

# **Introduction to Pagemaker 7.0**

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## **INTRODUCTION**

Adobe PageMaker 7.0 is the “world’s leading cross- platform professional page layout software”. PageMaker is primarily used for designing and producing publication that requires a combination of text and graphics. PageMaker 7.0 has a rich array of facilities to import text and artwork from other computer application packages, as well as allowing you to generate these directly form within PageMaker itself. PageMaker can handle text better than Illustrator and PhotoShop and also give you the flexibility of graphic control not available in world processors

## **NEW FEATURES IN PAGEMAKER 7.0**

### **DOCUMENT LAYERS**

Layers allow you to place elements on over the other. It can be thought of as sheets stacked up one on top of the other. You can place elements on these layers or temporarily hide the layers. These layers can be used for adding imitations, floating or background images.

### **EASIER LAYOUT**

There is a new concept of frames in PageMaker 7.0, which can hold any type of text or images. PageMaker’s freeform layout capabilities have become even more flexible with its frame and text controls.

### **BETTER INTERGRATION**

PageMaker can work seamlessly with PhotoShop, Illustrator etc. It also builds the ability to drag and drop images and elements directly from one of these applications to the other

### **COLOR CONTROLS**

PageMaker 7.0 introduces new color technologies, which helps in reproducing high fidelity colors in you publications. A new desktop color separation tool is also included. The Kodak color management system now supports the international Consortium of Standard for sharing device profiles.

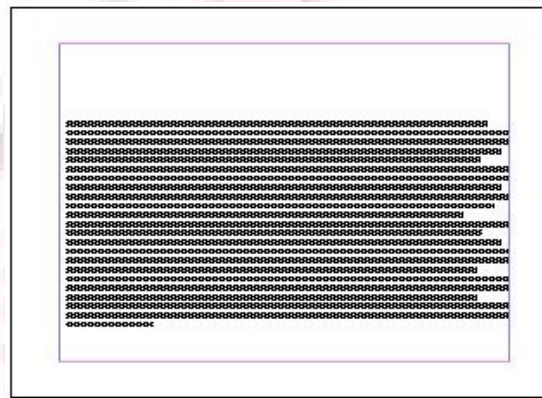
### **INTERNET READY**

The current release of PageMaker (i.e. Version 7.0) includes an option to export your PageMaker documents to Internet ready HTML (Hyper Text Markup Language) files with the links preserved. The document images are converted to GIF or JPEG format required by the

## Basic of Pagemaker

### PAPER ORIENTATION

You can set paper in two ways, portrait is one in which the paper is used with the longer size in the vertical direction. If we interchange the directions, we get the Landscape orientation.



Lands cape

### STARTING PAGEMAKER

- Click the Start button.
- Select Programs.
- From the Programs Menu select Adobe.
- In the Adobe Menu select PageMaker 7.0.
- Click adobe PageMaker 7.0.
- The PageMaker window is displayed.

### 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 Current Cursor location is shown by two dotted lines in the rulers. The view the rulers select View > Show Rulers.

### **Master Page Icon:**

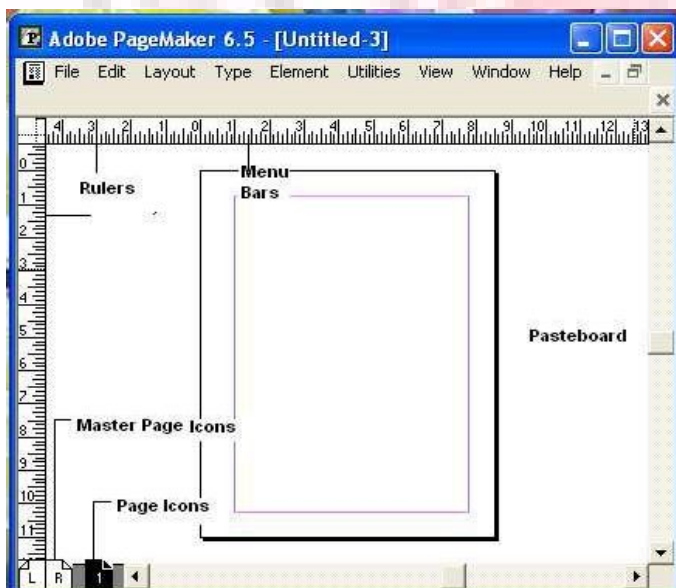
The Master Page icon showed the position of the master Pages. Clicking it will display the Master Page. Master Pages contain text, graphics, layout and settings, which are common, thought the publication.

### **Page Icon:**

The Page icon shows the list of pages in the publication with the currently selected pages in black. Clicking a particular page icon will display the selected page.

### **Plasterboard:**

Surrounding the page is an area of white space called the Plasterboard. It is used to store graphics and texts as you work. Items you place on the plasterboard 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. This command gives rise to a dialog box where you define the various options before opening a new page of the publication.

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

**Save:** Save command saves the current publication. To save all the open files, press the shift key while choosing the Save option.

**Revert:** Revert command rolls back all the changes made since the last save. It is the same as closing the publishing without saving and opening it again.

**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.

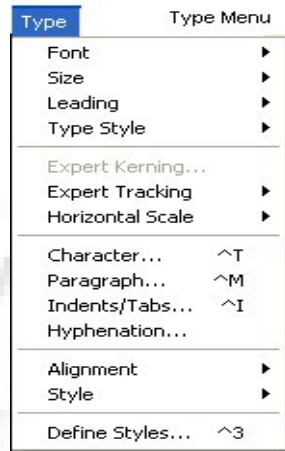
**Column Guides:** Column Guides lets you divide the pages of the publication into different column of equal size.

**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 flows 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.

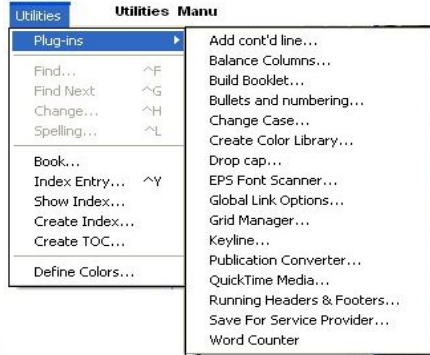
**Align Objects:** Align Objects lets you align multiple objects relative to each other.

**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.

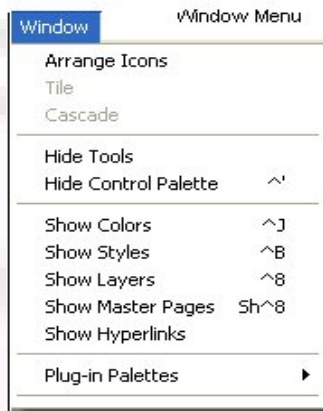
**Show Colors:** Show/Hide Colors Toggles the display of the Color Palette on the screen.

**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.

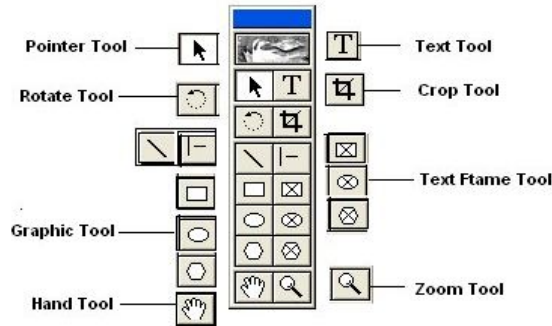
**Show Hyperlinks:** Show/Hide Hyperlinks toggles the display of the Hyperlink Palette on the screen



## UNDERSTANDING PAGEMAKER TOOLS

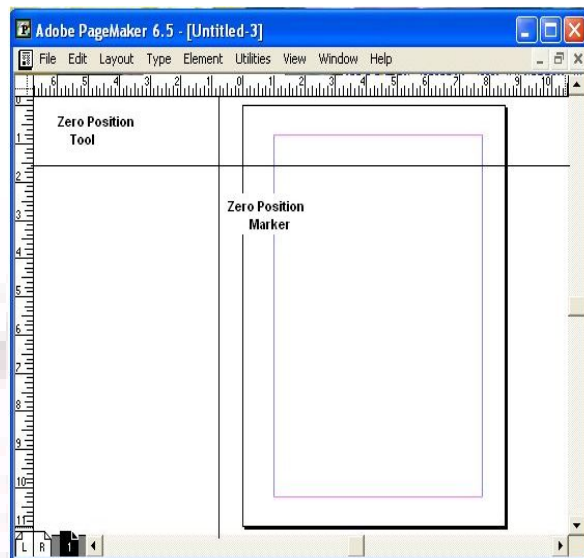
### TOOL BOX

Toolbox contains all the tools used to create a publication in PageMaker. Choose Window and select Show Tools to display the toolbox. The individual tools will be explained in detail later in this session.



## ZERO POSITION

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. By Zero positioning all measurements in the pages are made relative to this point. Click it and drag it to anywhere on the workspace to set it as the Zero Point.



## POINTER TOOL

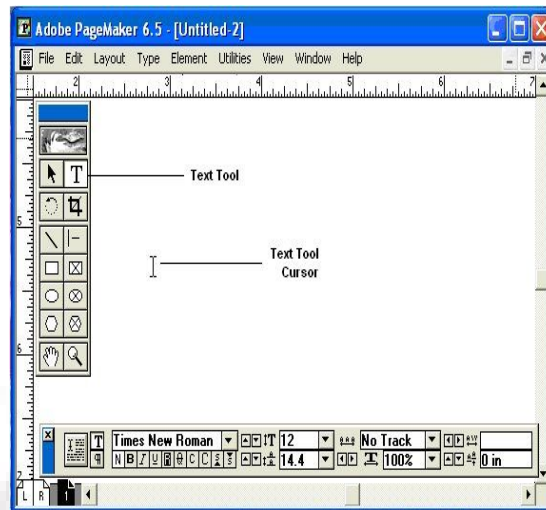
Pointer tool is used to pick, drag and drop graphics and text.

## TEXT TOOL

Text Tool is used to edit and select text and insert text frames. Click the text tool and click anywhere in the document and start entering text. The text tool creating a free flowing text box.

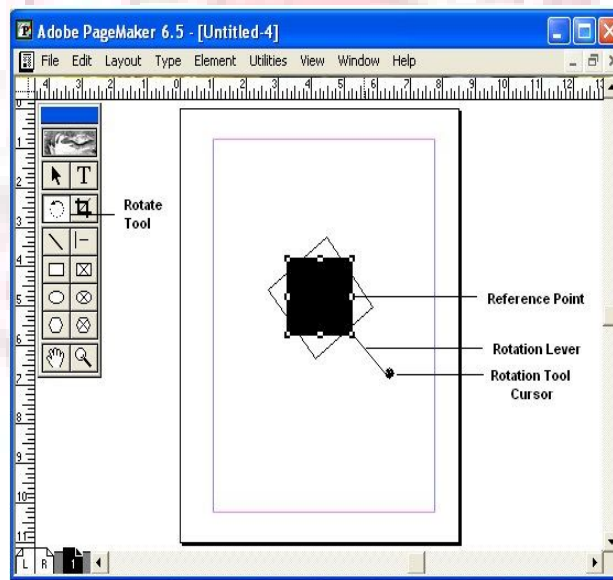
## ROTATE TOOL

Rotate too is used to rotate text and graphic objects. Click the rotate tool. Then click on the object reference point and drag to rotate the object.



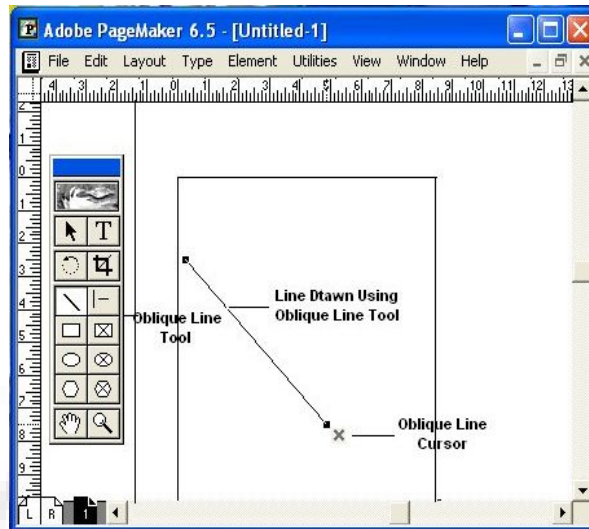
## CROP TOOL

The Crop tool is used to crop imported graphic images to the required size. The crop tool only works on TIFF type of images. Click on the toll and, drag the image handles, to crop the image.



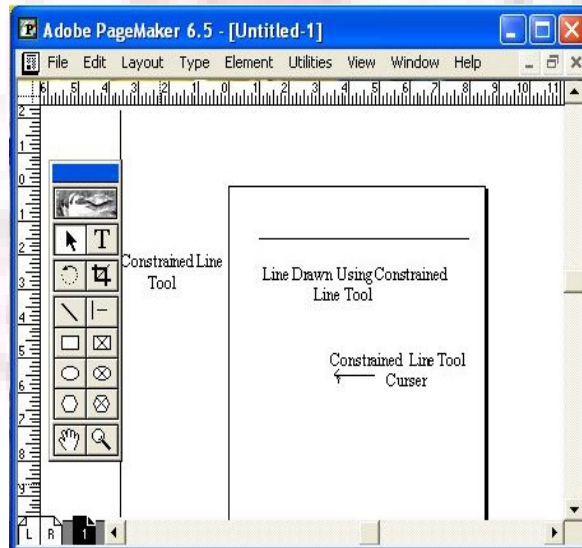
## OBLIQUE LINE TOOL

Oblique Line is used to draw slanting lines. To draw a line, click the oblique line tool, click and drag to draw a line in any direction.



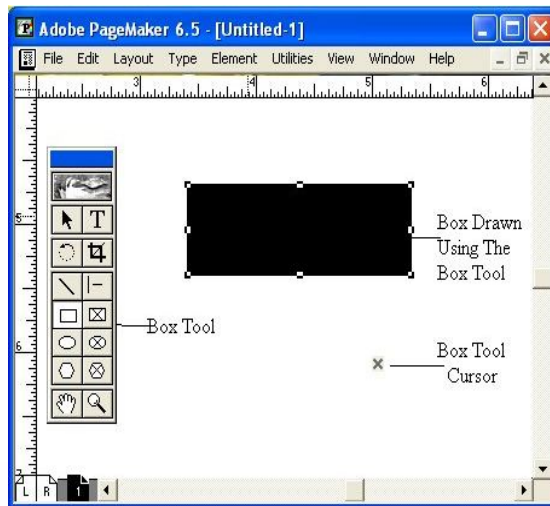
### CONSTRAINED LINE TOOL

Constrained Line tool will draw lines at 45 degree intervals, i.e., horizontally, vertically or diagonally.



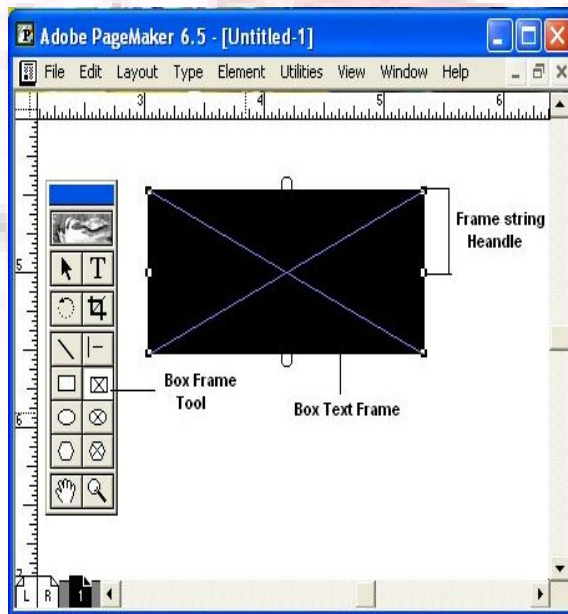
### BOX TOOL

Box tool is used to draw a box.



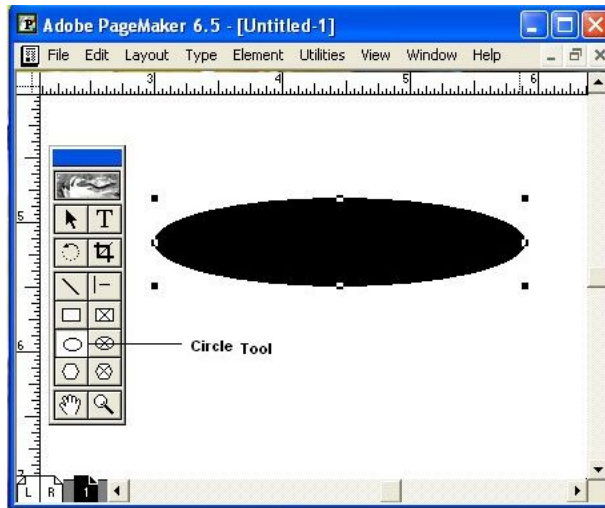
## RECTANGLE FRAME

Rectangle Frame is used to type text inside a box. First select the toll and draw the area to be enclosed by the rectangular frame, then select the text tool and click inside the drawn frame to enter text. The text will be constrained to the rectangular frame.



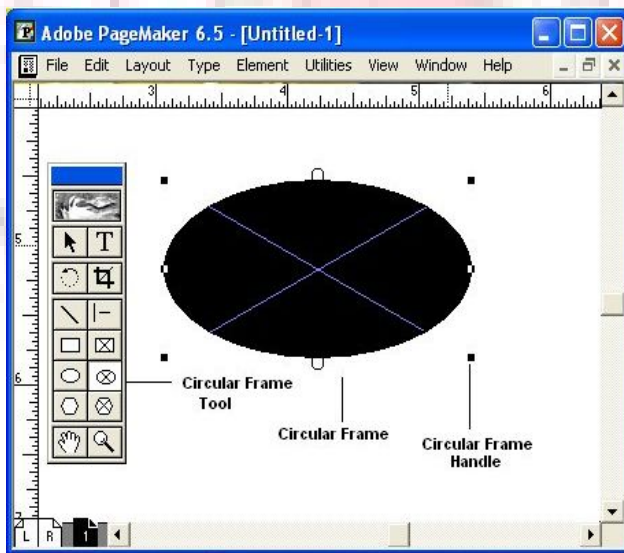
## CIRCLE TOOL

Circle tool is used to draw a circle or elliptical graphic. To draw a circle or an ellipse, select the tool, click and drag to draw a circle on the document.



