Introduction to Page Maker 7.0

What is PageMaker

It is a powerful software from Adobe. It is very useful for creating text based page layouts specially books, magazines, etc. It is not that you cannot have graphics here. You can mingle graphics with text but creating graphics here is little difficult. It is best for the text and that is why it is widely used for books. As usual we would start with menu commands.

File Menu

Various commands under this menu are:

New

This command is used to create a new publication. You can open a new   file   working on another. In fact you can open as many as 16 files, subject to the availability of the memory in your computer. This gives rise to a dialog box. where you define the various options   before opening a new page of the publication.

Open

It allows you to open an existing file from either the hard disk or other media attached to the computer, floppy drive. CD rive, etc. This also gives rise to a dialog box, from where you can select the file. which you want to open.

Recent Publications

It shows you a list of recently opened publications for you to choose one of them for opening or you can choose the Open option from above and select the fi le, you want to open.

Close

It allows you to close the current publication file.

Save

It saves the current publication file. If you have more than one publication open. save them all by choosing the option of pressing Shift keywhile choosing the Save option. The command will change to Save all at all the open files will be saved.

Save As

It allows you to save the current file under a new name or overwritethe current file.

Revert

This command is used to restore the most recently saved version your publication or template deleting all changes made since the last time you saved the publication. Reverting to the last saved version your publication is the same as closing the publication without save your changes and then reopening the publication.

Place

This command is used to place the text into the publication.

Acquire

This command is active only if you have the scanner attached to your computer. This will help you in getting the scanned picture into the publication.

Export

Using this command you can export the selected text of the publication into a document file in the format selected by you.

Links Manager

It shows you the various link files in the publication.

Document Setup

It is this dialog box which is given when you click at New. Here you set the various options of the publication.

Printer Styles

You can define here various styles for printing.

Print

This gives rise to a dialog box, where you can set the options for printing the publication.

Preferences

This command is used to customize your publication according to your preferences. If a publication is open the options you select in the preferences dialog box apply to that publication only. If you have no publication open, the option you choose applies to any new publication you create after that.

Send Mail

Using this option you can send e-mail.

Exit

Closes your session with PageMaker 7.0.

Edit menu

Various options under this menu are:

Undo/Redo

This command is used to reverse the last action taken by you. However, you can't undo all the actions. If the action can be reversed, the command read Undo on the Edit menu and names the action such as Undo Pasting. **If** the action cannot be reversed the command is off and thus can be read as cannot Undo. After you have do undo, you can Redo too if it is allowed.

Cut

This command is used to cut the selected text or graphics from your file and keep it available for pasting it later to any other place in the same file or any other file or even any other software which supports the clipboard text.

Copy

This command is also used to copy the selected text or graphics from your file and keep it available for pasting it later. Only difference it has from Cut command is that it leaves the original text as it is whereas in the case of Cut the original text is lost. When you have more than one publication open, you can copy objects between publications without using the Clipboard. Select an object in one publication, drag it to position in the other publication window and release the mouse button to create a copy.

Paste

This command is used to place the selected text or graphics from clipboard, where the text using the above Cut or Copy

command has been kept.

Clear

This command is used to delete the current selection from your publication without storing it in the Clipboard. This has the same effect as pressing Delete or Backspace.

Select All

This command is used as the name suggests to select all. What you select depends on which view you are in and which tool you are using. In story view, the entire current story will be selected. In layout view with the text tool active, the entire current story is selected. In layout tool with any tool but the text tool active, the contents of the publication window are selected.

Deselect All

Reverse of the above command, where you deselect all the selected text.

Paste Multiple

This command is used to paste more than one copy of the text or graphic.

Paste Special

this command is used to specify the format to use when you paste object from the clipboard into your publication. When you copy an object the clipboard, the source program often programs theinformation in more than one format. If there arc more than one format on the clipboard when you paste an object. PageMaker pick: the format best preserves the appearance of a format that allows you to edit the text in PageMaker while preserving formatting.

Insert Object

This command is used to create an object in another program inert is an OLE embedded object with a PageMaker publication.

Edit Story

Choosing this option you can select word processing mode of the PageMaker without closing the file in which you are working.

Edit Original

This command is OLE based command which is used to start the original program in which this selected imported element was created. Once opened you can edit it and return back to PageMaker.

