Lesson 1

Flyer

In this project you'll assemble a single-page, black-and-white flyer from start to finish. The photograph and most of the text featured in this flyer are ready for you to import into PageMaker. You'll also learn how to type text directly into a publication and will draw several graphic elements (square, circle, and line).

For this lesson, you will open and view the final version of the flyer, and follow the step-by-step instructions that introduce some of the basic features and tools of PageMaker. Even if you have experience using the Page-Maker application, this introduction may reveal some useful tips and techniques.

This project covers the following topics:

• Restoring default PageMaker settings

• Changing the view of a publication

• Creating a new publication

• Opening an existing publication

• Setting up the horizontal and vertical rulers

• Displaying and hiding guides

• Positioning the zero point

• Using the pointer tool, the text tool, and the zoom tool

• Specifying multiple columns

• Locking the guides

• Creating, placing, formatting, and positioning text and graphic elements

• Creating a drop cap

• Applying a tint to text

• Specifying a hanging indent

• Creating ruler guides

• Drawing circles, rectangles, and lines

• Adjusting the stacking order of elements on the page

• Range kerning text

• Using the Snap to Guides option

• Printing the flyer on a desktop laser printer

If this is your first time using PageMaker, it should take about 2 hours to complete this lesson. If you have some experience using PageMaker, it should take about 90 minutes to complete this lesson.

Locating files and fonts

All files and fonts needed for this lesson are found on the *Adobe PageMaker Classroom in a Book* CD-ROM in the folders 01Project and Fonts, respectively.

Restoring default settings

Before starting PageMaker, delete the PageMaker 6.5 preferences file to ensure all settings are returned to their default values.

1 If PageMaker 6.5 is running, choose File > Exit.

2 Locate the PageMaker preferences file in the following location, depending upon your system:

Windows   \PM65\rsrc\usenglsh\PM65.cnf

Note: If Windows is set to hide filename extensions, the preferences file will instead appear without the .cnf extension.

Macintosh   System Folder: Preferences: Adobe PageMaker 6.5P Prefs

3 Drag the preferences file to the Recycle Bin (Windows) or Trash (Macintosh).

The PageMaker preferences settings are returned to their default values.

☀ To preserve your preference settings, drag the preferences file to a different folder. When you are ready to restore the settings, drag the file back to its original folder and click Yes when asked whether to overwrite the existing file.

Starting PageMaker

After verifying that the correct fonts are installed on your computer, you will start the PageMaker application.

1 In addition to the commonly used fonts listed in the Introduction, make sure the following fonts are installed on your computer: Minion Display, Minion Display Italic, MyriaMM_215 LT 600 NO, and MyriaMM_700 BD 600 NO (from the Myriad multiple master family).

Windows only: *Because of the way Windows handles fonts, Minion Display Italic does not appear in font menus in Windows applications. You must apply italic to Minion Display to use Minion Display Italic.*

Created primarily for text, the Minion family contains black weight, display, and swash fonts, expert sets, and a full range of ornaments. Myriad, a multiple master typeface, is a sans serif design. Myriad makes a good text face as well as providing flexibility for filling display needs in all sizes and media.

Note: *Serifs are the small strokes at the top and bottom of a letter. Typefaces without serifs are generally called sans (without) serifs.*

2 Depending on the platform, start Page-Maker as follows:

• In Windows, choose Start > Programs > Adobe > Adobe PageMaker 6.5 (your menus may differ depending upon your installation).

• On the Macintosh, open the Adobe® PageMaker® 6.5 folder and double-click the Adobe PageMaker 6.5 icon.

Once launched, PageMaker displays the menus and tool box.

Opening an existing publication

Opening the final version of the publication and following the step-by-step instructions will help you become acquainted with PageMaker.

1 Choose File > Open, and, in the Open Publication dialog box, locate and double-click the 01Final.p65 file in the 01Project folder.
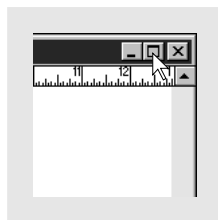

PageMaker opens the final version of the publication you will create in this lesson, with horizontal and vertical rulers extending along the top and left edges of the publication window.

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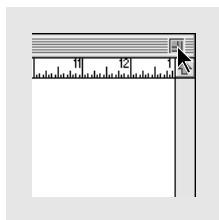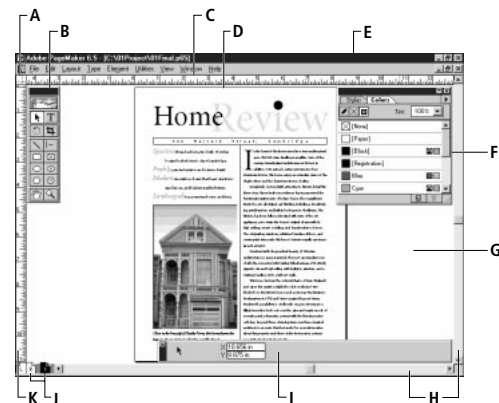

Macintosh   *Windows*

As you look at the publication window, notice the following elements:

A. *Zero point marker* *B.* *Tool palette* *C.* *Horizontal ruler* *D.* *Page* *E.* *Publication window* *F.* *Styles and Colors palettes* *G.* *Pasteboard* *H.* *Scroll bars* *I.* *Control palette* *J.* *Page icons* *K.* *Vertical ruler*

Toolbox Displays tools that you use for drawing, entering or editing text, selecting and dragging objects on the page, panning the page, and zooming in and out of the page. You click to select a tool. The toolbox appears in the upper left corner of the publication window.
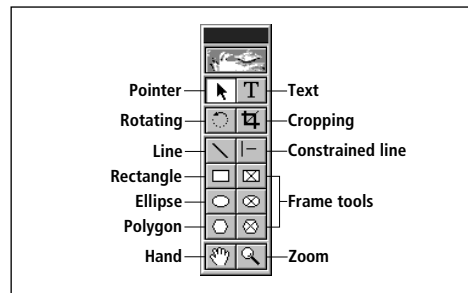
Control palette   Lets you make precise changes to text and graphics without selecting a tool or choosing a menu command. The Control palette appears in the lower portion of the publication window, and changes modes depending upon what is currently selected.

Page   Defines the print area of a publication. Whenever you create a new publication, you specify the dimensions of the page. Only text or graphics on the page will print.

Pasteboard   Provides a workspace outside the page where you can store and manipulate elements before positioning them on the page. The term pasteboard, like many of the terms in this course, comes from traditional publishing, where layout artists assemble text and graphics on a physical pasteboard. The extra space on the board serves as a work space for elements not yet placed on the page.

Styles and Colors palettes   Displays the predefined paragraph styles and colors. PageMaker also has palettes for layers, master pages, and hyperlinks (more about these in later lessons). To save screen space, PageMaker lets you group the palettes you regularly use, or you can drag a palette out of the group if you want to display it independently. To activate a palette, you click its tab. Each palette also includes: a

menu; a Maximize button to expand and minimize the palette; and buttons to create or delete a style, color, layer, etc.
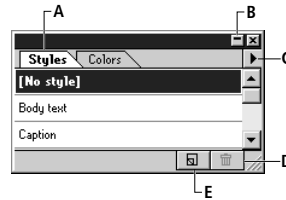
*A. Palette tab   **B.** Maximize button   **C.** Palette menu   **D.** Trash button   **E.** New button*

Page icons   Indicates the currently displayed page (page one in this case). PageMaker displays an icon for every page in the publication. To view a page, you click its page icon. The L and R page icons represent the left and right master pages.

Changing the view of a publication

PageMaker opens a publication in the view that was selected when it was last saved. This publication was saved in the Fit in Window view.

Note: When the size of this page is reduced to fit within a 13-inch (or smaller) monitor, the 10-point text is displayed as gray bars (an effect known as greeking). *By default, PageMaker displays 9-pixel text or smaller as greeked text.*

1 Choose View > Actual Size.

The view of this publication is magnified to its actual size (its size when printed), making it possible to read the text.