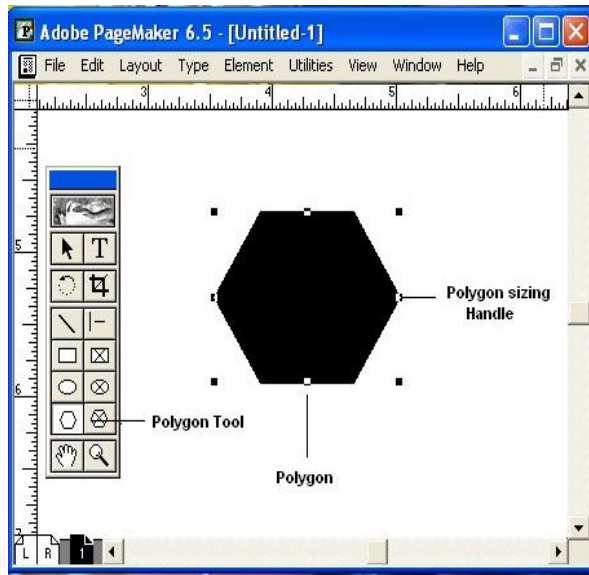
## CIRCULAR FRAME

Circular Frame is used to type text inside a circle or an oval. Use the Circular frame tool to draw the frame and then click inside with the text tool to start entering text. The entered text will be constrained to the circular frame.



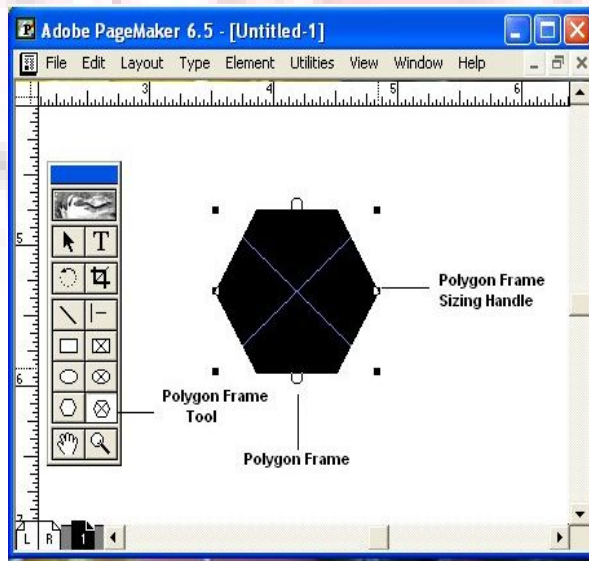
## POLYGON TOOL

Polygon tool is used to draw a shape with more than four sides. You can modify the polygon by selecting Element and selecting Polygon Settings.



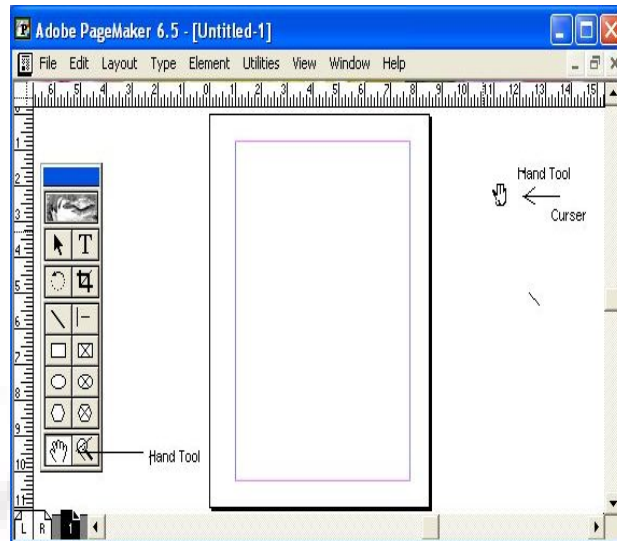
## POLYGON FRAME

Polygon frame puts the text inside the polygon. Select the polygon frame tool, draw a polygon then select the text tool and click inside the frame to enter the text inside the frame to enter the text inside the polygon frame.



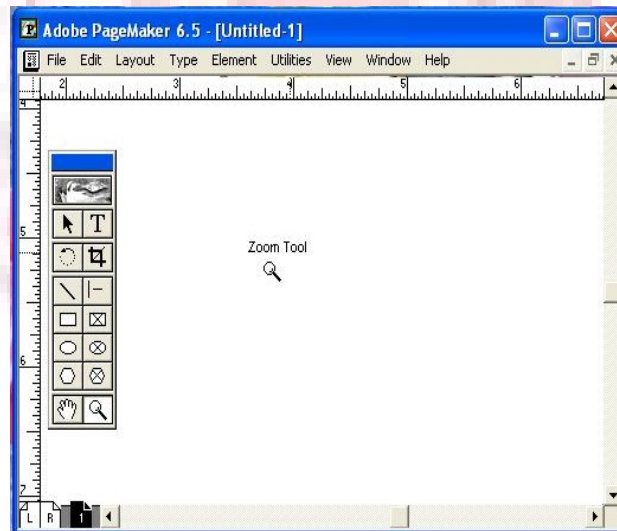
## HAND TOOL

Hand tool is used to move the screen. This tool is very useful when you are working with large documents. It helps you to easily navigate in a large page. To move a screen, just select the hand tool and click and drag the page to view different parts of the page.



## ZOOM TOOL

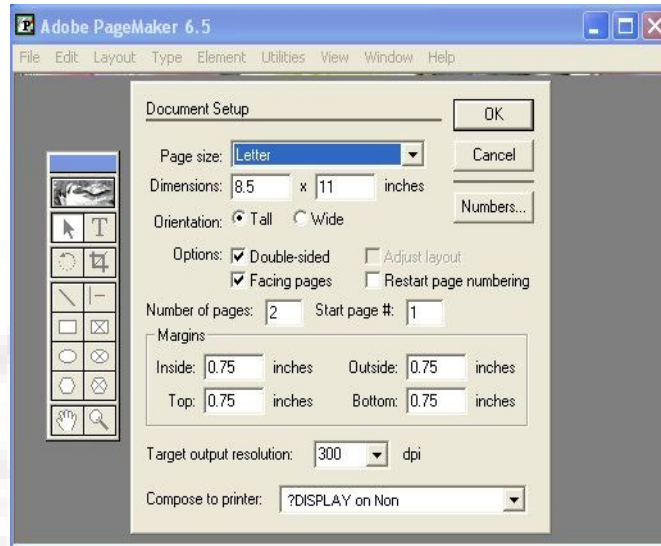
Zoom tool allows you to zoom in and out of the document view. By default the zoom tool will be in the Zoom-in mode. To zoom out of page select the zoom tool and press control and click in the document window with the zoom tool.



## OPENING A NEW PUBLICATION

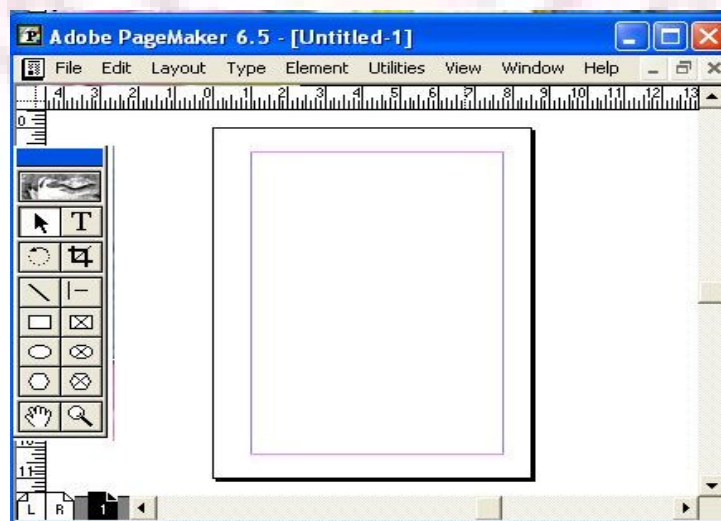
- Click File.
- Select New.

The Document Setup dialog box appears. Enter 2 in the number of pages text box and press the TAB key.



- Enter 1 inch as the inside margin and press the TAB key.
- Select the printer “HP Deskjet on LPT1”
- Click OK.

A new document is opened with the required margins and the first page of the selected document is display



## PAGE SIZE AND PAPER SIZE

Paper size is the actual size of the paper and Page Size is the printable area of the page. The Page size is the area enclosed by the page margins.

## 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. Cropping, printer resolution, rotating, skewing and horizontal and vertical reflection.

**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:** 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. The currently 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.

**Kerning:** Text Kerning adjusts the spacing between characters in text. It is selective, so you can adjust just one or two characters, or whole sections of text, Negative numbers move characters closer together, whereas Positive numbers space them out.

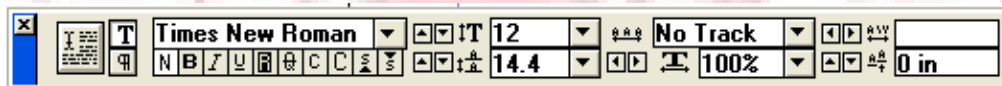
**Leading:** Text Leading adjusts the spacing between lines of text. This is applicable on line-by-line basis. Positive and Negative number have the same effect as they have on Kerning, except that the spacing is between the lines of text.

**Tracking:** Text Tracking adjusts how closely characters follow each other. Very tight tracking brings text closer together, very loose spreads it out a bit.

**Size:** Text Size adjusts point size of text.

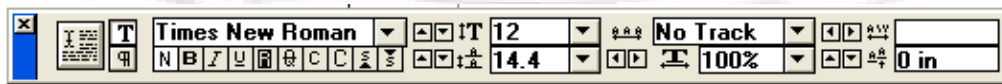
**Position:** Text Position adjusts the placement of the text on a given line. Positive Numbers move the text into a super text position (above the line), and Negative numbers move it into a subtext position (below the line).

**Width:** Text Width adjusts the character width and does not affect height. The larger the percentage, the wider the word. Percentages over 100% make it proportionate larger than standard sizing, fewer than 100% make it proportionate smaller.



## Control Palette In Paragraph mode

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



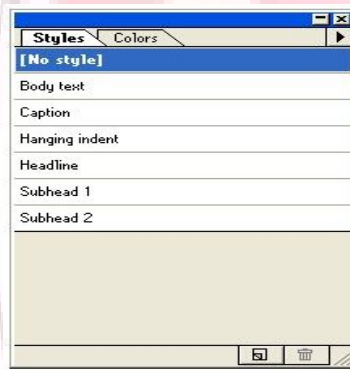
## COLOR PALETTE

The Color Palette is used to apply colors or view the name or kind of color applied to the selected text or object. The buttons stroke, fill or both, can be used to change the color of the graphic object and Object level. Tints allow you to have variations of the same color. To apply a color to a text or object and select the color from the color Palette. Choose Window and select Show Colors, to display the Colors palette.



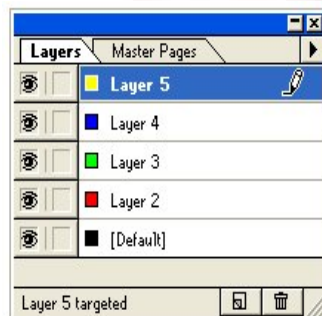
## STYLES PALETTE

The 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.



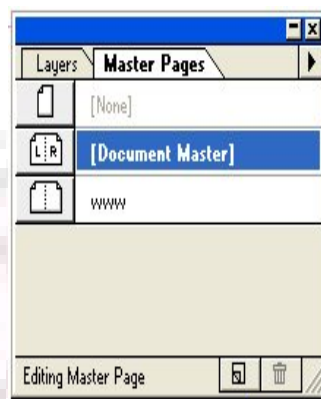
## LAYERS PALETTE

The Layers Palette is used where a multiple layers document structure is required. Layers allow you to separate the different elements that make up your document. You can hide, display, add or delete layers as required. Choose Window and select Show Layers to display the Layers Palette.



## MASTER PAGES PALETTE

The Masters. 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. Choose Window and select Show Master Pages to display the master Page palette



## HYPERLINK PALETTE

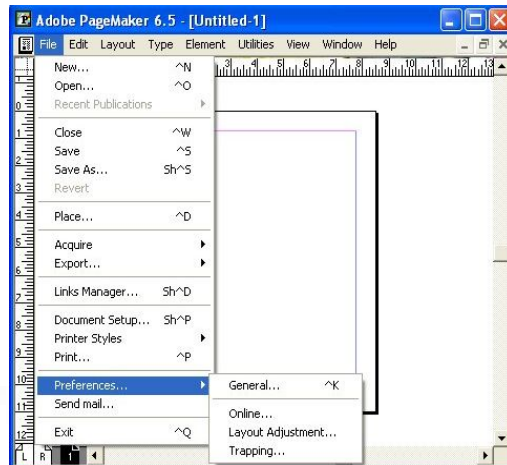
A hyperlink has two parts: a source, which is the hyper linked text, or graphic that you click, and a destination, which is where the source jumps. Inside a PageMaker Publication, destinations are called anchors. You can also give a valid web hyperlink. Choose Window and select Show Hyperlinks to display the Hyperlinks palette.



## SETTING A MEASUREMENT SYSTEM

- Click File
- Select Preference.

In the Preferences menu select general.



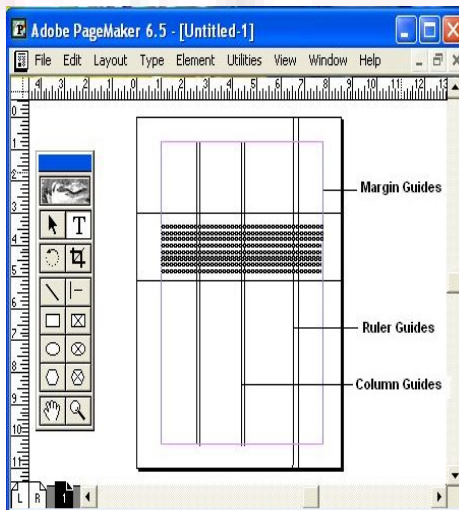
## GRIDS, RULERS AND GUIDES

### 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:** Column guides serve as boundaries for text you place within them. You can have as many as 20 column per page. Column guides control the flow of text and represented by dark blue lines.

**Ruler Guides:** Ruler Guides are also nonprinting guidelines which primarily used to align. Objects in the publication and are represented on the screen by Light blue lines.



## VIEWING PAGES

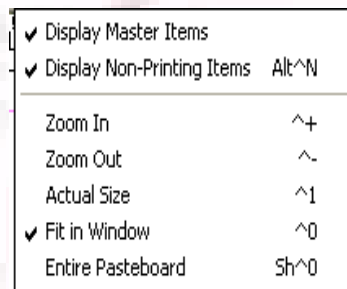
**Zoom In:** Zoom in Magnifies the Document to the next level

**Zoom Out:** Zoom out Shrinks the Document view the previous level

**Actual Size:** Actual size Displays the entire page or a two page spread within the publication window.

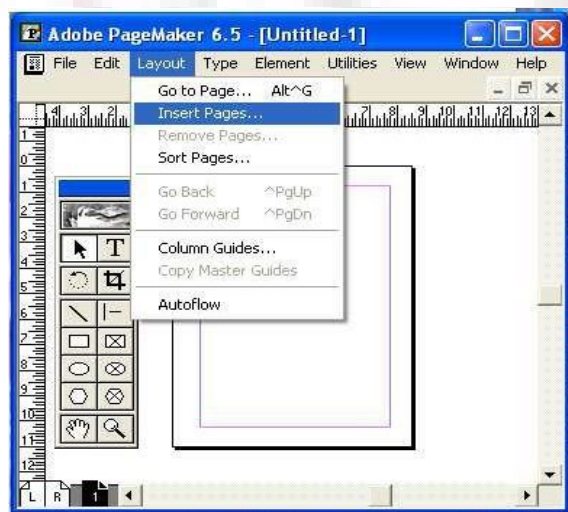
**Fit in Window:** Fit in window will display the current page in its entirety within the publication window. This view is especially useful to check the layout of the page.

**Entire pasteboard:** Entire pasteboard displays the page with the entire pasteboard so that you can find or view objects.



## INSERTING PAGES

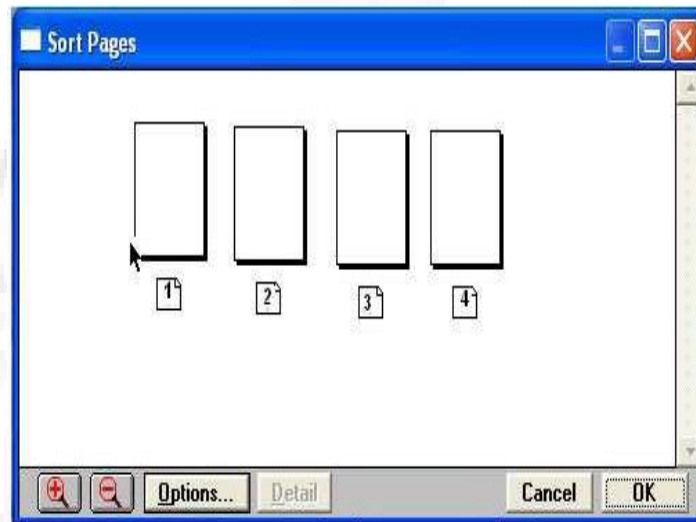
- Click Layout.
- Choose Insert Pages.



## **SORTING PAGES**

- To change the page order Click Layout.
- Select Sort Pages.

A dialog box with the page icons appears. Click on the fourth page, and place it before the first page.

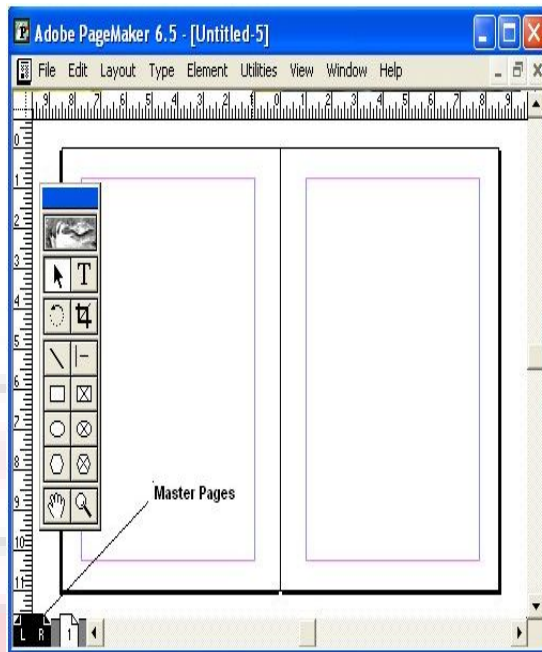


- Click OK to close the dialog box.
- The Page is rearranged and the page numbers are changed accordingly.

