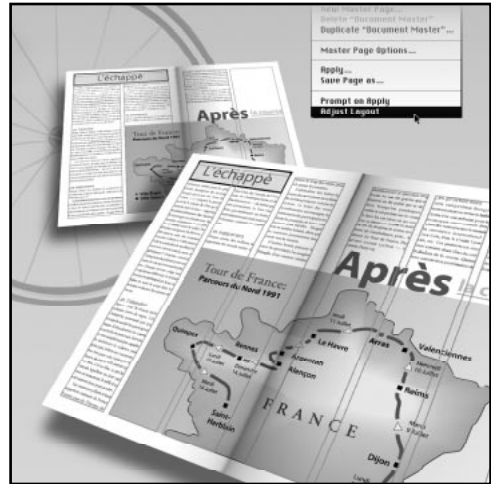# Lesson 5
Cycling guidebook

In this eight-page guidebook to the Tour de France, one of the world's great cycling events, you get a chance to go beyond the basics of using PageMaker. As you assemble and change this dramatic and playful piece, you will learn the power of PageMaker's automatic layout adjustment options, see how multiple master pages and paragraph styles can streamline the production of a publication, and become adept at manipulating text blocks and frames.

To create this guidebook, you begin by opening an Adobe PageMaker publication that has been partially completed. First you will finish the cover, then resize the page and margins to see how PageMaker can automatically adjust the layout for you. Next, you will edit the other master pages to match the Document Master. Then you will revise the paragraph styles and refine the layout on several spreads.

This project covers:

• Creating a polygon frame

• Placing text or graphics within frames

• Converting an existing rectangle into a frame

• Editing styles

• Basing one style on an existing style

• Using the Bullets and Numbers plug-in

• Using the Drop Cap plug-in

• Using the adjust layout options when changing page size, margins, and master pages

• Editing and applying master pages

At the end of this lesson, you'll have an eight-page, six-color booklet.

It should take you about 2 hours to complete this project.

Before you begin

1 Before launching PageMaker, return all settings to their defaults by deleting the PageMaker 6.5 preferences file. See "Restoring default settings" in Lesson 1.

2 In addition to the commonly used fonts listed in the Introduction, make sure that the following fonts are installed: AGaramond, Minion, Minion Display, Minion Bold, MyriaMM_400 RG 600 NO, MyriaMM_700 BD 600 NO, MyriaMM_830 BL 600 NO, Zapf Dingbats.

For this lesson, you need the French hyphenation and spelling dictionary.

3 If you did not install the French dictionary when you installed PageMaker, drag the Français folder from the 05Project folder into either pm65\rsrc\linguist\prx (Windows) or Adobe PageMaker 6.5:RSRC: Linguist:Proximity (Macintosh).

4 Start PageMaker, and then open the 05Final.p65 file in the 05Project folder.
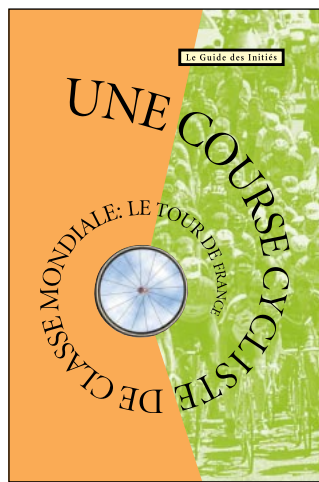
This publication is an eight-page booklet containing photographs, maps, and text. The text was entered and formatted in a word-processing application, and then placed into the Adobe PageMaker document.

5 If the publication window does not fill the screen, click the Maximize button in the title bar to expand the window.

6 Leave this file open so you can use it as a visual reference during the lesson. Click the page icons in the bottom left corner to examine each spread in the document. Zoom in where you want to take a closer look.

Setting up the document

Start by opening a document that has been partially completed for you.

1 Choose File > Open, and then open 05Begin.t65 in the 05Project folder.

Since the focus of this project is automatic layout adjustment and working with paragraph styles, much of the placing and positioning of text and graphic elements has been done for you. Some colors, styles, and master pages have already been defined in the Colors, Styles, and Master Pages palettes as well.

This booklet starts out as an eight-page document, 6 inches by 9 inches in size. Once you finish the cover, you will change its page size and margins to see how PageMaker can automatically adjust a publication for you.

2 If the publication window does not fill the screen, click the Maximize button in the title bar to expand the window.

3 Choose File > Preferences > General. Choose Picas for both Measurements In and Vertical Ruler. In order to speed up screen redraw, keep Standard selected for Graphics display. Leave all other settings at their default values as well. Click OK.

The three palettes you'll use most often in creating this booklet are the Styles, Colors and Master Pages palettes. You can combine the three, and leave more room to view your page.

4 Choose Window > Show Master Pages. Drag the Master Pages tab to the Colors and Styles palette, and then click the Close box of the Layers palette.
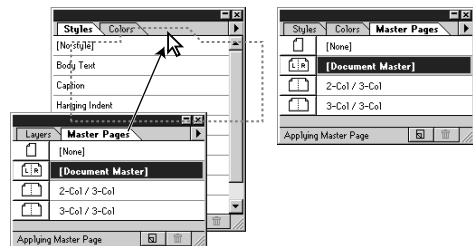
5 Choose File > Save As, type **05Work.p65** for the name, and save the publication in the 05Project folder.

Time out for a movie

Play the movie called 3Masters.mov. This movie shows you how you can use multiple master pages to streamline the production of a publication. For information on playing the movie, see "PageMaker tutorial movies" in the Introduction to this book.

Finishing the cover

The cover of the booklet is complete except for a photographic image, which you'll place in a polygon frame.

Creating the polygon frame

You'll first create the polygon frame on the cover and set the frame options.

1 Drag the Control palette over the pasteboard just right of the page so you can view the entire page. You need to see only the X and Y values of the Control palette to draw the polygon frame. Minimize and move the palettes as well if they are blocking your view of the page.

2 Choose View > Show Guides.

The prepositioned guides and the Control palette will help you position the points of the polygon.

3 Select the polygon frame tool (⊗). Starting at the center of the wheel, position the tool at each location shown in the illustration and click to create the points of the polygon. Keep in mind the following tips:

• Create the polygon in a clockwise direction.

• Let the tool snap to the guides.

• Click only once for each point. (If you double-click before you complete the polygon, PageMaker closes the polygon, but does not draw a stroke between the start and end points. If you double-click over the starting point, PageMaker closes the polygon, and begins another polygon at the same point.)

• Use the Control palette to determine the tool location.

