it is checked.
4. Click the “Auto” option button so it is highlighted.

You can tile one or more pages at a time.

Scale if you want the pages printed at a different size than created



Make the overlap between tiles at least as big as the edge of the print area

With “Auto” tiling, you don’t have to reset the zero point for each tile

5. Specify the amount of overlap between tiles by filling in the “Overlap” text box.  
Make this larger than the area along the edge where your printer cannot print. Check your printer manual, or see “Printer facts” in the *PageMaker Reference Manual*.
6. If you are enlarging or reducing, fill in “Scaling:” with the percentage of the original size.
7. Click “OK.”  
While printing the requested number of copies of each tile, PageMaker highlights the page icon of the corresponding page.

# Advanced techniques

## **267 Creating special design effects**

- 267 Wrapping text around graphics and other text
  - 267 Wrapping text around an even edge
  - 269 Wrapping text around an irregular edge
- 271 Enlarging initial caps
- 273 Making headlines span several columns
- 274 Spreading a headline
- 275 Reversing type
- 276 Creating drop shadows
- 278 Reversing lines
- 278 Adding text to graphics
- 279 Mixing different numbers of columns

## **283 Composition**

- 283 Kerning text
- 284 Automatically kerning pairs of characters
- 285 Kerning manually
- 286 Changing the spacing of justified text
- 288 Changing the spacing of unjustified text



# Creating special design effects

Once you know how to work with text and graphics, you can go beyond the basics to create special design effects. Use these techniques to give your publications a “designer touch.”

This section explains how to:

- run, or wrap, text around a graphic or other text
- enlarge an initial capital letter
- reverse type
- make headlines and other text span several columns
- spread a headline to fill a specific column width
- reverse lines
- vary the number of columns in different parts of the page

These techniques are just a sample of what you can do with PageMaker. Before trying them, you should be familiar with PageMaker terminology and techniques for manipulating text and graphics (read Part 5: *Working with graphics* and Part 6: *Working with text*).

## Wrapping text around graphics and other text

For visual interest, you can position text or a graphic to partially fill the width of a column. To fill the narrow column that remains, wrap text around the text or graphic.

How you do the wraparound depends on whether the text or graphic has an even or an irregular edge.

### Wrapping text around an even edge

When the blocking text or graphic has an even edge, you must make three text blocks—one before, one to the side of, and one after the text or graphic.

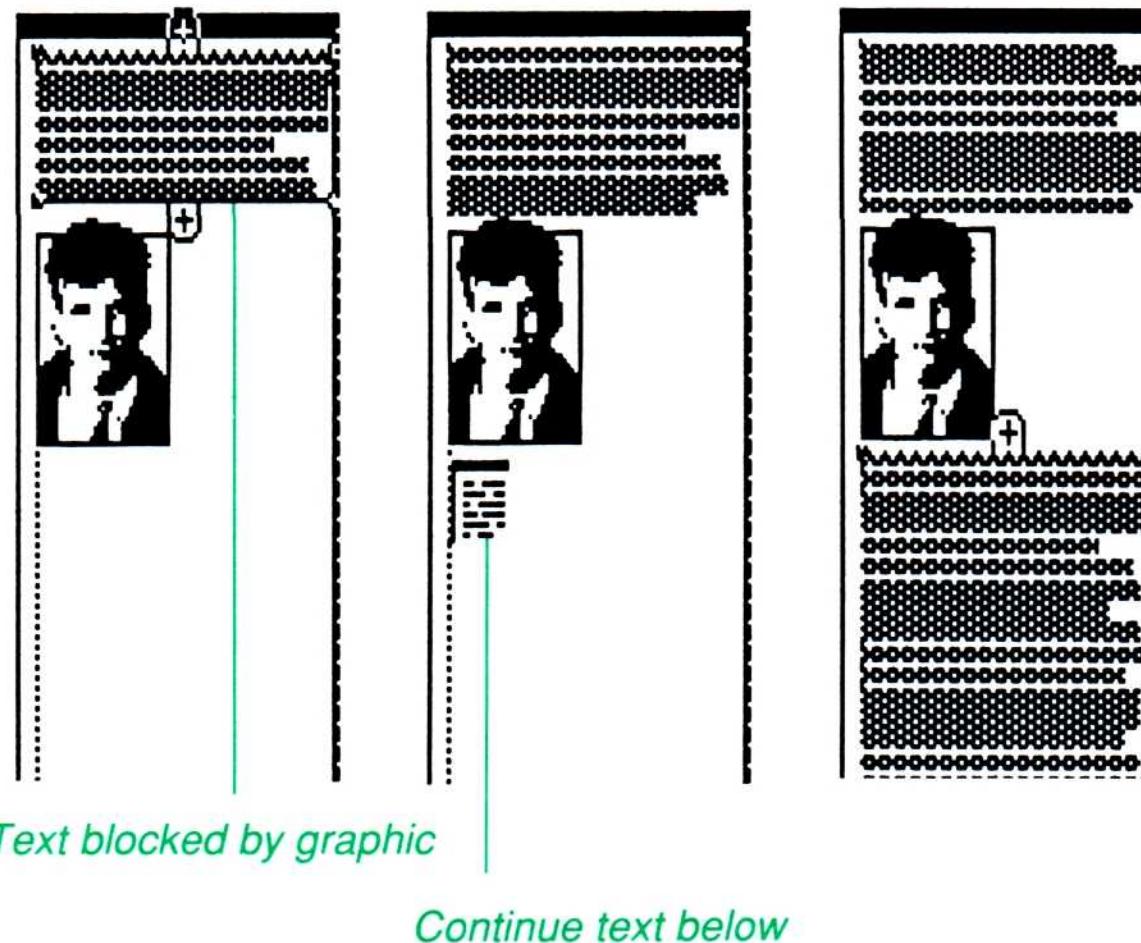
#### To wrap text around an even edge:

1. **Flow text until it is blocked by the text or graphic you want to wrap around.**

If you are lengthening the text block, release the mouse button just above the text or graphic you want to wrap around.

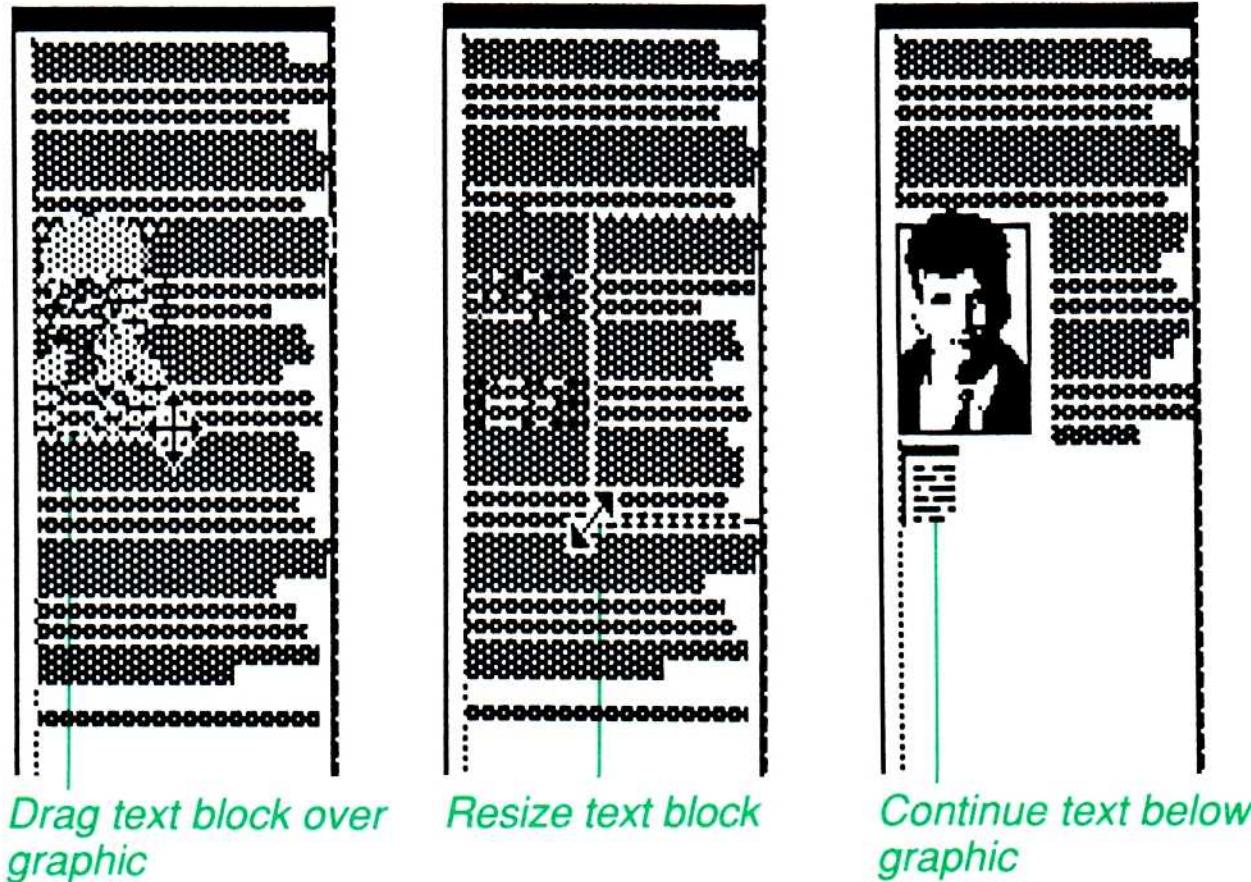
2. Click the + in the bottom handle of the text block to get the text icon.
3. Point the text icon just below the blocking element.
4. Click the mouse button to continue flowing a new text block the full width of the column.

This leaves a blank area beside the blocking element.



5. Drag the bottom text block up until it is just below the preceding text block and aligned with the top of the blocking element.
6. Point on the bottom-left or bottom-right corner handle of the text block.  
Use the bottom-left corner handle if the text block extends too far to the left. Use the bottom-right corner handle if the text block extends too far to the right.
7. Drag diagonally until the text block fits into the space.  
As you drag, the other side and top of the text block remain anchored so you can both shorten and narrow the text block at the same time.
8. Click on the + in the bottom windowshade handle of the narrow text block to get the text icon.
9. Point the text icon where you want the full-width column of text to continue.

10. **Click the mouse button to continue flowing the text.**  
To align the stacked text blocks, read “Working with text blocks” in Part 6: *Working with text*.



## Wrapping text around an irregular edge

If the text or graphic has an irregular edge (for example, the profile of a person), you must manually wrap the text.

You can wrap two ways:

- by using the Enter key or Tab key to move text to the beginning of each new line (as described here)

If you change your mind and reflow the text block, you will have to manually *remove* the carriage returns or tabs you inserted.

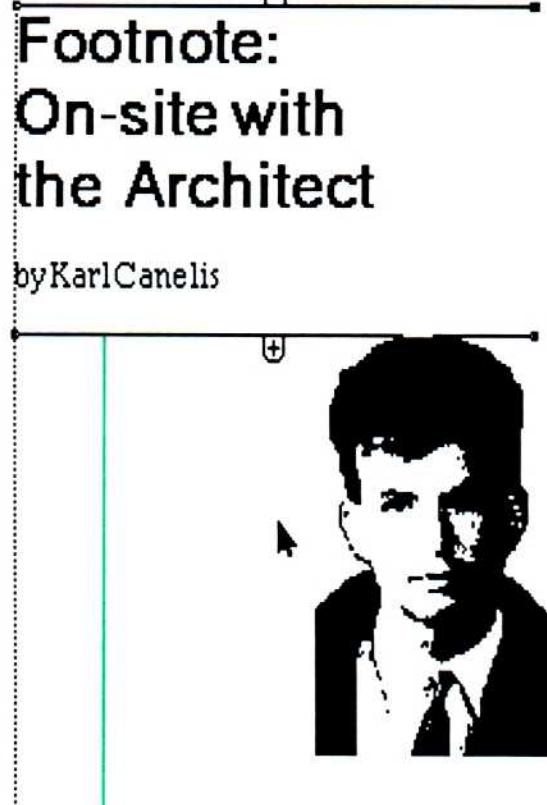
- by creating a new text block every time the line length changes (read “Working with text blocks” in Part 6: *Working with text*)

Take this approach if you can create multiple-line text blocks and if you may have to reflow the text later.

### To wrap text around an irregular edge:

1. Flow your file until it is blocked by the text or graphic you want to wrap around.
2. Drag the bottom handle of the text block down to cover the blocking element.

You can see the blocking element through the text, so you can tell exactly where to break each line.



*Text blocked by graphic*



*Drag bottom handle to extend text block over graphic*



*Make insertion point, and press Enter key*



*Wraparound complete*

3. **Starting at the top, use the text tool to break each line, one at a time, to fit around the blocking element.**  
If the irregular edge is on the right, select an insertion point where you want the line to break, then press the Enter key.  
  
If the irregular edge is on the left, select an insertion point in front of the character you want to start the next line. Press the Tab key until the insertion point reaches a tab stop beyond the right side of the irregular edge. Use PageMaker's built-in tab stops, or customize the tab stops before wrapping to match the edge of the shape.  
  
If the blocking element is irregular on both sides, wrap around one side at a time. Your text will read down the left side of the blocking element, then continue down the right side. **OR** start at the left side to fill that space, then tab as necessary over the blocking element, and continue the line on the right side. Your text will read from left to right across the blocking element.
4. **Point the text icon where you want the full-width column of text to continue.**
5. **Click the mouse button to continue flowing the text.**

---

## Enlarging initial caps

In PageMaker, you can enlarge the first character of a word. For example, you can cue the reader's eye to the beginning of paragraphs by enlarging the first letter of the first word. Either continue the text right after the enlarged letter, or wrap the following text around it.