## **CREATING NEW DOCUMENT**

### **MASTER PAGES**

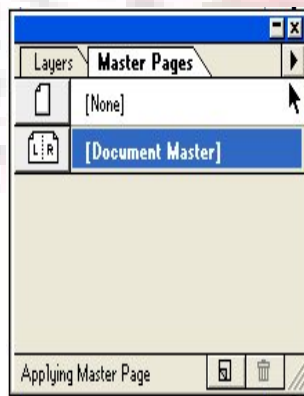
Master Pages are a sort of a template for all of the pages in a publication. The Master pages can contain text, Graphics and guides. These are reflected in all the pages of the publication. They generally contain logos and volume title, which are to be repeated in every page of the publication and also guides, which help to maintain uniformity throughout the publication.



## CREATING A NEW MASTER

- Click Window.
- Select the Show Master Pages Palette from the window menu.

In the Master Pages Pallet Click on the Top right arrow to display the Palette Menu.



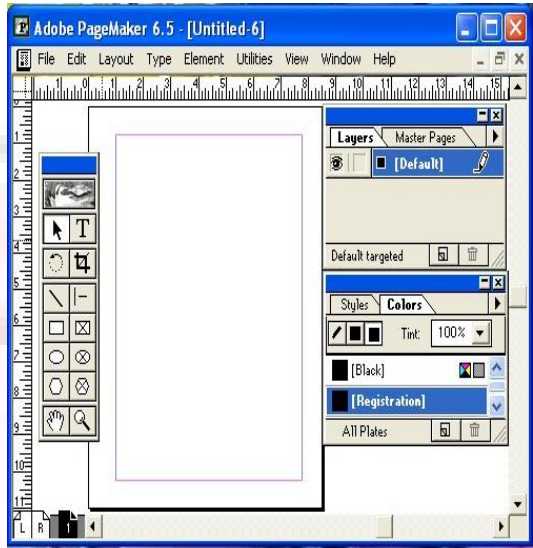
## Working with Text

### TEXT BASICS

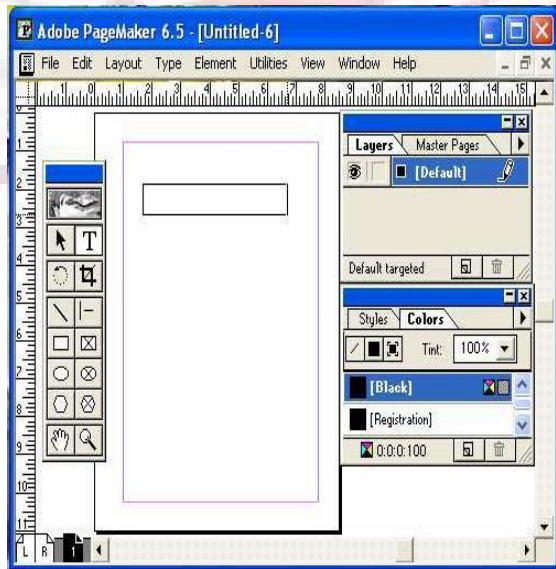
# ENTERING TEXT

In Page Maker, text is typed in text blocks or frames. Text blocks are defined by the amount of text and the margins of the page.

- To open a text block First click the Text tool.



- Click anywhere on the page within the margin guides.
- Press the mouse button and drag the insertion point to the right. Release the mouse when you have opened the box to the correct size.



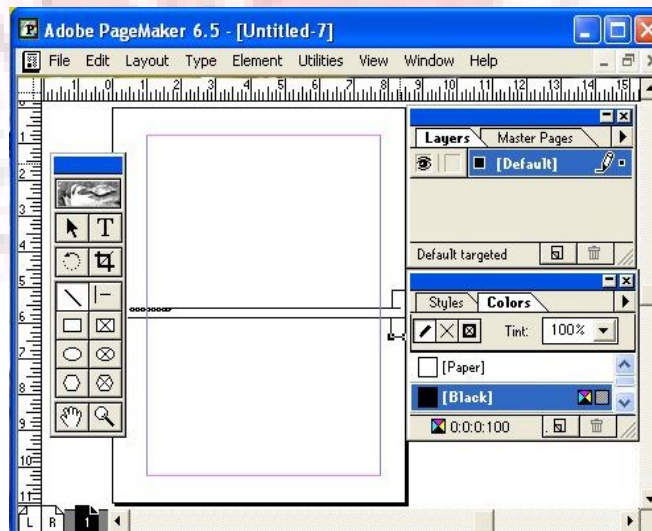
## PLACING TEXT

- Click on Edit menu.
- Select Edit Story.
- Type “Demo for Placing Tex “. Click on Story.
- Select Close Story.

Page Maker displays an alert message that says, “The story has not been placed.” Click the place button to place the story.



Page Maker displays a loaded text icon. Click the icon to flow text into the frame or column you click on.



## TEXT OBJECTS, STORIES AND EDITORS

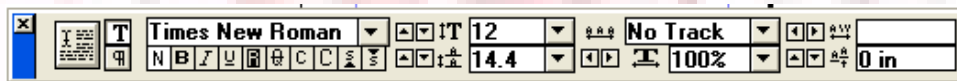
**Understanding test objects and stories:** Text in PageMaker is part of a story. A story can be a single letter or several page of text and can be contained in a single text object or threaded through many different objects.

**Layout Editors and Story Editors:** Text blocks that are threaded together in the Layout Editor comprise the same story in the Story Editor. A text block may be split among several pages in the Layout Editor, but it appears as a continuous story in the Story Editor.

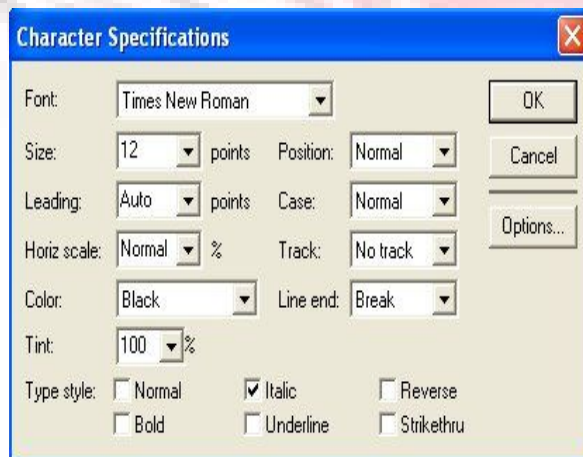
## FORMATTING TEXT

**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. The Control Palette can be activated or deactivated from the Window menu.

**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, Super script and Sub script.



**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.



## KERNING AND TRACKING

PageMaker provides three types of kerning.

**Automatic pair kerning:** Automatic pair kerning adjusts the space between certain character pairs, based on the kerning information that's built into the font.

**Manual kerning Manual:** Kerning lets you kern any range of text, from one character pair to a whole story, using cursor keys or by using the Control palette.

**Expert kerning:** Expert kerning calculates a manual kerning value for every character pair in a selected range of text.

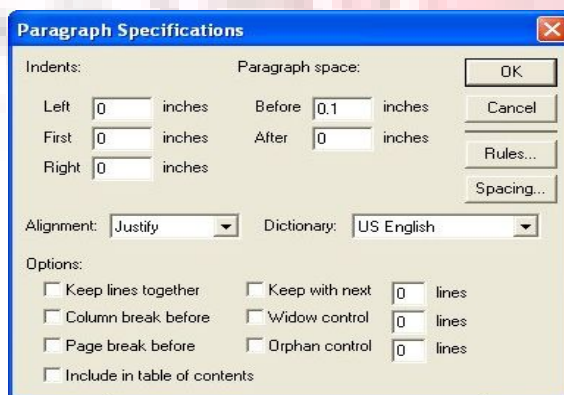
## TRACKING

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. To set the required track, first select the text.

## PARAGRAPH SETTING

Paragraph formatting includes setting indent values, paragraph spacing, text alignment, dictionary, etc. in this exercise we shall see how to draw a line below a paragraph. Click on the Text tool.

- Select the Text paragraph.
- Click on the Type menu.
- Select Paragraph Options

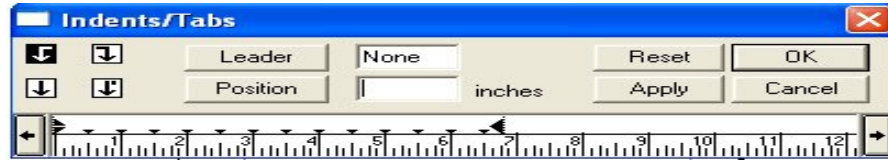


## SETTING TABS

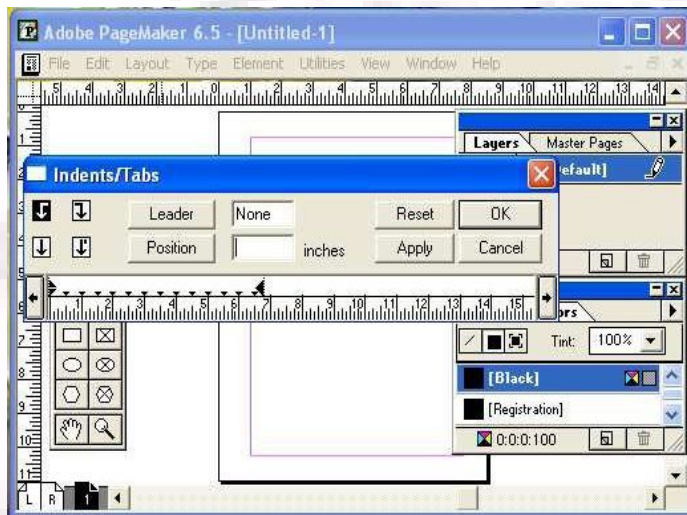
In this exercise we shall see how to set tabs.

- Select the Text tool.

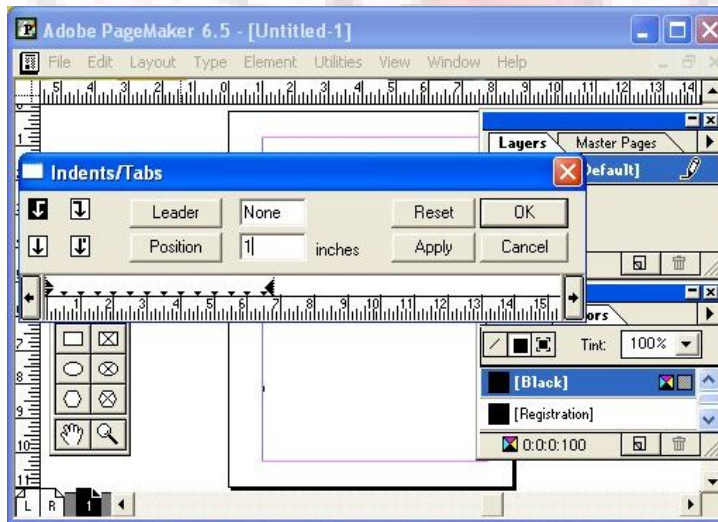
- Click on the Type menu.
- Select Indents/Tabs.



Drag the first half of the left indent to 1 inch.

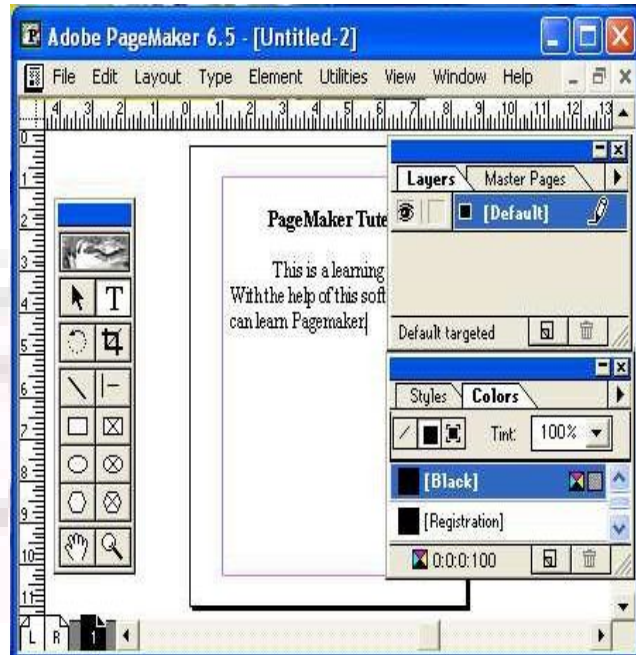


Drag the right indent by 1 inch.



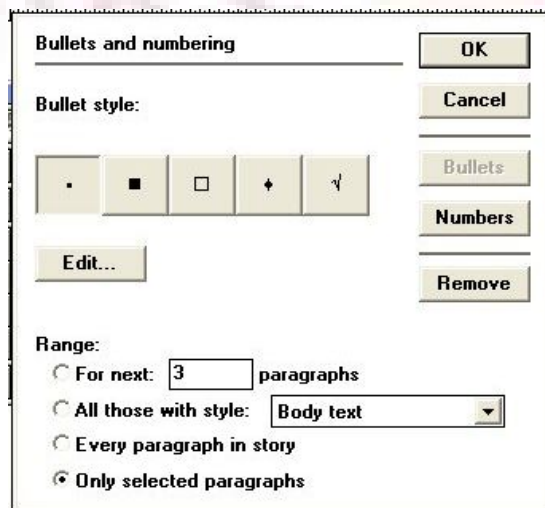
Click OK.

Thus the paragraph has been aligned according to the Indents set.



## BULLETS AND NUMBERING

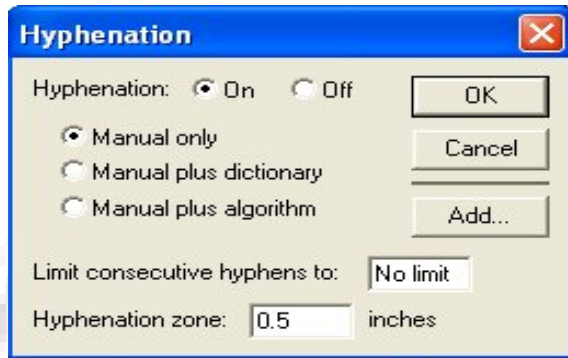
THE Bullets and numbering option automatically adds bullets or numbers to the paragraph in the text block. To edit bullets or to add numbers you can click the Edit or Numbers button respectively.



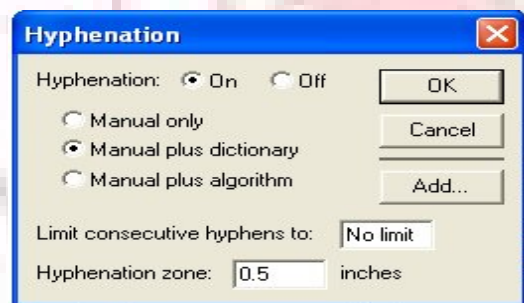
## HYPHENATION SETTING

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

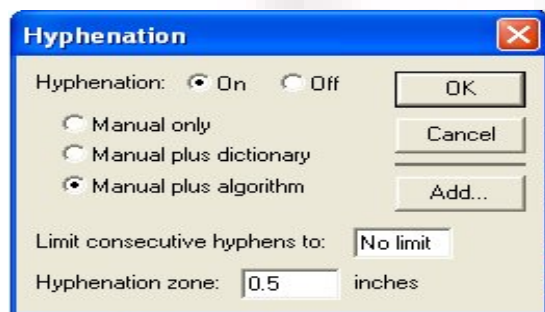
The Manual only option hyphenates only the words that you have marked to hyphenate by inserting a discretionary hyphen in the word where it would normally break.



Manual plus dictionary option hyphenates the words to which you have added discretionary hyphens, as well as words hyphenated in the PageMaker dictionary.



In addition to using the dictionary, Manual plus algorithm option, uses a mathematical algorithm and your manually inserted hyphens to break words.



## Hyphenation Setting

- Let use see how to add a word to the user dictionary. Click on the Type menu.
- Select Hyphenation.
- Click the Add button in the Hyphenation dialog box.
- In the Add to User Dictionary dialog box type Lay~out~ Galaxy. In this word, h\the most favorable break is marked by a single tilde (~) and the second most favorable break is marked by a double tilde. Click OK to close the Add to User Dictionary dialog box.
- Click OK to close the Hyphenation dialog box.
- The word “LayoutGalaxy” has been added to the Dictionary.

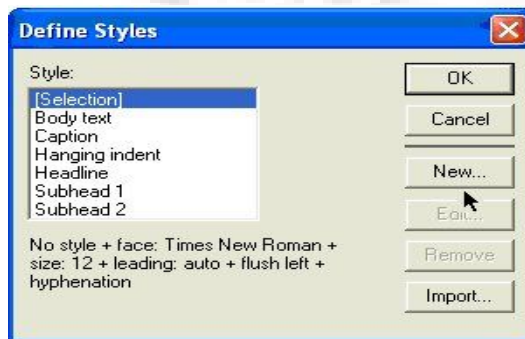
## SET STYLES

In this demo we shall see how set style

- Select the Text tool.
- Click the insertion point anywhere in the text.

## CREATING STYLES

- To create a new style click on the Type menu.
- Select Define Styles.
- In the Define Styles dialog box, Click New button.



Style Options dialog box opens. In the Name text box type “MyStyle”.

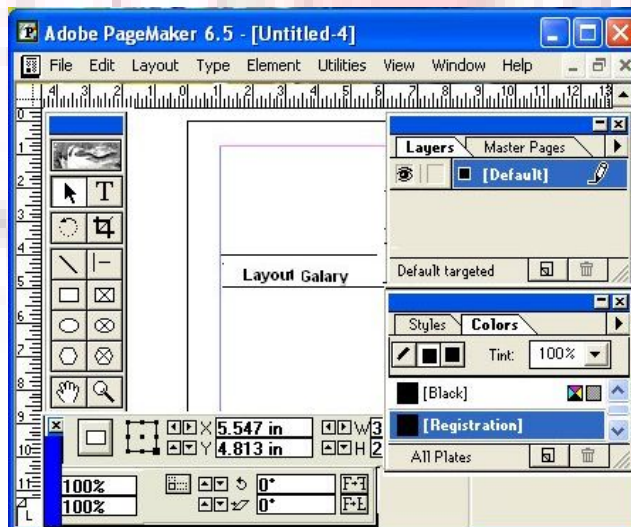


## ROTATING TEXT

Let us see how to rotate a text frame. Click the arrow tool.