Layout menu

Various options under this menu are:

Go to Page

This command is used when you want to go to a different page then the one which you see on the screen. This is useful-when you to jump ahead or back many pages at a time; or the page icons and scroll bars are hidden.

Insert Pages

This command is used to insert new pages into the publication. PageMaker 7.0 allows you to have a maximum of 999 pages in a publication.

Remove Pages

This command is used for removing pages from the publication file. Remember the text or graphic on the removed pages will be lost by removing them. If the page you remove has text which is carried from and carried over and is

part of the story, then PageMaker automatically joins the last word of the previous_page with the first word of the next page to keep the story intact.

Sort Pages

When you select this command, a dialog box will appear with all the pages of the publication appearing as boxes. You can then pick up any page and place at it any other place. This way you can change all the pages and once don. click Ok, the new numbers will be allotted according to the new placings.

Go Back

Pressing this command you will be able to go the previous page of the publication.

Go Forward

Similar to above, you can go to the next page using this command.

Column Guides

You can divide the page of the publication into different columns of equal size. You Can create columns of unequal length by pulling guides to the required place. However, the text flow from previous page. using Autoflow, does not recognize this option and does not flow the text in unequal columns. The maximum number of columns that you can create on a page are 20.

Copy MasterGuides

This command is used to reflect the master page columns and ruler guides on screen. In case you want to set a different set of guides on the current page, use the toggle option to hide it

Autoflow

This comm-and is used to flow the text onto the pages of the publication on its own from a loaded text icon. When autotlow is on, it flows the text into pages from columns to column, if there are multiple columns. It also text around the graphics as per the setting of the text wrap. It adds pages on its own in the publication depending on the availability of the text.

Type menu

Various options under this menu are:

Font

This command is used to define the type design used to print selected text or the next text you type. When you choose Font, PageMaker displays a list of fonts installed on your computer, as well as any additional font that may have been used in your publication.

Size

This command is used to specify printed point size of selected text or of the next text you type.

Leading

Leading is the blank space between the two lines of the text. If the leading is normal the text is more readable, if it is less the text is congested and lessreadable but obviously the number of lines of the text in a page increases, thus resulting in less number of pages in the book.

Type Style

There are 6 main type of styles to be used in PageMaker. They are: Normal. Bold, *Italics.* Underline, Stl iketlil n, and Reverse

Expert Kerning

It is a method used for keeping the space between the two characters to a minimum. It examines a pair of letters in the selected text and tunes them for optimum spacing.

Expert Tracking

It adjusts the spacing of large blocks of text and does it with no regard to individual pairs of letters, as done in case of kerning.

Horizontal Scale

This command is used to change the width of the character of the text. It is common to condense or expand the text in typesetting. Setting the width of a particular text to 90% means a condensation of 10% and setting it to 110% means an expansion of 10%.

Character

This command is used to set most of the items of this menu at one glance. It has additional commands for setting the text in different position like Subscript, Superscript, etc. You can even change the colour of the text too from here.

Paragraph

This command is used to set the various attributes of the paragraph. PageMaker for all practical purposes assumes a paragraph as a set of lines written in continuation till the carriage return (or Enter) is used to end it.

Indents/tabs

These are mainly used in case of tabular matter. This command is used to set the tabs at places where once pressing the text may move to that point.

Hyphenation

This command permits two separate operations. Its main purpose is to determine how words should be hyphenated in a selected paragraph or paragraphs of a particular style. You can also use it to add words and hyphenation instruction to your user dictionary.

Alignment

This command is used to set the alignment of the selected paragraph. Various options available here are Left. Right, Centre, Justify and Force Justify. This command is used to create, edit. remove and copy various paragraph attributes which have been selected under its dialog box.

Style

You can call the style sheet on the screen by using this command. By clicking at one of the styles present, you can change the attributes of the paragraph.

Define Styles

This command is used to create, edit. remove and copy various paragraph attributes which have been selected under its dialog box.

Element Menu

Various commands under this menu are:

Fill

This command is used to fill the box or circle drawn by you in the text, with the options available under this ommand. Most of them are the various type of lines in the box besides options for filling up with paper and solid.

Stroke

This command is to select the size of the line drawn by you. It has various size of lines besides some of them being designed ones. You can even have the option of having the line in reverse.

\Fill and Stroke

It is a combination of the above two commands. Instead of selecting them one by one, you can select them together with this command.

Frame

It has the various options of Frame, which you will read in a later chapter.