• Hold down shift as you create the horizontal or vertical edges of the polygon, that is, as you move between B and C, C and D, and D and E.

• Press Backspace or Delete to erase the last point you clicked.

• To close the polygon, position the tool over the center of the wheel (the pointer changes to a square), and click.
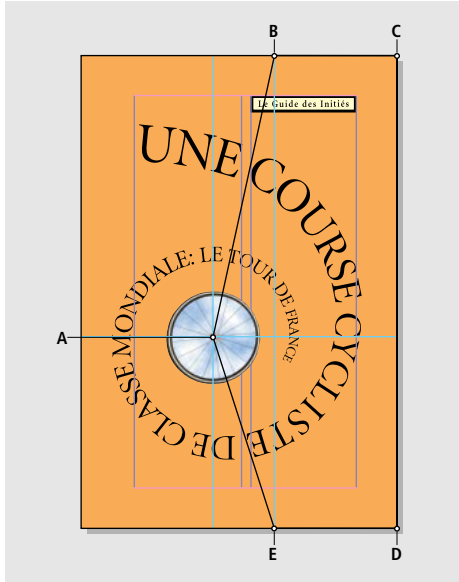

A. Start and end here: x=15p, y=36p
***B.** x=22p, y=0p **C.** x=36p, y=0p **D.** x=36p, y=54p*
***E.** x=22p, y=54p*

It is important that the polygon touch the edges of the page. If it doesn't, PageMaker may not resize it correctly. You can reposition the points of a polygon after you have drawn it.

4 If you need to reposition some points of the polygon, double-click the polygon to display its points. Drag the points to the correct locations. (Remember to pause before you drag so PageMaker will display the mouse position in the Control palette.)

5 With the frame still selected, choose Element > Frame > Frame Options.
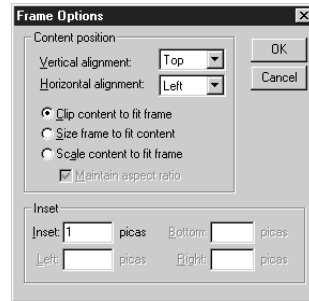
The frame options control the position of the content within the frame, as well as reconciling the difference in size between the frame and the content. You can choose whether PageMaker should clip the content to fit the frame, resize the frame to fit the content, or scale the content to fit the frame.

For this cover, you'll clip the content (a photograph) to match the frame. By clipping (rather than scaling) the photograph, the image maintains its original dimensions, even when you increase the page size later.

6 Click OK to accept the default setting.

**7** Choose File > Save to save the publication.

Placing the image in the frame

You'll place the photographic image directly into the frame and then apply a color to it. Once you've placed a graphic inside a frame, you cannot rotate, skew, or flip it independent of its frame. However, depending upon the type of image, you can apply a color,

manipulate the image using image control or Photoshop effects, or pan the image within the frame.

1 Select the pointer tool and select the frame.

2 Choose File > Place and select 05ArtA.tif (in the 05Project folder). Click OK to accept the default place options.
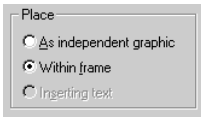
*Default option inserts
content into selected frame*

PageMaker inserts the photograph into the frame, clipping the portion that doesn't fit within its boundaries.

Just like any other PageMaker drawn object, a frame can have both a stroke and fill. Because the photograph fills the entire frame, the fill of this frame is not visible. However, if the image was small, you could apply a fill as well. For this project, you'll remove the stroke from the frame.

3 With the frame still selected, click the Colors tab to display the Colors palette. Then, click the Stroke button (＼) in the Colors palette and select None.

You may notice a gray outline around the polygon frame. Unlike a regular polygon, a polygon frame displays a non-printing gray outline, even when it has no stroke, to help you distinguish between the two types.

You will apply a green spot color to the image. It is important to note that if you select only the frame and apply a color, you change the color of its stroke or fill or both (depending upon which button is selected in the Colors palette). If you select the content and apply a color, you apply the color to the image.

4 To select the content, hold down Ctrl (Windows) or Command (Macintosh) and click the image until four special handles appear as shown below. If you click on top of other objects, you may have to click several times to select the frame content.

*Special selection handles mark frame content*

5 With the content still selected, select Pantone 802 2x CVC in the Colors palette.

Note: You can apply color to 1-bit (mono-chrome) and grayscale bitmap images, but not color bitmap images.

The polygon is covering other objects on the page and needs to move back in the stacking order. It should be behind all the objects except the orange background. Rather than use the Send Backward command repeatedly to send it back object by object in the stacking order, you'll send it all the way to the back, and then bring it up one level.

6 With the pointer tool selected, select the frame (currently the content is selected, not the frame). Choose Element > Arrange > Send to Back. (The polygon disappears behind the orange background.) Choose Element > Arrange > Bring Forward.

The cover is complete.
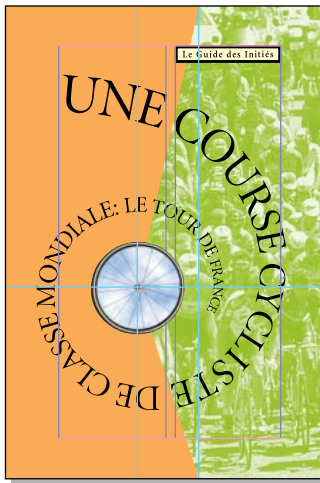
7 Choose File > Save to save the publication.

Time out for a movie

Play the movie called 4Adjust.mov. This movie shows how PageMaker can adjust the elements in your publication when you change the layout, such as page size, margins, column guides, or master page. For information on playing the movie, see "PageMaker tutorial movies" in the Introduction to this book.

Changing the page size and margins

You'll now change the page size and margins of the Document Master and watch Page-Maker adjust the layout automatically.

When you change the page settings of a publication, PageMaker can move and scale text and graphics automatically, based on their relationships to the page edges, margins, and guides.

1 Choose File > Preferences > Layout Adjustment and select "OK to Resize Groups and Imported Graphics." Leave all other settings at their default values. Click OK.
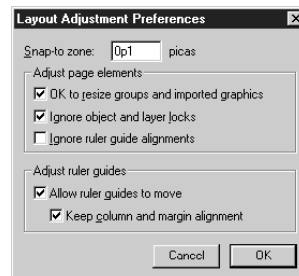
2 Choose File > Document Setup. Set the page dimensions to **36** by **57** picas, and select Adjust Layout. For Margins, type **2p6** for Inside, Outside, and Top, and type **2p10** for Bottom. Then click OK.