- Select the text
- Type 45 degrees and press Enter.

The frame has been rotated by 45 degrees.

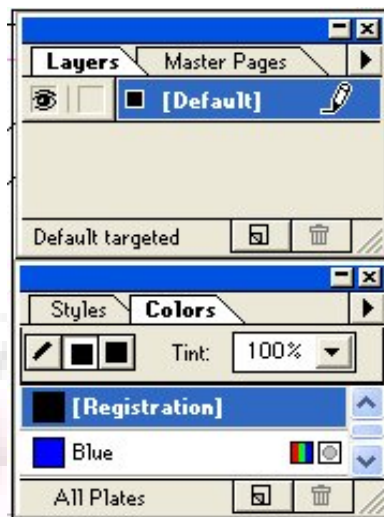


## ADDING COLOR TO TEXT

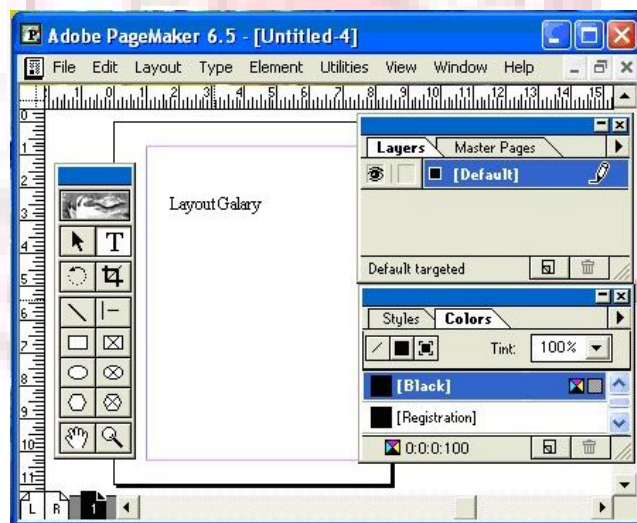
In this Exercise, we shall see how to change the color of a text.

- Select the text.
- Click on the Window menu.

- Select Show Colors.



- Select blue from the Colors Palette.
- The Text Color has been changed to blue.



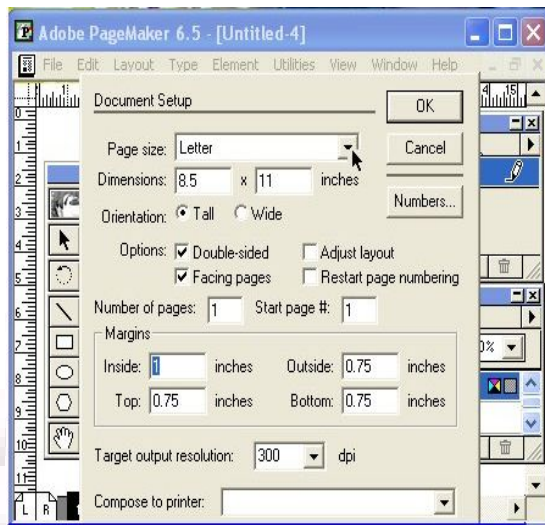
## **ADVANCED TOPICS**

### **CREATING HYPERLINKS**

Let us create a hyperlink. Click on the File menu.

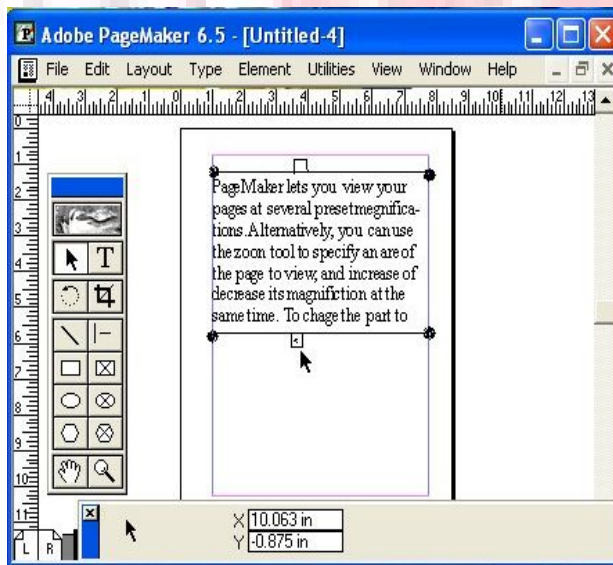
- Select New.

- Document Setup dialog box opens. Click the Page Size Pop-up menu.



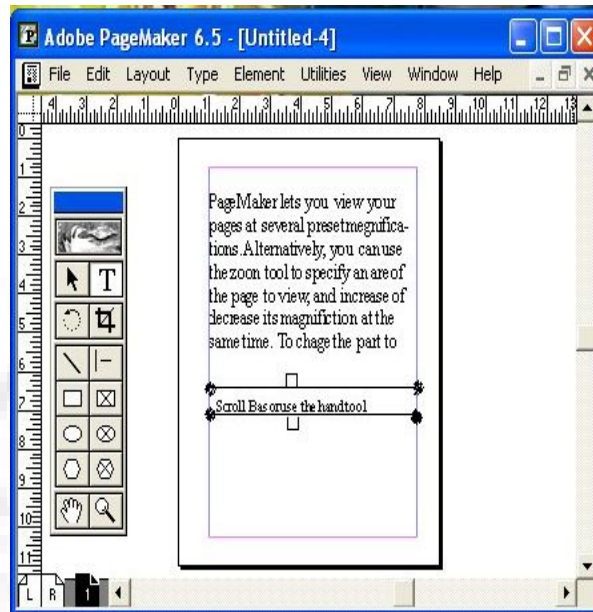
## THREADING

When a story in a text block extends to the next or subsequent 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. Click on the Red triangle to display the second block of the text.



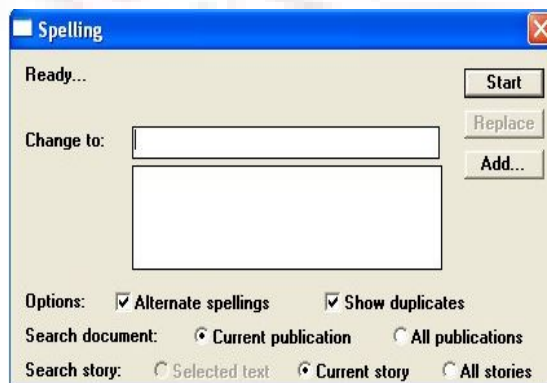
The pointer will turn into a loaded text icon. Click to place the second block. The small + symbol in the top window shade indicates that the story has been continued from a

previous block text. An empty handle in the bottom window shade indicates the end of the Story.



## SPELL CHECK

PageMaker helps you in proof-reading your text by providing a 'Spelling Checker', which can be used to check the spelling for a selected range of text or for all the text in the active story or all stories in all open publications. PageMaker will warn you of any words it cannot locate in its dictionary. If any word is misspelled then you have the choice to re-enter it or choose from a selection of closest matches in the dictionary. The spelling dialog box can be activated from the Utilities menu.

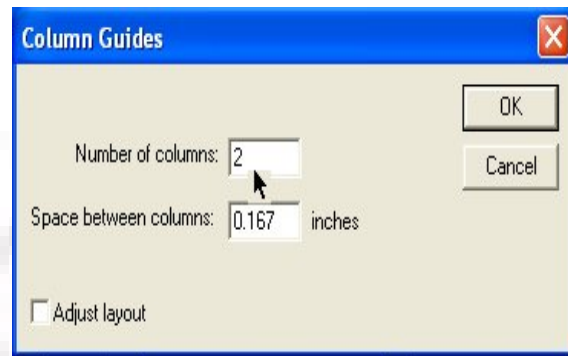


## WORKING WITH COLUMNS

PageMaker allows you to divide any page into columns. In this exercise we shall split a page into Columns. Click on the Layout menu.

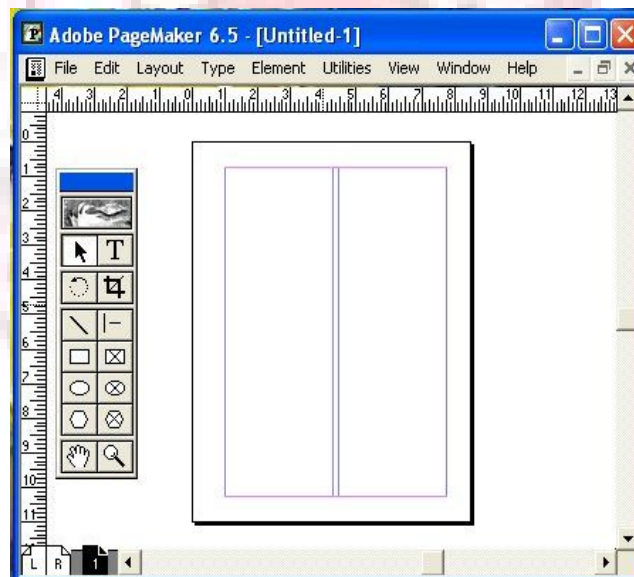
- Select Column Guides.

2. A Columns Guide dialog box appears. In the Number of columns dialog box, type



- Click OK to close the dialog box.

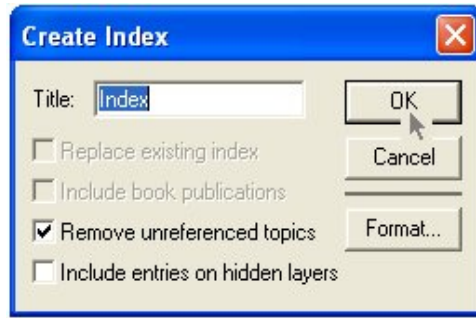
We can now see the pages split into columns.



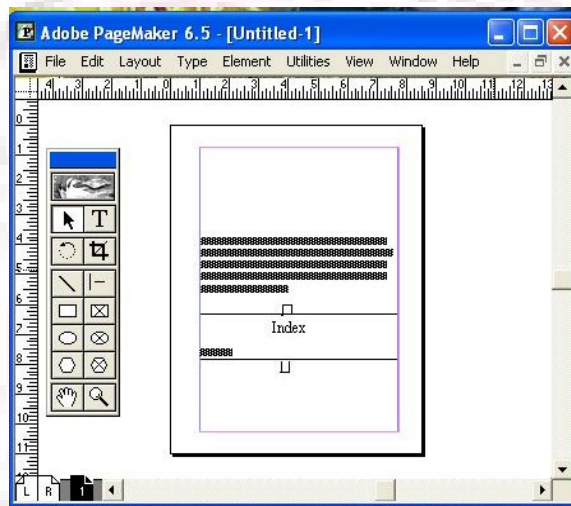
## INDEXES AND PAGINATION

To create an Index, Click on the Edit menu.

- Select Edit Story.

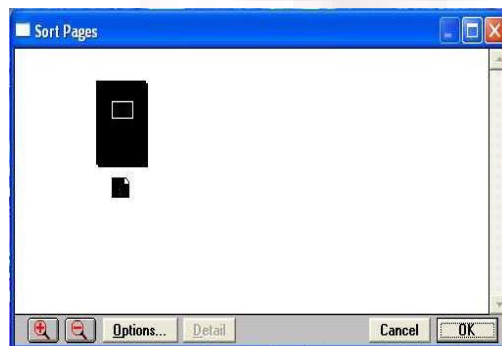


Click the loaded text icon anywhere on the page. Now you have added, “adjust layout” to your Index. Similarly you can add other words.



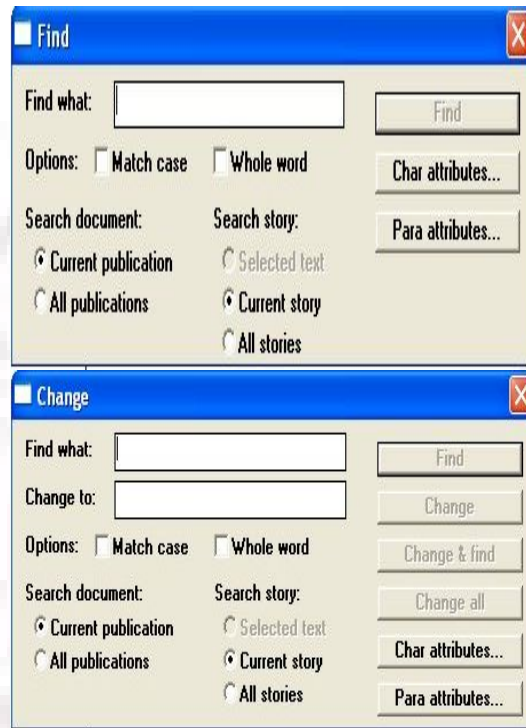
## INDEXES AND PAGINATION

The Sort Page feature can be activated from the Layout menu. This feature allows you to re-order the pages in your document. This can be easily done by dragging the page thumbnail images around, within the window. Changing the order of pages does not alter the text in a story. The story remains intact even though text objects may have moved to different pages.



## USING THE FIND FEATURE

Using the find and change feature, you can search for specific occurrences of a word or group of words. Once you find what you're looking for, then PageMaker automatically changes it to the selected option. The find and the change dialog boxes can be activated from the Utilities menu.



## Working with Graphics and Layer

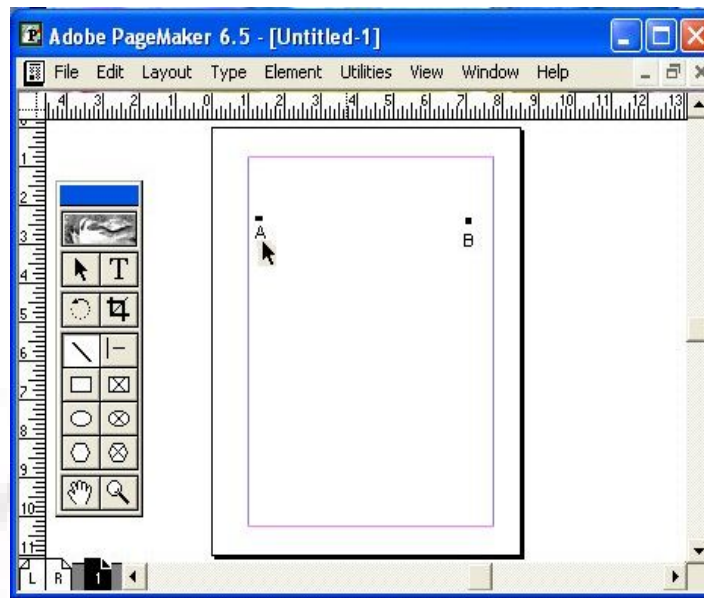
### GRAPHICS

#### LINE TOOL

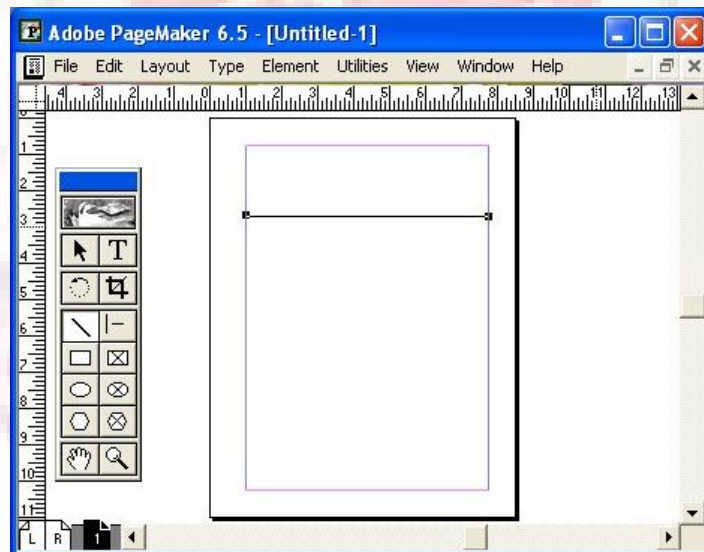
In this exercise, you will learn to use the Line Tool.

Select the Line Tool from the Tool Box.

Pointer the Cursor on “A” and hold down the mouse Button and drag it to Point “B” and the release the mouse Button.



Now you can see a line drawn on the Screen.

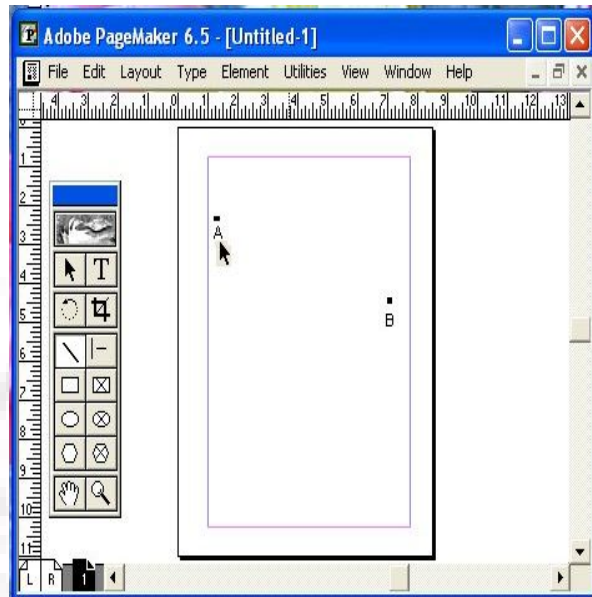


## BOX TOOL

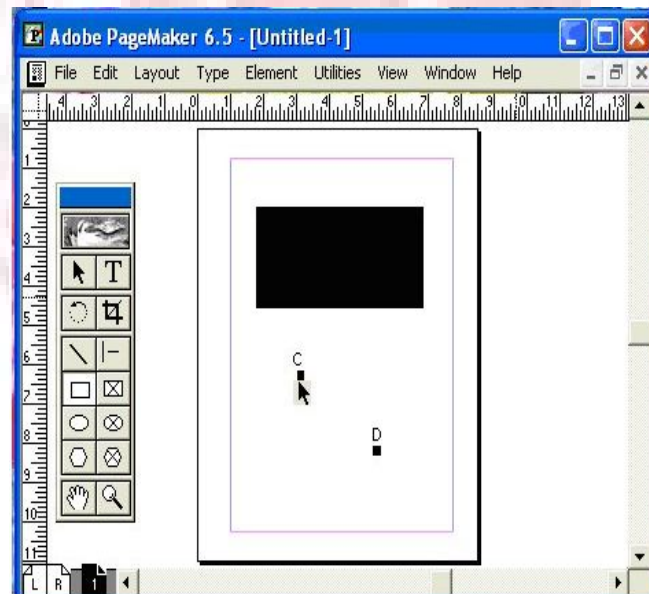
Box tool is used to draw both rectangles and squares. In this exercise you will learn to use the Box Tool.