2 To toggle between the Fit in Window and Actual Size views, while holding down the Ctrl keys (Windows) or the Command and Option keys (Macintosh), click the page (use the right mouse button in Windows). Toggle back to the Actual Size view.

3 Click the scroll arrows or drag the scroll bars on the right and bottom edges of the publication window to scroll the page.

You may find it easier to use the following method to scroll in your publication.

4 Hold down the Alt key (Windows) or Option key (Macintosh), position the pointer on the page or pasteboard, hold down the mouse button until the pointer changes to a grabber hand, and drag in any direction to scroll the view of the page.

5 Click the zoom tool (🔍) in the toolbox to select it.

The pointer changes to a magnifying glass. The zoom tool makes it easy to magnify and reduce the view of selected portions of the page. With the zoom tool selected, you can magnify the view of a specific portion of the page by either clicking or dragging over the area.

6 With the zoom tool selected, hold down Ctrl (Windows) or Option (Macintosh).

The plus sign in the zoom tool changes to a minus (-) sign.

7 Click the page to reduce the view of the page.

8 With the zoom tool still selected, drag over any portion of the page. Notice how PageMaker displays a rectangle with a dashed line as you drag the tool. When you release the mouse button, the selected portion of the page fills the publication window.

9 Double-click the zoom tool in the toolbox to switch to the Actual Size view. Using a similar shortcut, jump to the Fit in Window view by holding down the Alt key (Windows) or Option key (Macintosh), and double-clicking the zoom tool in the toolbox.

Working with the toolbox and palettes

As you work, you may find the toolbox and palettes are in your way, especially if you have a small screen. PageMaker gives you several options to minimize the impact of the toolbox and palettes, while still keeping them handy. You can move the toolbox or palettes, minimize the palettes so just the title bar and tabs show, temporarily hide all the palettes at once, or hide each group of palettes individually.

Throughout these lessons, feel free to move or hide the toolbox and palettes as necessary.

1 Position the pointer over the title bar of the Styles and Colors palette window, hold down the mouse, and drag the palette to the right edge of the publication window.

You can drag the toolbox or any palette anywhere within the publication window. You can even let part of the palette or toolbox extend outside the publication window.

You'll now see how small a palette can be while still visible.

2 Click the Maximize button in the Styles and Colors palette window until the palette window jumps to its minimum size (just the title bar and palette tabs display).

Maximize   *Minimize*

3 Click the Maximize button in the palette window again to return the palette to its full size.

If you like the palettes handy, but out of the way, you can move them to the bottom of the screen. You'll try this next.

4 Drag the Styles and Colors palette window until its bottom edge aligns with the bottom of the publication window. Click the Maximize button in the palette window.

PageMaker reduces the palette to its minimum size and automatically drops it to the bottom of the screen. (Normally when you minimize a palette the titlebar remains stationary.)

5 Click the Maximize button in the palette window again to return the palette to its full size.

If you need to see the full screen, you can temporarily hide all the palettes and the toolbox at once.

6 Press the Tab key.

The toolbox, Control palette, and Styles and Colors palettes disappear.

Note: Be careful using this shortcut when the text tool is selected. If you have text selected with the text tool, pressing Tab replaces the text with a tab character. If you have an insertion point in text, pressing Tab inserts a tab character into the line.

7 Press Tab again to redisplay the toolbox and palettes.

Finally, you can hide and show the toolbox, Control palette, or other palettes using the hide or show options on the Window menu. The Window menu has a hide or show option for the toolbox and every palette. The options change from show to hide depending upon whether the toolbox or palette is displayed or, for palettes that are grouped, whether the palette is active.

8 Choose Window > Hide Colors.

Because the Colors and Styles palettes are grouped together, PageMaker hides both palettes.

9 Choose Window > Show Styles to redisplay the palettes.

Notice that both palettes are displayed, but now the Styles palette is the active palette.

10 Click the Colors palette tab to make it the active palette (or choose Window > Show Colors).

Using the rulers

The rulers along the top and left borders of your publication window can help you position text and graphic elements on a page.

1 Click the pointer tool (↖) in the toolbox to select it.

2 Without clicking in your publication, move the pointer around the publication window, and notice how the hairline indicators in the vertical and horizontal rulers correspond to the position of the pointer.

Also notice how when no text or graphic elements are selected in your publication, the Control palette displays the horizontal and vertical position of the cursor as X and Y coordinates, respectively.

Note: Since inches is the unit of measure established for this publication, the Control palette and the horizontal and vertical rulers display in inches.

Positioning the zero point

The point on your page (or pasteboard) that aligns with zero on both the horizontal and vertical rulers is known as the *zero point*. By default, the zero point of single-sided publications is located at the upper left corner of the page. To make it easier to measure distances from specific areas of your page, you can move the zero point to any location.

1 Without clicking in your publication, move the pointer to the upper left corner of the page. Notice how the zeros on the horizontal and vertical rulers are aligned at this location. (If necessary, click the scroll bars along the right and bottom edges of the publication window to view the upper left corner of the page.)

2 With the pointer tool selected, position the pointer on the intersection of the rulers in the upper left corner of your publication window (on the zero point marker as shown below), and hold down the mouse button.

Zero point marker
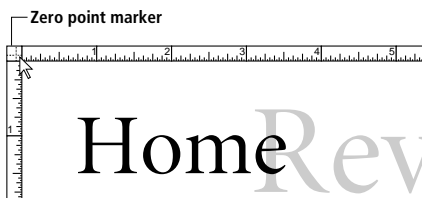
Home Rev

3 With the mouse button still held down, drag the zero point down and right until the horizontal and vertical guides are roughly aligned with the upper left edge of the letter **H** in the display text **Home Review**, and release the mouse button.

Home Rev
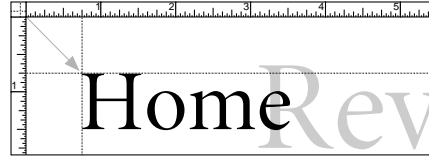
The horizontal and vertical rulers indicate the new location of the zero point.

4 Double-click the crosshair of the zero point to restore the zero point to its default location at the upper left corner of the page.

Setting up the rulers

You can set the horizontal and vertical rulers to the measurement system you prefer. In general, it's a good idea to choose a measurement system before you assemble a publication.

1 Choose File > Preferences > General.

The Preferences dialog box lets you customize PageMaker. If a publication is open, the options you select in the Preferences dialog box apply to that publication only. If no publication is open, the options you choose apply to all new publications you create.

Notice how Inches is selected for both the Measurements In and Vertical Ruler options. PageMaker lets you set the horizontal and vertical rulers to different units of measurement.

2 Choose Picas for Vertical Ruler and click OK.
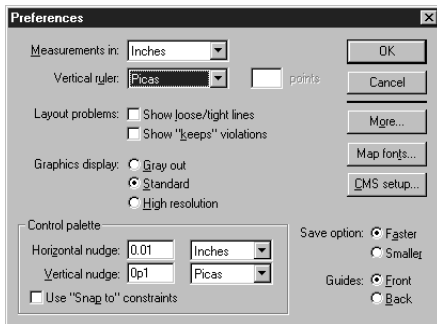
The horizontal ruler reflects the unit of measure (Inches) originally selected for the Measurements In option. The vertical ruler indicates picas as the unit of measure.

Note: Derived from an old term for metal type of that size, a pica is a measure of type (approximately equal to 1/6 of an inch), divided into 12 points (each point equal to .0138 (1/72) of an inch).

Notice how the text and graphic elements remain in the same position on the page. Even though you usually work with one unit of measure throughout a publication, you

can see it is possible to change to another unit of measure at any time without altering the positioning of elements.

3 As a shortcut to the Preferences dialog box, double-click the pointer tool in the tool box. For Vertical Ruler, choose Inches, and click OK to restore the original measurement system.

Sometimes you will want to hide the rulers so you have more room on the screen to view your publication.

4 Choose View > Hide Rulers to hide the rulers.

5 Choose View > Show Rulers to once again display the rulers.

Displaying guides

Nonprinting guides make it easier to assemble a publication like this.

