

DCA -106 : DESKTOP PUBLISHING (ADOBE PAGEMAKER)

INTRODUCTION: PageMaker was one of the first desktop publishing programs, introduced in 1985 by Aldus Corporation. Aldus Mencius is called the father of publishing.

PAGEMAKER ENVIRONMENT

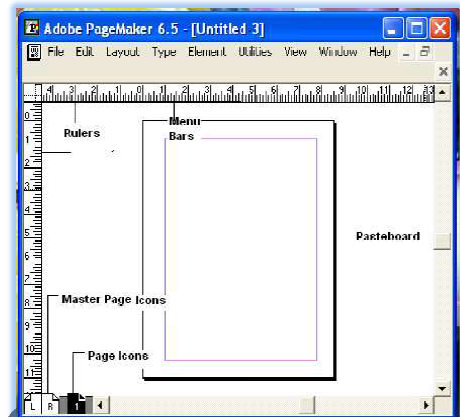
Menu Bar: The standard menu bar contains all the main menus for File, Layout, Element and other utilities.

Ruler: The top and left ruler bars helps you to precisely position the cursor, text, and graphics in the page. The view the rulers select View > Show Rulers.

Master Page Icon: The Master Page icon showed the position of the master Pages.

Page Icon: The Page icon shows the list of pages in the publication with the currently selected pages in black.

Pasteboard: Surrounding the page is an area of white space called the Pasteboard. It is used to store graphics and texts as you work. Items you place on the pasteboard are visible from any page and can be selected and moved regardless of the page you are currently working on.



FILE MENU:

New: New command is used to create a new publication.

Open: Open allow you to open an existing PageMaker file.

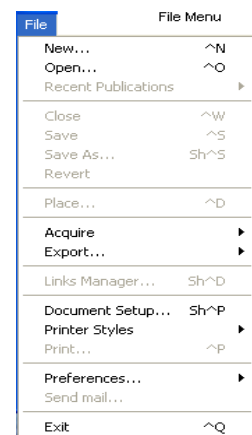
Save: Save command saves the current publication.

Revert: Revert command rolls back all the changes made since the last save.

Place: Place command is used to place text and graphics into the publication.

Acquire: The Acquire command is used to scan an image into your publication.

Export: Export command lets you export you publications into the format you select.



EDIT MENU

Paste Multiple: Paste Multiple lets you paste multiple copies of text or graphics.

Paste Special: Paste Special is used to specify the format to use when you paste an object into your publication.

Insert Object: Insert Object is used to specify the format to be used to insert an OLE embedded object within a PageMaker publication.

Edit Story: Edit Story is used to toggle between the word processing mode and the layout mode.

LAYOUT MENU

Sort Pages: When you select Sort Page command, a dialog box appears with all the pages of the publication. You can rearrange the pages in the publication graphically.

Column Guides: Column Guides lets you divide the pages of the publication into different column of equal size.

Auto Flow: Auto Flow is used to flow the text onto the pages of the publication on its own from a loaded text icon. It flow the text into pages from columns to columns and also adds pages on its own depending on the availability of text.

TYPE MENU

Define Styles: This option will present you a dialog box with the list of styles used in the publication. You can add, modify and delete styles from this dialog box.

ELEMENT MENU

Frame: Frame has options for frame alignment, position and margins.

Align Objects: Align Objects lets you align multiple objects relative to each other.

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

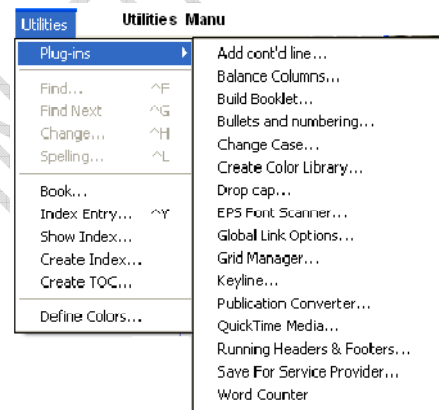
UTILITIES MENU

Plug-ins: Plug-ins has a list of sub commands, which lists out the various plug-ins, which have been included with PageMaker as additions.