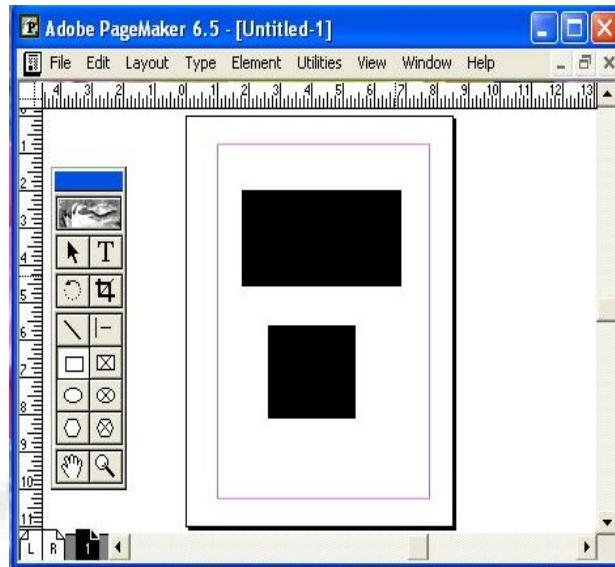
- Select the Box Tool.

Point the Cursor on A and hold down the mouse Button and drag it to Point B and release the mouse button to draw a Rectangle.



Now Draw a Square using the Box Tool. Point the Cursor on C and hold down the Shift Key and drag the mouse button down to Point D to draw a Square.



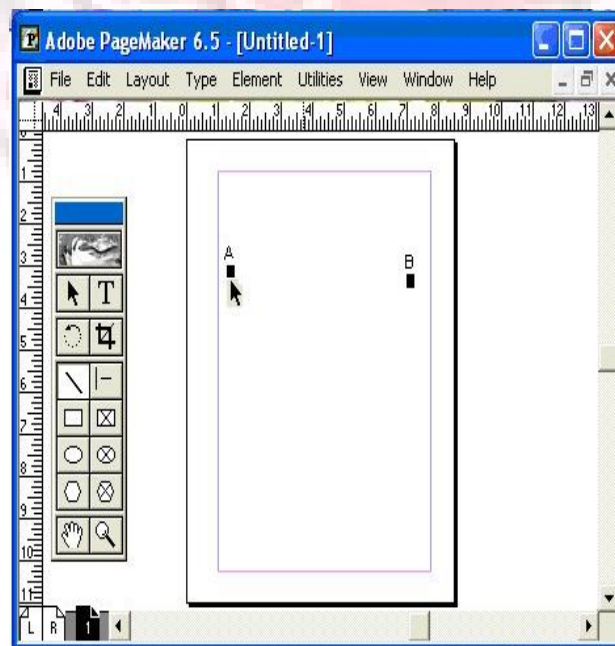


## ELLIPSE TOOL

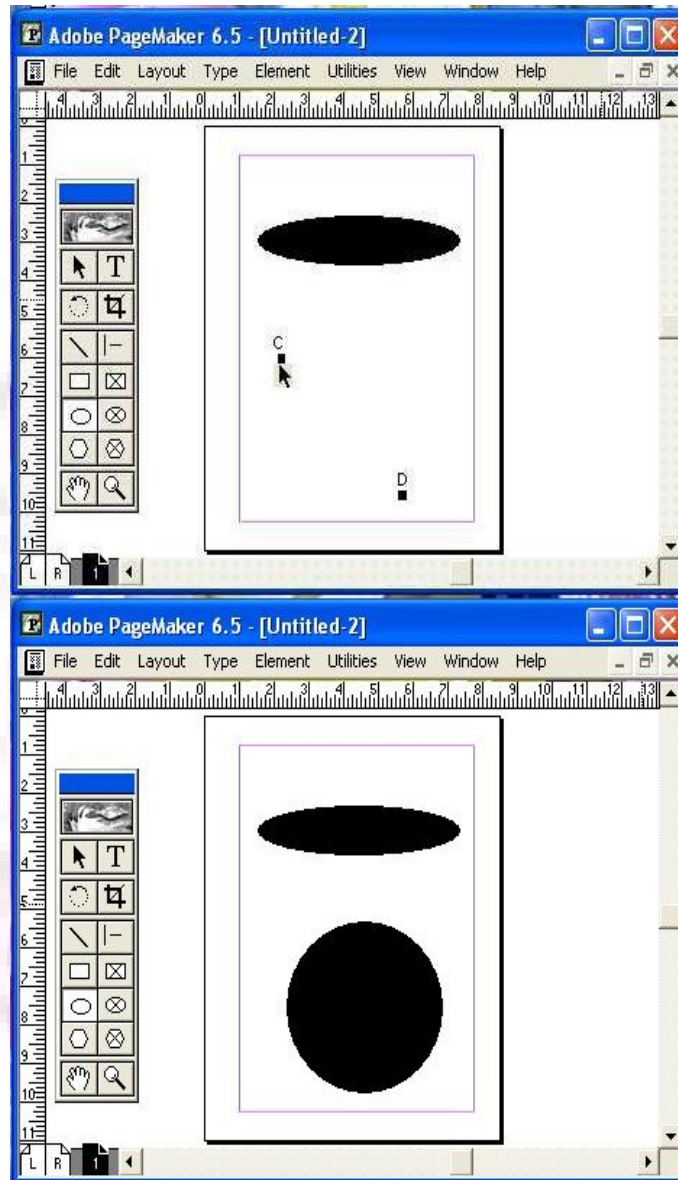
Ellipse tool is used to draw both Ovals and Circles. In this exercise, you will learn to use Ellipse Tool.

- Select Ellipse Tool.

Point the Cursor on A and hold the mouse button down. Drag it to Point B to draw an Oval.



Now draw a Circle using an Ellipse Tool Point the Cursor on C and hold down the Shift key and drag the mouse button down to Point D to draw a Circle.

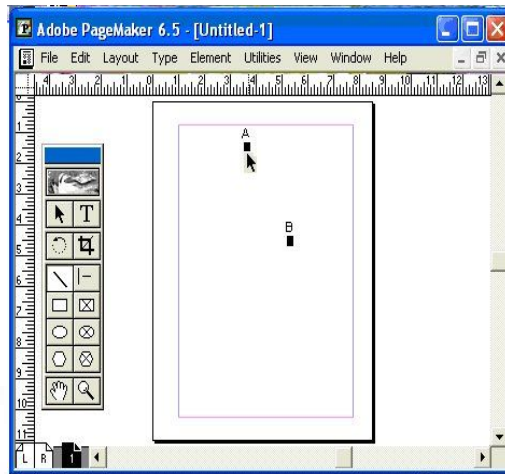


## POLYGON TOOL

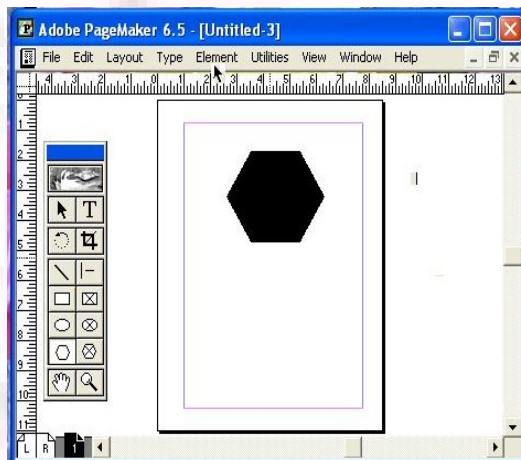
In this exercise, you will learn to use the Polygon Tool

- Select the Polygon Tool.

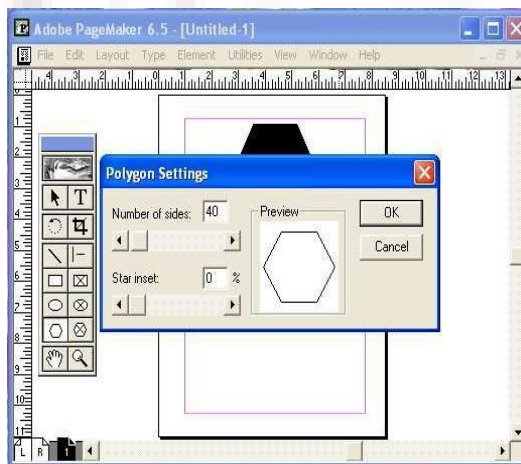
Point the Cursor on A and hold down the mouse Button and drag it to Point B and release the mouse button to draw a Polygon Tool.



Click Element menu.

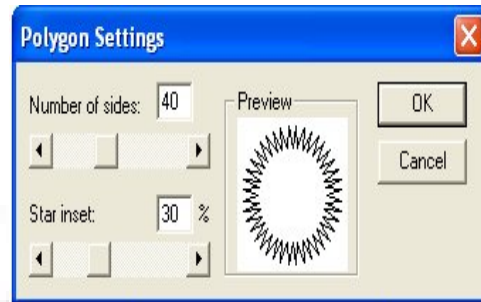


Select Polygon Settings.

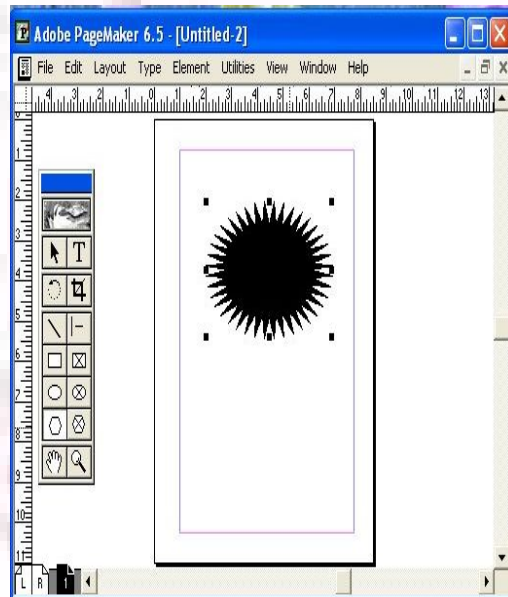


In the Polygon Setting dialog box, enter 40 for the number of Sides and press the Tab Key.

Enter 30% for star inset and Press the Tab Key .Click OK.



In this way you can modify a Polygon in to a star having 40 Sides and 30% Star inset.



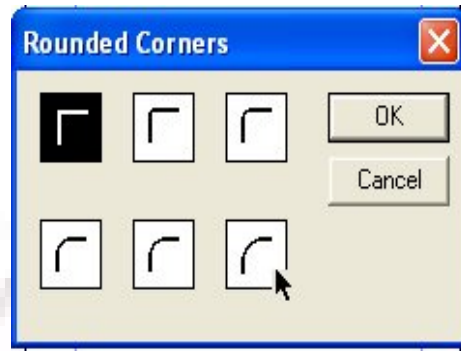
## ROUNDED COLORS

In this exercise you will learn how to round the corner of a rectangle using “Rounded Corners” option.

- Select the Pointer Tool.
- Click the Rectangle to select it
- Click Element menu.

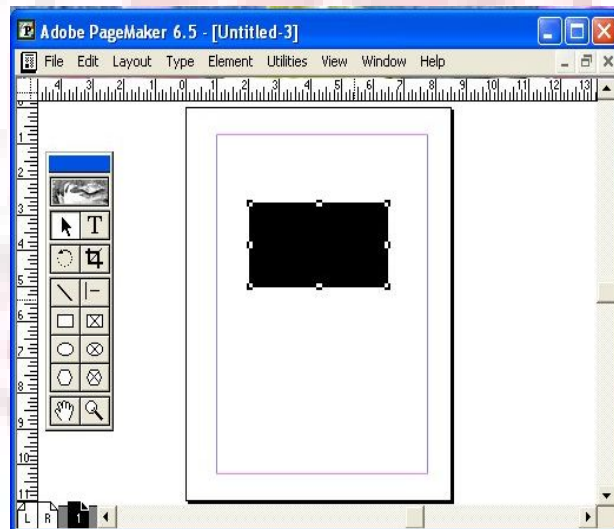
- Select Rounded Corners.

The Rounded Corners dialog box appears on the Screen. From this dialog box select the last Option.



- Click OK.

Click anywhere outside the rectangle on the screen

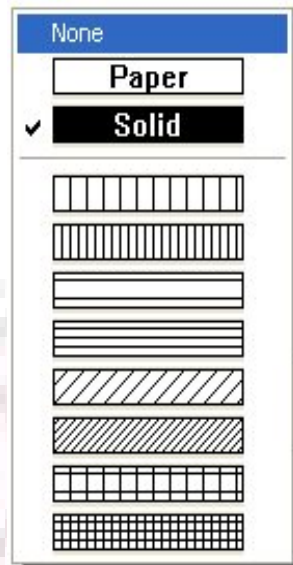


You can now see the change in the corners of the rectangle. You can also modify a square in the same way.

## **FILL**

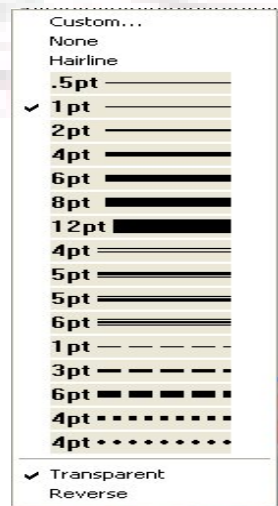
The Fill command is used to fill the box or circle with the options available under this command, which consists of various types of lines along with the options like paper and

solid. If you choose the paper option, the object fill changes to the background paper color and when the solid option is chosen, the object gets completely filled



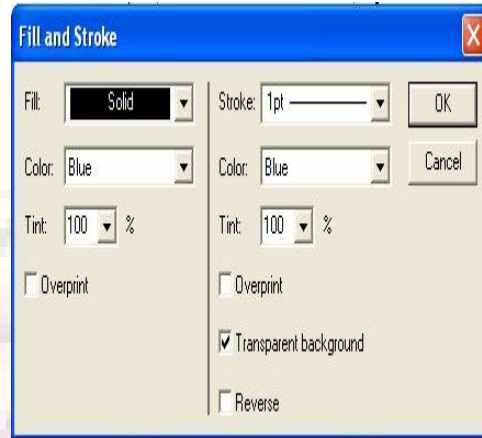
## STROKE

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. Besides these, you have two more options called. Transparent and Reverse. Use Transparent Background option if you want the objects placed behind a patterned stroke to be shown through the spaces in the pattern otherwise the spaces in the pattern are opaque. Reverse Stroke option is used to draw a paper-colored stroke or outline of a shape on a contrasting black, shaded, or colored background.



## FILL AND STROKE

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

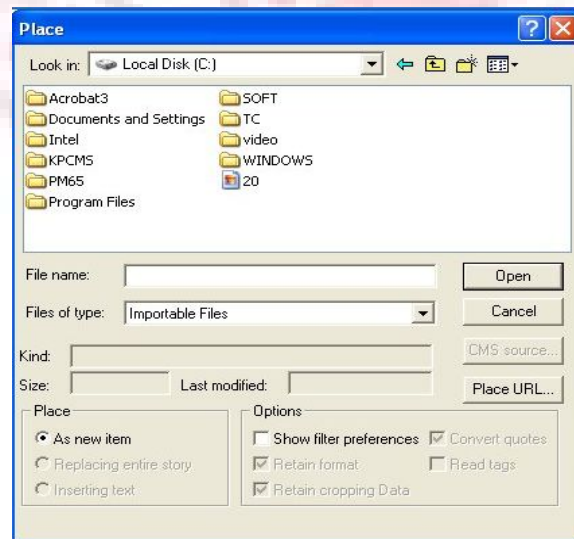


## PLACING GRAPHICS

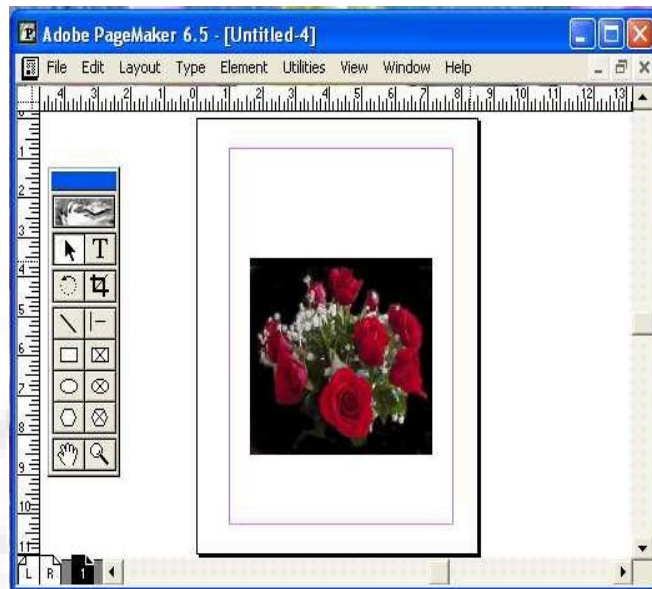
The Place command is used to Import Graphics. In this exercise you will learn placing a Graphic. To do this you first click the File menu.

- Select Place from the drop down menu.

The Place Dialog Box opens up. Double Click “Bouquet.tif”.



You can now see the imported image on your screen.



## TRANSFORMING OBJECTS

### TRANSFORMING A RECTANGLE

In this exercise you will learn to transform a rectangle.

- Select the Pointer Tool.
- Click the Rectangle to select it.

Now you can see the change in Control Palette at the bottom of the work area using which you can transform the rectangle. In the Control Palette change the Rotation to 25 degrees and press the Tab Key.



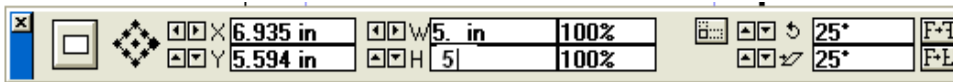
Change the Skew angle to 25 degrees and Press the Tab Key. Click the width column



Change the width to 5 inches and press the Tab Key.