1 Choose View > Show Guides to display all nonprinting guides used to create this publication.

Notice the cyan horizontal and vertical lines positioned at various locations on the page. These *ruler guides* are used to position text and graphics on the page accurately. It is possible to have as many as 120 ruler guides on the page, in any combination of horizontal and vertical.

The pink horizontal lines at the top and bottom of the columns are the top and bottom margin guides. The darker blue vertical lines indicate the columns. Column guides help define areas for text to flow into automatically.

Note: *Column guides overlap the left and right margin guides.*
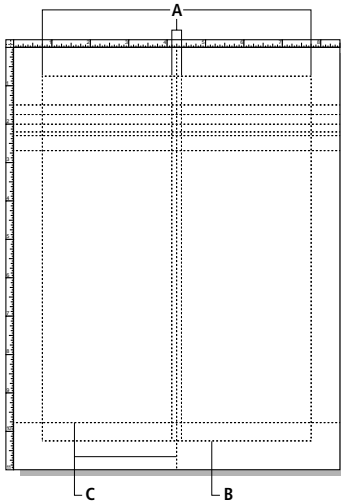
A. *Column guides* **B.** *Bottom Margin guide*
C. *Ruler guides*

2 If you have altered 01Final.p65, choose File > Revert, and when prompted, click OK to revert to the original version of the file.

Note: *If you have saved any changes made to the 01Final.p65 file, copy the original 01Final.p65 file from the 01Project folder on the* Adobe PageMaker Classroom in a Book *CD-ROM.*

Planning to print this flyer

It's a good idea to gather all printing requirements before you start to work. Designed to be printed on a 300 dpi (dots per inch) desktop laser printer, this flyer (including the grayscale TIFF image scanned at 100 dpi), can print successfully on a wide variety of PostScript and non-PostScript printers.

Most printers do not print to the very edge of the page. You need to determine the maximum printable area your printer can print, and adapt your designs accordingly. If the documentation that came with your printer does not provide the dimensions of the maximum printable area, you can manually determine it. To do so, draw a shaded box in a PageMaker publication that covers an entire page, and print the page. (By the end of this lesson you'll know how to draw and fill objects.) The resulting printed page will show you the print area, also known as the *imageable area.*

Assembling a two-column flyer

After creating a new publication, you will place and format text and graphics to assemble this two-column flyer.

So that you can use the 01Final.p65 publication as a reference, leave it open as you assemble the flyer.

Creating a new publication

After setting the options in the Document Setup dialog box, you will name and save your publication.

1 Choose File > New.

The Document Setup dialog box prompts you to establish some of the specifications for the flyer.

2 In the Document Setup dialog box, click Double-sided to deselect it and type **.75** for the left margin. Make sure the Right, Top, and Bottom options display a value of 0.75 (to establish a .75-inch margin around the entire page).
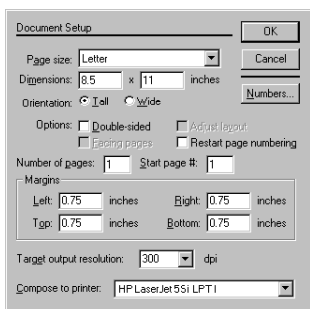
3 In the Document Setup dialog box, choose 300 for Target Output Resolution and choose (Windows only) the printer that matches your printer for Compose to Printer (or HP LaserJet 5Si if you don't have a 300 dpi printer). Then click OK.

By default, every publication has at least one column that spans the area between the left and right margin guides. For this reason, the dark blue vertical column guides overlap the pink left and right margin guides.

4 With the pointer tool selected, position the pointer on either vertical dark blue column guide, hold down the mouse button until the cursor becomes a double-headed arrow, and drag the column guide left or right. When you release it, you can view the pink margin guide behind it.

PageMaker lets you adjust the size of a single column to a different width than the area between the left and right margin guides.

5 Drag the column guide back to its original position over the margin guide.
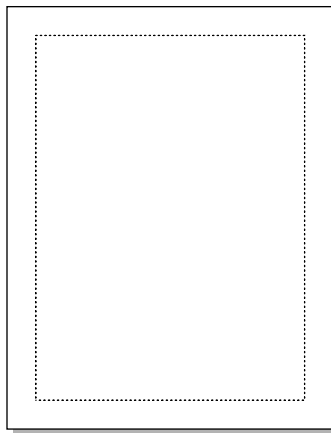
Note: Unlike many word-processing applications, PageMaker makes it possible to print text and graphics positioned between the edge of the page and the margins.

6 Choose File > Save As, and in the Save Publication dialog box type **01Work.p65** for File Name and make sure Publication is selected for Save as Type (Windows) or Save As (Macintosh). Locate and select the 01Project folder and click Save.
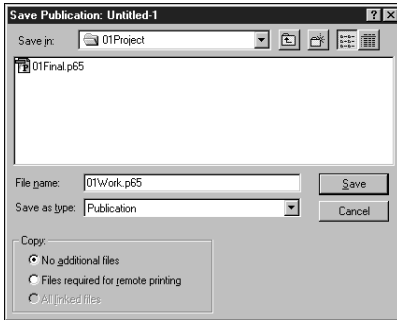
PageMaker saves the 01Work.p65 publication.

The .p65 filename extension is required in PageMaker for Windows and will be added to a filename if you don't include it. PageMaker on the Macintosh does not require the filename extension, nor will it add it to filenames. However, if you transfer files to a Windows computer, the extension lets PageMaker for Windows recognize and open the file.

Specifying column guides

With the .75-inch margins already established using the Document Setup dialog box, you are ready to add column guides and ruler guides. For this flyer, you will divide the page into two columns.

1 Choose Layout > Column Guides, and, in the Column Guides dialog box, type **2** for Number of Columns and **.25** for the Space between Columns, and click OK.
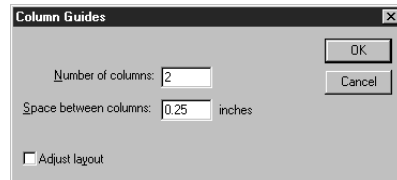
When you specify two or more (up to twenty) columns, PageMaker automatically creates columns of equal width, filling the entire area between the left and right margin guides. The vertical space between the columns is called the *gutter*.
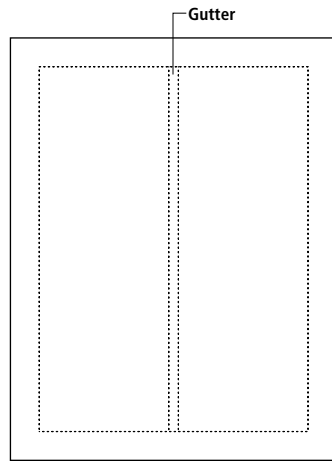
To create columns of varying width, you can drag the column guides, manually resizing the columns.

2 With the pointer tool selected, position the pointer on any column guide, and drag the column guide to the left or right.

3 Choose Layout > Column Guides, and, in the Column Guides dialog box, notice how Number of Columns is set to Custom, type **2** for Number of Columns to restore the two columns of equal width, and click OK.

4 Choose File > Save.

Locking the guides

Once you have established the final design grid, it is a good idea to lock the guides, preventing column and ruler guides being moved accidentally.

1 Choose View > Lock Guides to select the option.

2 Attempt to move the column guides.

Note: If you want to move or delete a guide (margin, column, or ruler) when the guides are locked, choose View > Lock Guides to dese- lect the option. After you move or delete a guide, relock the guides.

Placing a graphic

You will use the Place command to import a photograph into the flyer. PageMaker lets you import, link, and export text and graphic elements that are saved in a PageMaker-compatible format. For more information on placing graphics, refer to the *Adobe PageMaker 6.5 User Guide.*

This particular photograph was scanned on a flatbed scanner, imported into Adobe Photoshop® to be sized for the flyer, and saved as a grayscale TIFF image at a resolution of 100 dpi.

1 Choose File > Place. Locate and open the 01Project folder, and then double-click the 01ArtA.tif file.

The pointer changes to a loaded graphic icon. You will position the graphic icon where you want the upper left corner of the graphic to appear.