If you are enlarging the first letter of an all-caps word, you also can use small caps for the other letters (read "Changing type and paragraph specifications" in Part 6: *Working with text*).

### To enlarge the first character of a word:

A

1. **Use the text tool to select the first letter of the word you want to emphasize.**
2. **Use the "Type specs..." command from the Type menu to select a larger point size.**

The baseline of the oversize letter is aligned with the baselines of the other characters in the word. Leading adjusts to the size of the enlarged character.

## To enlarge the first character of a paragraph or story and wrap text around it:

1. **Enlarge the first character of the first word in the paragraph, as previously described.**
2. **With the enlarged character still selected, use the text tool to choose “Cut” from the Edit menu.**  
You are unthreading the letter from the rest of the paragraph so you can manipulate it separately.
3. **Click the text tool on the pasteboard to select an insertion point outside the existing text blocks.**
4. **Use the text tool to choose “Paste” from the Edit menu.**

**Building the**

*by Jennifer A. Henry, Chairwoman,  
GLW Design Task Force*

**E**ditor's Note: With the opening of GLW's new corporate headquarters next month, we've decided to devote this issue of the newsletter to articles on the planning and evolution of the building design. Two years ago we ran a photograph of the architect's model, along with space plans of the lobby and a typical floor of offices. But as is always the case with a project the size of our corporate headquarters, things have changed. We invited Jennifer Henry.

*Select letter and “cut”*

**Building the**

*by Jennifer A. Henry, Chairwoman,  
GLW Design Task Force*

**E**ditor's Note: With the opening of GLW's new corporate headquarters next month, we've decided to devote this issue of the newsletter to articles on the planning and evolution of the building design. Two years ago we ran a photograph of the architect's model, along with space plans of the lobby and a typical floor of offices. But as is always the case with a project the size of our corporate headquarters, things have changed. We invited Jennifer Henry.

*Select insertion point  
outside text blocks*

**Building the**

*by Jennifer A. Henry, Chairwoman,  
GLW Design Task Force*

**E**ditor's Note: With the opening of GLW's new corporate headquarters next month, we've decided to devote this issue of the newsletter to articles on the planning and evolution of the building design. Two years ago we ran a photograph of the architect's model, along with space plans of the lobby and a typical floor of offices. But as is always the case with a project the size of our corporate headquarters, things have changed. We invited Jennifer Henry.

*“Paste” new text block  
and reposition*

**Building the**

*by Jennifer A. Henry, Chairwoman,  
GLW Design Task Force*

**E**ditor's Note: With the opening of GLW's new corporate headquar-

*Wrap text around letter*

**Building the**

*by Jennifer A. Henry, Chairwoman,  
GLW Design Task Force*

**E**ditor's Note: With the opening of GLW's new corporate headquarters next month, we've decided to devote this issue of the newsletter to articles on the planning and evolution of the building design. Two years ago we ran a photograph of the architect's model, along with space plans of the lobby and a typical floor of offices. But as is always the case with a project the size of our corporate headquarters, things have

*Wraparound complete*

5. **Use the pointer tool to drag the enlarged character where you want it.**  
If the handles are too wide, drag to make the text block narrower.
6. **Wrap or reposition the rest of the paragraph around the enlarged character.**  
Read “Wrapping text around graphics and other text” in this section.

## Making headlines span several columns

Usually, you will flow your text between column guides. However, you may sometimes want the headline, or title, of a story to span more than a single column.

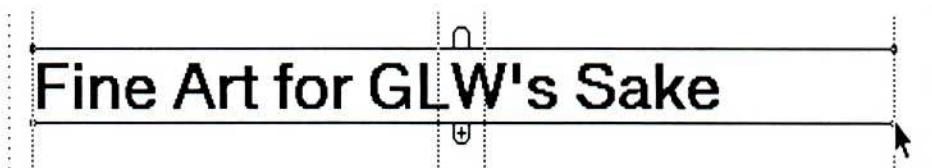
### To make a headline span several columns:

1. **Make the headline into its own text block.**  
Use the text tool to select an insertion point outside existing text blocks, then type the headline. **OR** select the headline with the text tool, choose “Cut” from the Edit menu, select an insertion point on the pasteboard outside existing text blocks, then choose “Paste” from the Edit menu.
2. **Select that text block with the pointer tool.**
3. **Drag a corner handle of the text block until the headline is the width you want.**  
Use the bottom- and top-left handles to extend the headline to the left. The bottom- and top-right handles extend the headline to the right. (For more information, read “Working with text blocks” in Part 6: *Working with text*.)



### Tip

If your story fills several columns, you can spread the headline across the columns to visually link them.



As you drag, the other side and top of the text block remain anchored so you can both shorten and widen the text block at the same time.

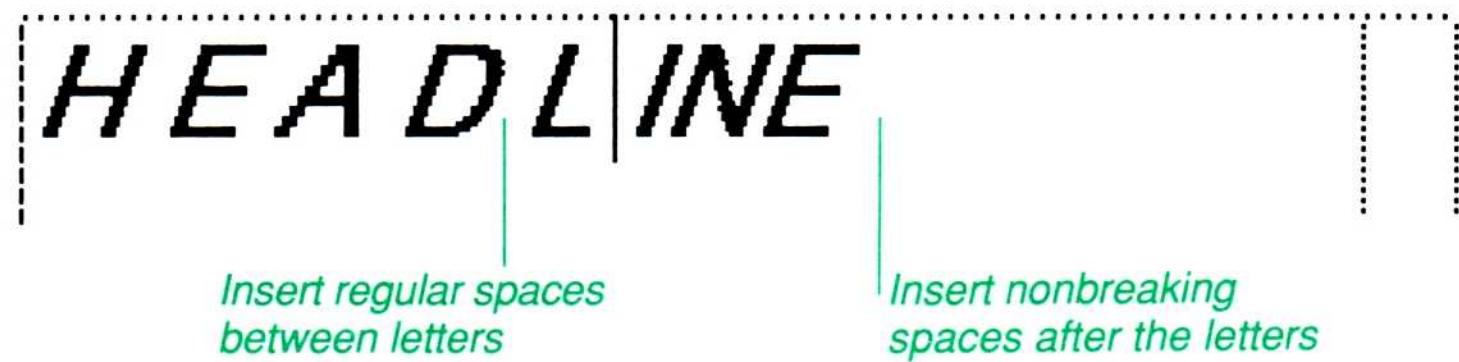
4. **As necessary, drag the headline into position.**

## Spreading a headline

Spreading a headline means spacing the letters and words in it to fill a specific width. For example, you want a single-word headline spaced to fit across the top of a column of text.

### To spread a headline:

1. **Make the headline into its own text block, resized and positioned where you want it.**  
If necessary, read “Editing text” and “Working with text blocks” in Part 6: *Working with text*.
2. **Use the Spacebar and text tool to insert one space between the letters of each word and two spaces between words.**  
In effect, you are making each letter into a separate “word” and using extra space to visually separate the actual words.



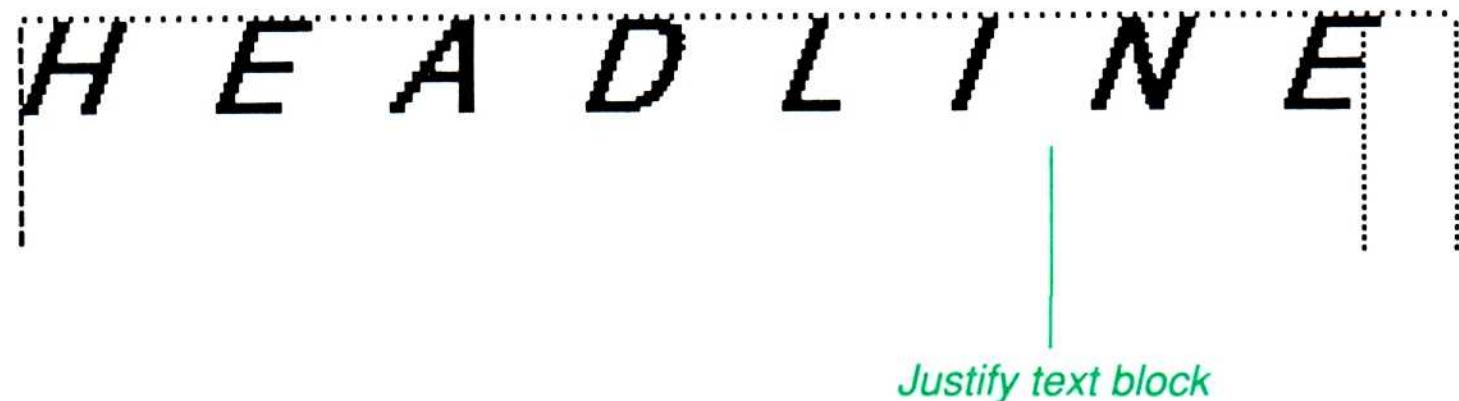
3. **Make an insertion point at the end of the headline, then press Ctrl+Spacebar until the insertion point wraps to the beginning of the next line.**  
You’re inserting nonbreaking spaces to fill the line.

### Tip

PageMaker won’t break a line at nonbreaking spaces you create with PageMaker.

4. **Select the text block with the text tool.**
5. **Choose the “Justified” command from the Type menu.**

As necessary, PageMaker evenly adjusts the space between the one-letter “words.”



## Reversing type

Reversing type means changing type from its current color—either black or white—to the opposite. For emphasis and special effects, switch to white type against a dark shade pattern or solid black background.

Not all printers can produce white type. But if yours can, you can use PageMaker to change black text to white (and white to black).

If you choose white type for text that is on a white background, the text will blend with the background so you can't see it. To “find” it, click with the pointer tool until you select the text block that contains the white type. While you can see the handles of the text block, drag the white text block to a dark background. If you still don't see the text, change the stacking order of the overlapping elements (read “Selecting text and graphics” in Part 3: *PageMaker basics*).

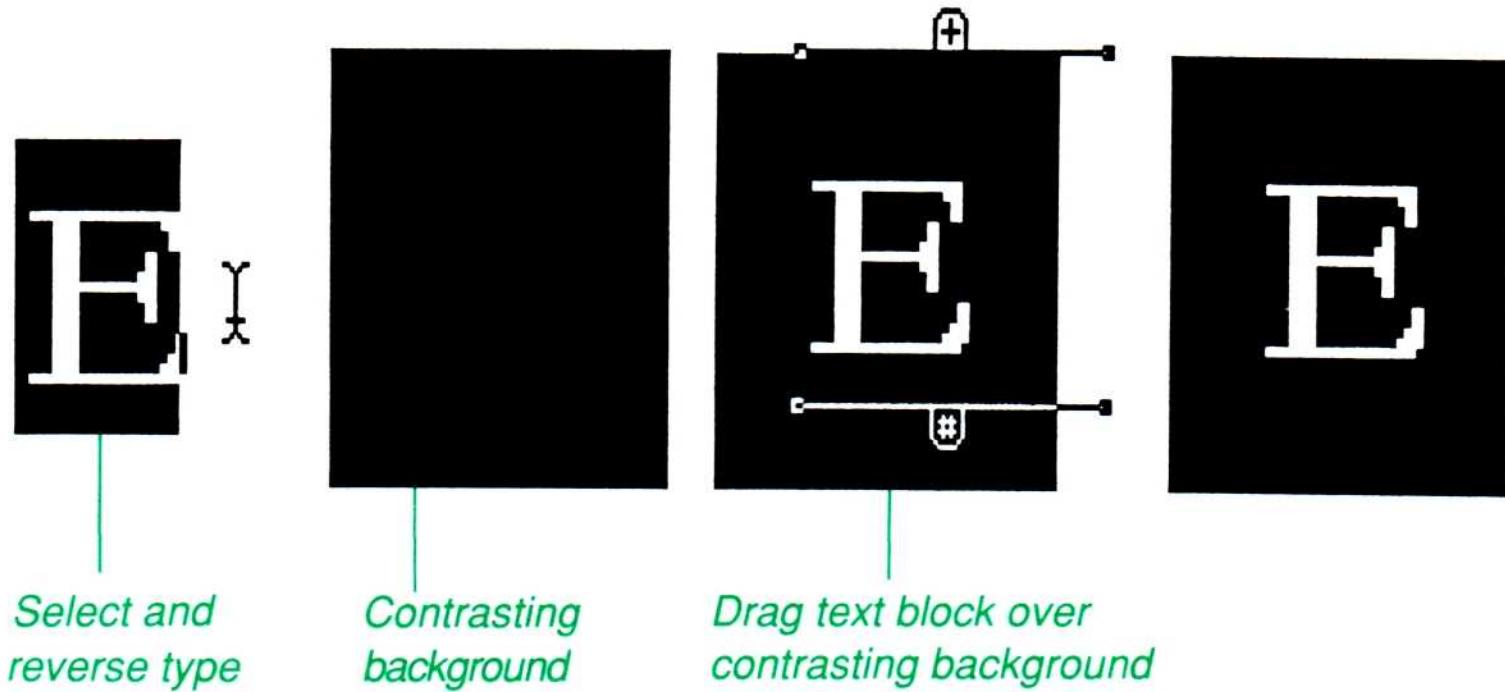
### To reverse type:

A

1. **Use the text tool to select the type you want reversed.**
2. **Choose “Reverse type” from the Type menu.**  
A check in front of the command means your type is reversed. Choosing the command again restores the type to its original color.

**Tip**

Choose a background shade that contrasts with the reversed type.