Arrange

This command allows you to bring the graphics to the front or back. depending upon your needs.

Align Objects

It is another interesting command which was not there in earlier versions. With this command you can align text.graphics to various positions, like, top of page, centre of page, etc.

TextWrap

It has the various text wrap options for you to decide which one to choose for your text.

Group

When you use this command with respect to some graphics, the graphic gets locked at that position on the page and cannot be moved anywhere else.

Rounded Corners

While drawing a box in Page Maker, you can bend the corners of the box in various options. This command lets you do that.

Link Info

This command is used to view additional information about a linked objected selected In the publication.

Link Options

This command is used to define whether the linked text or graphic is to be updated along with the publication in use and also its frequency.

Non-Printing

Using this command you can designate an object to be non-printing so that it does not get printed while printing the other contents of the page.

Remove Transformation

Using this command you can remove the transformation used on the selected text or graphic.

Link Options

This command is used to define whether the linked text or graphic is to be updated alongwith the publication in use and also its frequency.

Non-Printing

Using this command you can designate an object to be non-printing so that it does not get printed while printing the other contents of the page.

Remove Transformation

Using this command you can remove the transformation used on the selected text or graphic.

Utilities Menu

Various commands under this menu are:

Plug-ins

This command has sub-command which list the various plug-ins which have been included in the software as additions.

These are:

Utilities	View	Win
Plug-ins		
Find...		
Find Next		
Change...		
Spelling...		
Book...		
Index Entry...		
Show Index...		
Create Index...		
Create TOC...		
Define Colors...		

Add con'td line...

Most of the time while using text for creation of a book, leaflet, brochure, etc., it becomes necessary to carry the text from one page to another page which is not necessarily the next page. This leads to putting a line at the end of the first page as "Continued on Page no." and putting on the top of text "Continued from Page no." where the remaining text is carried over.

Balance Columns...

Sometimes in the text format you are required to balance the two columns of the page. This is mostly required in the case of brochures, magazines, etc.
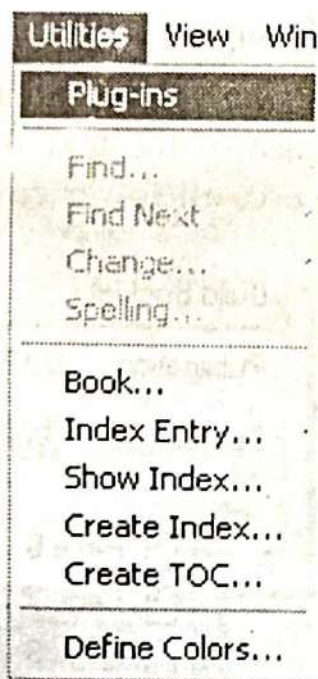
Build Booklet..

This allows you to create a copy of your publication in which pages are arranged for printing multi-page spreads or signatures, i.e., multiple pages printed on a single sheet when folded assumes the correct page order.

Bullets and numbering...

Now it is easy to put bullets in the text. These can be of your choice and can be replaced by special characters too. It is also possible to number the paragraphs. The number style can again be changed according to your choice.

Change Case...

Using this command you can change the case of the text from normal to all upper case, all lower case, etc.

Add cont'd line...
Balance Columns...
Build Booklet...
Bullets and numbering...
Change Case...
Create Color Library...
Drop cap...
EPS Font Scanner...
Global Link Options...
Grid Manager...
Keyline...
Merge Records...
Publication Converter...
QuickTime Media...
Running Headers & Footers...
Save For Service Provider...
Show/Hide ToolBar
Word Counter

Build Booklet   OK

Publication: D:\BOOKS\Kolkatta\PageMaker7\...   Cancel

Spread size: **70.2** x 49.6 picas
                                                                 Reset

⇨ Page 6
   Page 7   Blank page   Layout: None
   Page 8
   Page 9   Invert pages   Pages per group   4
   Page 10
   Page 11   Delete
   Page 12
   Page 13   Revert   ☐ Use creep

                                     Total creep: 0.0 picas

Messages   Gutter space: 0.0 picas
Page count: 28   Place guides in gutter

Bullets and numbering   OK

Bullet style: Cancel

.   ■   □   ◆   √   Bullets

                                                             Numbers

Edit...   **R**emove

Range:
  ◯ **F**or next: 3   paragraphs
  ◯ **A**ll those with style: Body text ▼
  ◯ E**v**ery paragraph in story
  ⦿ **O**nly selected paragraphs

Create Color Library..