VIEW MENU

Display Master Items: Display Master Items toggle the display of items from the master pages to be reflected in the current page of the publication.

Display Non-Printing Items: Display Non-Printing items toggle the display of non-printing items.



WINDOW MENU

Show Tools: Hide/Show tools toggles the display of PageMaker toolbar.

Show Control Palette: Show/Hide Control Panel toggles the display of control panel on the screen.

Show Colors: Show/Hide Colors Toggles the display of the Color Palette on the screen.

Show Style: Show/Hide Styles toggles the display of the Styles Palette on the screen.

Show Layers: Show/Hide Layers toggles the display of the Layers Palette on the screen.

Show Master Pages: Show/Hide Master Pages toggle the display of the Master Pages Palette on the screen.

Show Hyperlinks: Show/Hide Hyperlinks toggles the display of the Hyperlink Palette on the screen

UNDERSTANDING PAGEMAKER TOOLS

TOOL BOX: contains all the tools used to create a publication in PageMaker. Choose Window and select Show Tools to display the toolbox.

POINTER TOOL: is used to pick, drag and drop graphics and text.

TEXT TOOL: is used to edit and select text and insert text frames. In PageMaker, text is typed in text blocks or frames.

ROTATE TOOL: is used to rotate text and graphic objects.

CROP TOOL: is used to crop imported graphic images to the required size. The crop tool only works on TIFF type of images.

LINE TOOL: is used to draw slanting lines.

CONSTRAINED LINE TOOL: will draw lines at 45 degree intervals, i.e., horizontally, vertically or diagonally.

BOX TOOL: is used to draw a box.

RECTANGLE FRAME: is used to type text inside a box.

CIRCLE/ELLIPSE TOOL: is used to draw a circle or elliptical graphic. Press and hold shift key while you draw to be a perfect circle.

CIRCULAR/ELLIPTICAL FRAME: is used to type text inside a circle or an oval.

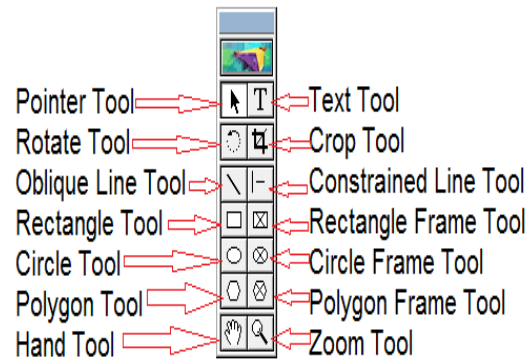
POLYGON TOOL: is used to draw a shape with more than 3 sides. You can modify the polygon by selecting Element and selecting Polygon Settings.

POLYGON FRAME: Polygon frame puts the text inside the polygon.

HAND TOOL: is used to move the screen.

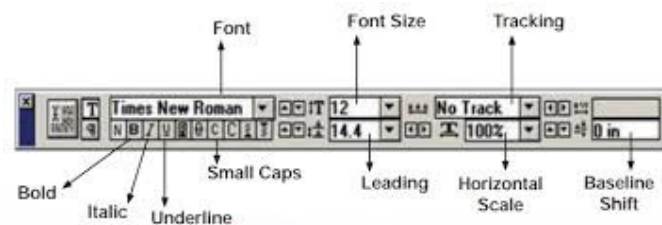
ZOOM TOOL: Zoom tool allows you to zoom in and out of the document view. By default the zoom tool will be in the Zoom-in mode.

Tools of PageMaker Toolbox



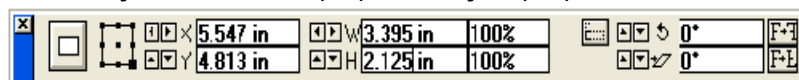
CONTROL PALETTE

The control Palette displays the properties for the selected paragraph, character or object. It is a sort of shortcut to the object, text, and paragraph properties. Choose Window and select Show Control Palette to display the Control palette.