**3. Drag it into position over a contrasting background.**

## Creating drop shadows

Use drop shadows to add dimension and emphasis to graphics. A “drop shadow” is a shaded or black repetition of a shape. When dropped slightly to the left or right behind the original shape, the shaded or black area looks like a shadow.

**To create a drop shadow on a graphic:****1. Create a graphic the same size and shape as the one you want to put a shadow behind.**

If you placed the graphic on the page, use PageMaker’s drawing tools to create a similar shape.

If you created the graphic with PageMaker, select it, choose “Copy” from the Edit menu, then choose “Paste” from the Edit menu. The pasted graphic is centered in the page and selected.

**2. If you don’t want the shadow to have a border, choose “None” from the Lines menu.**

Be sure you select the graphic before you choose from the Lines menu.

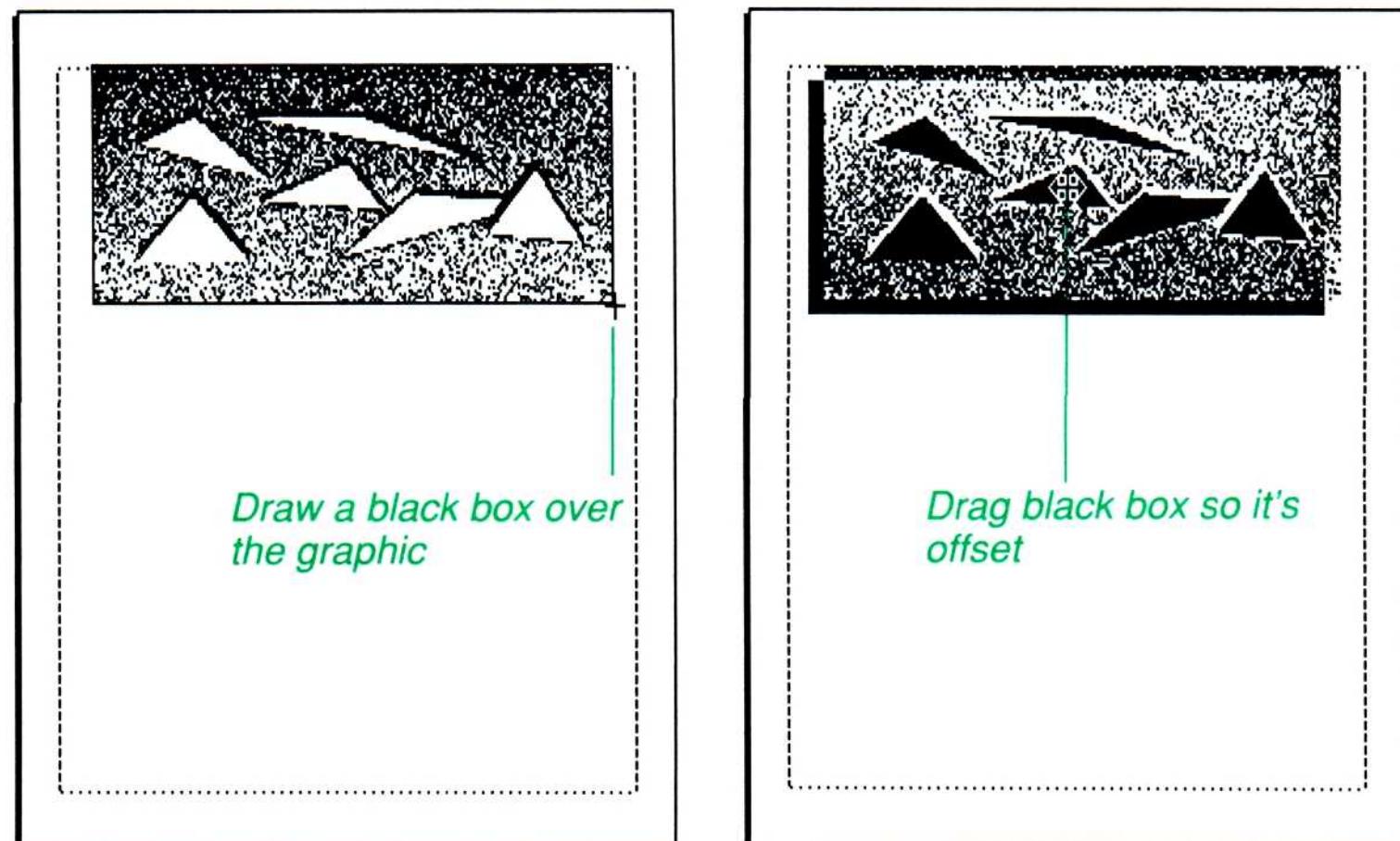
**3. Choose “Black” or a gray shade from the Shades menu.**

The graphic still is selected, so it changes as soon as you choose a shade.

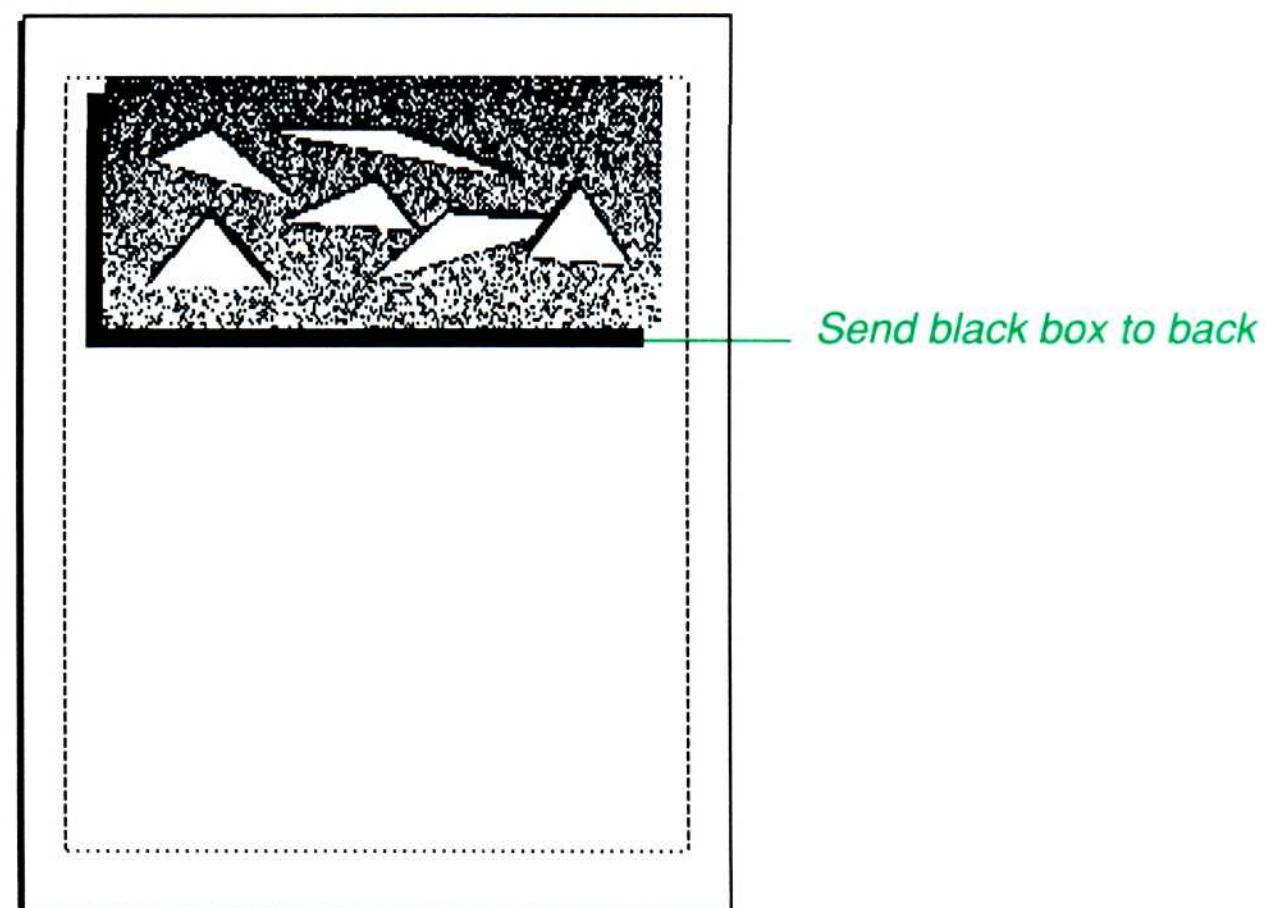
**Tip**

Create a three-dimensional effect with drop shadows.

4. **Drag the “shadow” until it is positioned slightly below, and to the left or right of, the original graphic.**  
It covers most of the original graphic.



5. **Choose “Send to back” from the Edit menu to move the shadow behind the graphic.**
6. **Drag the original graphic around until you are satisfied with the look of the shadow.**

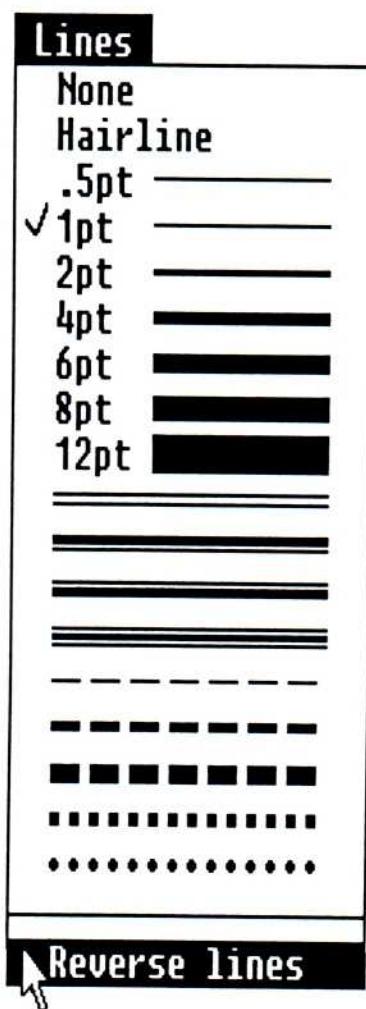


## Reversing lines

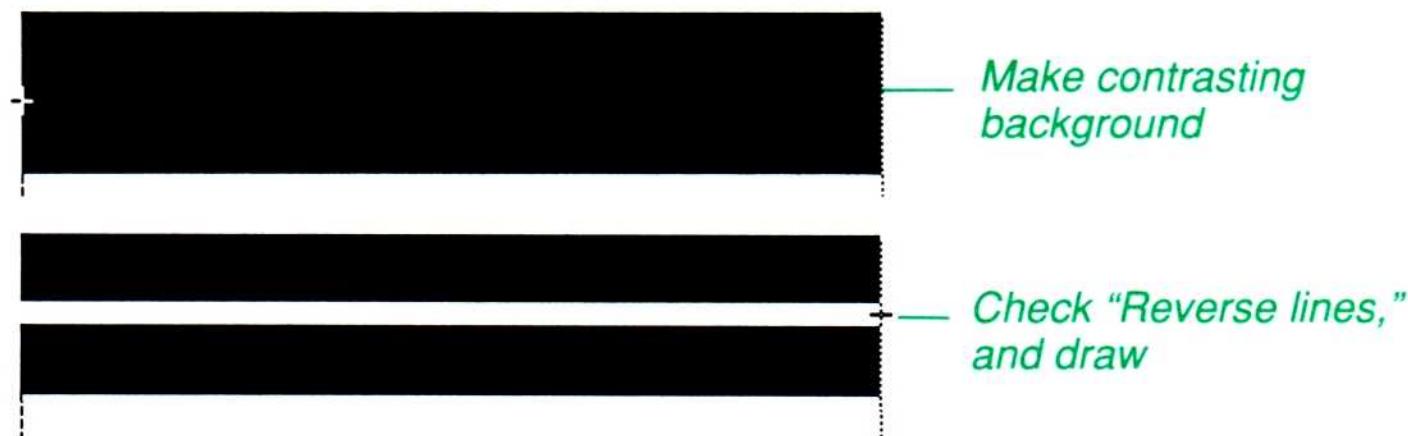
If your printer can produce white type, you can use PageMaker to “reverse” lines. Black lines become white, and the white area between double and triple lines becomes black. Or you can change reversed lines back to their original look.

Use any line style from the Lines menu. If you use one of the double or triple line styles, use a solid black or white background if you want the space between lines to blend with the background.

### To draw a white line:



- Create a contrasting background.**  
Use one of the drawing tools to create a rectangle, square, oval, or circle, and fill the shape using the Shades menu.
- Make sure nothing is selected.**
- Choose a line style and “Reverse lines” from the Lines menu.**  
This now is the default line style and color.
- Use one of the drawing tools to draw on the background.**



You can also reverse a line already on the page by selecting it with the pointer, then choosing “Reverse lines” from the Lines menu.

## Adding text to graphics

Combine text blocks and graphics on the page. Use text and graphics you placed or created with PageMaker.

For example, you can enlarge a letter at the beginning of a story and give the letter more emphasis by putting a shaded box behind it. Or you may want to create a chart with a Windows application, but type text after placing the chart with PageMaker.

Combining is possible because of PageMaker's layers. By dragging the layers over each other, you can position text and graphics right next to, or on top of, each other.

If you will be putting text over a shaded graphic, remember that black type can be hard to read if the shade pattern is too dark—and white type is unreadable if the shade pattern is too light.