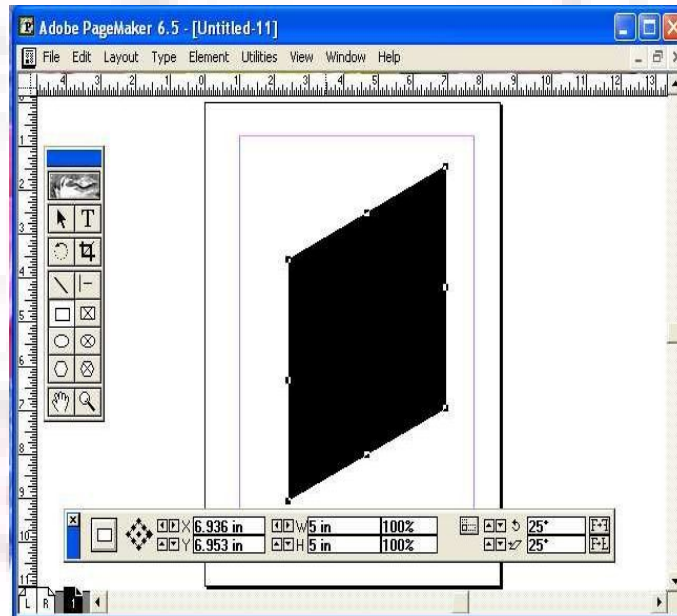


Change the height to 5 inches and press the Tab Key.



- Click the Apply button.

You can now see the transformation in the rectangle. In the same way you can transform any object using the control palette.



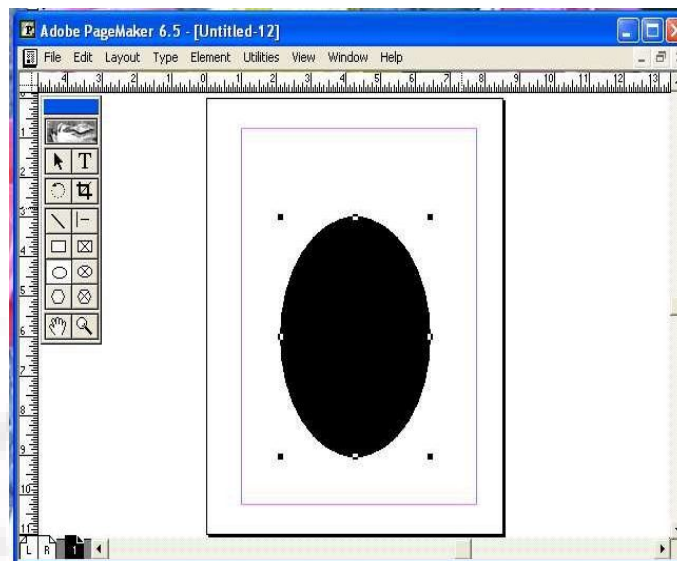
## RESIZING AN ELLIPSE

In the exercise you will learn how to resize and ellipse.

- Select the Pointer Tool.

Click the ellipse drawn with the Pointer Tool and select it to display the sizing handles.

Click and drag handle shown to increase the height of the ellipse.



## **CROPPING AN IMAGE**

Cropping trims away a portion of the graphic, rather than reducing the size of the graphic. In this exercise you will learn to Crop a Graphic.

- Select the Cropping tool.

Click the Graphic to select it and display the Sizing Handles.

Click the handle shown and drag towards the center to crop the graphic.

Now click on the center of the graphic, notice that the cropping tool changes to a hand tool. Hold down the mouse button and move the graphic downwards.

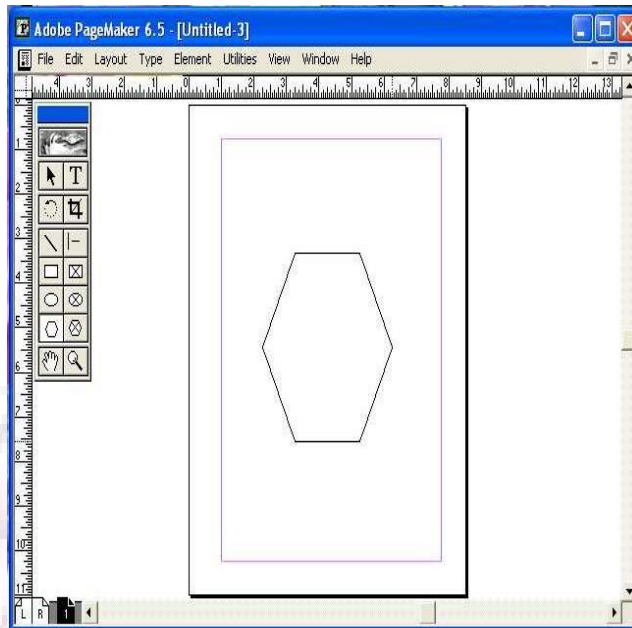
## **WORKING WITH COLOURS**

### **ADDING COLOR TO A GRAPHIC SHAPE**

In this exercise you will learn to add Color to a Graphic Shape.

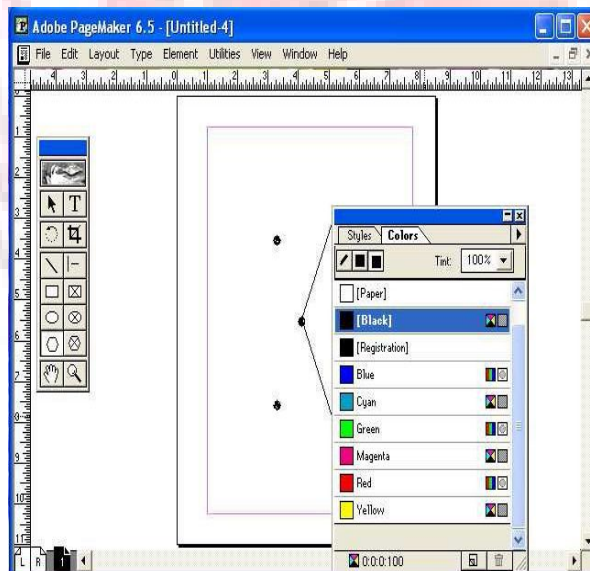
- Select the Pointer Tool.

Click the Polygon drawn on the Work area using the Pointer Tool to select it.



- Click Window menu.
- Select Show Colors to open the Colors Palette.

While the Outline of the Polygon is still selected, click the stroke Button.

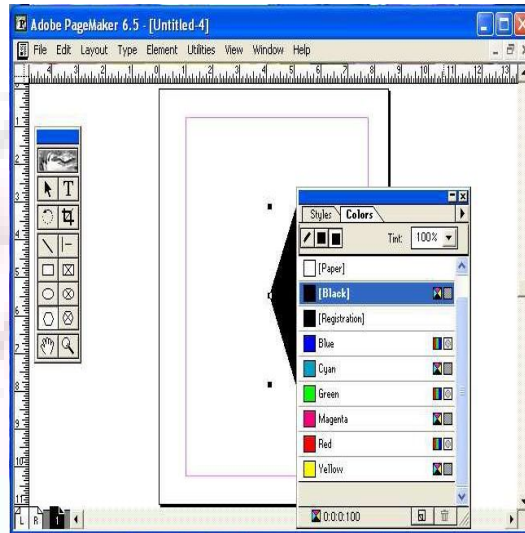


- Click Green color in the colors palette.

You can see that the Outline of the polygon is changed to Green color. To Fill the Polygon with yellow Color, Click the Fill button in the color Palette.

- Click Yellow Color in the Color Palette.

Now you can see that the Polygon is filled with Yellow Color. Click the Tint button to display the drop down tint list.



Tint the fill Color to 55% by selecting it from the drop-down Tint list.

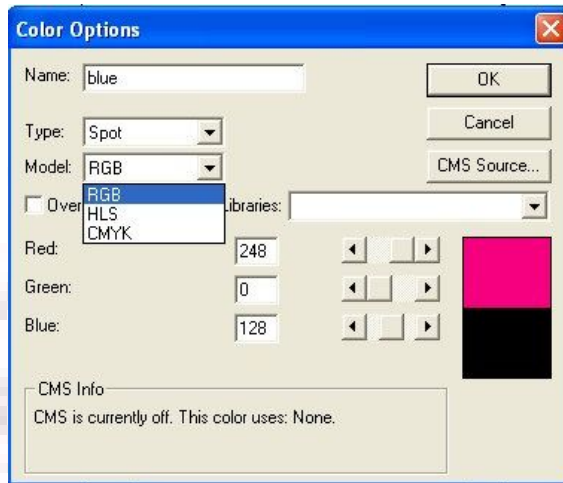


In this way you can easily add color to the Squares, Rectangles, Ovals and Circles in PageMaker.

## WORKING WITH COLORS

You can customize a color by using three color models i.e., RGB, HLS (hue, lightness, and saturation mode) and CMYK provided by Page-Maker. RGB is used to blend

percentages of red, green, and blue. HLS is used for increasing or decreasing the lightness and saturation of the hue as percentages of 100 to create the color. Using CMYK you can mix four primary colors cyan, magenta, yellow, and black in varying percentages of 100 to get different color combinations. All this can be done by selecting the new color icon at the bottom of the color palette or by selecting new color form the color palettes fly-out menu.

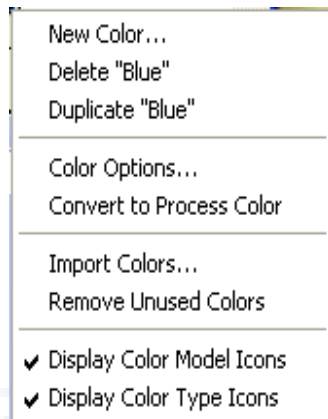


## CREATING AN RGB COLOR

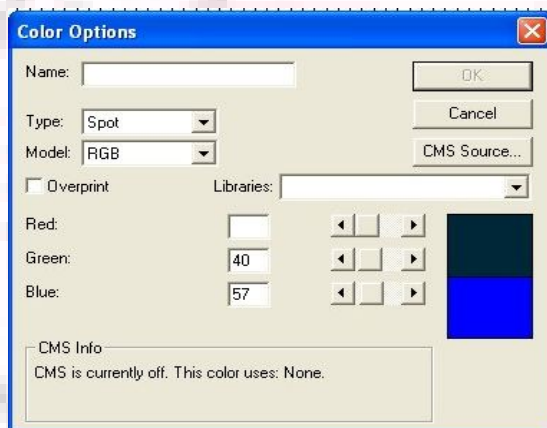
In this exercise, you will learn to create an RGB Color.

- Click the Color Palettes fly-out menu.
- Select New Color...Option.

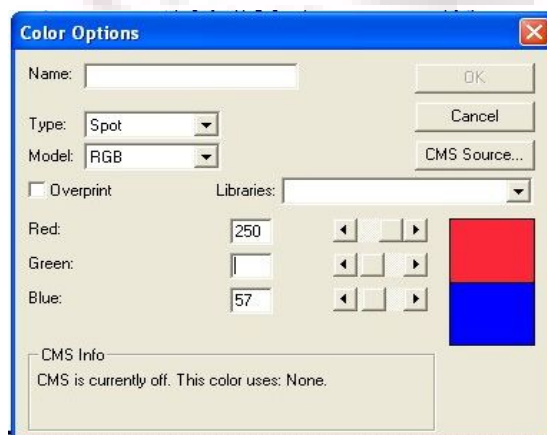




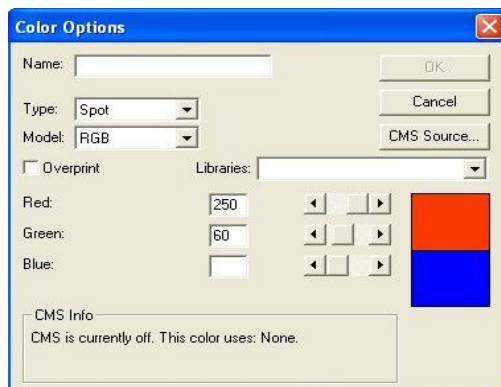
The Color Options dialog box appears on the screen. Here you can see text boxes of three different Colors, and Slide bars to enter Values for Red, Green, and Blue. Enter “250” for Red and press the Tab Key. Click the green dialog box.



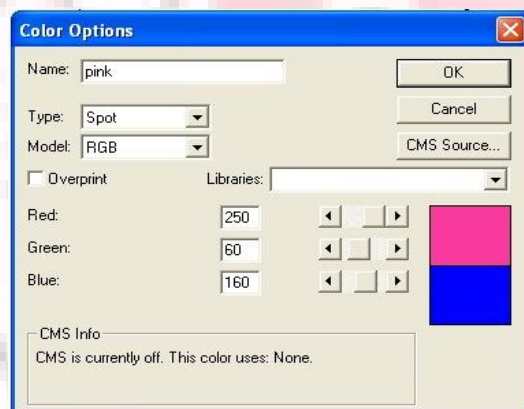
Enter “60” for Green and press the Tab Key. Click the blue dialog box.



Enter “160” for Blue and pres the Tab Key.



You can see a preview on the Right-Hand side of the dialog box, showing the resulting color in the top half and the original color setting in the bottom half. Enter “Pink” in the name dialog box and press the Tab Key.



Click OK.

You can see that the name of the Color created is displayed in the Colors Palette



# 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.



## REPLACING COLORS

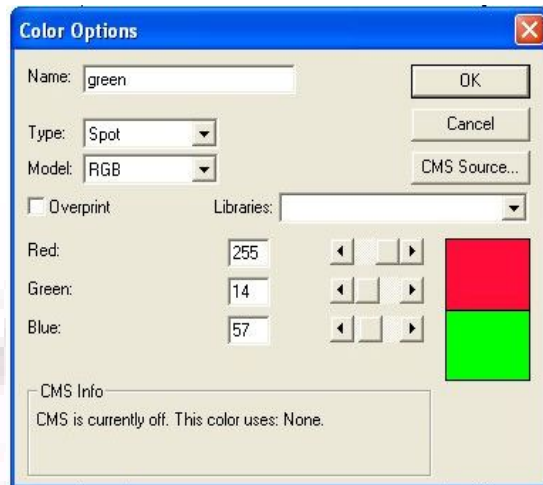
In this exercise you will learn how to replace a color.

- Select the “Red” Color in the Colors Palette.



- Click the Colors Palette fly-out menu.
- Select Color options from the colors palette fly-out menu.

Enter the name of the Color to the exact name of the Color you want to replace with. Enter “Green” in the Name dialog box and press the Tab Key.



- Click OK.
- A confirm dialog box appears on the screen. Click OK.

Now you can see in the Colors palette that there is no Red color option since all the items in Red are changed to Green Color.

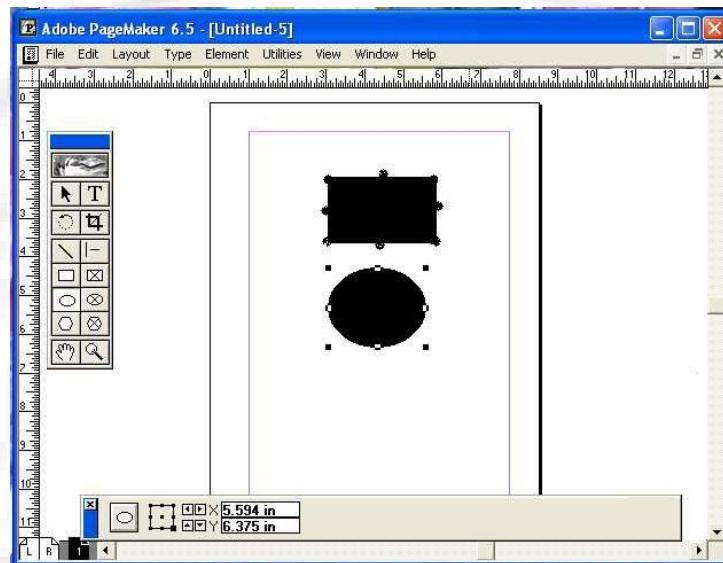


## GROUPING AND UN-GROUPING OBJECTS

Grouping is usually used to create shapes by combining different shapes and for working on multiple objects at the same time. In this exercise you will learn to group the objects.

- Click Edit menu.
- Select the option “Select All”.

Now you can see that both the Rectangle and Oval drawn on the Work area are selected. Click Element menu.

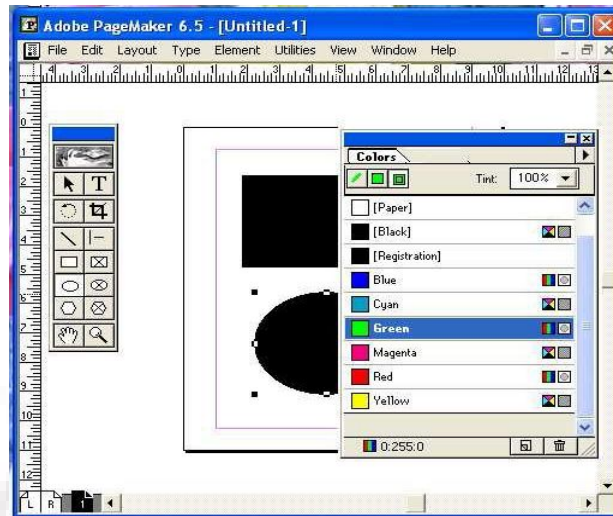


- Select “Group” option.

Now the objects are grouped and any change you make will modify both the object. To check this you click the fill button in the colors palette.

- Select Green color

You can now see that both the objects are in Green color. To ungroup the objects you just have to go the elements menu and select “ungroup” options.

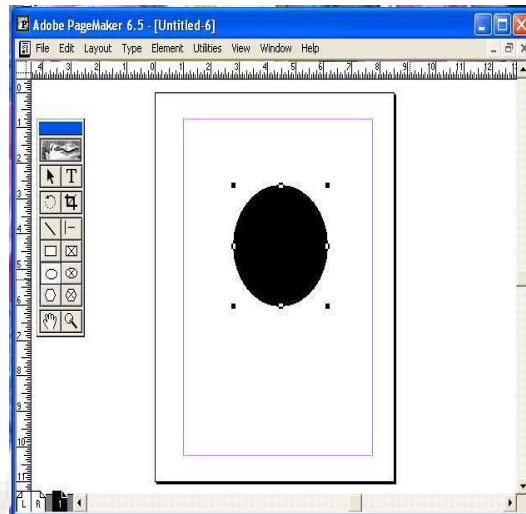


## LOCKING OBJECTS

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. You cannot cut or delete a locked object without unlocking it first, but you can copy a locked object; it will be pasted as an unlocked object. The Apply button in the Control Palette appears gray when the selected object is locked. The cursor changes to a lock icon when you try to move a locked item.