This feature allows you to save a set of colours as a group and can be used by you in different publications so as to keep the continuity and uniqueness of the colours.

Change Case

  ⦿ lower case
  ◯ UPPER CASE
  ◯ Title Case
  ◯ Sentence case.
  ◯ tOGGLE cASE

OK

Cancel

Apply

Restore

Create Color Library   ☒

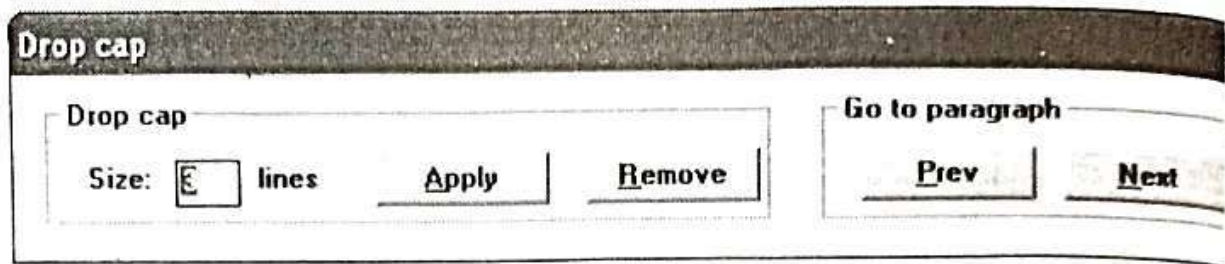Library name: [   ]   Save

File name: [CUSTOM.BCF   ]   Cancel

Preferences: **B**rowse...

  Colors per **c**olumn: 5

  Colors per **r**ow: 3

Drop cap

Drop cap	Go to paragraph
Size: [E] lines Apply Remove	Prev Next

Drop Cap..

It is a concept used to highlight the first character of the text in bold and bigger size. You have a choice to make it of any number of lines, depending upon your text.

EPS Font Scanner...

This option allows you to include the fonts in your EPS files.

Global Link Options...

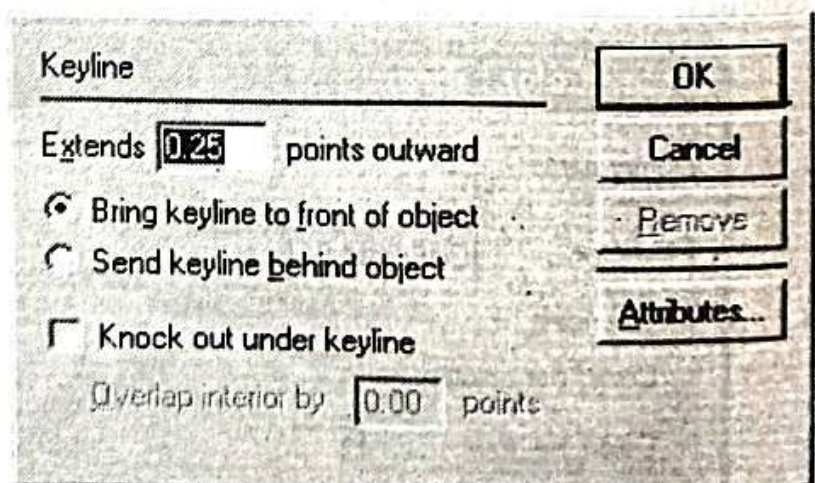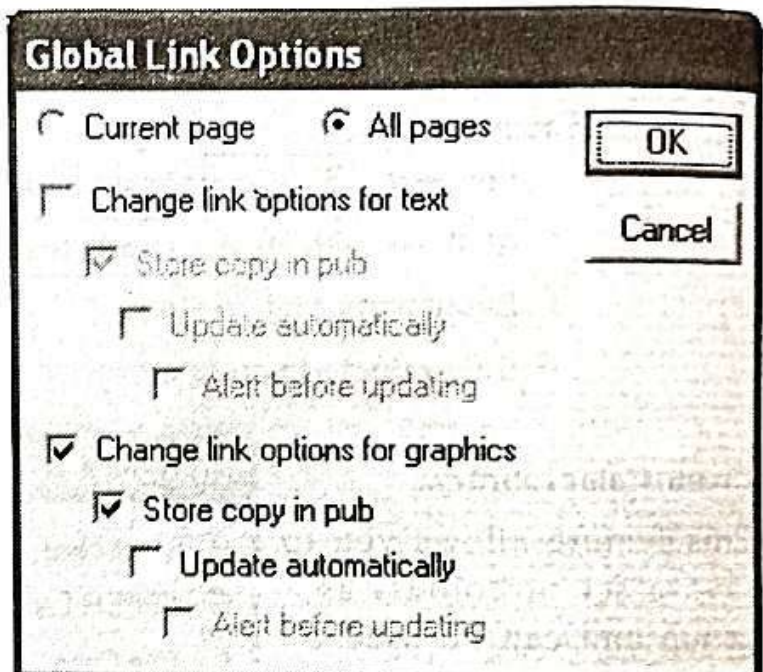It allows you to change the options of links in the publication.