CONTROL PALETTE IN OBJECT MODE

The control Palette when it has an object selected displays the object properties such as the reference point, position, size, scaling.



Horizontal/vertical mirror: Mirrors the currently selected object along the x or y-axis.

Height/width: sets the height and width of the currently selected object, either numerically in inches or in percentage of the current size.

Rotate: is used to rotate the selected object around an axis. The center of rotation is set as the object's center and exact measurements can be used.

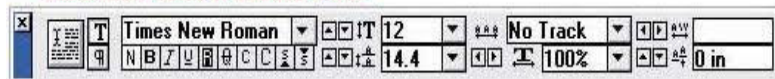
Skew: This skews selected object, in degrees.

XY position: sets the horizontal and vertical position of the upper-left corner of the currently selected object.

CONTROL PALETTE IN CHARACTER MODE

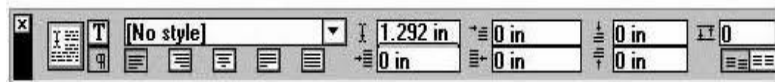
The Character Palette is displayed when the text tool is selected. It has options for changing text styles, size, leading, tracking, width and Deming. *There is a toggle button to shift between paragraph view and character view.*

The Control Palette In Character Mode



Kerning: Text Kerning adjusts the spacing between characters in text. PageMaker provides three types of kerning. Viz., automatic pair kerning, manual kerning manual and expert kerning.

The Control Palette In Paragraph Mode



Leading: Text Leading adjusts the spacing between lines of text.

Tracking: Tracking is similar to kerning in that it deals with the horizontal space between letters. PageMaker includes five built-in tracks from Very Loose to Very Tight.

Size: Text Size adjusts point size of text.

Position: Text Position adjusts the placement of the text on a given line. Positive Numbers move the text into a super text position (above the line), and Negative numbers move it into a subtext position (below the line).

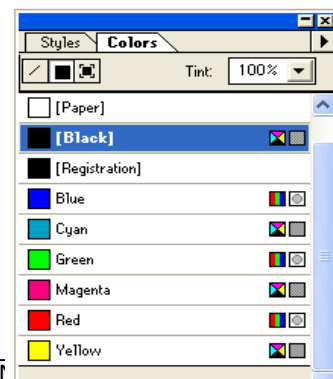
Width: Text Width adjusts the character width and does not affect height.

CONTROL PALETTE IN PARAGRAPH MODE

The control palette displays options for the paragraph style, alignment, indents, spacing, grid spacing and grid alignment.

COLOR PALETTE: is used to apply colors or view the name or kind of color applied to the selected text or object.

STYLES PALETTE: is used to apply styles or to view or edit styles defined for the publication. To apply a style, just click a paragraph with the text tool and then click a style name in the palette. Choose Window and select Show Styles to display the Styles palette.



LAYERS PALETTE: is used where a multiple layers document structure is required. You can hide, display, add or delete layers as required.

MASTER PAGES PALETTE: It displays a list of available master and apply masters pages for a particular document. The master page icon at the bottom of the window is used when you want to go to a master page for editing.

HYPERLINK PALETTE: A hyperlink has two parts: a source which is the hyper linked text or graphic that you click, and a destination which is where the source jumps. Inside a PageMaker Publication, destinations are called anchors.

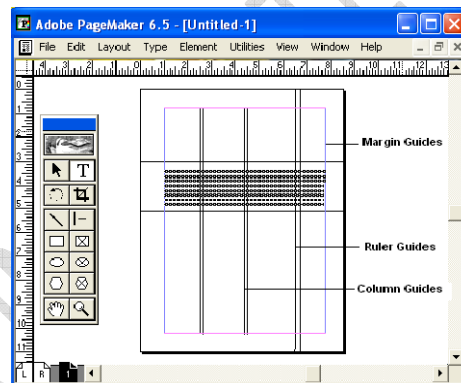
GRIDS, RULERS AND GUIDES

MARGIN GUIDES: Margins are defined in the Document Setup dialog box, when you first create a publication, and are applied to the Document Master page. These are represented by pink lines on the top and bottom and by blue lines on the left and right.