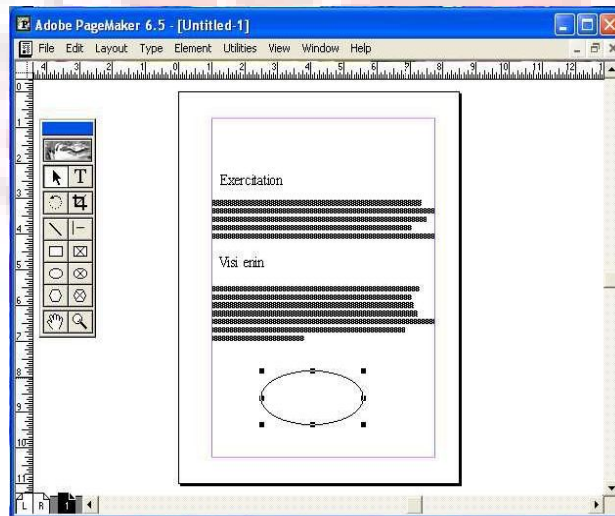
Now point the cursor on the Circle and try to drag it. You won't be able to move the object since it is locked. To Unlock the Object you just have to select "Unlock" option from Element menu.



## 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. In this exercise you will learn how to mask objects.

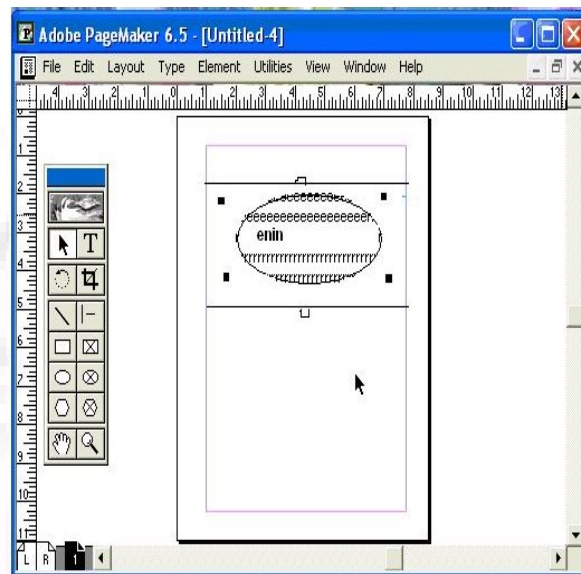
- Select the Pointer Tool.
- Click the oval drawn on the work area using the Pointer Tool to select it.



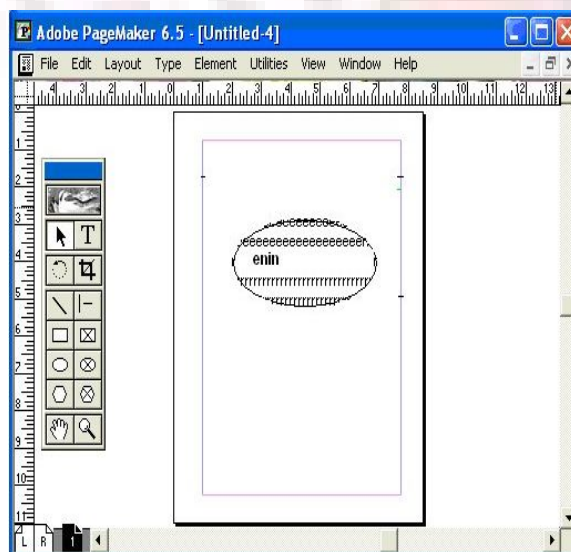
- Drag it and place it on the text, which is already there on the work area.
- Select both the text and the object. To do this click Edit menu

- Select “Select All”. Now you can see that both the text and the object are selected.
- Click the Element menu.
- Select “Mask” option

Click anywhere outside the object in the work area.



You can now see that only the text inside the oval is visible and that around the oval has disappeared. Actually this command creates a window sort of effect to see the text through the graphic. You can also adjust what part of the text has to appear through the object by moving the text with the Pointer Tool



## WORKING WITH LAYERS

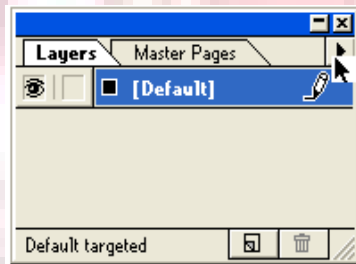
### LAYERS

In PageMaker 7.0 there is layers, which are normally only found in high-end graphic packages. This allows you to organize your document into a series of overlapping layers, controlling their stack order, appearance and locking preferences.

### USING LAYERS

In this exercise you will learn to use Layers.

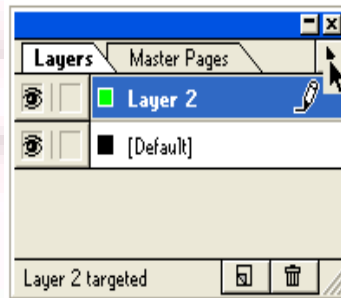
- Click Window menu.
- Select Show Layers.
- Click Layers palette fly-out menu.
- Select “New Layer” option.



New Layer dialog box opens up. Click OK.



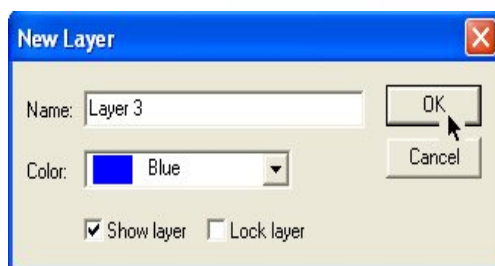
The New Layer added is displayed on the Layer Palette with Green Color icon and the name Layer 2. Click the Layers Palette fly-out menu.



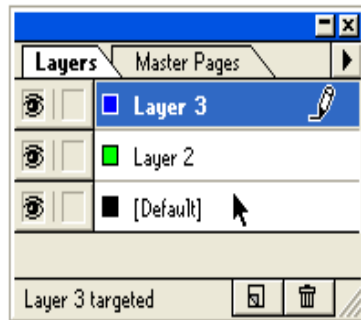
Select “New Layer” Option.



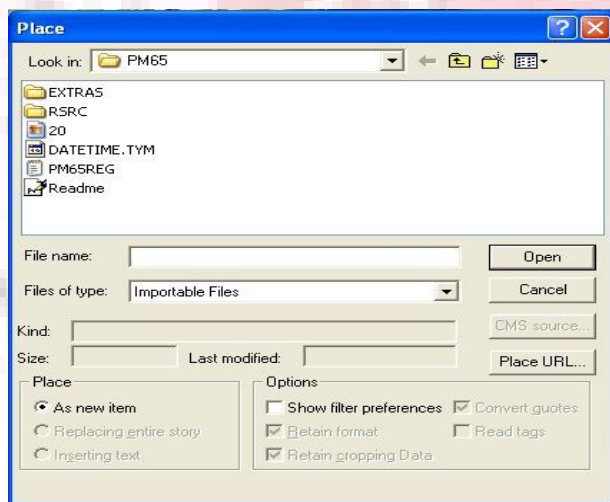
New Layer dialog Box opens up. Click OK.



The new Layer added is displayed on the Layer Palette with Blue Color icon and the name Layer 3. Click Layer2.

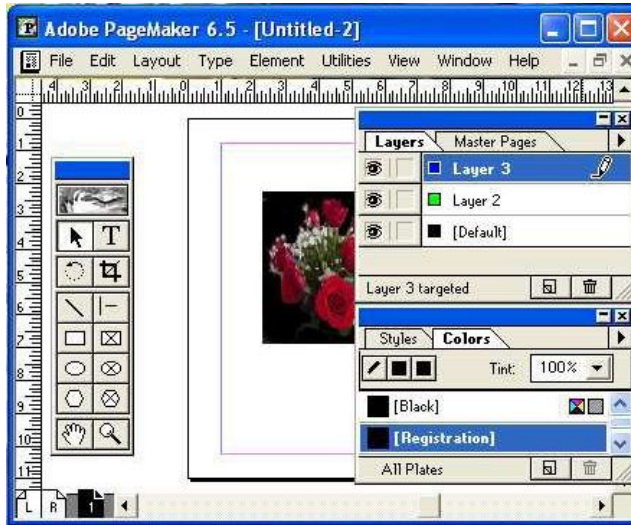


- Click File menu.
- Select Place from the drop down menu.
- The place dialog box opens up. Double-Click “Bouquet.tif”.

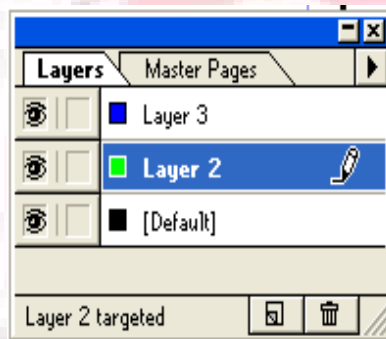


- Move the Pointer to the Work area and Click it.

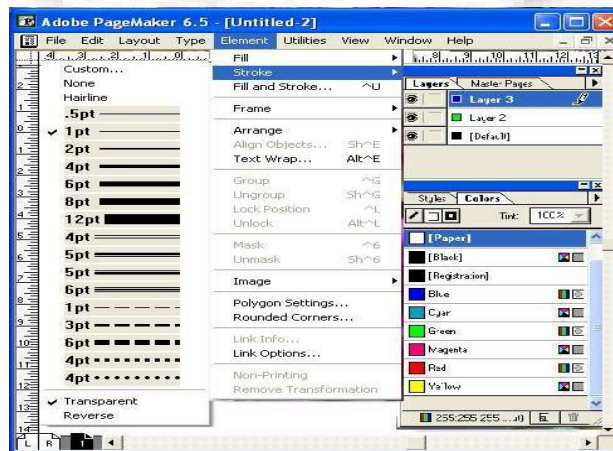
You can now see the imported image on your Screen. Now click on the icon showing an eye next to Layer2 to hid the Layer.



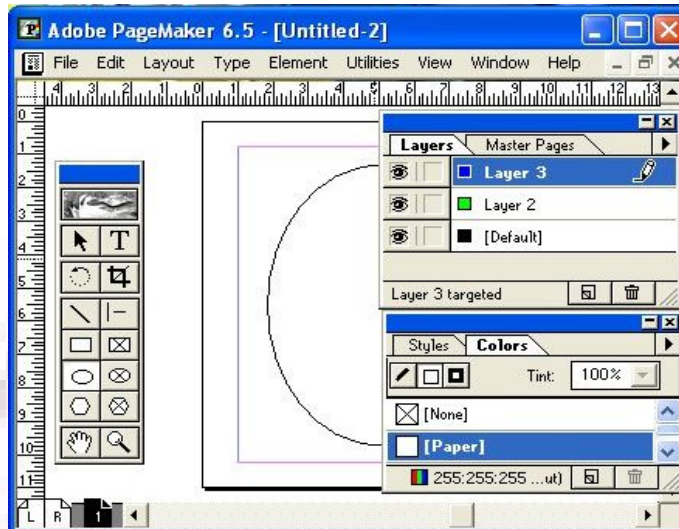
Click Layer 3.



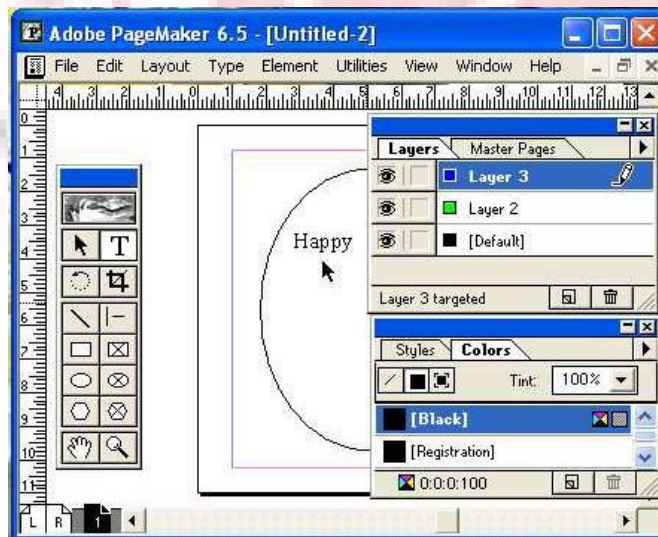
- Select the oval tool.
- Click Element menu.
- Select Stroke.



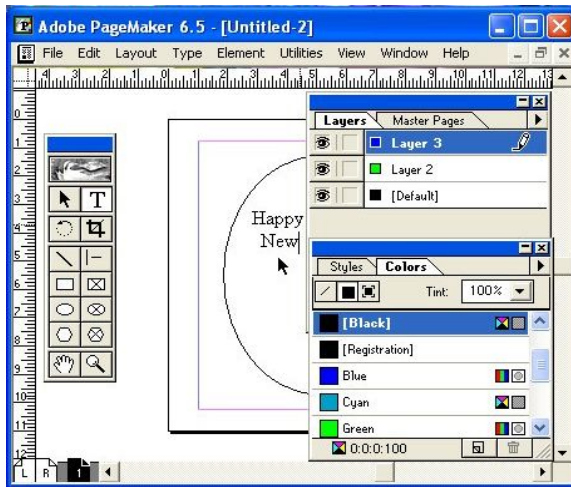
- Select 6pt.
- Draw an Oval.
- Now select the Text Tool.



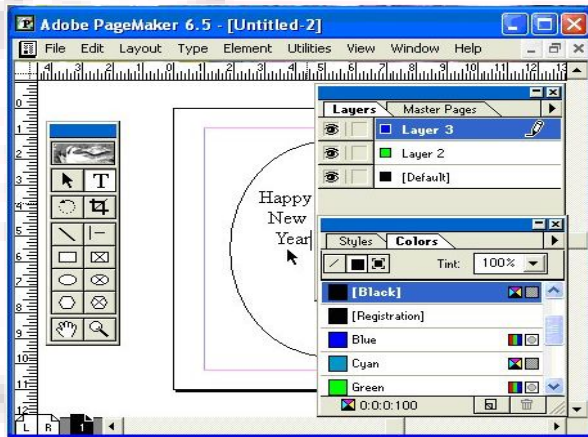
- Click inside the Oval and type “Happy”. Press the Tab Key.



- Type “New” and Press the Tab Key.



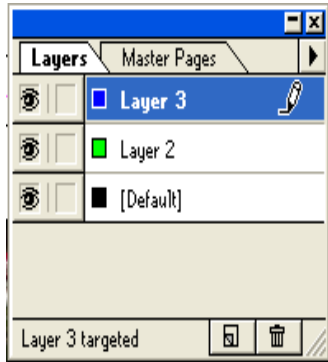
- Type "Year" and Press the Tab Key.



- Select the entire text using the Text tool.
- Select Blue color from the colors palette.



- Click anywhere Outside the Selection.
- Unhide Layer 2.



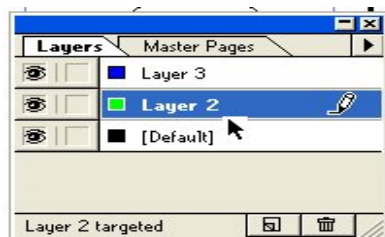
Now from this exercise you learn to place text and graphics together using Layers.



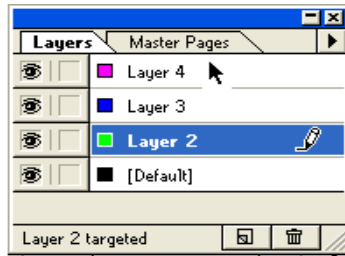
## MOVING OBJECTS BETWEEN LAYERS

In this exercise you will learn to move objects between Layers.

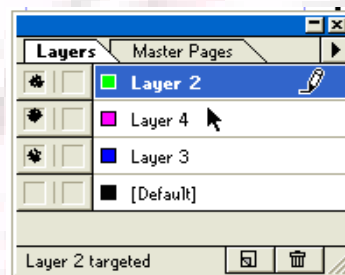
- Click Layer 2.



Drag it on top of Layer 4 and release the mouse Button. Now in the Work area you can see the Red Circle in Layer 2 coming in front of all other objects.



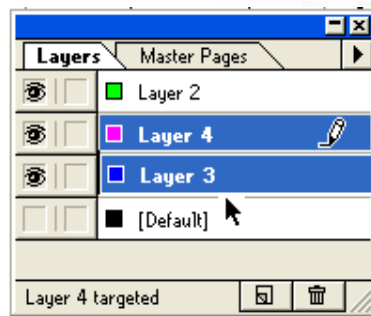
· Select Layer 4.



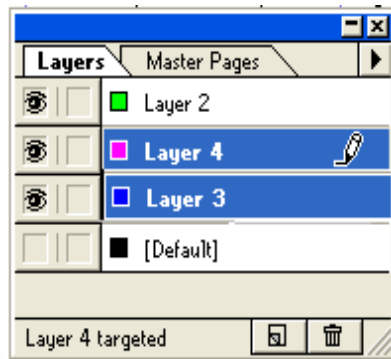
· Now hold down the shift Key and select Layer3.



· Drag both the layers on top of Layer 2.

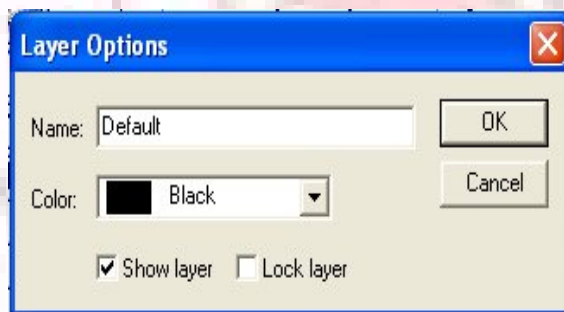


Now again you can see the red circle going back of other objects. In this way you can move the objects between Layers.