Grid Manager..

This command allows you to set up evenly spaced sets of ruler guide grids, custom ruler guides, and column guides.

Global Link Options

- ○ Current page   ◉ All pages   [OK]
- ☐ Change link options for text   [Cancel]
  - ☑ Store copy in pub
  - ☐ Update automatically
  - ☐ Alert before updating
- ☑ Change link options for graphics
  - ☑ Store copy in pub
  - ☐ Update automatically
  - ☐ Alert before updating

Keyline...

This command allows you to set up keyline for a graphic.

Publication Converter...

It converts the publication to earlier versions.

Keyline   [OK]

Extends [0.25] points outward   [Cancel]

◉ Bring keyline to front of object
○ Send keyline behind object   [Remove]

☐ Knock out under keyline   [Attributes...]

Overlap interior by [0.00] points

QuickTime Media..

This command is used for working with Quick Time software.

Running Headers & Footers...

It is sometimes required to include on the top or bottom of the page, better known as Header or Footer, to have the first word of the page or the last word of the page as the case may be. This is very useful in case of documents like dictionary, directory, etc.
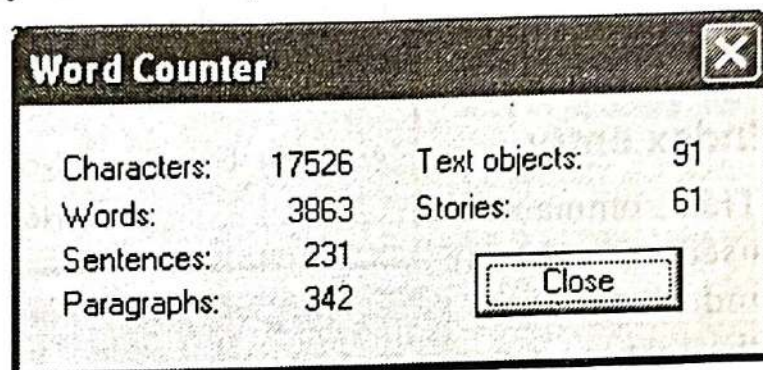
Save For Service Provider..

This command is used by the service provider.

Show/Hide Toolbar..

It is used to hide or show the floating toolbar in the publication.

Word Counter..

Run this command to find out the number of

Word Counter			
Characters:	17526	Text objects:	91
Words:	3863	Stories:	61
Sentences:	231		
Paragraphs:	342	Close	

character, lines, paragraphs, etc. in your publication.

Find

Available only in Story editor. This command is used to find a particular word.

Find Next

Available only in Story editor. This command is used to find the next occurrence of the same word.

Change

Available only in Story editor. This command is used as Find and Replace command of the word processing.

Spelling

Available only in Story editor. This command is used to spell check the text of the publication.

Book

This command is used to create a book of publications of the same book. This is very useful when you are going to create a Table of Contents or Index of the complete book.

Index entry

This command is used to mark an index entry in the text.

Show Index

This command is used to show the index before printing.

Create Index

This command is used to create index on the basis of the entries marked for index.