To cancel importing when the loaded graphic (or text) icon is displayed, click the pointer tool in the toolbox.

2 With the loaded graphic icon (▣), click anywhere on the page to place the photograph.

PageMaker positions the photograph so that its top left corner is aligned with the position of the top left corner of the loaded graphic icon where you clicked to place the photograph.

The eight square graphics handles displayed at the corners and edges of the photograph indicate the graphic is selected, and make it possible to resize the graphic vertically, horizontally, or both. The Control palette reflects the attributes of the selected graphic, and offers another way to manipulate objects. You can move and resize objects precisely by entering values in the Control palette.

Now that the photograph is placed in the flyer, you will position the photograph in the lower left portion of the page, reduce the size of the photograph, and then undo the resizing operation.

3 With the pointer tool selected, click in the center of the photograph, and hold down the mouse button until the pointer changes to an arrowhead (▸).

**4** With the mouse button still held down, drag the photograph beyond the bottom edge of the page.

PageMaker automatically scrolls the page when the pointer reaches the edge of the publication window. If you drag outside the publication window, PageMaker stops scrolling.

5 With the mouse button still held down, drag the photograph until its left and bottom edges are aligned with the left and bottom margin guides, respectively, and release the mouse button.
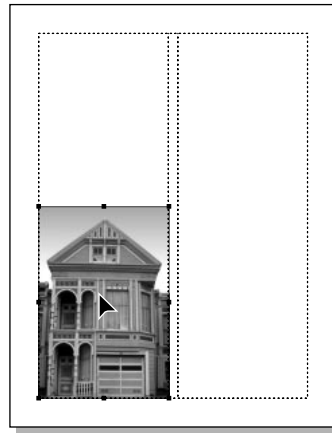
After placing and aligning text in column 2, you will reposition the photograph to be aligned with the text. For now, take this opportunity to experiment with resizing the photograph.

6 With the pointer tool still selected, click on one of the corner handles, and drag toward the center of the photograph, reducing its size.
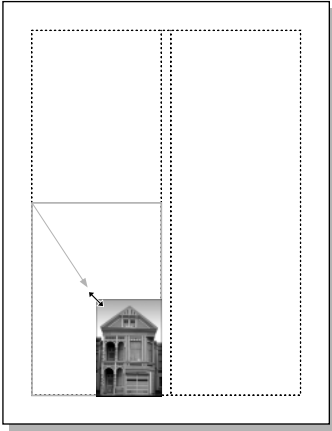
Even though it is possible to resize bitmap images in PageMaker, you will get the best printing results if your images are accurately sized before you import them into PageMaker.

7 Choose Edit > Undo Stretch to restore the photograph to its original size.

Important: *PageMaker lets you undo only a single level of modification. Any subsequent action, even just clicking the mouse, disables the Undo command.*

If you are unable to restore the photograph to its original size, click the photograph with the pointer tool to select it, press the Delete key, and re-import the 01ArtA.tif file as explained in steps 1 and 2.

8 With the pointer tool still selected, hold down Shift and drag the top-center handle of the photograph up towards the top of the page.

Normally when you drag a top or side center handle, PageMaker resizes only in a vertical (or horizontal) direction. However, resizing with the Shift key maintains the proportions of the image, regardless of the handle you use.

9 Choose Edit > Undo Stretch to restore the photograph to its original size or place it again (as described in steps 1 and 2).

10 Choose File > Save.

***Note:*** *Choosing the Save command deselects all objects in a publication.*

Placing text in column 2

You can insert text created in other word-processing applications into a PageMaker publication. Some of these outside sources can include word processors (such as Word-Perfect™, Microsoft Works™ and Word™), text or table editors, and spreadsheet files in Excel™ and Lotus 1-2-3™ format, or other PageMaker 4.x, 5.0, 6.0, or 6.5 publications.

1 Choose File > Place, and, in the Place Document dialog box, double-click the 01TextA.doc file in the 01Project folder.

The pointer changes to a loaded text icon.

2 Position the loaded text icon (▦) in column 2 below the top margin guide. Click to place the text (avoid clicking outside of the column).
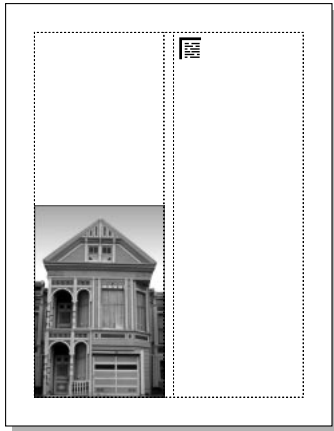
The text flows into the column automatically.

Note: *If you click outside of the column, the text will not flow into the column. If this is the case, make sure the pointer tool is selected, click the placed text, press the Delete key, and import the 01TextA.doc file again.*

The *windowshades* that stretch horizontally across the top and bottom borders of the text indicate the text is selected as a text block. A *text block*, like a graphic, is an object that you can move, resize, and reshape. In addition to the loops in the center, a selected text block has square corner handles at each end of the windowshade. With the pointer tool selected, you can drag a corner handle to adjust the size of a text block.
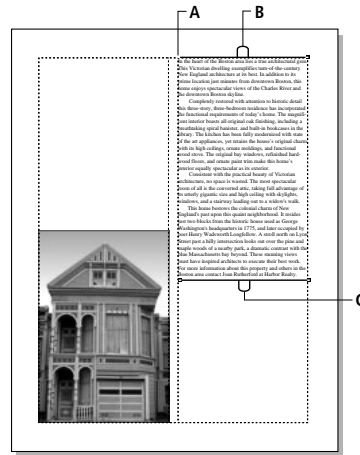
A. Corner handle *B.* Top windowshade handle
C. Bottom windowshade handle

The empty windowshade handle at the top of a text block indicates the beginning of a story. The empty windowshade handle at the bottom of a text block indicates the end of a story. A *story* is text recognized by Page-Maker as a single unit. A story can be one letter or several hundred pages of text, and can be contained in a single text block or threaded through many different ones.

3 Position the pointer on the bottom windowshade handle (bottom loop), and drag up to reduce the size of the text block.
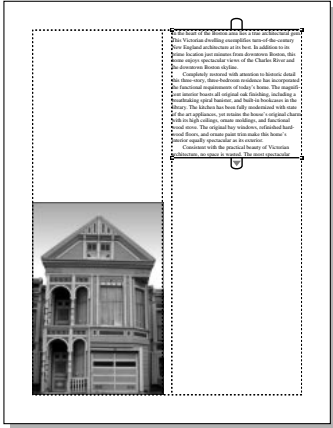
A red triangle appears in the bottom windowshade handle, indicating the end of the story is not displayed.

4 Position the pointer on the bottom windowshade handle (bottom loop), and drag down, making sure the entire story is displayed.

Note: Clicking, rather than dragging, the red triangle loads the remaining text, causing the cursor to be displayed as a loaded text icon. If you clicked the triangle by mistake, click the pointer tool in the toolbox to cancel. Then click the text again to select it as a text block.

Much like adjusting the height and width of a graphic element, you can adjust the height and width of a text block by dragging a corner handle (at the left and right ends of the windowshade).

5 With the pointer tool selected, position the pointer on the bottom left corner handle of the text block in column 2, hold down the mouse button until the pointer changes to a double-headed arrow, drag it in any direction, and release the mouse button, adjusting the width and the height of the text block.

PageMaker automatically reflows the text within the text block. Depending on the size of the text block, the red triangle in the bottom windowshade handle may indicate the entire story is not displayed.

6 Choose Edit > Undo Stretch to restore the text block to its original size.

If you are unable to restore the text block to its original size, click the text block with the pointer tool to select it, press the Delete key, and import the 01TextA.doc file again as described in steps 1 and 2.

7 Choose File > Save.

Formatting the text in column 2

You will apply character specifications (such as size, typeface, and type style) to the text in column 2 using the Control palette.

Note: To create, edit, or format text, the text tool must be selected.