PageMaker changes the page size and margins. It adjusts the column width, and because the yellow frame spanned the column, it stretches it to the new width. The polygon frame and the orange background, which are aligned precisely to the edges of the page, also stretch to match the page size. However, the image within the polygon frame does not change size because the frame option "Clip content to fit frame" maintains the original size of the content, regardless of how you change the frame.
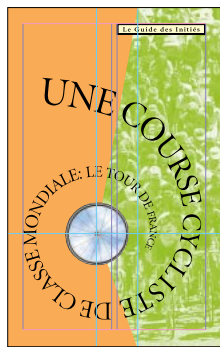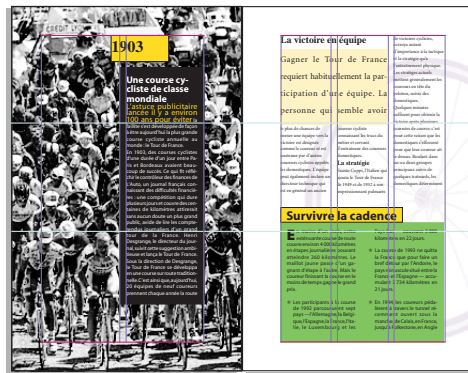

Before   *After*

3 Choose File > Save to save the publication.

4 Click the page 2 icon to switch to the next spread.

Notice that PageMaker changed the page size throughout the document, but did not change the margins on this spread. When you change margins using the Document Setup dialog box, PageMaker changes the margins of only the Document Master (master page) and any pages that have the Document Master applied to them. To change the margins of pages that have other master pages applied to them, you must modify each master page individually.

5 Click the Master Pages palette tab to display the Master Pages palette.

Notice that the 2-Col / 3-Col master is selected for pages 2 and 3.

So that you can see the power of the Adjust Layout option, you will first change the margins without selecting Adjust Layout.

6 Choose Master Page Options from the Master Page palette menu. Change the Inside, Outside, and Top margins to **2p6** and change the Bottom margin to **2p10**. Click OK.

💡 You can copy a value in an edit box, and paste it in another edit box. First select the value, hold down Ctrl (Windows) or Command (Macintosh) and press **C**. Move the cursor to the next edit box by pressing tab. Then hold down Ctrl (Windows) or Command (Macintosh) and press **V**.

PageMaker changes the margins and column guides, but leaves any existing text or graphics untouched.

After margin change without Adjust Layout

7 Choose Edit > Undo Change Master.

The spread returns to the previous margin settings. Now change the margins again using the Adjust Layout option.

8 Choose Master Page Options from the Master Page palette menu. Once again, change the Inside, Outside, and Top margins to **2p6** and change the Bottom margin to **2p10**. Select Adjust Layout, and click OK.

PageMaker changes the margins and column guides, adjusting the text and graphics that were aligned to the guides to the new layout.

After margin change with Adjust Layout

The sidebar on page 2 was originally touching the yellow frame containing 1903. Because the sidebar was not aligned to any horizontal guides, PageMaker did not move it as it did the yellow frame.

9 Select the pointer tool, hold down Shift (to constrain the movement), and then drag the black frame on page 2 up until its top edge touches the bottom edge of the yellow frame.

This guidebook includes one more master page, 3-Col / 3-Col. You need to change the margins on this master as well.

10 Double-click 3-Col / 3-Col in the Master Pages palette.

Note: This shortcut opens the Master Page Options dialog box but does not apply the master page to the currently displayed pages.

11 Type **2p6** for Inside, Outside, and Top margins and **2p10** for Bottom margin. Because no page currently uses this master page, you do not need to select the Adjust Layout option. Click OK.

12 Choose File > Save to save the publication.

Working with styles

Before you fix the layout on page 3, you'll first work with the paragraph styles.

As you learned in Lesson 3, a style is a set of formatting attributes that you can name and apply to paragraphs. Even in this guidebook, which does not have a rigidly consistent style, styles make formatting the text much easier. Styles are especially useful when you repeat formatting characteristics in several places or are still experimenting with the layout of a publication.

You'll change several styles in this guidebook.

Editing the Body Text style

The first style change you'll make is to the Body Text style. You'll change its alignment and dictionary settings.

Body text is the style applied to the body of the story **La victoire en équipe**.

1 With pages 2 and 3 still displayed, select the zoom tool (🔍) and click the upper middle portion of page 3. Click again if necessary so that you can clearly see the text in all three columns.
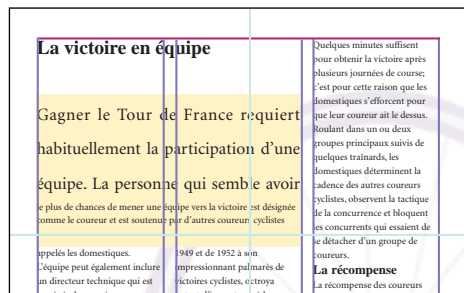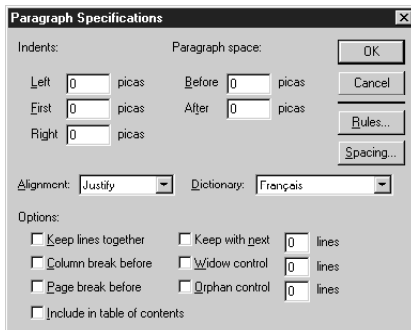
2 Click the Styles palette tab to display the Styles palette (or choose Window > Show Styles palette).

3 Select the text tool (**T**), and in the middle of column 2, click an insertion point in the paragraph below the yellow box.

Body Text is highlighted in the Styles palette. Notice that the paragraphs in this story have no hyphenation and are left-justified with a ragged right edge.

4 Double-click Body Text in the Styles palette. Click the Para button, choose Justify for Alignment and Français for Dictionary menu. Press Shift (Windows) or Option (Macintosh) and click OK to accept your changes and close the dialog boxes.

```
Paragraph Specifications                          [X]

Indents:              Paragraph space:        ┌──OK──┐

Left   [0]   picas    Before [0]   picas      ┌─Cancel─┐
First  [0]   picas    After  [0]   picas
Right  [0]   picas                            ┌─Rules...─┐

                                              ┌─Spacing...─┐

Alignment: [Justify ▼]  Dictionary: [Français ▼]

Options:
  ☐ Keep lines together   ☐ Keep with next  [0] lines
  ☐ Column break before   ☐ Widow control   [0] lines
  ☐ Page break before     ☐ Orphan control  [0] lines
  ☐ Include in table of contents
```

Notice that the body of the article changes to full justification and several words are now hyphenated. Now that the spelling and hyphenation dictionary matches the language of the text, PageMaker can use it to hyphenate words when necessary.
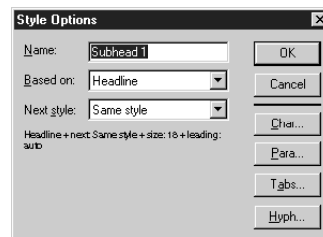
5 Choose File > Save to save the publication.