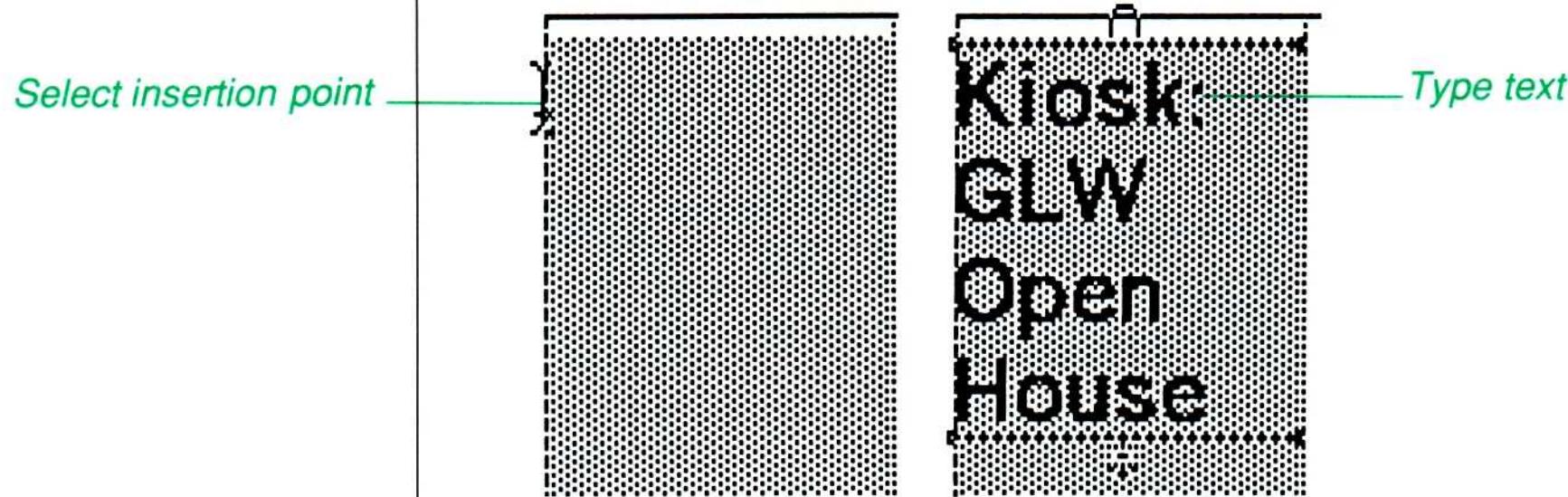
### To combine text and graphics:

1. **Draw or place the graphic.**
2. **Type or place the text.**
3. **If necessary, change the type specifications of the text.**
4. **Use the pointer tool to position the text on the graphic.**

#### Tip

*Text always has a transparent background, so bring the text to the front when you combine it with a graphic.*

5. **As necessary, change the stacking order of the text and graphics.**  
Use “Send to back” and “Bring to front” from the Edit menu.



## Mixing different numbers of columns

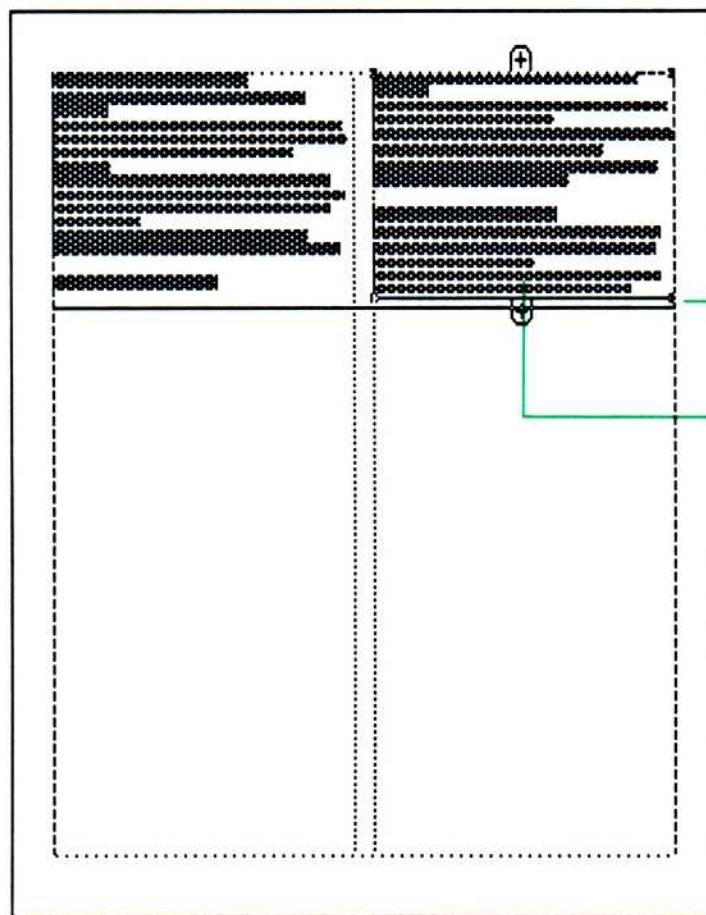
Your layout grid might require that you vary the number of columns on different parts of the page.

For example, the top half of your page might have two columns, and the bottom half of the page three or four columns.

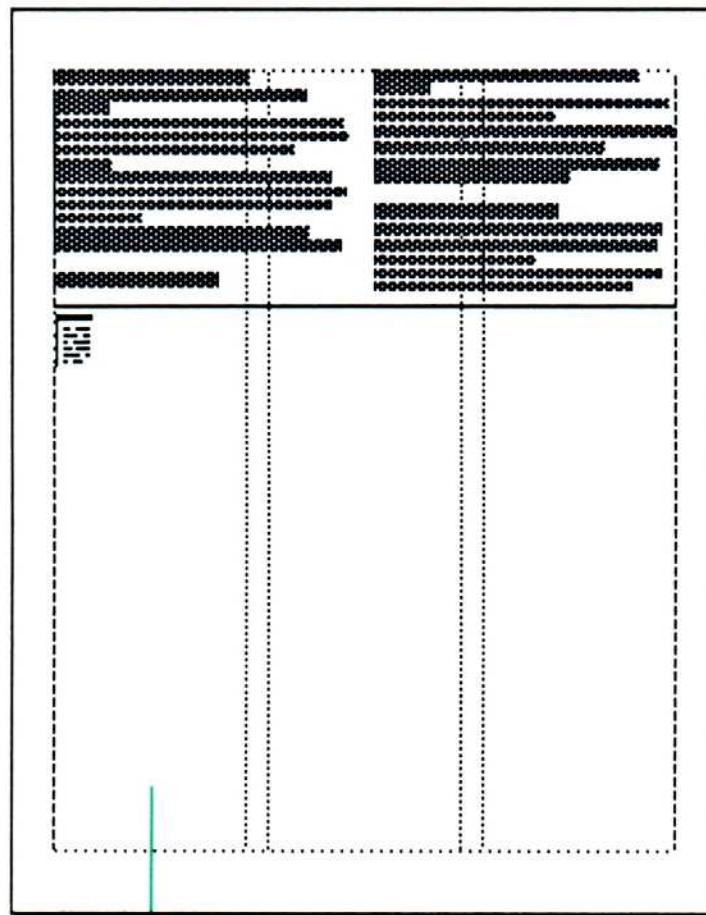
Paste up part of your page with one layout grid. Then change the number of columns and finish the page. Changing the number of columns does not affect any text or graphics that you have already put on the page.

### To mix the number of columns on a page:

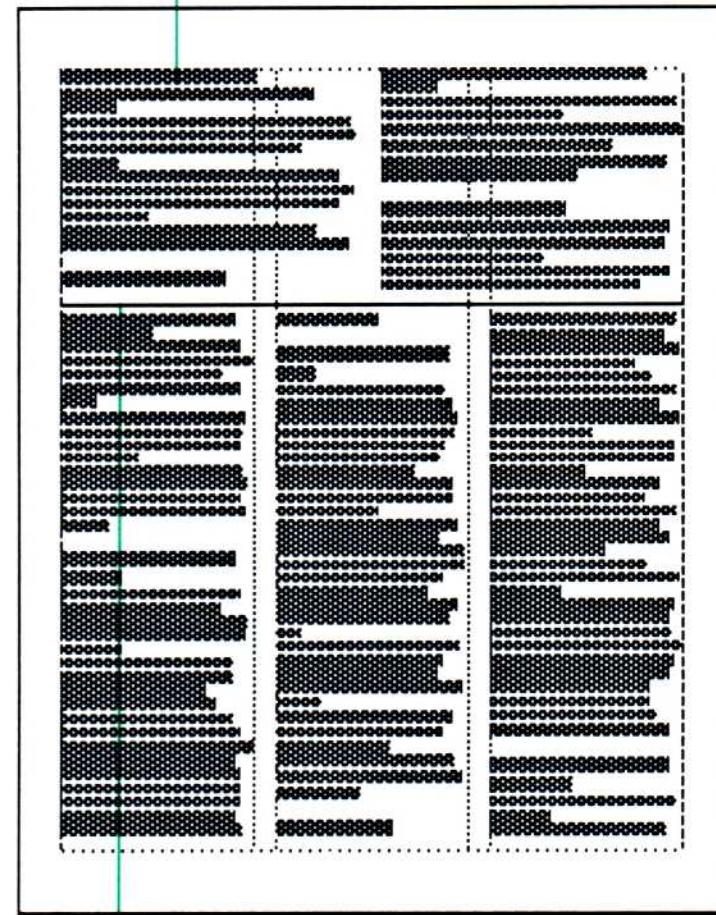
- 1 Use the “Column guides...” command from the Guides menu to set up the number of columns you want on the top part of the page.



*Draw line to block text*  
*Flow text between columns*



*Text already flowed does not change width*



#### Tip

Change column widths as necessary to vary your layout grid.

*Change columns, and continue flowing text*

*Delete line if not needed now*

2. **Draw a straight line across the page where you want to change the layout grid.**  
Because any text or graphic blocks the flow of text, drawing a line across the page is an easy way to stop text at a specific place.
3. **Flow text into the columns.**  
The text stops at the blocking line you drew.
4. **Select and delete the line you drew to stop the flow of text.**
5. **Use the “Column guides...” command from the Guides menu to set up the number of columns you want on the bottom part of the page.**
6. **Flow text into these columns.**
7. **If the horizontal line you used to block the flow of text is not intended to be part of the design, delete it.**



# Composition

In PageMaker, composition refers to how the characters fit on the page, as well as their vertical and horizontal spacing in relation to each other. The type font and style determine the spacing between letters and words. The leading sets the spacing between lines.

With PageMaker, you have additional control over composition. This section explains how PageMaker composes text and how you can:

- kern text, or adjust the spacing between pairs of characters, automatically or manually
- adjust the spacing between words and characters throughout an entire story of justified text
- control the spacing between words and influence the amount of hyphenation throughout an entire story of unjustified text

## Kerning text

Each character has a specific width, with built-in spacing between characters, set by the font designer. Character widths and spacing vary from font to font, from style to style, and from printer to printer.

The spacing built in by the font designer produces readable text. However, you may want to adjust the spacing between certain characters.

For example, certain pairs of characters—such as AW and Yo—look too far apart with the built-in spacing. To improve their appearance, you can kern, or adjust the spacing between those characters.

You can kern text automatically or manually:

### Tip

*If your printer can kern pairs, turn on the pair-kerning feature to make printed text look better.*

- Use PageMaker's “pair-kerning” feature to kern certain pairs of characters specified by the designer of the printer font. Not all printers can do pair-kerning.
- Use key combinations to insert or delete space between any two characters you choose.

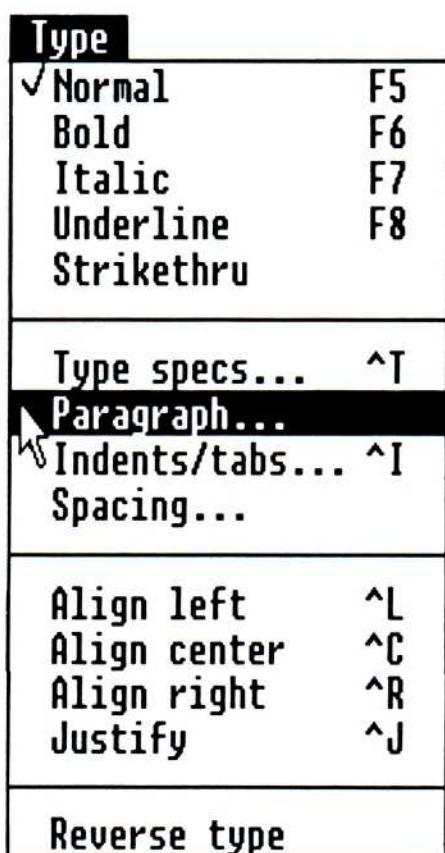
## Automatically kerning pairs of characters

Automatic pair-kerning applies only to selected pairs of characters, which have been specified by the designer of the printer font. Exactly which character-pairs are kerned depends on the font you are using. When you turn on the pair-kerning feature for selected paragraphs, PageMaker kerns only these pairs.