Create TOC

Book Publication List

Path: d:\books\kolkatta\pagemaker7

OK

Cancel

Files/Directories:

MMPM7-1.pmd
pm70-0.pmd
pm70-1.pmd
pm70-10.pmd
pm70-11.pmd
pm70-12.pmd
pm70-13.pmd

Insert

Remove

Move up

Move down

Book list:

MMPM7-1.pmd

Auto renumbering: ⦿ None   ○ Next odd page
                    ○ Next page   ○ Next even page

Add Index Entry

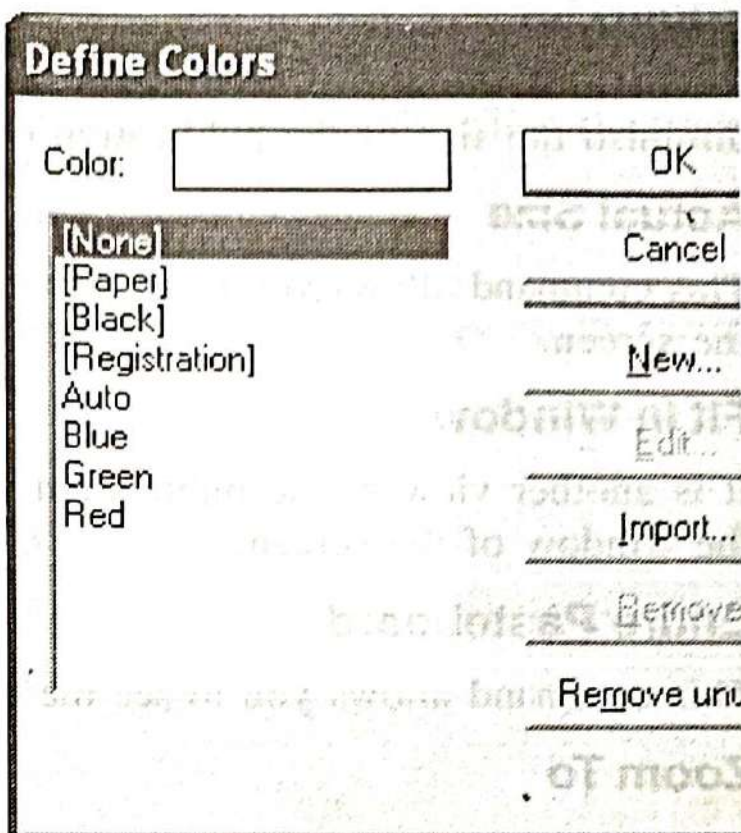Type: ○ Page reference   ⦿ Cross-reference   OK

Topic: Sort: Cancel

                                                       Add

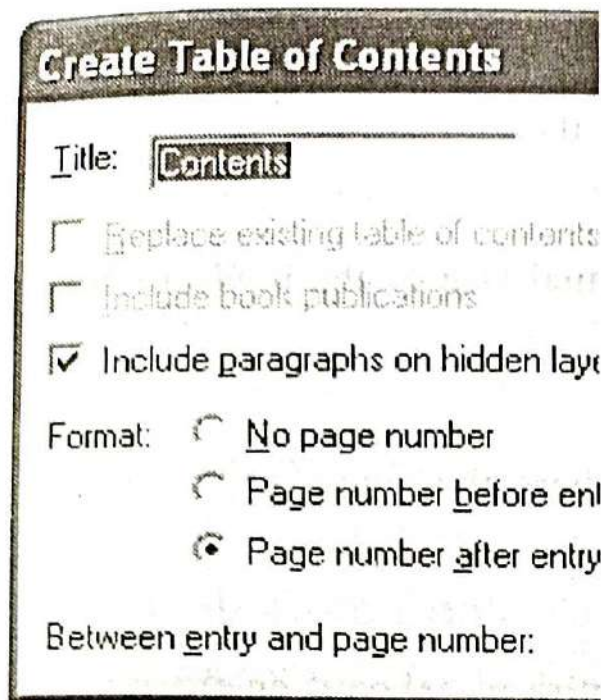Denoted by: Topic.

⦿ See [also]   X-ref..
○ See
○ See also
○ See herein
○ See also herein

X-ref override: ☐ Bold   ☐ Italic   ☐ Underline

Creates a Table of Contents from the entries marked to appear in the same.

Create Table of Contents

Title: [Contents]

☐ Replace existing table of contents
☐ Include book publications
☑ Include paragraphs on hidden laye

Format: ○ No page number
          ○ Page number before ent
          ◉ Page number after entry

Between entry and page number:

Define Colors

Color: [   ]   OK

[None]   Cancel
[Paper]
[Black]
[Registration]   New...
Auto
Blue   Edit...
Green
Red   Import...