Basing styles on other styles

Styles in PageMaker can be based on other styles. For example, the Subhead 1 style is based on the Headline style, and Subhead 2 is based on Subhead 1. The subheads contain all the characteristics of the Headline style, except the point size and leading is smaller, and they use a different leading method. Basing one style on another saves time when creating and editing styles. If you change the font of the Headline style, the font of each style that is based on the Headline style changes as well.

Next you'll examine the current styles, then change the font and color of the Headline style and see how the Subhead 1 and Subhead 2 styles also change. You'll use several different techniques to edit the styles.

1 Select Type > Define Styles. Select the Subhead 1 style, and then click Edit to display the Style Options dialog box.

```
Style Options                              [X]

Name:       [Subhead 1        ]       ┌──OK──┐

Based on:   [Headline      ▼]        ┌─Cancel─┐

Next style: [Same style    ▼]        ┌─Char...─┐
Headline+next:Same style+size:18+leading:
auto                                  ┌─Para...─┐

                                      ┌─Tabs...─┐

                                      ┌─Hyph...─┐
```

Notice that the Subhead 1 style is based on the Headline style.

2 Click Cancel, and then double-click the Headline style. The Headline style is based on No Style because it is the top style in the hierarchy.

Note: The Next Style pop-up menu lets you specify the style to apply to the next paragraph you create when you press Enter or Return. This feature works only on text that is typed directly into PageMaker and does not change existing text in the publication.

Next, you'll look at three examples of paragraphs using Headline, Subhead 1, and Subhead 2.

3 Hold down Shift (Windows) or Option (Macintosh) and click Cancel to close the dialog boxes.

4 Hold down Alt (Windows) or Option (Macintosh) and double-click the zoom tool (🔍) in the tool palette to return to the fit-in-window view.

5 Select the text tool (**T**), click an insertion point in **1903** at the top of page 2. Notice that Headline is highlighted in the Styles palette and that the Control palette shows the selected font is AGaramond. Now click an insertion point in the head **La victoire en équipe** at the top of page 3. Notice that Subhead 1 is the selected style and that the font is still set to AGaramond. Finally, click the

small subhead **La stratégie** a little farther down column 1. (Zoom in if necessary.) This paragraph uses the Subhead 2 style and AGaramond is still the selected font.

You are now ready to redefine the Headline style.

6 Hold down Ctrl (Windows) or Command (Macintosh) and click Headline in the Styles palette.

Note: This shortcut to the Style Options dialog box does not apply the style to the paragraph containing the cursor (or to selected paragraphs if any are selected). However, when you double-click a style in the palette (as you did when you edited the Body Text style), PageMaker applies the style and then displays the Style Options dialog box. You can also open the Style Options dialog box from the Styles palette menu or by choosing Type > Define Styles.

7 Click the Char button. Change the font to MyriadMM_700 BD 600 NO, choose Purple for Color, and select Normal for Type Style. Click OK.

8 Click the Para button. Select Center for Alignment and Français for Dictionary. Hold down Shift (Windows) or Option (Macintosh), and then click OK to close the dialog boxes.

The font changes in all text tagged with the Headline, Subhead 1, or Subhead 2 style. This is an excellent way of ensuring that elements in a document remain consistent.

9 Click an insertion point in the Subhead 1 (**La victoire en équipe)** and then in the Subhead 2 (**La stratégie)**, that you checked before, and notice that they have all changed to purple Myriad.

Now you fine-tune the Subhead 1 and Subhead 2 styles.

10 Choose Type > Define Styles. Then double-click the Subhead 1 style.

11 Click the Char button, type **26** for Size and **26** for Leading, and then click OK.

12 Click the Para button. Choose Left for Alignment. Click OK twice to return to the Define Styles dialog box.

You'll now change the point size of Subhead 2. To keep the text aligned in adjacent columns, you'll change the leading for Subhead 2 to the same value as used in the Body Text style.

13 Double-click the Subhead 2 style. Click the Char button, and type **13** for both Size and Leading. Then click OK.

So the Subhead 2 stands out more from the body text, you'll add space before each subhead. You'll set the space to the same value as the leading, again to maintain alignment between columns.

14 Click the Para button and type **p13** for Before. Press Shift (Windows) or Option (Macintosh) and click OK to close dialog boxes.

Note: Although 12 points make a pica, you can enter higher values entirely in points (preceded by p, such as p13 or 0p13) and let PageMaker convert the number into picas and points for you.


15 Save 05Work.p65.

Creating a style based on another style

Now you'll create a second body text style that incorporates an indent. You'll base it on the Body Text style. While you'll apply Body Text Indent to only one paragraph in this story, you'll need both these styles for text you place later in this lesson.

1 Zoom in to the middle of column 2 on page 3.

2 Click an insertion point in the paragraph that starts "Quelques minutes…."
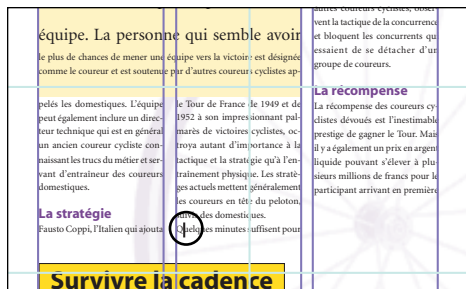
3 Click the New button (⬓) in the Styles palette.

The Style Options dialog box appears with Body Text selected for Based On.

4 Type **Body Text Indent** for Name.

5 Click the Para button, and then type **1p2** for First line indent. Press Shift (Windows) or Option (Macintosh) and click OK to close the dialog boxes.

PageMaker creates the new style but does not change the paragraph containing the cursor.

6 Click the new Body Text Indent style in the Styles palette to apply it to the paragraph.

7 Save 05Work.p65.

Finishing the first spread

With the new page size, margins, and style definitions, the **La victoire en équipe** story no longer fits the three columns. You'll need to adjust the yellow box and each of the text blocks.

To make it easier to work, you'll first magnify the top half of page 3.