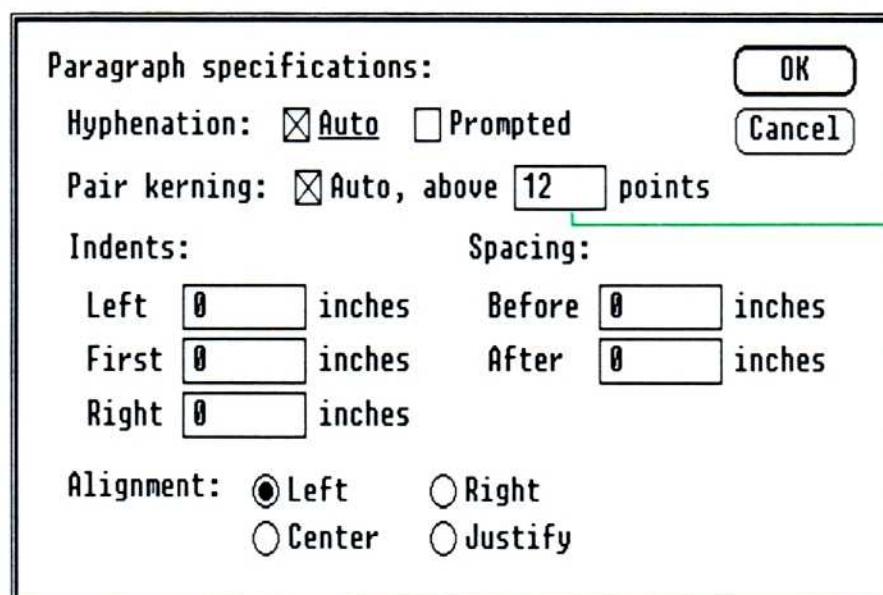
For example, many printers can kern these pairs: Yo, We, To, Tr, Ta, Wo, Tu, Tw, Ya, Te, P., Ty, Wa, yo, we, T., Y., TA, PA, and WA. Some printers can kern other pairs, such as OV, OY, VA, YO, Av, Wt, and Wm, too.

Pair-kerning is an all-or-nothing feature. If you turn it on, PageMaker kerns all character-pairs that your printer is set up to kern. Otherwise, none of the character-pairs are kerned.

### To automatically kern character-pairs:



1. Use the text tool to select the paragraph(s) that contain the character-pairs you want to kern.
2. Choose “Paragraph...” from the Type menu.
3. Click the “Auto” check box after “Pair kerning:” so it is checked.  
Clicking the check box when it already is checked turns off the pair-kerning feature.
4. If you want to limit pair-kerning, fill in the “above \_\_\_\_ points” text box with the largest point size you don’t want kerned.  
Because pair-kerning slows composition, and improvements are negligible at smaller point sizes, you may want to limit kerning.



*For faster composition,  
do not kern small type*

**5. Click “OK.”**

PageMaker kerns the selected paragraph(s). If the paragraphs were already kerned and you turned off the pair-kerning feature, PageMaker recomposes the text to eliminate kerning.

## Kerning manually

To control the amount of space between *any* two characters, you can manually kern fonts for any printer. You can decrease the space, tightening the letters. Or you can increase the space, spreading the letters.

The amount of space you insert or delete is about 1/24 of an em space. It is exactly 1/24 the point size of the character to the left of the insertion point. If that character is 24 points, the kerned increment is 1 point. For 12-point type, the kerned increment is .5 point.

If you delete one of the kerned characters later, the remaining character resumes its built-in spacing.

### To kern manually:

A

1. **Use the text tool to select an insertion point between the two characters you want to kern.**

2. **Insert or delete space as necessary.**

Hold down the Ctrl key, then press the Backspace key for each increment you want to delete between the characters.

Hold down the Ctrl and Shift keys, then press the Backspace key for each increment you want to insert between the characters.

You may not notice kerning on the screen if the amount kerned is smaller than a pixel. However, the letters will be kerned when printed.

Fine Art for GLW's Sake

Select insertion point

Fine Art for GLW's Sake

Delete space

### Tip

*Kern manually to improve the appearance of headlines.*

## Changing the spacing of justified text

Justified text is aligned on both sides. PageMaker justifies text by adjusting the amount of space between words and characters.

You specify “desired” spacing that PageMaker tries to achieve, as well as acceptable ranges. The greater the ranges, the less PageMaker will be forced to hyphenate. But you’ll have more “rivers” of space between words down your column of text.

Here’s what PageMaker does to make justified text fit:

- PageMaker adjusts spacing between words to fit the line, based on the range of word spacing you set with the “Spacing...” command.
- If the text still won’t fit, PageMaker tries to hyphenate automatically—unless you turned off PageMaker’s hyphenation feature (read “Editing text” in Part 6: *Working with text*). If PageMaker is recomposing because you just selected the paragraphs and chose the “prompted” option with the “Paragraph...” command, PageMaker prompts you for other hyphens, too.
- If space still remains, PageMaker adjusts the space between characters within words, based on the range of letter spacing you set with the “Spacing...” command.
- On those rare occasions where PageMaker still can’t justify the text, PageMaker expands the spacing between words as much as necessary—even beyond the maximum allowed.

Keep these guidelines in mind:

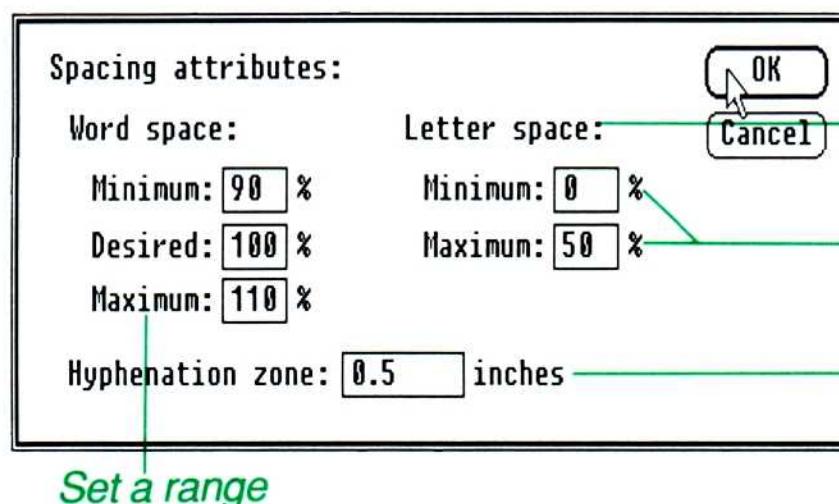
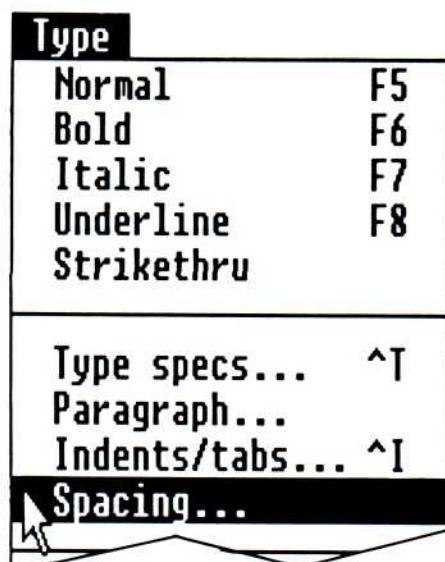
- The narrower the range of acceptable word and letter spacing, the more PageMaker will hyphenate.
- Turn on hyphenation for justified text or narrow columns.
- If PageMaker is hyphenating more than you want, consider changing alignment or letter and word spacing.

**To control the spacing of justified text:****A**

1. **Use the text tool to select any text in the story to which you want to apply this spacing control.**

The values you set apply to the entire story containing the text or insertion point you select.

2. **Use the text tool to choose “Spacing...” from the Type menu.**



*Specified as a percentage  
of the built-in word space*

*Set a range—desired  
letter space is always 0%*

*Not applicable  
to justified text*

3. **Fill in the text boxes with the values you want for “Word space.”**

PageMaker measures space between words as a percentage of the font’s designed word spacing. The spacing the font designer considers optimal is 100%.

Fill in “Desired:” by typing the value for the ideal spacing you want used between all words. If that should be 80% of the value specified by the font designer, type 80. Specify an acceptable range by typing percentages in the “Minimum:” and “Maximum:” text boxes.

Typing 100 in all three text boxes tells PageMaker to use only the built-in word spacing for the font.

4. **Fill in the text boxes with the values you want for “Letter space.”**

PageMaker also measures space between characters in percentages of the font’s designed *word* spacing. The optimal value, which you cannot change, is 0—that is, PageMaker initially uses the built-in space between characters.

However, you can change the acceptable range. Specify an acceptable range by filling in “Minimum:” and “Maximum:.” Typing 0 for both tells PageMaker not to add space between letters. Typing 50 means you will allow up to half the designed *word* space between letters—this is a very large amount.

**Tip**

“Spacing...” settings apply to the entire **story**, not just the selected text or paragraph.

## Tip

For justified text, you generally should use automatic hyphenation, a word-spacing range of 50 to 200 percent, and a letter-spacing range of 0 to 25 percent.

### 5. Click “OK.”

PageMaker recomposes all justified text within the selected story, applying the spacing values you set.

GLWW, as represented by our five-member Design Task Force, set out four years ago in search of an architect who believed that buildings are for people. Experience had taught us that much of the design world is devoted to architecture as art, rather than as social spaces in which people must coexist happily for a good portion of their daily lives.

*Before*

GLWW, as represented by our five-member Design Task Force, set out four years ago in search of an architect who believed that buildings are for people. Experience had taught us that much of the design world is devoted to architecture as art, rather than as social spaces in which people must coexist happily for a good portion of their daily lives.

*After decreasing the range of word spacing*

## Changing the spacing of unjustified text

Unjustified text is aligned on the left, the right, or a central axis. You specify the “Desired:” word spacing with the “Spacing...” command, and all words are spaced that amount. All characters use the built-in letter spacing.

As with justified text, PageMaker breaks lines between words, at regular hyphens, and at discretionary hyphens. If the automatic or prompted hyphenation feature is on, PageMaker can try to improve line breaks by hyphenating in the hyphenation zone. You set the size of the hyphenation zone with the “Spacing...” command.

The hyphenation zone is the acceptable zone for breaking lines of unjustified text. If the line comes up short, PageMaker starts examining the words in the hyphenation zone to make decisions about where to end the line:

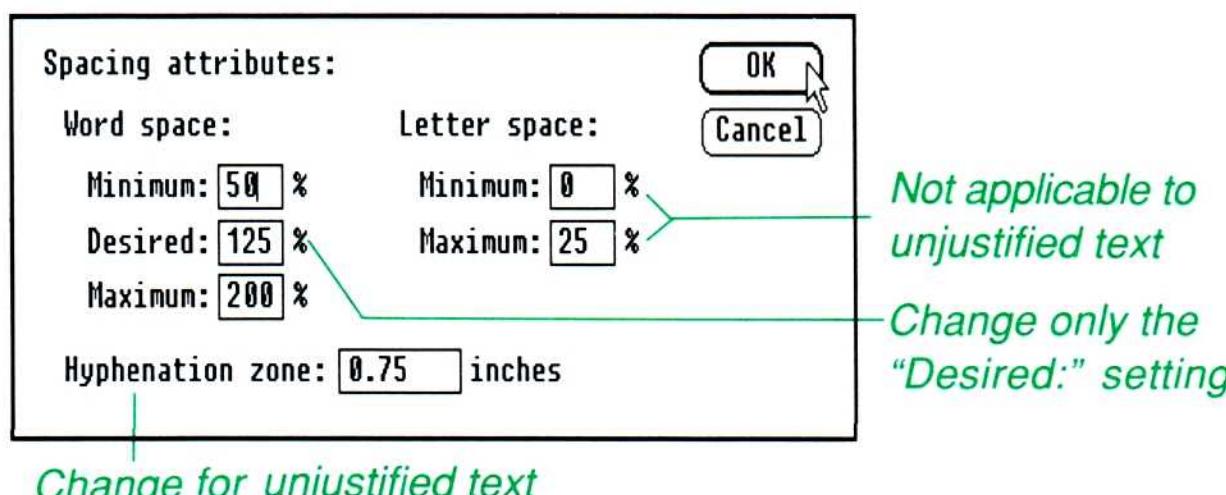
- If a word will not fit completely on the line, PageMaker breaks the line after the preceding word if it ends in the hyphenation zone.
- If the preceding word does not end in the hyphenation zone, PageMaker tries to hyphenate the next word (read “Editing text” in Part 6: *Working with text*).
- If the hyphenation feature is turned off or the word cannot be hyphenated to fit in the line, PageMaker breaks the line after the preceding word—even though it ended *before* the hyphenation zone.

Text will be very ragged if the column is narrow, if the hyphenation zone is wide in relation to the column width, or if the hyphenation feature is turned off.

### To control the spacing of unjustified text:

**A**

1. **Use the text tool to select the story to which you want to apply this space control.**  
The values you set apply to the entire story containing the text or insertion point you select.
2. **Use the text tool to choose “Spacing...” from the Type menu.**
3. **If necessary, change the “Desired:” setting for “Word space:.”**  
The “desired” word spacing applies to all text, whether justified or unjustified. “Letter space” values do not apply to unjustified text.
4. **As necessary, change the size of the “Hyphenation zone:.”**  
The hyphenation zone applies to all unjustified text in the story. The smaller the hyphenation zone, the more PageMaker hyphenates.
5. **Click “OK.”**  
PageMaker recomposes all unjustified text within the selected story, applying the word spacing and using the hyphenation zone you set.



**Exterior**

GLW, as represented by our five-member Design Task Force, set out four years ago in search of an architect who believed that buildings are for people. Experience had taught us that much of the design world is devoted to architecture as art, rather than as social spaces in which people must coexist happily for a good portion of their daily lives.

*Before*

**Exterior**

GLW, as represented by our five-member Design Task Force, set out four years ago in search of an architect who believed that buildings are for people. Experience had taught us that much of the design world is devoted to architecture as art, rather than as social spaces in which people must coexist happily for a good portion of their daily lives.