1 Click the text tool (**T**) in the toolbox to select it.

The pointer changes to an I-beam, and the Control palette displays frequently used character specification options, providing quick access to most of the options that are available from the menus.

You can select a single character or the entire contents of a text block by dragging the text tool across the target text. To select a word, double-click it with the text tool. To select a paragraph, triple-click it with the text tool.

For this flyer, you need to change the font and size of all the text in the column. The next step shows you the easiest way to select the entire story.

2 With the text tool, click the text in column 2 to establish an *insertion point* (a blinking vertical bar where you can begin typing). Choose Edit > Select All.

The character specifications you select in the Control palette apply to selected text only. You will change the font, point size, and leading.

The *point size* of a font is the height of the font from the bottom of the descenders (such as p) to the top of the ascenders (such as h), but does not indicate the height of each letter. For example, a lowercase "a" set in 12-point type is not 12 points high.

Leading is the vertical space in which text is placed. Like type size, leading is measured in points. Unlike type size, which varies with each letter, leading is an exact measurement.

12-point leading is always 12 points high. This vertical space for type is also referred to as the *slug* or the *leading slug*.

3 In the Control palette, choose MyriaMM 215 LT 600 NO for Font, type **10** for Size and **17** for Leading, and click the Apply button.
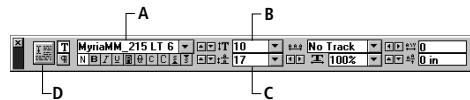
A. Font pop-up menu B. Size C. Leading
D. Apply button

When formatting text using the Control palette, it is possible to apply the specification by pressing Enter or Return, rather than clicking the Apply button. However, if the Control palette is not active, pressing Enter or Return instead replaces the selected text with a hard carriage return.
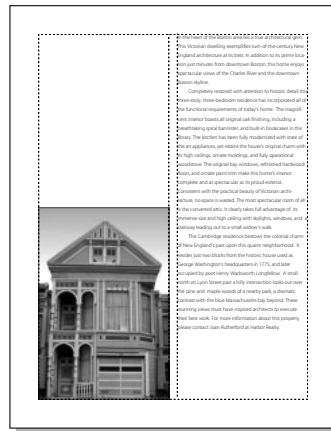
4 Choose File > Save.

Creating a drop cap

A *drop cap* is a large initial letter that spans two or more lines of text.

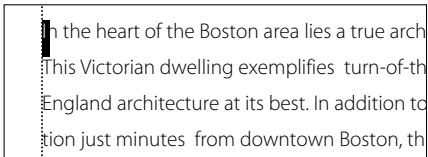**1** Select the zoom tool (🔍) in the toolbox, and drag over the first paragraph in column 2 to magnify its view.

2 Select the text tool (**T**), and drag to select the first letter of the first paragraph in column 2.

> In the heart of the Boston area lies a true arch
> This Victorian dwelling exemplifies turn-of-th
> England architecture at its best. In addition to
> tion just minutes from downtown Boston, th

3 In the Control palette, choose Minion Display (Regular) for Font.

When you choose from a pop-up menu or click a button in the Control palette, Page-Maker automatically applies the formatting or effect to the selection. In contrast, when you type a value in the Control palette you must click the Apply button or press Enter or Return for the change to take effect.

4 Choose Utilities > Plug–ins >Drop Cap, type **4** for Size, and click OK.

5 Press Ctrl (Windows) or Command (Macintosh) together with the Shift and F12 keys to force PageMaker to redraw the screen at the current screen view.

6 Choose View > Fit in Window to view the entire page.
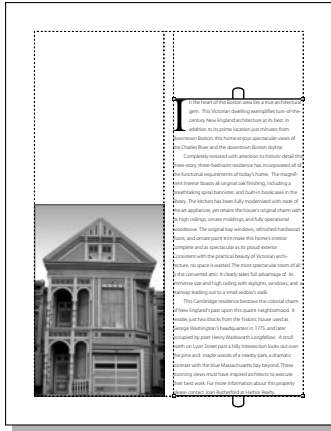

7 Choose File > Save.

Positioning the text block in column 2

You will position the text block in column 2, aligning its bottom edge with the bottom margin guide.

1 Select the pointer tool, and click the text in column 2 to select it as a text block.

You can use the Shift key as you drag objects to move them in a straight line horizontally or vertically.

2 With the text still selected as a text block, position the pointer on the text in the middle of the text block. Hold down Shift, and drag the text block until its bottom edge snaps to the bottom margin guide, with its left and right edges still aligned with the column guides.

**3** Choose File > Save.

Positioning the graphic

Aligning text and graphic elements within a publication is one of the keys to successful page layout. To allow for a two-line caption under the photograph, you will align the bottom of the photograph with the *baseline* of the text in the column 2. The baseline is the imaginary line on which the text (letters) rests. Descenders (such as y) fall below the baseline.

1 Magnify the view of the lower third of the page.

2 Position the pointer on the horizontal ruler, hold down the mouse button until the pointer becomes a double-headed arrow.

3 Drag down to create a horizontal ruler guide that is aligned with the baseline of the third to last line of text in column 2, and release the mouse button.

Because you locked the guides earlier in this lesson, once you release the mouse you cannot adjust the guide. To move or delete the guide, temporarily unlock the guides (choose View > Lock Guides to deselect the option). So that you don't accidently move the graphic or the text block, position the pointer over the guide in the margin or between columns. Then, either drag the guide to the correct location, or drag it off the page to delete it. Then, relock the guides.
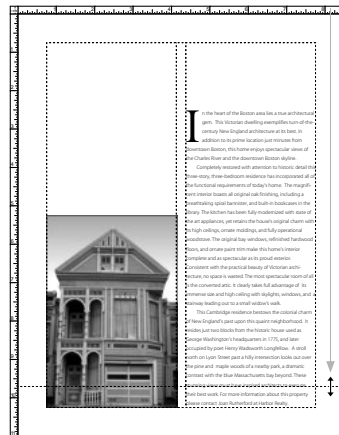
4 With the pointer tool selected, hold down Shift (to constrain the movement to 90º), and drag the photograph until its bottom edge snaps to the horizontal ruler guide (that you just created), with its left and right edges still aligned with the column guides.
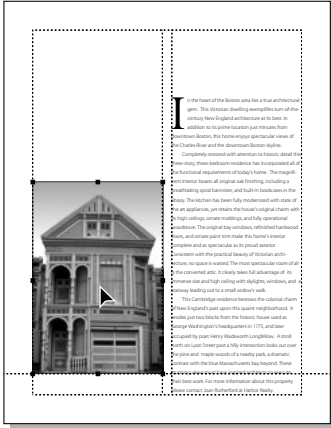
The photograph is aligned with the text in column 2, and you are ready to create the caption for the photograph.

5 Choose File > Save.

Creating the caption

Rather than importing existing text into PageMaker, you will type the two-line caption below the photograph and position it so the text block snaps to the bottom margin guide.

PageMaker has all the word-processing capabilities you need to type and format your text from scratch. While it is possible to create and edit text in layout view, you may find many advantages to using Story Editor, the full-featured word processor included with PageMaker. For more information about the Story Editor, refer to the *Adobe PageMaker 6.5 User Guide*.

Just as with formatting text, you must select the text tool to enter or edit text.

1 Select the text tool (**T**), and click in column 1 below the photograph to establish an insertion point.

The blinking cursor on the left margin guide indicates the position of the insertion point.

2 Type the following sentence:

Close to the beautiful Charles River, this home shares the historic charm of its Cambridge neighborhood.

Because you established an insertion point within column 1, the width of the text block automatically equals the width of the column.

3 With the text tool still selected, triple-click the caption to select it. Triple-clicking text selects a single paragraph.

4 In the Control palette, choose Minion Display (Regular) for Font, type **11** for Size (↕**T**) and **17** for Leading (↕⚓), and click the Italic button (*I*).

Note: *When you apply italic to Minion Display, PageMaker uses Minion Display Italic. On the Macintosh, you can get the same result if you select Minion Display Italic directly.*

5 Select the pointer tool, click the caption to select it as a text block, hold down Shift (to constrain the movement to 90º), and position the pointer over the text. Drag the text block until its bottom edge snaps to the bottom margin guide, with its left and right edges still aligned with the column guides.