1 Adjust the view of the page if necessary so you can see all three columns in the top half of the page.
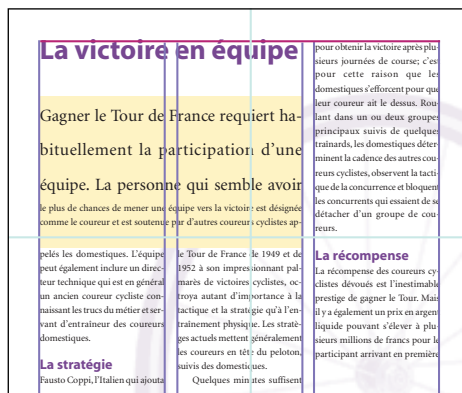

2 Select the pointer tool, and then select the yellow box. Depending upon where you click, you may need to hold down Ctrl (Windows) or Command (Macintosh) and click again to select the box and not the text block.

3 Drag the box until its top edge rests on the baseline of the headline **La victoire en équipe** .

4 With the pointer tool still selected, click on a character in the text on top of the yellow box to select the text block. Drag the text block up so that the top of its bounding box rests on the baseline of the headline **La victoire en équipe** .
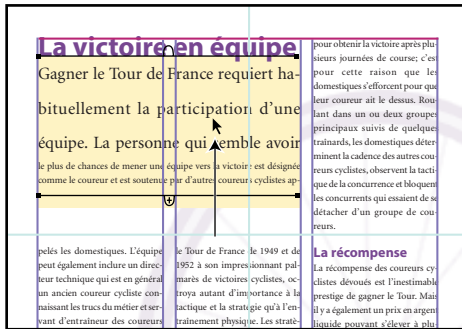
5 Drag the bottom windowshade handle up so that only three lines of text are displayed.

Instead of pulling down a ruler guide, you'll keep the text block selected and use its bounding box as a guide.

6 Hold down Shift and select the yellow box. Release the Shift key, and then drag the bottom center handle of the box up flush with the bottom edge of the text block. (The Y location in the Control palette should be approximately 11p11.)
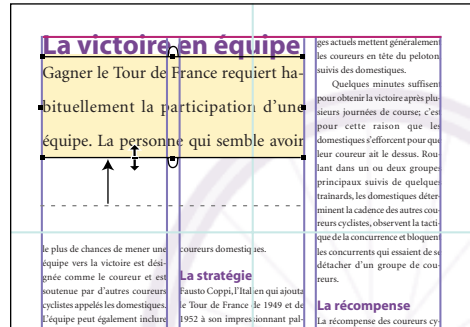
Now you will move the two smaller text blocks up. To help you align these text blocks with the text in column 3, you'll first reposition a ruler guide.

7 Position the pointer tool in the margin or between columns 1 and 2, over the ruler guide that currently sits at the top of the small text blocks in columns 1 and 2. Drag the guide until it's flush with the first baseline below the yellow box in column 3

(as shown below; a Y location of approximately 12p11 in the Control palette). Zoom in if necessary.
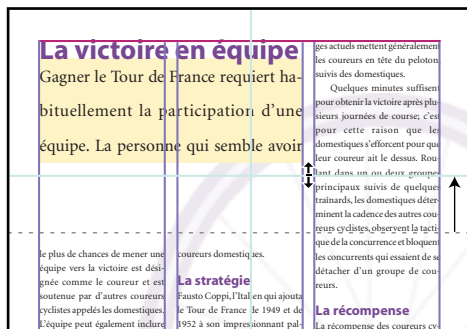
8 Select the text block in column 1, and then hold down Shift and select the text block in column 2. Drag both text blocks up until the baseline of the first line of text in each aligns with the newly moved ruler guide.
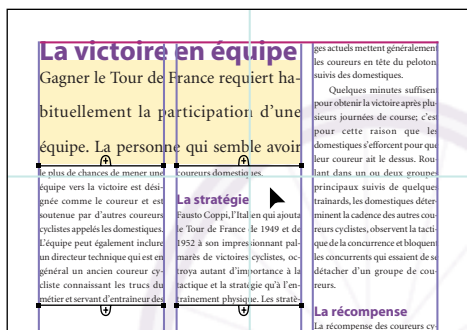
9 Drag the bottom windowshade handle of the text block in column 1 down until the subhead **La stratégie** and three more lines of text move to column 1 (approximately 29p8 for Y in the Control palette).

Remember: If you pause before you begin dragging, the Control palette displays the mouse position as you drag.

10 Drag a new ruler guide from the horizontal ruler so that it is flush with the bottom edge of the text block in column 1.

11 Drag the bottom windowshade handle of the text block in column 2 down until it is aligned with the new ruler guide.

12 Select the text block in column 3 and drag its bottom windowshade handle down until it's aligned with the new ruler guide.

13 Hold down Alt (Windows) or Option (Macintosh) and double-click the zoom tool (🔍) to return to the Fit in Window view.

14 Save 05Work.p65. Then click the page 4 icon.

Laying out the next spread

Now you will complete the layout for the spread on pages 4 and 5. As you work, pan the page as necessary and use the zoom tool to magnify the area you are editing.

Setting text wrap

Before you place the text for this spread, you'll first apply text wrap to the graphic. As you learned in previous lessons, text wrap forces text to move around or jump over a graphic, rather than flow on top of it.

PageMaker provides a default rectangular text wrap boundary, but you can customize the boundary by adding and moving points as needed to create the shape you want.

1 Select the pointer tool, and then click the map to select it.

2 Choose Element > Text Wrap. For Wrap Option, select the second icon (rectangular wrap). For Text Flow, make sure the third icon (wrap all sides) is selected. Then for Standoff in Picas, type **0** for Left, Right, Top, and Bottom, and then click OK.
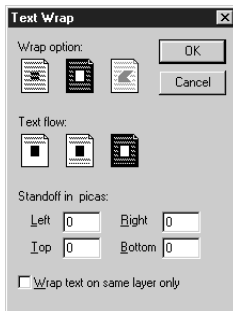
PageMaker displays the text wrap boundary (the dotted line with the diamond-shaped handles).

You'll now customize this text wrap boundary. Be careful in the next step to drag the boundary, not click it. (Clicking a text wrap boundary inserts a new handle, which you'll do in step 4.)