COLUMN GUIDES: serve as boundaries for text you place within them. You can have as many as 20 columns per page.

RULER GUIDES: are also nonprinting guidelines which primarily used to align.

ZERO POSITION: allows you to set the zero position on the screen. Zero position is the position, where both the top and the left side rules are at zero.



FORMATTING TEXT

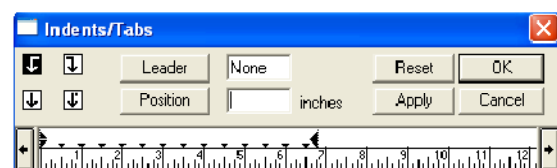
CHANGING FONT SIZES: In PageMaker, by default the type size is 12 points but you can change the size as often as you like using the Control Palette.

CHANGING TYPEFACE STYLES: There are ten different styles for any typeface. They are Normal, Bold, Italic, and Underline, Reverse, and Strikethrough, Small caps, All caps, Superscript and Subscript.

CHANGING CHARACTER SPECIFICATIONS: The Character Specifications dialog box allows you to choose several type attributes in one step. This dialog box can be opened by double clicking the Text tool.

PARAGRAPH SETTING: Paragraph formatting includes setting indent values, paragraph spacing, text alignment, dictionary, etc. Select the Text paragraph. Click on the Type menu. Select Paragraph Options.

SETTING TABS/INDENTS: Select the Text tool. Click on the Type menu. Select Indents/Tabs. Thus the paragraph has been aligned according to the Indents set.



BULLETS AND NUMBERING: The Bullets and numbering option automatically adds bullets or numbers to the paragraph in the text block.

HYPHENATION SETTING: PageMaker hyphenates words to reduce the spacing between them in a justified text. Hyphenation is controlled with the hyphenation dialog box.

THREADING: When a story in a text block extends to the next pages, it is broken up into individual page text blocks. A small red triangle in the lower window shade handle indicates that there is more text that can be currently displayed in the text box. An empty handle in the bottom window shade indicates the end of the Story.

USING THE FIND AND CHANGE FEATURE: Using the find and change feature, you can search for specific occurrences of a word and replace to a new word respectively. The find and the change dialog boxes can be activated from the utilities menu from Edit Story.

FILL: The Fill command is used to fill the box or circle with the options available under this command, which consists of various types of lines along with the options like paper and solid.

STROKE: You can use the stroke command to select the lines of different sizes and styles or choose the option called custom to create the line of your own style.

EDITING, COPYING, REMOVING AND REPLACING COLORS

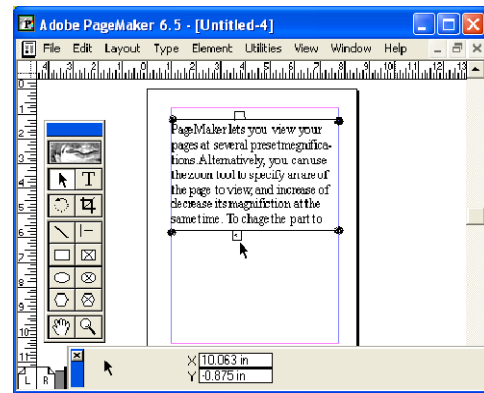
Editing: To edit a color, double-click on it in the colors palette. This opens up the color options dialog box. In this box change the values for the color and in the Libraries list box select the matching system you like. Click OK.

Copying: To copy a color from one document to other you can use Import Color option from the color palettes fly-out menu.

Removing: To delete a color, select the color and use Delete option from colors palette's fly-out menu.

Replacing: To replace a color first you select the color you want to replace and choose color option from the colors palette fly-out menu then you change the name of the color to the exact name of the color you wish to replace it with and click OK.

GROUPING AND UN-GROUPING OBJECTS: Grouping is usually used to create shapes by combining different shapes and for working on multiple objects at the same time. Click Edit menu. Select the option "Select All". Click Element menu. Select "Group" option. To ungroup the objects you just have to go the elements menu and select "ungroup" options.



