PAGEMAKER 7.0 (DESKTOP PUBLISHING)

This is a Desktop Publishing program used for publishing e.g. books, magazines, cards etc. A PageMaker document is referred to as a publication.

When you open Page Maker from the computer, you get a blank window which features;
i) Menu bar.
ii) Tool box

To open a new document
Click file.
Click new

Document setup
Page size – the size of page you want to work on e.g. A4, A5 etc.
For making a card you select custom.
Dimension - type the dimensions you want
Orientation – you select either tall and wide
No. of pages – insert the No. of pages
Start pate – indicate the number to start
Numbers- select the format e.g. roman, normal etc
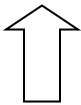Inside margin – right side

Top output resolution – The type of output you want to use e.g. dot matrix printer
Compose to printer – select the type of printer you want to use

THE TOOL BOX

Text tool used when you want to type

Select tool used for selecting the text box

Used for drawing rectangles of any size. To draw a square you press theshift key and make sure you release the mouse first before you release the shift key.

Hatched rectangle used for drawing hatched rectangle or hatched square.

Eclipses used to draw ovals and circles.

Hatched eclipse used to draw hatched ovals and hatched circles.
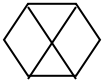
Used to draw a line.

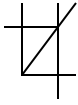Draws lines of multiple of 45 degrees (the perpendicular line drawing tools)

The rotating tool used to rotate text and images

Polygon – used to draw any sided figure. To change the polygon double Click the tool you can also put stars inside
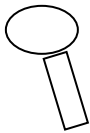
Hatched polygon – used to draw hatched sided figures

Cropping tool – used for removing portions of important graphics.

Scrolling hand tool – used for scrolling

Zooming tool or lens tool – used for zooming

Modifying your text
Procedure
Click type.
Select any command from the menu e.g. Font, size, leading, type styles etc.
Leading – spacing of different lines.
Character – used to change all the commands at once e.g. font, size, leading etc.
Horizontal scale – for increasing the percentage
Under character you can also change case, superscript, colour etc.

Modifying objects
Procedure
Click elements from the menu
Fill – used for filling pattern paper – white
Stroke – used for filling boundary color
Fill & stroke – have all elements like fill, color, stroke, tint etc.

Arrange objects
Procedure
Click the object (select the object)
Click element
Click arrange
Bring forward – brings the object one step ahead
Bring to front – brings the object to the front
Send to back – one step behind

Text wrap
Procedure
a) Click element
b) Click text wrap
c) Select the option you want
d) Click o.k.
Grouping - it is used when you want to move objects as one thing e.g. if you have drawn a logo to select more than one element.

Use the shift
>Click element
>Click group

To ungroup
>Click element
>Click fill
>Click ungroup
Rounded corners
>Click element
>Click Rounded corners
>Select the options you want

Utilities
Plug in -   Used to change your text into different commands e.g.
                Change case, bullets & numbers, drop cap etc

Putting column guides
Click layout
Click column guides
Enter the number of columns
Enter the space between columns (gutters)

To put ruler guides
Click view
Click show ruler
Click the ruler
Drag with the mouse

To have more than one page
Click layout
Click insert pages
Type the No. of pages after and before
Click o.k.

Setting defaults
You can set the defaults for a particular publication or for the whole PageMaker
To make a default
Make sure nothing is selected
Click element
Select none
For the whole of PageMaker
Make sure no publication is open then select the option you want e.g. size, font etc.

Importing text from other programs
There are 2 methods of importing
Copy and paste
- Place
>Click file
>Click place
If the document is more than one page to add more pages

Click layout
Insert new Page (select the number you want)
To create an outflow
Click layout
Click auto flow
(Used when you want to copy many pages without going to each specific page)

To create books

Define styles
Click type
Click define styles
Specify what you want
Click o.k.
To make another style e.g.
Sub-chap,
Click character and change the colour
To make another
Click new
Type sub-sub type and then change the colour