3 With the map still selected, hold down Shift (to constrain the movement) and drag the top text wrap boundary straight down until it is flush with the top of the **A** of **Après.**

4 Click on the top wrap boundary at the margin guide of page 5 to create a new text wrap handle. Create another new handle to the left of the first (its location is not important).
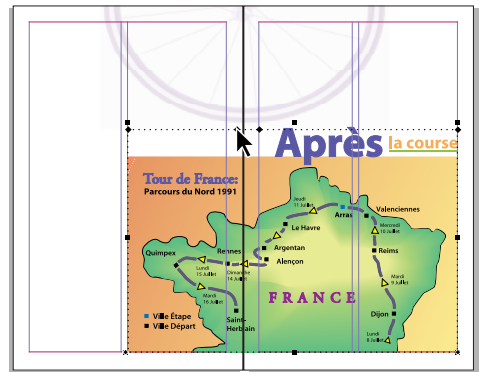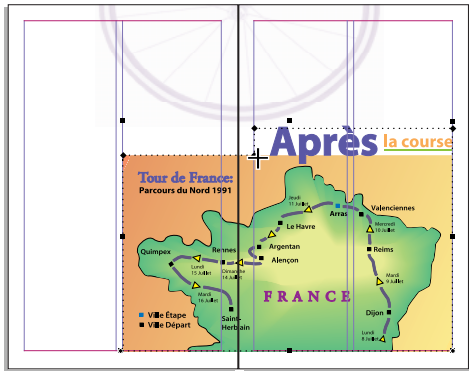

The top boundary now consists of three segments.

5 Drag the left segment of the top wrap boundary down to the top edge of the map. (Be careful to keep the handles aligned with the column guides.)
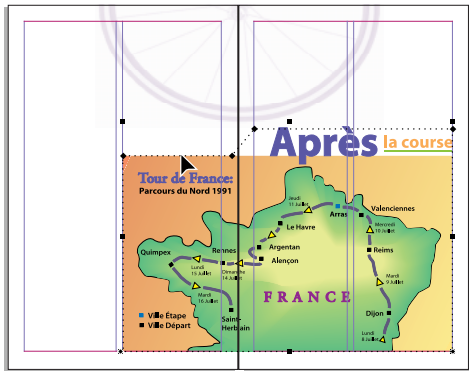
6 Hold down Shift and drag the newest handle to the right, below the other handle you created.


7 Save 05Work.p65.

Flowing the story

You'll now place the text for this spread. As with the other text used in this project, the text was prepared in Microsoft Word. The text has been formatted with styles whose names are the same as style names in the PageMaker publication. When you place text with a style name that matches an existing PageMaker style, PageMaker applies the PageMaker version of the style to the text.

1 Choose File > Place, select 05TextA.doc in the 05Project folder, make sure the Retain Format option is selected, and click OK.

When a style name doesn't match an existing PageMaker style, the Retain Format option retains the style definition used in the word-processing program.

2 Choose Layout > Autoflow to turn on the Autoflow option.

3 Position the loaded text icon at the top of column 1 on page 4 (the icon should snap to the margins) and click.
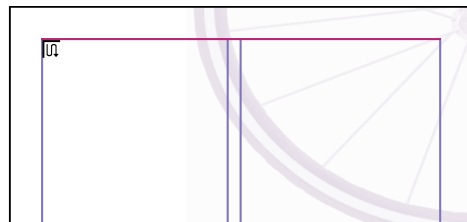
The text flows from column to column across the spread, wrapping around the graphic boundary.

When you autoflow text, PageMaker flows each text block the full length of the column. Even if a graphic with text wrap applied forces the text to wrap, the text block definition spans the full length and width of the column. PageMaker remembers these boundaries. If you resize or move a graphic, the text reflows into any remaining space in the column.

To see for yourself how the text reflows, you'll temporarily move the map. You'll then return it to its current location. Be careful when you drag the map that you keep the pointer in the middle of the map. You don't want to resize it or reshape the text wrap boundary.

4 With the pointer tool selected, position the pointer in the middle of the map and drag the map half-way up the page. Watch the text reflow. Then drag it to the top of the page.

With each move, PageMaker reflows the text to fill the columns. You'll next return it to the bottom right corner.

5 With the map still selected, select the bottom right corner reference point in the Control palette Proxy icon. Change X to **33p6** and Y to **54p2**. Press Enter or Return.

Remember: Unless otherwise stated, the reference point in the Control palette Proxy icon should be a square point, not an arrow.
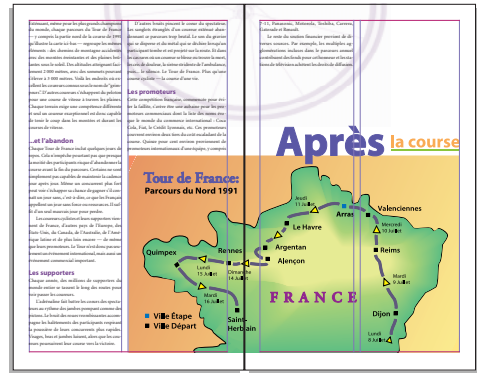

6 Save 05Work.p65.

Creating the headline

The article you just placed requires a headline within a yellow frame.

1 Zoom in to the top third of page 4.

2 Drag a guide from the horizontal ruler down to the baseline of the fourth line of text in columns 1 and 2.

3 Select the rectangle frame tool (⊠). Position the tool on page 4 at the top left corner of column 1 (allow the tool to snap to the guides). Drag across both columns until the tool snaps to the right edge of column 2 and to the ruler guide you just placed.

You'll use the Control palette to adjust the height of the frame so it extends above the margin.

4 With the bottom left corner reference point in the Proxy icon selected in the Control palette, adjust the values so W is **31p** and H is **5p**. Press the Apply button.
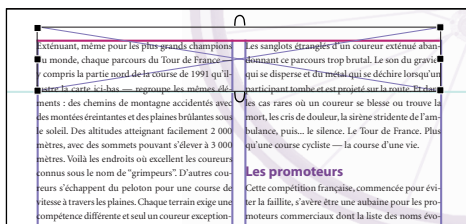

5 Choose Element > Fill and Stroke. In the fill portion of the Fill and Stroke dialog box, choose Solid for Fill and Pantone 810 2X CVC for Color. In the stroke portion of the dialog box, choose 4pt solid line for Stroke and Black for Color, and then click OK.
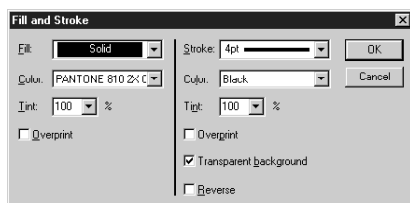
6 With the frame still selected, choose Element > Frame > Frame Options. Choose Center for Vertical Alignment, and type **0** for Top, Bottom, Left, and Right Insets, and click OK.

Just as you did with the map, you'll define a text wrap boundary for the frame to force the text to jump below the frame.