Because the caption and the text in column 2 both have the same leading value and are snapped to the same guide, their baselines align.

6 Choose File > Save.

Placing text in column 1

Again, you will place text created and saved with a word-processing application, automatically flowing it into column 1.

1 Choose View > Fit in Window.

2 Choose File > Place, and in the Place Document dialog box double-click the 01TextB.doc file in the 01Project folder.

The pointer changes to a loaded text icon.

3 With the loaded text icon displayed, click in column 1 a little below the top margin guide to place the text.

The text flows into the column automatically.

4 Select the zoom tool (🔍) in the toolbox and drag over the entire left column above the photograph.

5 Select the text tool (**T**), click anywhere in the new text block to establish an insertion point, and choose Edit > Select All to select the entire story.

6 In the Control palette, choose MyriaMM 700 BD 600 NO for Font, type **10** for Size and **26** for Leading, and click the Apply button.

Spacious three bedroom, two bath Victorian located in

the historic city of Cambridge.

Freshly painted exterior and interior detail.

Modern renovations boast the finest electronic

appliances, and highest quality fixtures.
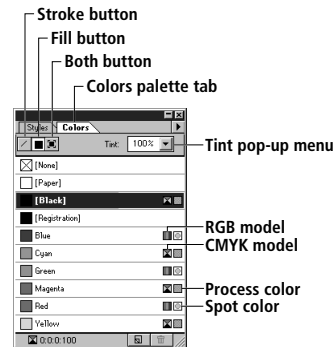
Landscaped by a premiere Boston architect.

7 Choose File > Save.

Applying a tint to text

A tint is a lightened color. For this lesson, you will use the Colors palette to apply a 40% tint of black (gray) to the first word in each paragraph above the photograph.

In addition to applying colors and tints to text, you can apply colors and tints to lines, rectangles, ellipses, polygons, and monochrome or grayscale bitmap images (such as TIFF images) that you import into PageMaker.

1 If not already displayed, click the Colors palette tab to activate the Colors palette.

Stroke button
Fill button
Both button
Colors palette tab
Tint pop-up menu
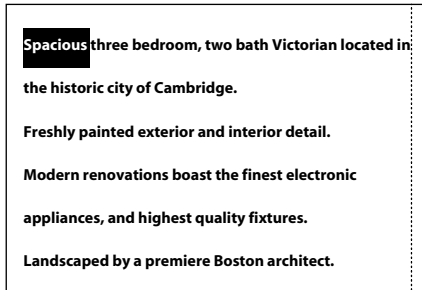RGB model
CMYK model
Process color
Spot color

PageMaker groups the Styles and Colors palettes together. (You'll learn more about styles in Lessons 3 and 4.) The Colors palette displays a list of available colors with icons that indicate the model used to define the color (such as CMYK or RGB) and the type of color (such as Spot or Process). You select the Stroke, Fill, or Both button when you want to tint or color the *stroke* (the line or outline) or *fill* (the interior) of an object you've drawn in PageMaker.

To apply color (or a tint of a color) to text, you must select the text with the text tool.

2 With the text tool selected, double-click the first word (in the first paragraph) in column 1 to select it.

Double-clicking text with the text tool selects an entire word.

Spacious three bedroom, two bath Victorian located in

the historic city of Cambridge.

Freshly painted exterior and interior detail.

Modern renovations boast the finest electronic

appliances, and highest quality fixtures.

Landscaped by a premiere Boston architect.

3 In the Colors palette, make sure [Black] is selected in the list of colors, and choose 40% from the Tint pop-up menu to apply a 40% tint of black to the text.
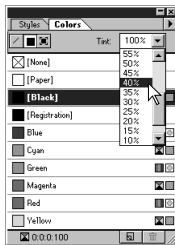
In addition to applying a tint, you will format the first word of each paragraph to display a 20-point italic font.

4 With the first word still selected, in the Control palette choose Minion Display (Regular) for Font, type **20** for Size, and click the Italic button (*I*).

5 Repeat steps 2 to 4 for the first word in each paragraph of this text block.

Spacious **three bedroom, two bath Victorian**

located in the historic city of Cambridge.

Freshly **painted exterior and interior detail.**

Modern **renovations boast the finest electronic**

appliances, and highest quality fixtures.

Landscaped **by a premiere Boston architect.**

6 Choose File > Save.

Indenting the text

You can use the Indents/Tabs command to set tab stops (up to 40 per column), the indent levels of paragraphs, and the leader style (such as dots or dashes) for the spaces between tab stops. In this example, you will indent all lines that follow the first line of each paragraph by setting a hanging indent.

Note: Indents move text inward from the left and right edges of a text block, and tabs position text at specific locations in a text block.

1 With the text tool selected, click the text in column 1 to establish an insertion point, and choose Edit > Select All to select the text.

2 Choose Type > Indents/Tabs.

The Indents/Tabs dialog box displays a ruler. The zero point of the Indents/Tabs ruler corresponds with the left edge of the column, not with the zero point of the publication window. When you choose the Indents/Tabs command, PageMaker tries to align the zero point of the Indents/Tabs ruler with the left edge of the selected text. However, the current display size, the position of the selected text in the publication window, together with the monitor size, may force PageMaker to center the dialog box in the publication window.

3 In the Indents/Tabs dialog box, position the pointer on the bottom black triangle at the zero point on the ruler, and drag it to the ½-inch mark on the ruler. (0.5 inches displays for Position.)
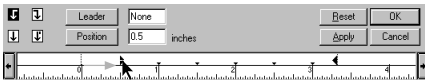
The top triangle moves with the bottom triangle.

💡 To move the bottom triangle independently, hold down Shift as you drag.

4 Drag the top black triangle back to its original position aligned with the zero point on the ruler. (–0.5 inches displays for Position.) Click OK.

The text in column 1 displays a ½-inch hanging indent.

Spacious **three bedroom, two bath Victorian located in the historic city of Cambridge.**
Freshly **painted exterior and interior detail.**
Modern **renovations boast the finest electronic appliances, and highest quality fixtures.**
Landscaped **by a premiere Boston architect.**

5 Choose File > Save.

Creating a ruler guide

Now that the text in column 1 is placed and formatted, you are ready to align it with the text in column 2. You will create a ruler guide that touches the baseline of the text in column 2, and then align the baseline of the text in column 1 with this guide.

1 Click the hand tool (✋) in the toolbox.

The pointer changes to a hand icon. The hand tool lets you move or *pan* the page within the publication window.

You will shift the page over a little so you can see some of the text in column 2 as well.

2 Position the hand tool in the middle of the text block in column 1, hold down the mouse button, and drag left until some of the text in column 2 is displayed. (You want to be able to see a portion of the first line of text in both columns.)

3 From the horizontal ruler, drag to create a horizontal ruler guide that aligns with the baseline of the first line of text in column 2.
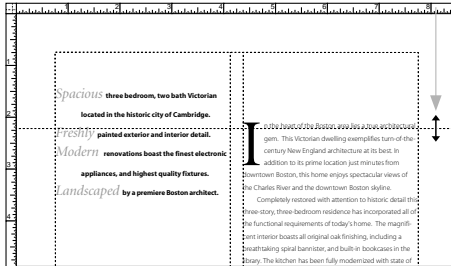
As you drag down from the horizontal ruler, the Y indicator in the Control palette displays the precise position of the pointer.

4 Select the pointer tool, and click the text in the top portion of column 1 to select it as a text block.

5 Position the cursor on the text block, hold down Shift (to constrain the movement), and hold down the mouse button until the pointer changes to an arrowhead.

If you click on the object or text block and hold the mouse button down until the pointer changes to an arrowhead, PageMaker displays the object or text while you drag it. On the other hand, if you move a selection immediately, Page-Maker displays only the bounding box of the object or text block.