*After increasing word space and hyphenation zone*

### Tip

*If the hyphenation zone is wide in relation to the column width, unjustified text will be very ragged.*



# Glossary

**Actual size** • A view that shows a page in the publication window at approximately the same size it will print, depending on your screen's characteristics.

**Alignment** • How text lines up on a page or in a column: aligned left (flush left, ragged right), centered, aligned right (flush right, ragged left), or justified (flush on both the left and right).

**Ascender** • The portion of a lower-case letter that rises above its main body (as in b, d, and h). See also *Descender*.

**Baseline** • The imaginary line on which letters in a line of text rest.

**Bit-map file** • A file that contains graphic images formed by a series of dots with a specific number of dots per inch. Also called a "paint-type" file.

**Boilerplate** • Standard information that is used over and over.

**Callout** • Text used to point out and identify parts of an illustration.

**Camera-ready art or mechanical** • See *Mechanical*.

**Captions** • Descriptive text accompanying illustrations.

**Check box** • The area in a dialog box that you click to turn an option on or off.

**Cicero** • A unit of measure common in Europe that is equivalent to 4.55 millimeters, used for measuring font size.

**Click** • To quickly press and release a mouse button.

**Clipboard** • The invisible holding place where PageMaker temporarily stores the text, graphic, or group selection you last cut or copied.

**Column guides** • The dotted, vertical, non-printing lines that mark the left and right edges of the columns you create with PageMaker.

**Column width** • The horizontal measure of the column.

**Command button** • A large rectangular button in a dialog box that shows a command (such as "OK" or "Cancel").

**Continuous-tone** • An illustration or photograph—whether black-and-white or color—consisting of many shades between the lightest and the darkest tones, and which is not broken up into dots.

**Control Panel** • A Microsoft Windows application file that you use to adjust settings for your system.

**Corner style** • The type of corner selected for a box drawn with PageMaker's rounded-corner tool.

**Crop marks** • The intersecting lines PageMaker prints to mark the corners of a page if the page size is smaller than the paper size.



**Cropping tool** • The tool you use to trim, or cut excess from, a graphic.



**Crossbar** • The shape the pointer assumes when you have selected any of the tools for drawing lines and shapes.

**Default** • The option PageMaker automatically uses unless you specify otherwise.

**Descender** • The portion of a lower-case letter that hangs below its main body (as in g, j, and p). See also *Ascender*.

**De-select** • To cancel the current selection by selecting something else or by clicking on a blank area of the pasteboard.

**Desktop** • The menu bar and the blank area PageMaker displays when you don't have a publication open.

**Desktop publishing** • The use of personal computers and applications such as PageMaker to produce camera-ready publications.

**Diagonal-line tool** • The tool you use to draw a straight line in any direction.

**Dialog box** • A box that appears when PageMaker needs more information. Each dialog box has up to six elements: list box, command buttons, scroll bars, text box, check boxes, and option buttons.

**Directory** • A group of related files stored together on a hard disk. Each directory has its own name.

**Discretionary hyphen** • A hyphen you type to identify where PageMaker can divide a word to fit text in the specified line length, if necessary. The hyphen shows only if PageMaker actually uses it.

**Double-click** • To quickly press and release the main mouse button twice in succession.

**Double-headed arrow** • The shape the pointer tool assumes when you use it to drag a handle, ruler guide, or column guide.

**Double-sided publication** • A publication that will be reproduced on both sides of a sheet of paper. The front side of a page is the odd-number side; the back side is the even-number side.

**Drag** • To hold down the main mouse button, move the mouse around until what you are moving is where you want it, then release the button.

**Draw-type files** • See *Object-oriented files*.

**Dummy publication** • A publication containing only the layout grid, master pages, estimated number of pages, and boilerplate text and graphics for a periodical or a large book (over 128 pages).

**Em** • A unit of measurement equal to the point size of the type in question (for example, a 12-point em is 12 points wide).

**En** • One half the width of an em. See also *Em*.

**Enter** • A key you press to break a line when using the text tool or to confirm the selected options in a dialog box.

## G L O S S A R Y

**Facing pages** • In a double-sided publication, the two pages that face each other when the publication is open. Facing pages consist of an even-number page on the left and an odd-number page on the right.

**Flow** • To place text on a page by clicking the mouse button to discharge a loaded text icon.

**Flush** • See *Alignment*.

**Font** • The complete assortment of characters for one typeface at one size, which includes upper- and lower-case characters, figures, and punctuation marks.



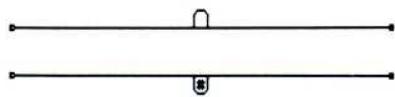
**Four-headed arrow** • The shape the pointer assumes when you use it to drag a selected text block or graphic.



**Grabber hand** • The icon that appears when you press the Alt key and drag the mouse to move around in the publication window.

**Graphic** • A line, box, or circle drawn with PageMaker, or an illustration placed in your publication from another application.

**Guide** • One of three types of non-printing dotted lines—margin guides, ruler guides, and column guides—you can create to help with alignment. (Overlapping column guides and margin guides look like dashed lines.)



**Hairline** • The thinnest rule possible—generally 0.25 point.

**Handles** • The eight small black rectangles that surround a selected shape, the two small rectangles at the ends of a selected line, the horizontal lines with loops at the top and bottom of a selected text block, or the small black rectangles at the four corners of a text block selected with the pointer tool.

**Highlight** • To visually differentiate the selection. Usually, highlighting reverses the usual appearance of the selected text, graphics, or options (for example, black text on a white background will appear as white text on a black background).



**I-beam** • The shape the pointer assumes when you select the text tool.

**Image area** • The area of a page inside the margins where you put most of the text and graphics.

**Increment** • The distance between tick marks on the rulers.



**Insertion point** • The blinking vertical bar indicating where you will type or paste text.

**Inside margin** • The margin along the binding edge of the page: the left margin of a right-hand (odd-number) page, or the right margin of a left-hand (even-number) page. See also *Binding edge*.

**Justified** • See *Alignment*.

**Kern** • To adjust the spacing between letters, usually to move them closer together.

**Layout** • The arrangement of text and graphics on a page.

**Layout grid** • The underlying design plan for your publication. Its foundation is a series of non-printing horizontal and vertical lines, or guides, which intersect to form a “grid.”

**Leading** • (Pronounced *ledding*) The amount of vertical spacing, expressed in points, between the tops of the capital letters in two successive lines of text.

**Line length** • The horizontal measure of a line of text.

**Line spacing** • See *Leading*.

**Line style** • The appearance of a line or the border of a shape drawn in PageMaker, as selected from the Lines menu.

**List box** • The area in a dialog box that lists options to choose from.

**Lock** • To anchor column guides and ruler guides on the current page or to anchor the zero point of the rulers.

**Main mouse button** • The mouse button used to carry out most PageMaker actions. Use the Control Panel to specify this as the left or right button of a two- or three-button mouse.

**Margin guides** • The dotted lines that mark the margins of a page.

**Master items** • Items on a master page: text (such as running heads), graphics (such as rules), and non-printing guides (such as column guides).

**Master page** • A page, opened by clicking the **L** or **R** page icon in the publication window, where you put the text, graphics, and guides you want repeated on every page in a publication. A single-sided publication only has a right-hand master page. If your publication is double-sided, you have separate master pages for the left-hand and right-hand pages.

**Mechanical** • The complete pages of a publication assembled with text and graphics and ready for reproduction.

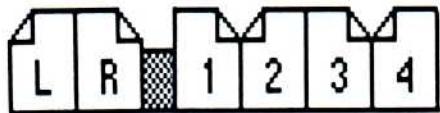
**Menu bar** • The area at the top of the publication window that lists the menus.

**Nonbreaking space** • A special kind of space inserted between two words so they cannot be separated by a line break.

**Non-printing master items** • The ruler guides and column guides you create on a master page.

 **Object-oriented files** • “Draw-type” files that are a sequence of drawing commands which describe graphics that you would manually produce with a pencil, straightedge, and compass (such as mechanical drawings, schematics, charts, and ad graphics).

**Option button** • The round area you click on in a dialog box to select an option.



**Orientation** • The page position: tall or wide. Tall orientation means the page is taller than it is wide. Wide orientation means the page is wider than it is tall.

**Outside margin** • The right margin of a right-hand (odd-number) page; the left margin of a left-hand (even-number) page.

**Oversize publication** • A publication with a page size larger than the paper size. See also *Page size*, *Paper size*, and *Tiling*.

**Page icon** • One of the icons in the bottom-left corner of the publication window representing the master page(s) and every regular page.

**Page number marker** • A series of characters typed on a master page (displayed as *0*) or on a regular page (displayed as the current page number) that tells PageMaker to automatically number a page.

**Page size** • The dimensions of your publication. Page size can differ from paper size.

**Paintbrush icon** • The shape of the pointer when you are placing a bit-map (or “paint-type”) file.

**Paint-type file** • See *Bit-map file*.

**Paper size** • Each size of paper a printer can print on. Standard sizes are letter (8.5 by 11 inches), legal (8.5 by 14 inches), and European A4 (8.27 by 11.69 inches) and B5 (6.93 by 9.84 inches).

**Pasteboard** • The work surface surrounding the page(s) you are working on. Text and graphics you move onto the pasteboard remain there when you turn to another page or close the publication.

**Pencil icon** • The shape the pointer assumes when you are placing an object-oriented (“draw-type”) file.

**Perpendicular-line tool** • The tool you use to draw a straight line at any 45-degree increment.

**Pica** • One-sixth of an inch. A pica equals 12 points.

**Point** • To position the mouse pointer on top of an object on the screen. See also *Point size*.

**Point size** • Standard unit of measure for type. A point equals 1/12 pica, or 1/72 inch.

**Pointer** • The icon on the screen that moves with the mouse.

**Pointer tool** • The tool used most to select and manipulate text and graphics. When this is the selected tool, the pointer looks like an arrow.

**PostScript** • A page-description language, developed by Adobe Systems, Inc., that is used by Apple LaserWriter and other high-resolution printers and typesetters.

**Print area** • The area of a piece of paper where a printer can reproduce text or graphics. The print area may be smaller than the paper.

**Printing master items** • Any text or graphics you place, type, or draw on a master page. These print on every page in a publication for which you have not chosen the command “Remove master items.”

**Print queue** • The files waiting to be sent to the printer by the Spooler in the order they are received. See also *Spooling*.

**Publication** • The collection of pages you create with PageMaker by integrating text and graphics files created with other applications, as well as text and graphics you create with PageMaker.

**Publication window** • The window that appears when you start PageMaker. It includes one or two pages, the pasteboard, page icons, the pointer, scroll bars, the title bar, the menu bar, and the toolbox window.

**Release** • To let go of a mouse button.

**Reverse** • The opposite of the normal appearance of text or a graphic on the printed page. Normally, text and graphics are black on a white background—when reversed, they are white on a black background.

**Roughs** • Preliminary page layouts done by hand or with PageMaker.

**Rounded-corner tool** • The tool from the PageMaker toolbox you use to draw squares and rectangles with rounded corners.

**Rules** • Lines added to the page—for example, between columns—to enhance the design or readability of the publication.

**Ruler guides** • Horizontal and vertical dotted lines on the page that are non-printing extensions of the tick marks on the rulers. Use ruler guides for aligning text and graphics on the page.

**Rulers** • PageMaker’s electronic rulers, one across the top of the publication window and one down the left side. Both rulers use the unit of measure you selected with the “Preferences...” command. Increments depend on the size and resolution of your screen, as well as the view.

**Scanned-image files** • Bit-map files created with hardware that converts a two- or three-dimensional image to a collection of dots, so PageMaker can read the graphic file directly from disk.

**Scanned-image icon** • The X shape the pointer assumes when you are placing a scanned image file.

**Scroll bar** • The gray bars on the right side and bottom of the publication window, which you use to move horizontally or vertically in the publication window. Each scroll bar has a scroll box and scroll arrows at either end. List boxes have scroll bars, too.

**Secondary mouse button** • On a multiple-button mouse, the left or right button that is not the main button.

**Select** • To designate where the next action will take place.

**Selection area** • The area of a text block or graphic defined by the handles you would see if you selected the text block or graphic.

## G L O S S A R Y

**Selection box** • A box drawn by dragging the pointer tool to enclose and select more than one graphic or text block at a time.

**Shade pattern** • The pattern selected from the Shades menu to fill a box or circle drawn with PageMaker.

**Shape** • A square, rectangle, circle, or oval drawn with PageMaker.

**Snap to guides** • A PageMaker feature that, when turned on, causes the three types of guides to exert a “magnetic” pull on the pointer, text, or a graphic when they come close to the guides.

**Spooler** • A Microsoft Windows application that sends files to the printer. The Spooler holds files in the print queue, then sends another one when the printer is ready. The Spooler allows you to continue working on other files while a file prints.



**Square-corner tool** • The tool you use to draw squares and rectangles with square corners.

**Stacking order** • The order in which text and graphics overlap on the page.

**Story** • All the text from a single word-processed file; or, all the text typed or pasted together at an insertion point outside existing text blocks. A story can be a single text block—or it can be more text than will fit in a single text block, so long as the text blocks are threaded together.

**System menu** • The Windows menu that lists commands for working with windows, getting help from PageMaker, using the Clipboard, and quitting PageMaker.



**System menu box** • The small square in the upper-left corner of the publication window that you click to select the System menu.

**Target printer** • The printer selected for printing the final version of your publication. If you have not selected a printer, PageMaker uses the default printer you chose when you set up Windows.

**Text block** • The variable amount of text identified by two types of handles when selected with the pointer tool: small squares at the four corners of the text block, and two horizontal lines, each with a loop, spanning the top and bottom of the text block.