7 Choose Element > Text Wrap. For Wrap Option, select the second icon (rectangular wrap). For Text Flow, make sure the third icon (wrap all sides) is selected. Then, for Standoff in Picas, type **0** for Left, Right, Top, and Bottom, and click OK.
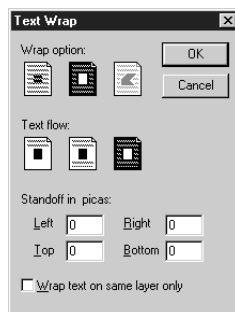
8 Select the text tool (**T**), click an insertion point in the frame. Click the Paragraph button in the Control palette and choose Headline for Style to set the style before typing the text.

9 Type **L'échappée**. To enter an accented e (é), type one of the following key sequences:

• Windows: Make sure the Num Lock key is down. Then, while holding down Alt, type **0233** on the numeric keypad. (No text appears until you release the Alt key.)

• Macintosh: While holding down Option, type **e** (nothing appears on the screen), and then type **e** again.

PageMaker includes a file in the Utilities folder called Character Set that lists the numeric code for most special characters.

10 Double-click the hand tool (✋) to return to the Fit in Window view.
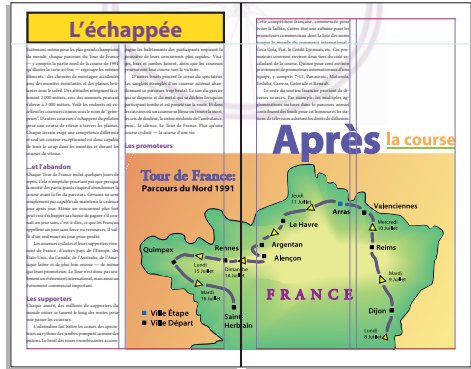
11 Save 05Work.p65.

Changing to the 3-Col master page

The two-column layout is not working well for this spread. The text does not fill the columns. You will now change it to a three-column layout. Because the graphics have text wrap applied and the text is autoflowed into the columns, PageMaker easily adjusts the layout for you when you apply the three-column master page.

1 If the Master Pages palette is not currently displayed, choose Window > Show Master Pages or click the Master Pages palette tab.

Notice that the Document Master is selected for pages 4 and 5.

2 Choose Adjust Layout from the Master Page palette menu to turn this option on.

When Adjust Layout is on, PageMaker automatically adjusts the layout of a page when you apply a new master to it. (This option also changes the default state of the Adjust Layout option in the Master Page options dialog box.)

3 Select 3-Col / 3-Col in the Master Pages palette.

PageMaker applies the new master page and reflows the text automatically.
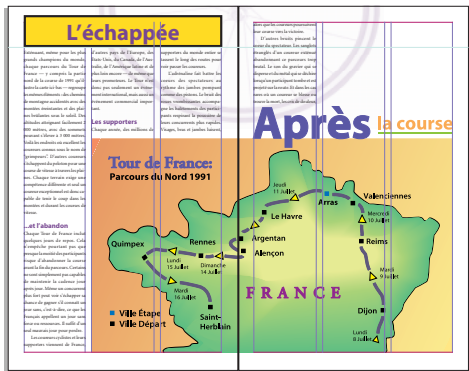
Because you had turned on "OK to Resize Groups and Imported Graphics" in the Layout Adjustment Preferences dialog box (at the beginning of the lesson), PageMaker has resized the map and framed headline. When resizing, PageMaker maintained the map's alignment with the left edge of column 2 (page 4) and the right margin guide (page 5), and kept the headline aligned with the left and right margin guides of page 4. The larger size map has helped fill the layout, but the headline frame needs to be smaller.

You'll resize the headline frame so that it spans two, instead of three, columns.

4 Select the pointer tool, and then select the headline frame.

Because the text wrap boundary precisely overlaps the bounding box on the top and sides of the frame, you must hold down the Ctrl or Command key to resize the frame, otherwise you'll resize only the text wrap boundary.

5 Hold down Control (Windows) or Command (Macintosh), and drag the middle handle on the right edge of the frame until it snaps to the right edge of column 2.

The text wrap boundary resizes with the frame, and the text adjusts to fill column 3.

6 With the pointer tool selected, select the text block in column 1 on page 4. Drag the bottom windowshade handle just below the bottom margin guide to pull one more line of text into the column. (The windowshade handle will tend to snap to the margin guide. Drag it just below the snap point.)

7 If the text in column 1 no longer aligns with the text in column 2, pull the top windowshade handle back to the top of the column.

8 If the bottom windowshade slips up again, repeat steps 6 and 7 until the text runs to the bottom of the column and aligns with the text in column 2.

You now need to finish flowing the text on page 5.

9 Select the text block in column 1 on page 5.

Notice that the bottom windowshade handle contains a down arrow, indicating that there is more text in the story that hasn't been placed.

10 Click the bottom windowshade handle. Position the loaded text icon in column 2 on page 5, snapping it to the top left corner of the column. Click to flow the text.

PageMaker flows the remainder of the story into columns 2 and 3.

You have finished this spread.
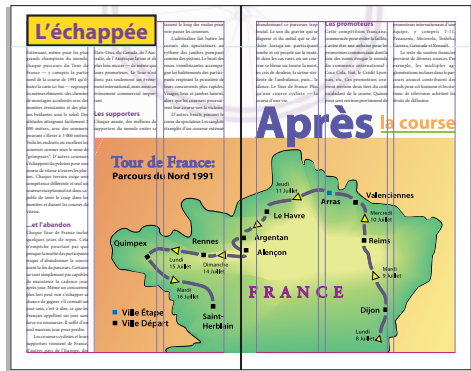
11 Save 05Work.p65, and then turn to page 6.

Finishing pages 6 and 7

Page 6 contains all the art for the spread. You only need to finish the sidebars.

Converting the rectangles to frames

Before you place the sidebar text, you first need to convert the rectangles to frames, set the frame options, and thread them together. You'll use frames for this portion of the layout because it makes positioning the text so easy. The frame options control the placement of the text in the frames. You center the headline automatically, and offset the body text below the headline.

Before you begin, you'll take a look at the final version to see what the completed sidebar looks like.

1 Choose Window > 05Final.p65 (to switch to the final version of the guidebook), click the page 6 icon, and then select the yellow frame with the pointer tool.

The windowshade handle at the bottom of the yellow frame contains a plus sign, indicating that the text continues in another frame.

2 Choose Window > 05Work.p65.

You are now ready to convert the frames.

3 With the pointer tool selected, select the yellow rectangle, hold down Shift, and select the green rectangle. (Release Shift.)