LOCKING OBJECTS: You can lock individual objects in place in order to help preserve the design of your pages through all stages of production. You can change a color or fill applied to a locked object, but not its degree of rotation or its skewing angle. The Apply button in the Control Palette appears gray when the selected object is locked. To lock the Object you just have to select 'Lock position' from Element menu.

MASKING OBJECTS: Masking is a way of covering part of an object so that only a portion of it appears through a shape drawn with the rectangle, ellipse, or polygon tool. To mask the Object/text you just have to select 'mask' option from Element menu.

WORKING WITH LAYERS: Layers allows you to organize your document into a series of overlapping layers, controlling their stack order, appearance and locking preferences.

LAYER OPTIONS: The Layer Options dialog box can be used to rename the layer select the different color, show/ hid layer and lock/unlock layer. To do this you have to first click on the layer you want to work on and then select Layer Options from the Layer palettes fly-out menu.

STACKING ORDER: Stacking is used to arrange a number of objects overlapping in the same Layer. There are four ways of stacking objects, they are Bring to Front, Bring Forward, Send Backward and Send to Back.

USING PHOTOSHOP PLUG-INS: Photo Shop Plug-ins are used to give special effects to the graphics. Click Element menu. Select Image. Select PhotoShop Effects.

IMPORTING TEXT FEATURES:

OBJECT LINKING AND EMBEDDING: Object linking and Embedding is a standard for exchanging data between applications. PageMaker can import OLE objects from other applications. PageMaker can also import Microsoft word, text, photo CD etc., easily.

EXPORTING OPTIONS- PageMaker can export Adobe Pdf, HTML, Graphic and Text. Example for exporting text are as follows, Click on the text frame. Click File. Select Export. Select Text. The text export options dialog box appears. Enter "document" as a filename and click the save as type drop sown box. In the Save as type box select Text only. Click Save. The story is saved in the text only format in the specified file.

PRINTING YOUR DOCUMENT

PRINTER: Here choose your printer type if you have loaded the drivers for more than one printer, other-wise the default printer, which you have selected is shown.

No of Copies: Choose the number of copies of each page you want to print.

Collate: This option collates the printed output. If you want to make 2 copies of pages 1-5 then this command will print page number 1 to 5, 2 times over in a collated form.

Reverse order: This is used to print in reverse order that is while printing 1 to 5 pages; it will print 5 to 1.

Proof: By choosing this option you can print the pages as lower quality proofs.

Pages: All will print the entire document and if you select Ranges, you can specify the range of pages to be printed.

Print drop down list: 'Both Pages' is used printing a document on the front and back at a time. 'Odd pages' is normally used to print all odd numbered pages first. Then these printed pages can be printed on the other side also by putting them back in the tray and giving 'Even Pages' option.

Orientation: This has two icons for Portrait and Landscape. Select the appropriate icon.

Ignore 'Non-Printing': Click this if you want to print the non-printing characters too.

COMMON PAGEMAKER SHORT CUT KEY

USER INTERFACE	
Display/hide all palettes	TAB
Display/hide all palettes except tools	SHIFT + TAB
Display/hide control palette	CTRL + '
FILE MENU	
New	CTRL + N
Open	CTRL + O
Close	CTRL + W
Save	CTRL + S
Save as	SHIFT + CTRL + S
Place	CTRL + D
Print	CTRL + P
Document setup	SHIFT + CTRL + P
Quit PageMaker	CTRL + Q
EDIT MENU	
Undo	CTRL + Z
Cut	CTRL + X
Copy	CTRL + C
Paste	CTRL + V
Clear	DEL
Select all	CTRL + A
Deselect all	SHIFT + CTRL + A
Edit Story / Edit Layout	CTRL + E
Close Story (Story View)	CTRL + W
LAYOUT MENU	
Go to Page	ALT + CTRL + G
Move to Previous Page	PAGE UP
Go Back	CTRL + PAGE UP
Move to Next Page	PAGE DOWN
Go Forward	CTRL + PAGE DOWN
TYPE MENU	
Bold	CTRL + SHIFT + B