                                      Remove

                                      Remove unu

Define Colors

This allows you to see the various colours which can be used in the text. It allows to create new colours of your own.

View Menu

This menu has the following options:
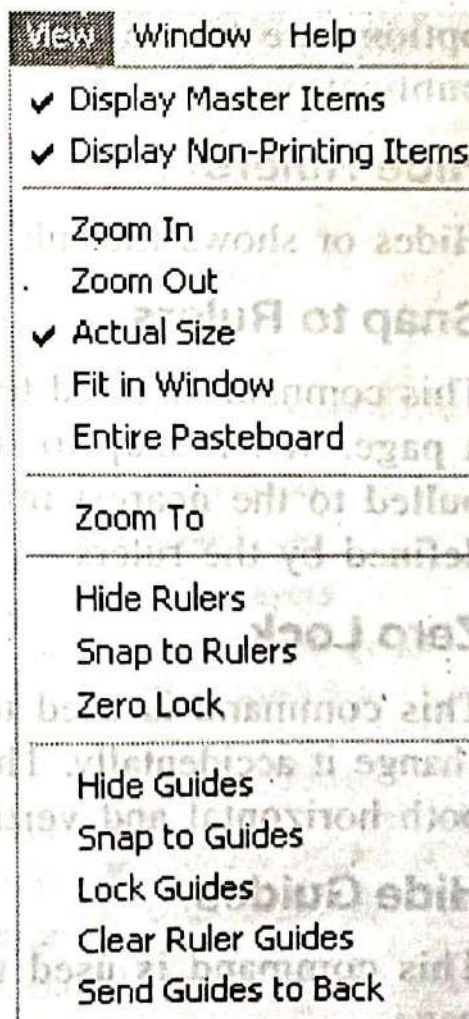
Display Master Items

This command allows the matter from the master page to be reflected onto the current page of the publication.

Display Non-Printing Items

This command allow you to see even the non-printing items, like paragraph mark, tab character, etc., on the screen.

Zoom In

With each zoom in the publication on the screen keeps zooming in for you to see the text in the bigger size.

View   Window   Help

✔ Display Master Items
✔ Display Non-Printing Items

  Zoom In
. Zoom Out
✔ Actual Size
  Fit in Window
  Entire Pasteboard

  Zoom To

  Hide Rulers
  Snap to Rulers
  Zero Lock

  Hide Guides
  Snap to Guides
  Lock Guides
  Clear Ruler Guides
  Send Guides to Back

Zoom Out

Reverse of the above. With each zoom out, you will be able to diminish the size of the publication on the screen.

Actual Size

This command allows you to see the actual size of the publication on the screen.

Fit in Window

It is another view of the publication where the whole page fits into the window of the screen.

Entire Pasteboard

This command allows you to see the entire pasteboard on the screen.

Zoom To

As you can see from the screen on the previous page, the various options are to see the publication in the various percentages of the publication.

Hide Rulers

Hides or shows the rulers on the left and the top of the screen.

Snap to Rulers

This command is used to position text block and graphic precisely on a page. When snap to rulers is on, any item you place or move is pulled to the nearest intersection of tick mark on the invisible grid defined by the rulers.

Zero Lock

This command is used to lock the zero position so that you cannot change it accidentally. The zero point is the position at which the 0 of both horizontal and vertical rulers meet.

Hide Guides

This command is used to hide the column ruler and guides on the page.

Snap to Guides

When this command is selected all guides whether margin, column or ruler exert pressure on any tool, text or graphic when they are within short range of the guides.

Lock Guides

This command locks all the column and ruler guides so that you cannot move them accidentally.

Clear Ruler Guides

It clears all the ruler guides off the screen.

Send Guides to Back

All the guides are sent back and not visible.

Hide Scroll Bars

You can hide scroll bars through this command.

Window Menu

This menu has the following options:

| Window Help |
| --- |
| Arrange Icons |
| Tile |
| Cascade |
| Hide Tools |
| Show Control Palette |
| Show Colors |
| Show Styles |
| Show Layers |
| Show Master Pages |
| Show Hyperlinks |
| Plug-in Palettes |
| ✔ D:\BOOKS\Kolkatta\Pac |
| D:\BOOKS\Kolkatta\Pac |

Arrange Icons

This command is used to organize into rows the icons of minimized publications and stories in the Page Maker program.