4 Choose Element > Frame > Change to Frame.

You next need to thread the two frames together so when you place the sidebar text it flows from the yellow frame to the green frame.

5 Click the bottom windowshade in the yellow frame (the pointer changes to the thread icon), and then click anywhere in the green frame to thread the frames together.

Notice that a plus sign appears in the bottom windowshade handle of the yellow frame and in the top windowshade handle of the green frame.

6 Hold down Shift and click the green frame to deselect it.

7 With the yellow frame still selected, choose Element > Frame > Frame Options. Choose Center for Vertical Alignment, type **0** for Top, Left, Bottom, and Right, and click OK.

8 Choose File > Place, select the 05TextB.doc file, make sure both Within Frame's Thread and Retain Format are selected, and click Open (Windows) or OK (Macintosh).
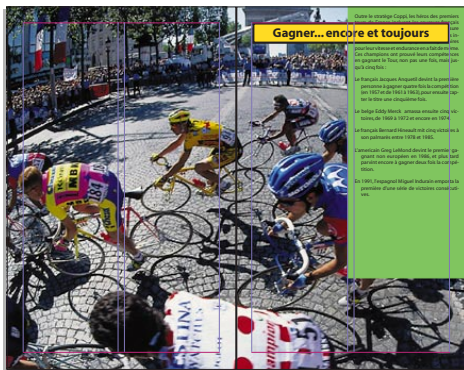
The text flows from the yellow frame to the green frame, but the yellow frame obscures some of the text. You will use the frame options to reposition the text within the green frame. You need the text in the green frame offset from the top of the frame so the text starts below the headline. The body text also needs to be offset from the edges of the green frame.

9 Use the pointer tool to select the green frame and choose Element > Frame > Frame Options. Then, choose Top for Vertical Alignment, type **6p11** for Top, **1p6** for Left, **0** for Bottom, and **2p6** for Right. Click OK.

10 Save 05Work.p65.

Removing an unused style

You'll now remove Normal from the Styles palette. (Normal is a style imported with Word documents.) While removing unused styles is not necessary, it ensures that you won't apply them by accident and keeps your Style palette more compact.

1 If necessary, click the Styles tab in the palette group to view the Styles palette.

2 Drag Normal in the Styles palette to the trash icon at the bottom of the palette.

3 When prompted to delete the style, click OK (Windows) or Delete (Macintosh).

Adding special bullets to the list

The sidebar text that you just placed on page 7 has several paragraphs that need stars inserted as was done on page 3. You use the Bullets and Numbering plug-in to create these.

Adobe PageMaker comes with a variety of plug-ins that help you to perform complex procedures easily, or to perform special tasks. You can also acquire additional plug-ins created by independent developers. If you have access to the Internet, see Adobe's Web page at http://www.adobe.com.

1 Zoom in on the text you just placed onto page 7.

2 Select the text tool (**T**), and click an insertion point in the second paragraph (it begins **Le français Jacques Anquetil**).

**3** Choose Utilities > Plug-ins > Bullets and Numbering.
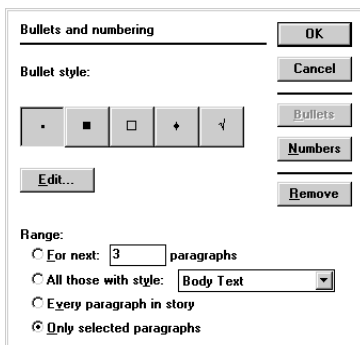
The Bullets and Numbering plug-in inserts consecutive numbers (autonumbering) or a bullet character of your choice, along with a tab, at the beginning of each designated paragraph. You can specify that they should be added to selected paragraphs, to paragraphs that have a specific style, to a specific number of paragraphs based on the location of your cursor, or to every paragraph in the story. In this example, you begin by editing the bullet style.

4 Select the All Those with Style option, and choose Hanging Indent for the paragraph style.
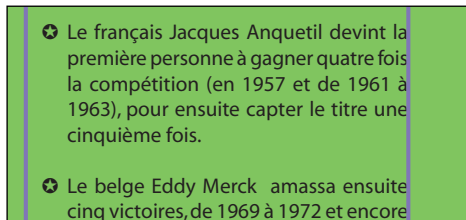
5 Click the Edit button.

6 Choose Zapf Dingbats for Font, choose **10** for Size, and choose any star character.
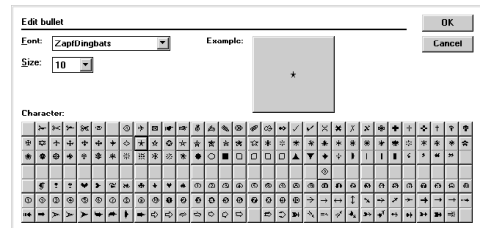
Note: To see a character more clearly, temporarily set the size to something large, like 36 points, and click the character. It displays in the sample box at the chosen size. When you have identified the character you want, return the size to 10 points.

7 Click OK, and then click OK again to exit the Bullets and Numbering dialog box.

PageMaker adds the character that you chose and a tab to each paragraph in the story that has the Hanging indent style.

> ✪ Le français Jacques Anquetil devint la première personne à gagner quatre fois la compétition (en 1957 et de 1961 à 1963), pour ensuite capter le titre une cinquième fois.
>
> ✪ Le belge Eddy Merck amassa ensuite cinq victoires, de 1969 à 1972 et encore

Inserting a drop cap

As a design element for this page, you will increase the size of the initial character of the main paragraph, creating a drop cap.

1 With the text tool selected, click an insertion point in the first paragraph of the body text in the sidebar. Choose Utilities > Plug-ins > Drop Cap.

2 Click OK to accept the default drop cap size of three lines.

You have completed the layout of this guide-book.

3 Save 05Work.p65.

4 Close all open files, and quit PageMaker.

Review questions

1 How do you close an irregular polygon so that the start and end points are joined?

2 How do you select a graphic inside a frame without merely selecting the frame?

3 What objects are most likely to be adjusted correctly when using PageMaker's automatic layout adjustment?

4 How do you apply a special bullet style to a series of paragraphs?

Answers

1 When drawing the polygon, position the cursor over the starting point (the pointer changes to a square), and click once.

2 Hold down Ctrl (Windows) or Command (Macintosh) and click in the frame.

3 PageMaker will be most successful adjusting objects that are aligned with page edges, margins, and ruler guides.

4 Select some text in all the paragraphs to which you want to apply special bullets. Choose Utilities > Plug-ins > Bullets and Numbering. Select a bullet style or click Edit to select a different bullet. Select other options as desired and click OK.