6 With the Shift key still held down, drag the text block until the baseline of the first line of text is aligned with the horizontal ruler guide you just created. Its left edge should still be aligned with the left guide of column 1.
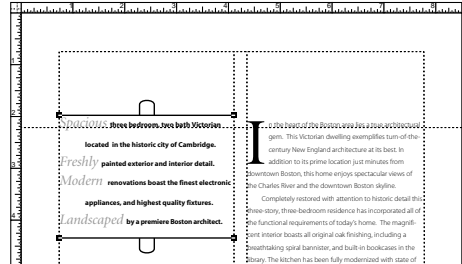
The baselines of the text in both columns are now aligned.

7 Choose File > Save.

Creating the display text

You will create the display text (heading) and position it above the columns of text. Display text, by its size, weight, or font design, is used to attract attention. After typing the heading and assigning text attributes, you will align the heading text on a ruler guide.

1 Choose View > Actual Size.

2 Select the text tool (**T**) in the toolbox.

3 Click the pasteboard above the page to establish an insertion point. (If necessary, shift the page down to view the pasteboard.)

💡 To pan the page without changing tools, hold down Alt (Windows) or Option (Macintosh), and drag the page as needed. When you release the mouse button, the pointer returns to the selected tool.

Before typing the text, you will specify the character formatting.

4 In the Control palette, select Minion Display (Regular) for Font, type **82** for Size (‖T), and click the Apply button (T).

5 Type **Home Review**.

Note: When you create or place text on any part of the pasteboard (except the pasteboard to the left of the page), the width of the text block automatically equals the width of the area between the left and right margin guides.

6 From the horizontal ruler, drag to create a horizontal ruler guide at 1.5 inches.

You will align the baseline of the text with this horizontal ruler guide.

7 Select the pointer tool, click the words **Home Review** to select it as a text block, position the pointer on one of the right corner handles, hold down the mouse button until the pointer changes to a diagonal double-headed arrow, drag it

until it is roughly aligned with the right edge of the text, and release the mouse button, reducing the width of the text block.

8 With **Home Review** still selected as a text block, position the pointer on the text block, and hold down the mouse button until the pointer changes to an arrowhead.

9 With the mouse button still held down, drag the text block until the baseline of the display text is aligned with the 1.5-inch horizontal ruler guide, with the left edge of the text aligned with the left margin guide, and release the mouse button.


10 Choose File > Save.

Cutting and pasting text

You will cut the word **Review**, paste it back into a separate text block, and then increase its point size.

1 Select the text tool (**T**), and double-click the word **Review** to select it.

2 Choose Edit > Cut to cut the selected text.

3 Select the pointer tool, click the word **Home** to select it as a text block, and drag the bottom right corner handle until it is roughly aligned with the right edge of the text, reducing the width of the text block to better organize your work space.
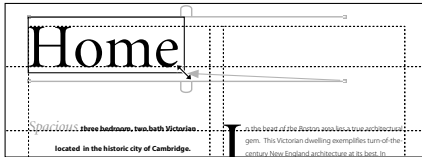
To toggle between the selected tool and the pointer tool, hold down Ctrl (Windows) or Command (Macintosh), and press the spacebar. As you press the spacebar, the tool changes to the zoom tool. However, when you release the spacebar, the tool switches to either the pointer or the previously selected tool. (Holding down Ctrl or Command and the spacebar while you click or drag is a zoom tool shortcut.)

4 Select the text tool, and choose Edit > Paste.

The pasted text appears as a selected text block.

5 Select the text tool again, and double-click the word **Review** to select it.

6 In the Control palette, type **122** for Size, and click the Apply button.

The word **Review** is set in a larger point size than the word **Home**.

7 Choose File > Save.

Applying a tint to the display text

You will apply a 20% tint of black to **Review**.

1 In the Colors palette make sure [Black] is selected in the list of colors, and choose 20% from the Tint pop-up menu.

Now that you have applied a tint of black to the text, reduce the size of the text block and position it.

2 From the horizontal ruler, drag to create a horizontal ruler guide at 1.75 inches.

3 Select the pointer tool, click the word **Review** to select it as a text block, and drag a right corner handle until it is roughly aligned with the right edge of the text, reducing the size of the text block.

4 With the text still selected as a text block, drag the text block until the baseline of the text is aligned with the 1.75-inch horizontal ruler guide, with the stem of the uppercase **R** in the word **Review** intersecting the lower-case **e** in the word **Home**.

To move a text block (or graphic) in increments, select the text block or graphic with the pointer tool, and either press the arrow keys or click the X and Y nudge buttons in the Control palette.

5 Choose File > Save.

Adjusting the stacking order

Notice how the word **Review** overlaps the word **Home**. Since you just pasted the word **Review** back into the publication, the text object **Review** is positioned at the top of the stack.

As you place, paste, draw, or create text or graphic elements, PageMaker keeps track of their stacking order on the page. Moving or modifying an object does not affect the stacking order.

1 With the pointer tool selected, click the word **Review** to select it as a text block.

2 Choose Element > Arrange > Send to Back to stack the word **Review** behind the word **Home**, at the bottom of the stack.

Since the Send to Back command sends the selected text or graphic element to the bottom of the stack, the word **Home** overlaps the word **Review**.

3 Choose File > Save.

Drawing a circle

PageMaker offers a variety of drawing tools, giving you more options for creating graphics. You will use the ellipse tool to draw a circle, accentuating the dot above the letter **i** in the word **Review**.

**1** Select the zoom tool (🔍), and drag over the letter **i** in the word **Review**.

Your Adobe PageMaker 6.5 Quick Reference Card and the PageMaker online help list keyboard shortcuts for selecting tools and menu commands. To access shortcuts in online help, choose Help > Shortcuts (Windows) or choose Shortcuts from the ? (Balloon Help) menu (Macintosh).

2 Click the ellipse tool (○) in the toolbox to select it.

The pointer changes to a crosshair icon.

You can make the ellipse tool draw a circle by holding down Shift as you drag.

3 Hold down Shift and drag to draw a circle approximately twice the size of the dot above the letter **i**, and release the mouse button.
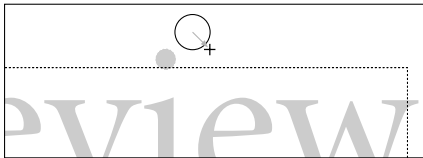
If you are not satisfied with the size of the circle, make sure the graphic handles are displayed around the circle (indicating it is selected), press the Delete key, and draw another circle.

4 In the Colors palette, make sure the Both button (⊠) is selected, and click [Black] to apply the color black to the stroke and fill of the circle.

5 Select the pointer tool, click the circle to select it, and drag it until it is centered on the dot above the letter **i**.
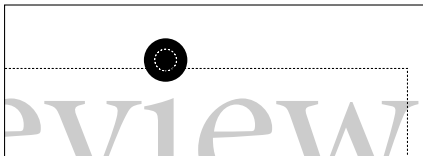
6 Choose File > Save.

Drawing a box

After drawing a box, you will assign a width to the stroke around the box, and manually position it below the words **Home Review**.

1 Choose View > Actual Size, and scroll to view the page just below the display text **Home Review**.

2 From the horizontal ruler, drag once to create a horizontal ruler guide at 2 inches and again to create one at approximately 2.3 inches.

3 Click the rectangle tool (□) in the toolbox to select it.

The pointer changes to a crosshair. Using the rectangle tool, you can draw rectangles or squares of any size.

4 Position the crosshair on the intersection of the left margin guide and the 2-inch horizontal ruler guide. Hold down the mouse button, and drag to the intersection of the right margin guide and the 2.3-inch horizontal ruler guide. Release the mouse button to complete the box.

If you are not satisfied with the rectangle, make sure the rectangle is selected, and either drag a graphic handle to the correct location or press the Delete key, and draw another rectangle.

5 Choose Element > Stroke > Hairline to assign a stroke style and weight to the stroke of the box.

Note: Even though you will not perceive a difference in stroke width on most monitors, the stroke will print correctly on printers with 600 dpi or greater. Most monitors cannot display fractional stroke widths in the Actual Size view.

Notice that after you release the mouse button, part of the box is obscured by the ruler guide. By default, the ruler guides appear in front of all text and graphics.