Tile

This command arranges two or more windows so that they appear side by side like tiles on a floor.

Cascade

This command is used to break the grip of the publication file, so that you can reduce its size and fit it into any place in the window to make available space for more files to be accommodated. It is mainly used when you have to open more than one file.
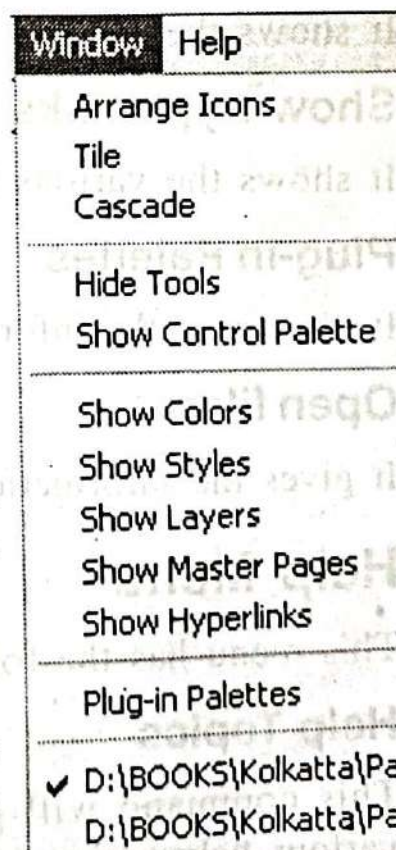
Hide Tools

This command allows you to hide/show the toolbar off/on the screen.

Show Control Palette

This command shows/hides the ~~colour~~ Control palette on/off the screen.

Show Colors

This command is used to show/hide colours on the screen or off the screen.

Show Styles

Similar to above this command shows/hides the styles of the publication.

Show Layers

This command shows the layer palette.

Show Master Pages

It shows the information of various master pages.

Show Hyperlinks

It shows the various hyperlinks of the publication.

Plug-in Palettes

It gives you the information about the various plug-ins.

Open files

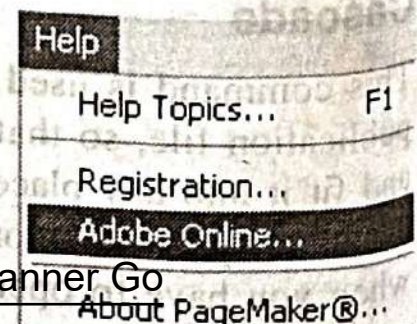It gives the information of any open file, including the current one.

Help Menu

This menu has the following options:

Help Topics

This command will give you on screen the various help topics for you to choose from.

Registration

This command allows you to register your

Help	
Help Topics...	F1
Registration...	
Adobe Online...	
About PageMaker®...	

software with the company, so that you can get later versions and revisions.

Adobe Online

This will take you to the website of the company.

About PageMaker

This gives rise to the copyright page of the software.

Toolbar options

PageMaker 7.0 has collected a set of commands which are often used in the form of a toolbar, where with just a click, you can access these commands. These commands are available under the various menu commands too, but this is a faster way of accessing them. This toolbar can be accessed from the Utilities Menu, plug-ins, Show/ Hide Toolbar.

Various options on the toolbar are:

New

Open a new publication.

Open

Open an existing publication.

Save

Save the current publication.

Print

Prints the current publication.

Find

Finds the publication file for you.

Character specs

Opens the character dialog box.

Increase font size

Increases the font size.

Decrease font size

Decreases the font size.

Spelling check

Starts the spelling check.

Fill and stroke

Opens the Fill and Stroke dialog box.

Paragraph specs

Opens the paragraph dialog box.

Indents/Tabs

Opens the Indent/Tab dialog box.

Bullets & Numbering

Opens bullets/numbering dialog box.

Outdent

Set the text to outer indent.

Indent

Sets the text to the indent.

Insert Pages

Insert dialog box is opened.

Remove Pages

Select the pages for removal.

Frame Options

Selects the various frame options.

Text Wrap

Opens the Text wrap dialog box.

Blank

Left blank for future use.

Picture pallette

Opens the picture pallette.

Place

Allows you to place files.

Photoshop

Opens Photoshop software for you.

HTML-Export

Allows you to export data in HTML format.

Export Adobe PDF

Allows you to export Adobe pdf files.

Zoom In

Zooms the screen in.

Zoom Out

Zooms the screen out.