**Text box** • The area in a dialog box where you type in text.



**Text icon** • The icon the pointer changes to when loaded with text.

**Text-only file** • Text created with another application, then saved without any type specifications or other formatting. PageMaker can read text-only files directly from disk.



**Text tool** • The tool you use to select text you want to edit. When this is the selected tool, the pointer looks like an I-beam.

**Thin space** • A nonbreaking space half the size of an en. See also *En*.

**Threaded** • Connected together from beginning to end. PageMaker threads all words in a file you place or text you type inside an existing text block. You can edit and rearrange text blocks without losing information. Text typed outside existing text blocks creates a new text block, and all words in that new text block are threaded.

**Thumbnail** • A miniature copy of a page. PageMaker prints up to 16 thumbnails on a page so you can preview your publication.

**Tick mark** • Marks on the rulers defining increments for measuring.

**Tile** • In an oversize publication, that portion of the page that is printed on a single sheet of paper. To make a complete page, you must assemble and paste together the tiles.

**Tones** • The shades of a photograph or illustration printed as a series of dots. Each tone is a percentage of black. The smaller the percentage, the lighter the tone.

**Toolbox window** • A window that overlaps the publication window and contains icons for the tools used to work with text and graphics.

**View** • The size of the pasteboard and page as they appear in the publication window. The smallest view shows a complete page, or two pages for a double-sided publication with facing pages; the largest view shows text and graphics at twice the size they will print.

**Window** • An area on the screen where you are running a Windows application. Every window has a title bar, menu bar, and scroll bars.

**Work area** • The area of the screen where windows can be expanded for you to work with.

**Zero point** • The intersection of the *0* readings on the two rulers. When you start PageMaker, the zero point is located at the intersection of the left and top margins. You can reposition the zero point.

**Zoom** • When you have two or more Windows open, to enlarge one of those windows so it fills the screen. You zoom to make a window full-size, and de-zoom to return the window to its previous size.

# Index

## A

accuracy  
   of ruler 145-146  
   of screen display 253-254  
 “Actual size” command  
   *See* page views  
 advanced techniques 46, 267  
 “Align center” command 236  
   *See also* aligning  
 “Align left” command  
   *See also* aligning  
 “Align right” command  
   *See also* aligning  
 aligning  
   column guides 27, 156  
   paragraphs 76, 235-236, 237  
   tabs 239  
   text blocks 76, 222-224  
   *See also* “Snap to guides” command  
 all capitals *See* type specifications, case  
 Alt key 40, 53, 115  
 anchor point 127, 128  
 Apple LaserWriter(Plus) 252  
 application defaults *See* defaults  
 applications  
   database 36, 85  
   graphics 1, 17, 33, 36, 86  
   spreadsheet 36, 85  
   word-processing *See* word-processed files  
 ascender 75  
 ASCII files *See* text-only files  
 AutoCAD 86  
 autoleading *See* leading

## B

Backspace key  
   deleting characters 230  
   deleting graphics 29  
   kerning with 285  
 billboard *See* printing, scaling  
 binding  
   edge 70  
   services 68  
 bit-map graphics *See* “paint-type” graphics  
 bleeding  
   graphics 71, 120, 151  
   text 71, 151  
 boilerplate 3, 168  
 boldface *See* type styles  
 boxes 87  
   changing corner style 186-187  
   changing line style 184-185  
   changing pattern 185-186  
   changing rectangle to square 187-188  
   drawing 179-180  
   resizing 188-189  
 “Bring to front” command 133  
 bullet 206

## C

callouts *See* captions  
 camera-ready publication 1, 66  
   *See also* mechanical  
 canceling  
   *See* command buttons  
   *See* “Undo” command  
   *See* de-selecting  
 Canon 89  
 capitalization *See* type specifications, case  
 captions 66, 84  
 carriage returns *See* Enter key  
 case *See* type specifications

changing views 39, 113  
*See also* page views  
character spacing *See* spacing  
check box 18, 104  
ciceros 144  
circle tool *See* tools, oval  
circles 87  
    changing line style 184-185  
    changing oval to circle 187  
    changing pattern 185-186  
    drawing 180  
    resizing 188-189  
“Clear” command 135, 183, 218-219  
    *See also* “Cut” command  
    *See also* “Revert” command  
    *See also* “Undo” command  
click 13  
Clipboard 175, 177-178, 182, 197, 200, 225  
    limits of 200-201, 226  
    *See also* cutting  
    *See also* pasting  
“Close” command 13, 14, 59, 140  
“Close pub” command 22, 31, 45, 54, 59, 139  
closing 137  
    PageMaker 14, 49, 140  
    publication 22, 31, 45, 54, 59, 139  
color  
    printing in 68  
    *See also* reversing  
column guides 24-26, 73, 151, 153-155  
    aligning 27, 156  
    creating 24, 153-155  
    equal 24, 73, 154-155  
    limits 153  
    mixing number on a page 154, 279-281  
    moving 26, 156  
    space between 25, 73, 155  
    unequal 26, 73, 155-156  
    width 73  
    *See also* guides  
“Column guides...” command 24, 100, 154-155, 280  
combining text and graphics 278  
command buttons 16

commands  
    black 14  
    choosing 16, 30  
    with dialog boxes 16  
    *See also* keyboard shortcuts  
    *See also* selecting  
comp 64, 65  
composition 283-289  
comprehensive *See* comp  
continuous-tone images 89-91  
    *See also* scanned images  
Control Panel 12, 98  
“Copy” command 183, 226  
“Copy master guides” command 167-168  
copying  
    graphics 183  
    text 226  
    text blocks 226  
corner handles *See* handles  
correcting text *See* typos, correcting  
crop marks 69, 159  
cropping  
    placed graphics 49, 87, 192-194  
    tool *See* tools  
crossbar icon *See* pointer icons  
Ctrl key 117, 118, 159, 160, 206, 286  
“Cut” command 135, 183, 211, 226  
    *See also* “Clear” command  
    *See also* “Revert” command  
    *See also* “Undo” command  
cutting and pasting  
    graphics 182-183  
    text 225-228  
    *See also* Clipboard  
    *See also* deleting  
    *See also* pasting

## D

database applications *See* applications  
Datacopy Corporation 89  
DCA *See* IBM Revisable-Form-Text  
Document Content Architecture files

defaults 18, 86, 97  
 application 99  
 changing 99-102  
 font 41  
 margin 19  
 overriding 99  
 paragraph 231  
 publication 99  
 type specification 41, 231  
*See also* Windows default printer

Del key 29, 178

deleting  
 discretionary hyphens 246  
 graphics 183  
 master page items 168  
 pages 57  
 text 218, 229-230  
 text blocks 218

descenders 75

de-selecting 134  
*See also* pages  
*See also* “Revert” command  
*See also* “Undo” command

desktop 12, 96, 97, 99, 139, 140

DEST Corporation 89

dialog box 16, 18, 106  
*See also* printer-specific dialog box

diagonal-line tool *See* tools

dictionary  
 built-in 3, 241, 242, 244  
 supplementary 241, 242, 244-245  
*See also* hyphenation

directories 3, 22, 90, 96-97, 106

discretionary hyphens *See* hyphenation

“Display master items” command 168

DisplayWrite 3 82

DOS prompt  
 returning to 14, 59, 140  
 starting from 11, 23, 46, 95-96, 105

dot-matrix printer *See* printer

double-click 13, 17, 22, 199

double-headed arrow icon *See* pointer icons

double-sided publication 17, 55, 71, 104, 119, 149  
 changing from or to, effects of 148-151  
 printing 71  
 setting up 19, 108  
 with facing pages 19, 70, 71, 103, 119, 120, 149-150  
*See also* inserting pages  
*See also* left-hand page  
*See also* master pages  
*See also* right-hand page

draft-copy printer 66

drag 13, 14, 15, 19, 20, 40, 115

drawing 1, 65, 67, 175, 178  
*See also* boxes  
*See also* circles  
*See also* tools  
 “draw-type” graphics 49, 86, 88-89  
*See also* moving  
*See also* “paint-type” graphics  
*See also* placing

drop-down menus *See* menus

drop shadows 276-277

dummy publication 106, 168-169

**E**

Edit menu 14, 100  
 editing 53, 65, 66, 81, 85  
 editing keys 124 *See also* keyboard  
 shortcuts  
 EGA card 35, 146  
 em dash 206  
 en dash 206  
 Encapsulated PostScript (EPS) format 86, 88  
*See also* placing

enlarging  
 pages *See* scaling  
 graphics *See* resizing  
 text blocks *See* resizing

Enter key 19, 84, 270

EPS *See* Encapsulated PostScript (EPS)  
 format

equal columns *See* columns  
even-number pages *See* left-hand pages

## F

facing pages 10, 19, 55-56, 70, 149  
File menu 14, 100  
filenames 22  
.PUB 22, 105  
    required extensions 82, 85, 87, 89, 138  
“Fit in window” command *See* page views  
flowing text 57, 83, 139, 197  
    between column guides 37, 154  
    blocking the flow 37, 175, 198  
    continuing the flow 43, 52, 57, 200  
    *See also* placing  
    *See also* new story  
    *See also* text blocks  
flush left *See* alignment  
flush right *See* alignment  
fonts 74  
    built-in 249  
    displaying on screen 58  
    downloadable 249  
    generic screen 251  
    printer 250, 252  
    screen 250-252  
    sizes 7, 233-234  
    substitution 16, 58, 84, 251-252  
    *See also* resolution  
    *See also* type specifications  
footnotes 84  
format 65, 66, 67  
    components of 65, 72  
    designing 65, 72  
formatting word-processed files  
    *See* word-processed files  
four-arrows icon *See* pointer icons

## G

GDI *See* Windows Graphics Device Interface (GDI) metafile  
“Go to page...” command 30, 117, 118  
grabber hand 39, 40, 110, 115

graphics *See* specific topics relating to graphics  
gray shades *See* Shades menu  
greeking 37, 252-253  
group selection *See* selecting  
guides 24, 27-28  
    displaying 157, 167  
    hiding 157, 167  
    locking 156-157  
    overlapping 133  
    unlocking 156-157  
    *See also* column guides  
    *See also* margin guides  
    *See also* ruler guides  
“Guides” command 100, 157  
gutter  
    *See* binding edge  
    *See also* margins, inside

## H

hairlines *See* Lines menu  
half-tones *See* continuous-tone images  
handles 28  
    graphics 34, 129  
    text block 37, 43, 44, 57, 129, 197, 208  
hanging indent *See* indents  
headers *See* master pages  
headlines 66, 81, 84, 273-274  
“Help...” command 6, 14  
Hewlett-Packard LaserJet(+) 16  
highlight  
    commands 15  
    selection 15, 17  
    *See also* selecting  
hyphenation 241-246, 286  
    automatic 241, 242-243, 286, 288  
    discretionary 241, 245-246, 288  
    prompted 241, 242-243, 288  
    zone 288-289  
hyphenation dictionary *See* dictionary

**I**

I-beam *See* pointer icons  
 IBM PagePrinter 3812 253, 255  
*See also* printer  
 IBM Revisable-Form-Text Document Content Architecture (DCA) files 2, 82  
 icons  
   master page 20, 24, 108, 109, 163, 164  
   pointer *See* pointer icons  
   regular page 20, 108, 109  
   System menu 13  
   tools *See* tools  
 image area 70, 73, 154  
*See also* column guides  
 In-a-Vision 86  
 inches *See* unit of measure  
 indents  
   first-line 77, 83, 236  
   hanging 77  
   left 83, 236  
   right 83, 236  
*See also* tabs  
*See also* word-processed files, formatting  
 “Indents/tabs...” command 239  
 initial caps, enlarging 271-273  
 “Insert pages...” command 119, 148  
   effects of 119-120  
   how to 121  
 inserting  
   graphics *See* pasting  
   pages *See* “Insert pages...” command  
   text *See* pasting  
 insertion point 42  
   at bottom of pasteboard 203-204, 205-206, 229  
   moving 124-125  
   selecting 42, 124  
*Installation Guide* 2, 11, 95  
 italic *See* type styles

**J**

“Justify” command 236  
 justified text 286-287  
*See also* aligning

**K**

kerning 283  
   automatic 283-285  
   manual 283-285  
 keyboard shortcuts 14, 111, 116

**L**

landscape *See* paper orientation  
 laser printer *See* printer  
 layout grid 23, 25, 65, 67, 72, 143, 164-165, 175  
*See also* ruler guides  
 leaders *See* tabs  
 leading 75  
   automatic 75, 234  
   guidelines 75  
   setting 75-76, 234  
 left-hand page 19, 20, 24, 56  
 letter spacing *See* spacing  
 line breaks 72, 197, 286, 288  
*See also* column guides  
*See also* Enter key  
*See also* flowing text  
 line drawings 65, 89  
*See also* drawing  
 line spacing *See* leading  
 line style *See* Lines menu  
 lines 87  
   changing direction 188  
   changing length 188  
   changing style 184-185  
   drawing 28, 178-179  
 Lines menu 14, 102, 184  
 Linotronic 100P and 300P 255  
 list box 16, 106, 176, 198  
   choosing from 22, 23, 33  
*See also* scrolling  
*See also* selecting