6 Choose View > Send Guides to Back to display the guides behind the text and graphics.

The hairline is displayed on the page.

7 Choose File > Save.

Dragging to define a text block

After creating the address text, you will center the text in the hairline box using the paragraph view of the Control palette.

To create the display text **Home Review**, you may recall selecting the text tool, clicking the pasteboard to establish an insertion point, and typing the display text. Now, to create the address text, you will use a different approach that involves selecting the text tool, dragging to define a text block (rather than just clicking), and then typing the address text.

1 Select the text tool (**T**) and position the I-beam on the bottom left corner of the box (let it snap to the left margin guide). Hold down the mouse button, drag diagonally up across the box to the right margin guide (exact height is not important), and release the mouse button.

This defines a text block that spans the area between the margin guides. When you release the mouse button, the blinking cursor is displayed on the left margin guide, indicating the text insertion point.
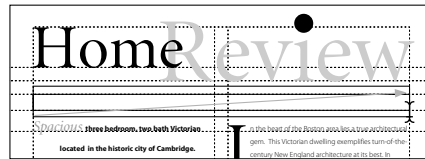
Before you type the address, you'll choose the font and point size, and scale the width of the characters using the Horizontal scaling option.

2 In the Control palette, choose MyriaMM 700 BD 600 NO for Font, type **10** for Size (↕**T**) and choose 130% from the Horizontal Scaling pop-up menu.
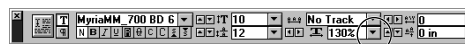
Horizontal scaling pop-up menu

3 Type the following address:

  322 Harvard Street, Cambridge

You are ready to use the Control palette to apply the paragraph specifications to the address.

Note: When applying one or more paragraph specifications to a single paragraph, you must establish an insertion point in the paragraph. When applying paragraph specifications to multiple contiguous paragraphs, you must select some text in each paragraph you want to format.

4 With an insertion point still established in the address, click the Paragraph-view button (¶) in the Control palette.

As with character specification options, the paragraph view of the Control palette provides quick access to frequently used paragraph specification options available in the menus.

5 Click the Center-align button in the Control palette to center the text in the text block.

Center-align button

PageMaker centers the text within the text block.

6 Choose File > Save.

Range kerning the address

In addition to the fonts you use, the spacing between letters, words, and lines can have tremendous impact on the look of a publication. Range kerning is one of the available techniques for increasing or decreasing the space between letters.

PageMaker's kerning is measured in *ems*. An em is a horizontal space as wide as a font's point size. In 12-point type, an em is 12 points wide, while in 48-point type, an em is 48 points wide.

PageMaker accepts kerning values between -1 and 1 (1 equals 1 em space), accurate to .01 em space. Negative values move characters closer together, and positive values move characters further apart.

To kern the address, you will select the entire range of address text, and enter a precise value in the Control palette to increase the original letter spacing of the text.

1 With the text tool selected, triple-click the address to select it.

As you learned earlier, triple-clicking text with the text tool selects an entire paragraph. Also, notice how the Control palette still displays the options for formatting paragraphs.

Note: You can apply range kerning only to a selected range of text. For example, you cannot set a range kerning value before typing text.

2 Click the Character-view button in the Control palette, type **.75** for Kerning, and click the Apply button to apply range kerning to the address.
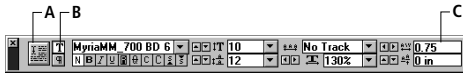
*A. Apply button B. Character-view button
C. Kerning*

3 From the horizontal ruler, drag to create a horizontal ruler guide at approximately 2.2 inches.

The baseline for the address is established.

4 Select the pointer tool, click the address to select it as a text block, press the Up or Down Arrow key on the keyboard until the baseline of the text is aligned with the 2.2-inch horizontal ruler guide.

5 Choose File > Save.

Drawing a vertical line

As a finishing touch to the flyer, you will use the constrained-line tool to draw a vertical line that will be centered in the gutter (the vertical space between the columns). The constrained-line tool makes it possible to draw straight lines that are constrained to 45º angles.

1 Choose View > Snap to Guides to deselect it, making sure it is unchecked.

Activated when you create a publication, the Snap to Guides option causes the guides to exert a magnetic-like pull on text and graphics objects.

2 From the vertical ruler, drag to create a vertical ruler guide at 4.25 inches.

The vertical ruler guide appears in the center of the gutter.

3 Choose View > Fit in Window.

4 Drag to create a horizontal ruler guide aligned with the baseline of the last line of text in both columns.

5 Click the constrained-line tool (⊢−) in the toolbox to select it.

The pointer changes to a crosshair icon.

6 Align the crosshair with the intersection of the bottom edge of the address box and the 4.25-inch vertical ruler guide, and drag down to the new horizontal ruler guide at the bottom of the page to draw the line.

7 With the vertical line still selected, choose Element > Stroke > Hairline to apply a stroke style and weight to the line.

You have completed assembling the flyer, so take a moment to view your work.

8 Choose View >Hide Guides to hide the guides.

9 Choose File > Save to save the 01Work.p65 publication.


Producing the flyer

Given the specifications and requirements of this black-and-white publication, you can print it successfully on any 300 dpi desktop laser printer, and then photocopy the number of copies you want as needed.

1 If you are planning on printing this project, turn on your printer now and check the printer setup on your computer

For information on setting up your printer and selecting the appropriate printer driver, see *Adobe PageMaker 6.5 Getting Started* and the *Adobe PageMaker 6.5 User Guide.*

2 Choose File > Print to open the Print Document dialog box for the type of printer you selected.
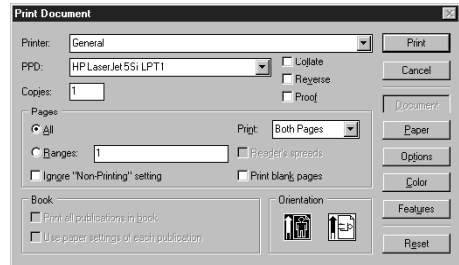
In addition to displaying the most frequently used settings, the Print Document dialog box contains buttons that let you set additional print options.

3 Select the correct printer (Windows) and PPD for your printer.

Note: The PPD option is not available if you are printing to a non-PostScript printer.

4 In the Print Document dialog box, click the Color button. In the Print Color dialog box, make sure Grayscale is selected.

5 Click the Print button to print the flyer.

6 Click the close box in the title bar of 01Work.p65 to close it. If prompted to save, click Yes.

7 Click the close box in the title bar of 01Final.p65 to close the publication. If prompted to save, click No.

Since you will reset the PageMaker preferences at the beginning of every lesson, exit the PageMaker application, even if you plan to move on to the next lesson.

8 Choose File > Exit (Windows) or File > Quit (Macintosh) to exit PageMaker.

Review questions

1 What are two ways to change the magnification of a page?

2 How do you create a non-printing guide line on your page?

3 What does a red triangle in a text block's bottom windowshade handle indicate?

4 How do you center the lines in a paragraph?

5 What do you call the space between text columns?

Answers

1 You can do any of the following:

• Select the zoom tool in the toolbox, and click on or drag over the area you want to magnify. To zoom out, hold down Ctrl (Windows) or Option (Macintosh), and click on the page.

• Choose a magnification level from the View menu.

• In Windows, hold down the Ctrl and Alt keys and click the right mouse button to toggle between Fit in Window and Actual Size views.

• Double-click the zoom tool in the toolbox to switch to Actual Size view. Hold down Alt (Windows) or Option (Macintosh) and double-click the zoom tool to switch to Fit in Window view.

• Hold down Ctrl (Windows) or Command (Macintosh) together with the spacebar and click or drag (covered in Lesson 2).

2 First, make sure rulers are visible along the top and left edges of the window. If not, choose View > Show Rulers. Then position the pointer in either ruler, drag away from the ruler, and release the mouse button to create the guide.

3 The text block contains more text that has not been placed on the page or pasteboard.

4 Select the text tool and click an insertion point in the paragraph. Click the Paragraph-view button in the Control palette, and then click the Center-align button.

5 The gutter.