Italic	CTRL + SHIFT + I
Underline	CTRL + SHIFT + U
All Caps	CTRL + SHIFT + K
Strike Through	CTRL + SHIFT + /
Super Script	CTRL + SHIFT + \
Sub Script	CTRL + \
Reverse	CTRL + SHIFT + V
Character	CTRL + T
Paragraph	CTRL + M
Indent Tabs	CTRL + I
INCREASE FONT SIZE	
1 point	CTRL + SHIFT + >
DECREASE FONT SIZE	
1 point	CTRL + SHIFT + <
ALIGNMENTS	
Align left	CTRL + SHIFT + L
Align Center	CTRL + SHIFT + C
Align Right	CTRL + SHIFT + R
Justify	CTRL + SHIFT + J
Force Justify	CTRL + SHIFT + F
ELEMENT MENU	
Fill & Stroke	CTRL + U
ARRANGE	
Bring to Front	SHIFT + CTRL +]
Bring Forward	CTRL +]
Send Backward	CTRL + [
Send to Back	SHIFT + CTRL + [
Group	CTRL + G
Lock Position	CTRL + L
Mask	CTRL + 6
UTILITIES MENU	
Find	CTRL + F
Find Next	CTRL + G
Change	CTRL + H
VIEW MENU	
Zoom in	CTRL + +
Zoom out	CTRL + -
Fit in window	CTRL + CLICK RIGHT MOUSE BUTTON
Actual size	CTRL + CLICK RIGHT MOUSE BUTTON
Fit page in window	CTRL + 0
Entire pasteboard	CTRL + SHIFT + 0
ZOOM TO	
50%	CTRL + 5
100% (Actual size)	CTRL + 1
200%	CTRL + 2
Display non-printing items	CTRL-ALT-N

Rulers on/off	CTRL + R
Show/Hide guides	CTRL + ;
SPECIAL CHARACTERS	
End of paragraph	ENTER
Page number marker (on master pages)	CTRL + ALT + P
Bullet (•)	ALT + 8
Registered trademark (®)	ALT + R
Trademark (™)	ALT + 0153
Copyright (©)	ALT + G
Paragraph marker (¶)	ALT + 7
One half fraction (½)	ALT + 0189
Three fourths fraction (¾)	ALT + 0190

POINTS TO REMEMBER:

1. PageMaker 6.5 & 7.0 is developed by Adobe Systems, Inc.
2. Dimension of A4 size page is 210 x297 mm.
3. The highest version of Adobe PageMaker is Adobe PageMaker 7.0.
4. To go to Bullets and Numbering is Utilities > Plug-ins>Bullets and Numbering.
5. To go to Build Booklet is Utilities > Plug – Ins > Build Booklet.
6. To apply Reverse is type > Type Style > Reverse.
7. To show control Palette is Window > Show control Palette.
8. To go to Send to Back is Element > Arrange > Send to Back.
9. To change current paper size is File > Document Setup.
10. To add a pages is Layout > Insert Pages.
11. To apply autoflow, click Layout > Autoflow.
12. To show Control Palette. Windows > Show/Hide Control Palette.
13. Mask. Go to Element Menu > Mask,
14. Pointer tool is use to select move, and resize text objects and graphics.
15. Printed areas that extend beyond the trims marks of the page is called bleed.
16. Ctrl + E is the shortcut key of EDIT STORY.
17. The distance between the text and the paper edge is MARGIN.
18. The default extension of Adobe PageMaker 7.0 is .pmd
19. TINT is a shade of a colour; usually expressed as percentage of a solid colour.
20. The first letter of a paragraph that is enlarged to “drop” down two or more lines is called DROPCAP.
21. Number of pages per publication range from 1 to 999.
22. ZOOM TOOL is used to reduce or magnify the page.
23. Ctrl + Shift + F is shortcut for Force Justify.
24. Paste special is inside EDIT MENU.

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