“Lock guides” command 100, 157  
locking

*See* guides

*See* zero point

Lotus 1-2-3 86, 87

## M

main mouse button 12

margins 70, 108

bottom 19

changing, effects of 148, 150

default 19, 103

guides *See* margin guides

inside 19, 83

outside 19, 84

setting 19, 103, 151

top 19, 70

margin guides 20, 24-25, 151, 166

*See also* guides

master pages 10, 20, 23, 29, 62, 72, 84, 163-168

creating 24-29, 163-165

displaying 24

icons 20, 24, 163

modifying 166

overriding 166-167

uses for 24, 163

*See also* layout grid

*See also* numbering pages

measurement system *See* unit of measure

mechanical 66, 68

menu bar 12, 14

menus

drop-down 13

names 14 *See also* selecting

Microsoft Windows 1, 11, 95

Control Panel 12, 98

features 5, 12

System menu 13

*See also* Clipboard

Microsoft Windows Paint 86

Microsoft Word 17, 84

Microtek Lab, Incorporated 89

middle mouse button 117  
millimeters *See* unit of measure  
mouse 5, 12-13, 117

*See also* main mouse button

*See also* pointer

moving

graphics 34, 181-182

insertion point 124-126

text blocks 221-222

toolbox 112

MS-DOS Executive 95, 96, 105

MultiMate 82

## N

“New...” command 18, 24, 102

new publication

*See* publication, new

*See also* “New...” command

new story 197-206

pasting 200-204

placing 197-200

typing 204-206

nonbreaking spaces 206, 273-274

non-printing guides

*See* column guides

*See* margin guides

*See* ruler guides

*See also* layout grid

normal *See* type styles

numbering pages 19, 103, 150-151, 158-161

aligning page numbers 161

arabic numbers 158-160

composite page numbers 160

on master pages 158, 159, 165

on regular pages 158, 159

starting number 19, 103, 150-151

## O

odd-number pages *See* right-hand pages

“Open...” command 23, 32, 45, 54, 106

opening a publication *See* publication

option button 18, 104

Options menu 14, 21, 24, 28, 100

orientation  
*See* page  
*See* paper  
oval tool *See* tools  
overlapping items *See* selecting

**P**

page 102, 109, 117  
changing size, effects of 148, 150  
inserting 119  
limits on 19, 117  
moving to another 24, 30, 42, 44, 117-118  
orientation 18, 65, 102-103, 149  
regular 30, 72  
removing 57, 121  
setup 148-151  
size 18, 69, 102  
starting number 19, 103  
*See also* master pages  
*See also* “New...” command  
*See also* numbering pages  
*See also* publication, new  
Page menu 14, 113  
page number marker *See* numbering pages  
“Page setup...” command 55, 100, 148-151  
changing, effects of 148-151  
page views 39, 112  
“50% size” 39, 112  
“75% size” 39, 112  
“200% size” 39, 112, 157  
“Actual size” 39, 53, 112, 127  
changing 39, 113  
“Fit in window” 34, 39, 54, 112, 157  
picking 112, 113, 114  
re-centering 114  
paintbrush icon *See* pointer icons  
“paint-type” graphics 35, 86, 87-88  
*See also* “draw-type” graphics  
*See also* placing  
pair-kerning *See* kerning, automatic  
paper  
orientation 17, 257  
size 18, 69

paragraph 235-236  
hyphenation in 242-245, 288  
space between 77, 235, 237  
specifications 231, 235-246  
starting a new 84  
*See also* indents  
*See also* tabs  
*See also* aligning  
“Paragraph...” command 101, 235, 236-237, 243-244, 284-285  
*See also* paragraph  
“Paste” command 178, 183, 201, 211  
*See also* pasting  
pasteboard 20, 21, 39, 108-109  
pasteup 65  
pasting  
graphics 183  
text 200-204, 227  
*See also* Clipboard  
*See also* cutting and pasting  
path 3  
patterns *See* Shades menu  
PC Paint 86, 87  
PC Paintbrush 86, 87  
pencil icon *See* pointer icons  
periodicals  
using dummy publications 169  
perpendicular-line tool *See* tools  
photocopying 68  
photographs 68, 89  
*See also* continuous-tone images  
picas 144 *See also* unit of measure  
“Place...” command 33, 176, 197  
placing  
“draw-type” graphics 49, 50  
EPS-format files 46-47, 176-177  
formatted text files 83, 197-200  
“paint-type” graphics files 35, 46-47, 57, 87, 175-177  
scanned images 175  
text-only files 33, 85, 197-200

planning  
format 63, 69-71  
graphics files 77-78  
text files 67, 74-77  
**PM.EXE** 97  
**PMUSUSER.TXT** 245  
point 13  
pointer 12, 108, 110  
arrow 12, 111  
mouse 12  
tip 13, 43  
*See also* grabber hand  
*See also* pointer icons  
pointer icons  
cropping tool 111  
crossbar 28, 111, 179  
double-headed arrow 26, 153, 156  
four arrows 34, 51, 182, 221  
I-beam 41, 111, 123  
paintbrush 35, 38, 176  
pencil 49, 176  
scanned image 33, 176  
text 36, 38, 52  
white arrow 30, 110  
pointer tool *See* tools, pointer  
pointing 13  
points 144 *See also* unit of measure  
portrait *See* paper, orientation  
position *See* type specifications  
**PostScript**  
files 88  
printer 1, 260  
typesetter 1, 253  
*See also* placing, EPS-format files  
“Preferences...” command 100, 144  
“Print...” command 58, 256  
print area 71-72, 103, 262  
printer 71, 87  
changing 255-257  
defaults 257  
dot-matrix 1, 66  
laser 1, 258  
limitations 71  
paper size 17  
specifications 17, 71, 98

*Printer cont.*  
using a page description language 260  
*See also* fonts, substitution  
*See also* target printer  
*See also* Windows default printer  
printer-specific dialog box 11, 257  
printing  
enlarged pages 261-262  
frequency 3  
graphics 72, 88  
in reverse order 257  
oversize pages 70, 262-264  
range of pages 259, 260  
reduced pages 261-262  
regular-size pages 258  
scaling 261-262  
stopping 260  
thumbnails 260  
*See also* printer  
*See also* reproduction  
proof copy 3, 64  
proofread 66, 85  
.PUB extension *See* filename extensions  
publication 1, 108  
customizing 170  
cycle 63-66  
definition 63  
new 1-19, 97, 98, 102-104  
opening a copy 106  
opening the original 95, 102, 105-106  
reverting to last-saved version 4, 136, 137  
*See also* double-sided publication  
*See also* dummy publication  
*See also* single-sided publication  
publication window 9, 12, 20, 39-40, 107-111  
*See also* page views  
*See also* pasteboard  
Publisher’s Paintbrush 86

## Q

*Quick Reference Guide* *See* keyboard  
shortcuts  
quitting *See* closing  
quotation marks, typing 206

**R**

recomposed text 52, 98  
 rectangles *See boxes*  
 reducing  
   graphics *See* resizing  
   pages *See* scaling  
   text blocks *See* resizing  
 regular pages *See* pages  
 “Remove pages...” command 57, 121-122, 148  
 repeating elements *See* master pages  
 reproduction 1, 66, 68, 91  
 resizing  
   PageMaker graphics 188-189  
   placed graphics 190-191  
   restoring a distorted placed graphic 191  
   text blocks 47, 211  
 resolution  
   printer 72, 91, 184, 253  
   scanner 90  
   screen 86, 90, 113, 184, 253  
   *See also* page views  
 “Reverse lines” command 101, 278  
 “Reverse type” command 102, 275-276  
 reversing 275-276, 278  
 “Revert” command 4, 136, 137  
 Ricoh Systems, Incorporated 89  
 right-hand pages 19, 20, 24, 29-30, 56  
 roughs 65  
 rounded-corner tool *See* tools  
 “Rounded corners...” command 186  
 ruler guides 27, 73, 152  
   creating 27, 152-153  
   deleting 153  
   moving 153  
   limits on 152  
   *See also* guides  
 rulers 21, 26-27, 108, 110, 145  
   displaying 21, 145  
   hiding 116  
   increments in 113, 145

*See also* ruler guides

*See also* zero point

“Rulers” command 21, 152, 263

rules 28

runaround *See* wraparound

running feet *See* master pages

**S**

Samna Word 82

“Save” command 22, 31, 45, 54, 137-138

“Save as...” command 22, 137, 138-139

saving files 4, 22, 137

*See also* closing

scaling 261-264

scanned images 89

*See also* placing

*See also* pointer icons

scanner 17, 33, 65, 78, 89

scroll bars 20, 39-40, 108, 110, 115

“Scroll bars” command 100, 116

secondary mouse button 117

“Select all” command 132

selecting 13, 123, 128

  adjusting text selection 127-128

  commands 15

  everything in publication window 132

  graphics 34, 129

  groups of items 130-132

  insertion point 42, 124

  item-by-item 131

  menus 13-14, 112

  overlapping items 132-134

  story 127

  text 53, 127

  text blocks 42, 128-129, 208

  word 127

*See also* anchor point

*See also* de-selecting

selection area 208

selection box 130-131

“Send to back” command 133

Shades menu 14, 102, 185

shortcuts 17, 19

single-sided publication 71, 108  
    *See also* master pages  
size box 12, 108  
small caps *See* type specifications, case  
“snap to” feature 28, 32, 34, 42, 157-158, 176  
“Snap to guides” command 28, 32, 100, 152, 157  
    *See also* “snap to” feature  
spacing  
    character 283 *See also* kerning  
    letter 286-288  
    line *See* leading  
    paragraph *See* paragraph  
    word 76, 274-275, 286-288  
“Spacing...” command 286-289  
spreadsheet applications *See* applications  
square-corner tool *See* tools  
squares *See* boxes  
stacking order 132-133  
starting PageMaker 96-97  
story  
    definition 207  
    spacing within 286-289  
    *See also* new story  
    *See also* selecting  
strikethru *See* type styles  
style  
    *See* Lines menu  
    *See* type style  
subdirectories *See* directories  
subscripts 234  
substituting fonts *See* fonts  
superscripts 234  
Symphony 86  
System menu 13, 14, 108

## T

Tab key 118  
tabloids  
    *See* page size  
    *See* printing, scaling

tabs 241  
    built-in 238  
    clearing 241  
    defaults 238  
    deleting 240  
    leaders with 238  
    moving 240  
    setting 238-240  
    *See also* aligning  
    *See also* “Indents/tabs...” command  
tag image file format (TIFF) 89  
tall  
    *See* page, orientation  
    *See* paper, orientation  
target printer 58, 84, 97, 98, 103, 104, 255-256  
    changing, effects of 255-256  
    choosing 15-17, 98-99  
“Target printer...” command 16, 98-100, 103  
text 41, 42, 84, 197, 200-204, 204-206, 227  
    editing 225  
    pasting 227-228  
    replacing 228-229  
    special characters 206  
    threading 44, 84, 198, 209-210  
    typing 204-206, 228-229  
    unthreading 210-211  
    wrapping 46  
    *See also* deleting  
    *See also* flowing  
    *See also* handles  
    *See also* selecting  
text blocks 7, 37, 47, 197, 207  
    aligning 222-224  
    breaking up 215-216  
    consolidating 219-221  
    creating a new 48, 217-218  
    identifying 208-209  
    moving 7, 221-222  
    resizing 47-48, 51-52, 211-214, 273  
    *See also* selecting

text box 18, 104, 106  
     filling in 19, 22  
 text-only files 1, 2, 36, 85-86, 197  
     description 85  
     reasons for 85-86  
     *See also* placing  
 text tool *See* tools  
 threading *See* text  
 thumbnails 260  
 TIFF *See* tag image file format  
 tiling *See* printing, oversize pages  
 title bar 12, 108, 111  
 toolbox 20, 21, 65, 107, 108, 111  
     displaying 116  
     hiding 112, 116  
     moving 112  
     *See also* tools  
 “Toolbox” command 100, 116  
 tools 111  
     cropping 49, 111, 129, 192  
     diagonal-line 111, 178  
     oval 11, 180  
     perpendicular-line 28, 111, 178  
     placing with 33  
     pointer 29, 99, 111, 128  
     rounded-corner 111, 179  
     square-corner 111, 179  
     text 35, 65, 41, 53, 87, 111, 123, 202, 204  
 trimming *See* cropping  
 Type menu 14, 101  
 type specifications 74, 84, 231, 235  
     case 235  
     defaults 41, 231  
     font 233  
     font size 233-234  
     position 234  
     *See also* fonts  
     *See also* leading  
     *See also* reverse type  
     *See also* type styles

“Type specs...” command 41, 233-235, 271  
 type style 41, 232-233, 234  
 typesetter  
     PostScript-compatible 1  
 typing text *See* text  
 typos, correcting 53, 85

**U**

underline *See* type styles  
 “Undo” command 135-136  
 unequal columns *See* columns  
 unit of measure 10, 143-145  
     changing 144  
     defaults 100-102  
     overriding 144  
 unjustified text 288-289  
 unstacking 133  
 unthreading *See* text

**V**

views *See* page views  
 Volkswriter 3 82

**W**

white arrow icon *See* pointer icons  
 white type *See* reversing  
 wide  
     *See* page, orientation  
     *See* paper, orientation  
 windows  
     *See* page views  
     *See* publication window  
 Windows default printer 16, 255  
 Windows “Draw!” 86  
 Windows Graphic Device Interface metafile 86  
 Windows Write 82  
 windowshade handle  
     *See* handles, text block  
 WordPerfect 82

word-processed files 81-82  
applications 33, 36  
formatting 36  
specifications in 37, 83 *See also* text-only files  
word spacing *See* spacing  
WordStar 82  
WordStar 2000 82  
wraparound 10, 46, 50-51, 267-271  
    around an even edge 267-269  
    around an irregular edge 269-271

## X Y Z

XyWrite III 82  
“Zero lock” command 100, 148  
zero point 108, 146-148  
    default 146  
    locking 148  
    resetting 21, 147-148, 263  
zero point marker 147, 148  
zoom *See* page views