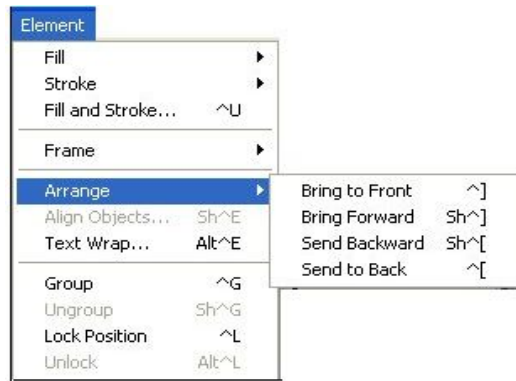
## LAYER OPTIONS

The Layer Options dialog box can be used to rename the layer select the different color, show/ hid layer and lock/unlock layer. When you use show/ hid option the objects in that particular layer will be hidden/ shown and when you use lock/ unlock layer, the layer gets locked that is you will not be able to work on that 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

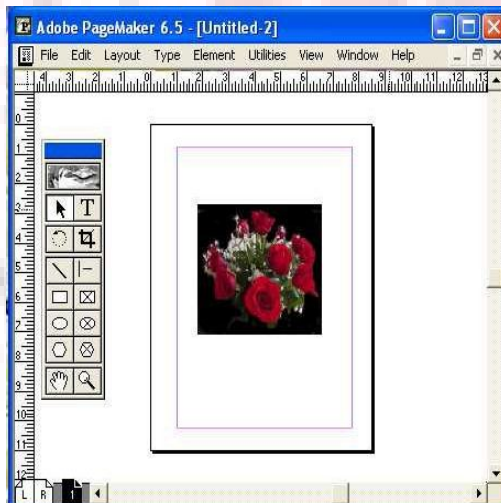
Stacking is used to arrange a number of objects overlapping in the same Layer. There are four ways of stacking objects, they are Bring to Front, Bring Forward, send back ward and Send to Back. Bring to front moves the object in front all the objects. Bring Forward moves the object one position toward the top of the stacking order and Send Backward moves the object one position toward the bottom of the stacking order. To do this select the object you want to move and select the option you like from the Arrange drop-down menu.



## USING PHOTOSHOP PLUG-INS

Photo Shop Plug-ins are used to give special effects to the graphics. In this exercise, you will learn to use Photoshop Plug-ins.

- Select the pointer tool.
- Select the image on the screen using the pointer tool.



- Click Element menu.
- Select Image.
- Select PhotoShop Effects.



The PhotoShop Effects dialog box opens up. Enter “New” in the Save New File as dialog Box and press the Tab Key.

Click the Photoshop effects drop-down list.

Now from the PhotoShop Effects drop-down menu. Select “Glowing Edges”.

· Click OK.

The Glowing Edges dialog box appears on the screen. In this you can see the preview of the changed image. Click OK.



You can now see the difference in the image after giving the PhotoShop Effect. In the same way you can change your image in many ways by selecting different effects from the Photoshop Effects drop-down list.

## **Importing Text Features**

### **iMPORTING TEXT FEATURES**

#### **HTML**

When you import a HTML file, HTML format is mapped to PageMaker styles, hyperlink information is retained; graphics are imported as inline or independent.

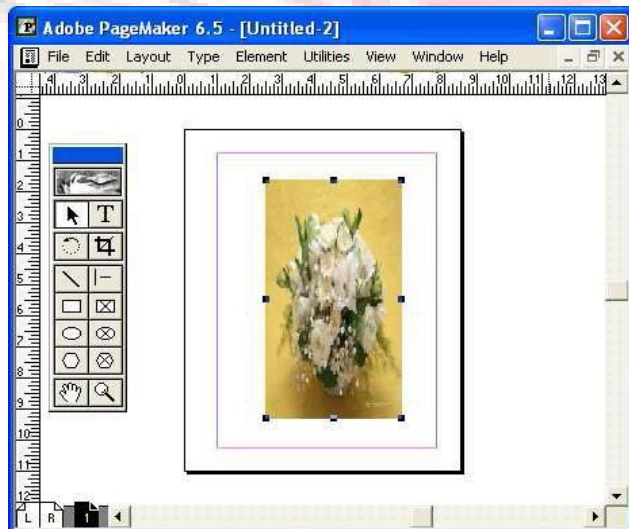
## MICROSOFT WORD

When text is imported from a word document table of contents, index, character spacing, width, kerning, and tracking, page breaks tables and source of style is also imported into the publication.



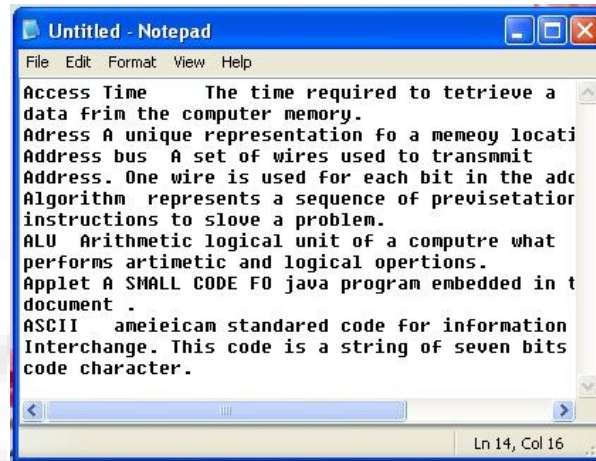
## PAGEMAKER 5.0-6.0 STORIES

When you import publications from older versions of PageMaker you can place selected stories as one list stories only over a specified length and preview the story.



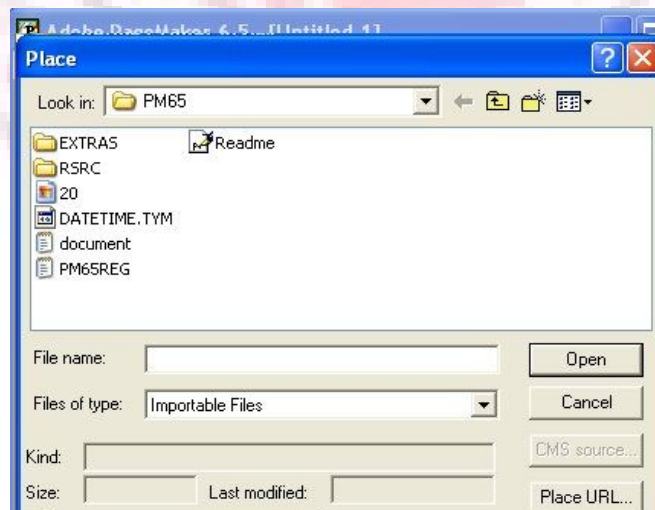
## TEXT-ONLY (ASCII ANSI)

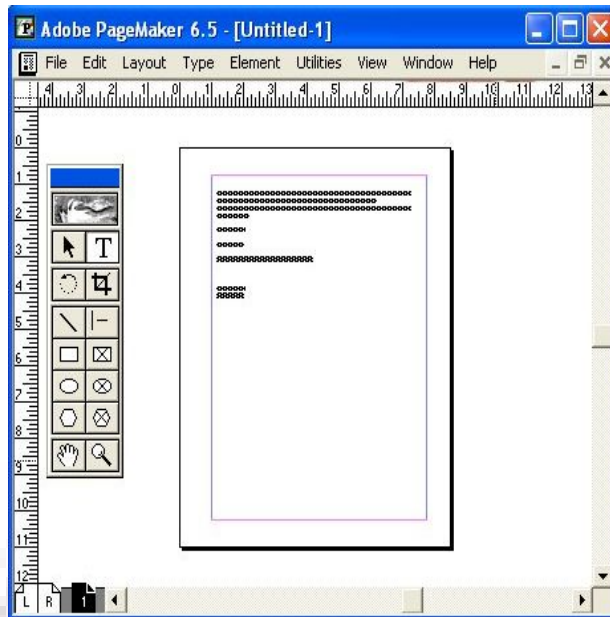
When you import text from text files have the option of removing extra carriage returns between paragraphs, retain tab-delimited tables, replace spaces with tabs, import text as Courier and import text with no conversion.



## IMPORTING HTML FILES

- Select the Text tool.
- Click on the page where you want to insert the imported page.
- Click File
- Select Place from the File Menu.
- The Place dialog box appears. Select the ReadMe.html file to import.
- Click Open to place the document.





## **IMPORTING SPREAD SHEET**

If you are using a spreadsheet application that supports object Linking and Embedding, you can link or embed an entire spreadsheet, a specified range, or a graphic. You can also import a text, space or tab delimited form of a spreadsheet, and then format and edit it in PageMaker. PageMaker has a limit of 40 tabs per paragraph and use tabs to separate spreadsheet columns.

## **IMPORING PHOTO CD**

The Kodak Photo CD is a standard for importing images.. When you import a Photo CD image, the filter takes into account both image size and the resolution you specified in the Document Setup dialog box, and then assigns the optimum default resolution.

## **IMPORTING QUICKTIME MOVIE FRAME**

PageMaker allows you to import any frame of a QuickTime movie into your publication as a linked TIFF image. By default the frame is imported in RGB color format at a resolution of 72 dpi. When you export the file to PDF or to a HTML format, the output file will include a link to the QuickTime movie.

## **ACQUIRING A TIFF IMAGE**

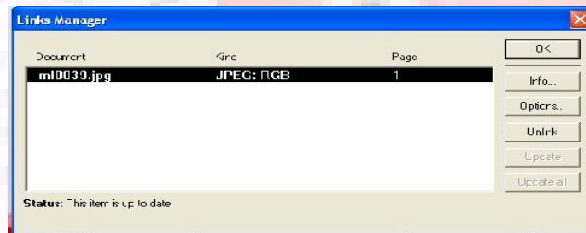
PageMaker supports TWAIN, a cross-platform interface that lets you create a TIFF image, using a device such as a scanner, video-capture board, or digital camera attached to your computer and imports the image into your publication without leaving PageMaker.

## OBJECT LINKING AND EMBEDDING

Object linking and Embedding is a standard for exchanging data between applications. PageMaker can import OLE objects from other applications. You can link and embed any objects as long as the source application supports it.

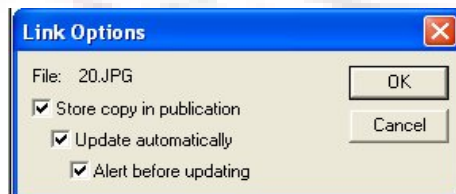
## MANAGING LINKED FILES LINKS MANAGER

There are three commands in PageMaker, which allow you to manage links. The Links Manager command lets you view or modify links for single and multiple objects throughout a publication.



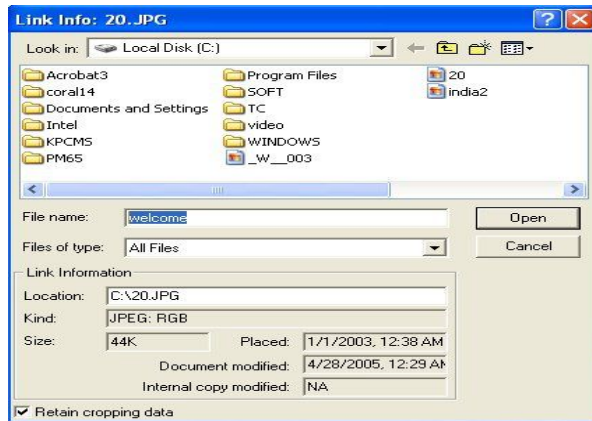
## LINK OPTIONS

The Link Options command or option lets you view or modify updating options for an individual object or for link defaults.



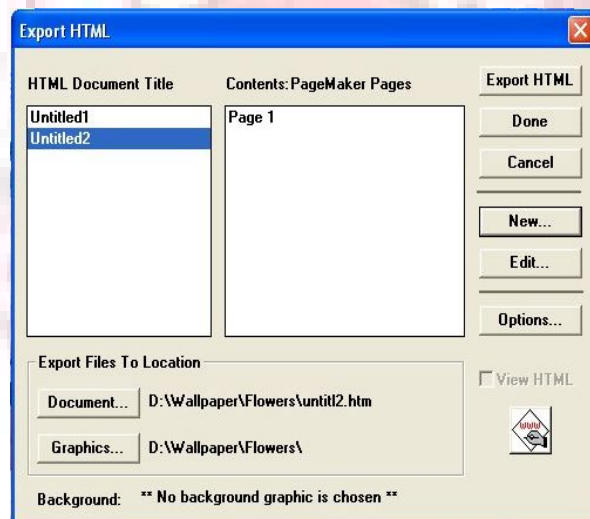
## LINK INFO

The Link Info command or option lets you view or modify a selected object's link to its original file.



## EXPORTING OPTIONS

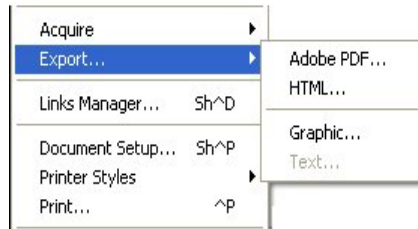
PageMaker can export text in several file formats, listed in the Export dialog box. The formats listed are used by other applications, which retain the type specifications, indents, and tabs set in your document. In addition to the already listed export formats PageMaker files can be exported in either RTF (Rich text format) or DCA/RFT format. Rich Text Format retains the most formatting. If Your word processing application doesn't support these formats, use the text-only (ASCII) format.



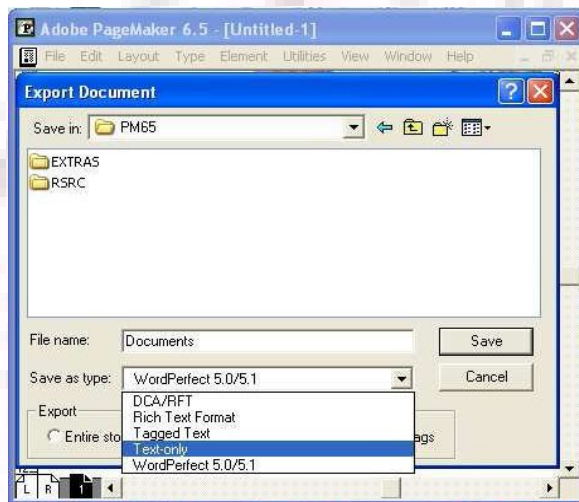
## EXPORTING TEXT

- 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.

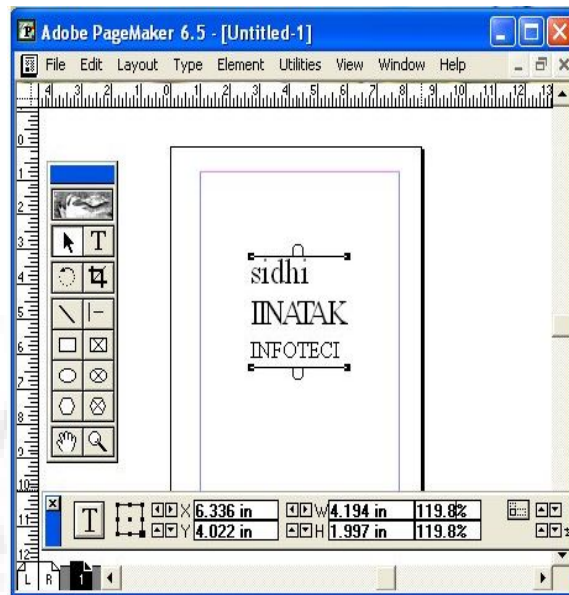
The story is saved in the text only format in the specified file.

## EXPORTING GRAPHIC

You can export almost any kind of imported graphic in a publication in any one of four formats: TIFF, JPEG, GIF89, or DCS. This section explains how to export graphics for general purposes, but note that PageMaker includes export features designed for special publishing tasks; exporting graphics for color separation purposes, or exporting a high-fidelity color image foe editing in Adobe Photo Shop.

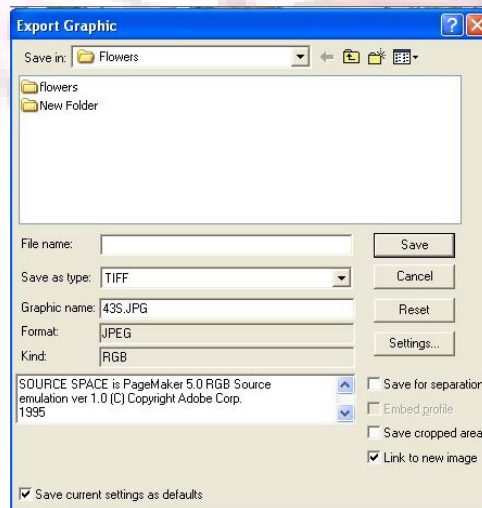
## EXPORTING TO JPEG FORMAT

Select a graphics to export



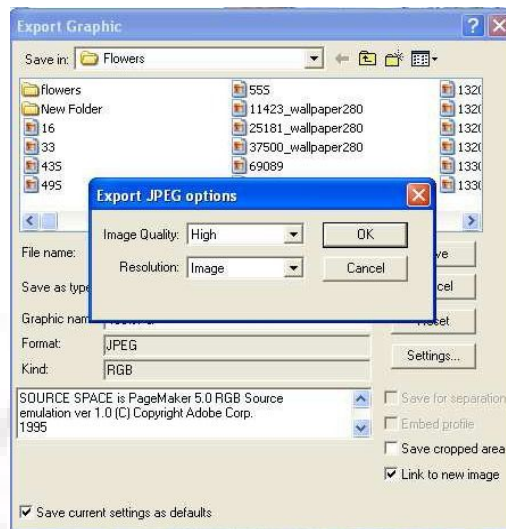
- Click File.
- Select Export.
- Select Graphic.

Type the file name as “Graphic1.tif” for the exported graphic and Click the Save as type pop-up menu



- From the Save as type pop-up menu select JPEG.

- Click the Settings button



The Export JPEG options settings dialog box appears. Click the Image Quality pop up menu.

- In the Image Quality popup menu select Low.
- Click the Resolution pop up menu.
- In the resolution pop up menu select Screen.
- Click OK.
- Click Save.

The file is saved with the options you have specified.

## Publishing and Printing

### 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.

**Book:** this command is valid if you have the publications lined up in Book. The options here are that you can print all the pages of all the publications in the book or choose otherwise.

**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.

**Reader's spreads:** It allows for the evaluation of two-page spreads.

**Percentage:** Print Options can be opened by clicking options button in printing your document dialog box

You can scale the pages to any size before printing.

**Reduce to fit:** While printing if the paper size is smaller than the page designed by you, the Reduce to fit command enables you to print the document on the paper even when the paper size is small.

**Thumbnails:** Are an easy way of looking at all the pages in a document, to see the overall design theme. This is used to print miniature editions of the pages as icons with a maximum number of 16 pages per sheet of paper

**Duplex:** Duplex can be used to print on both sides of the page during one pass through the printer. This is a very handy feature if you need to print front and back originals. The various options here are None, Short edge and Long edge.

**Options:** Here are the various options, which can be printed on the page itself that is the Printer's marks and Page information. Tiling breaks up the ultimate size into smaller pieces that fit on the page size specified in the page Setup dialog box. PageMaker sets an automatic overlap of the tiles that takes into account the unprintable margin around the edge of the page or you can manually set overlap, if you wish.

## COLOR OPTIONS

Color Options can be selected by clicking the Color button in printing your document dialog box. This gives control over handling color separations and printing color.

**Composite:** Composite is opposite of separations. When this option is selected colors will not be separated instead they will be printed in place as either shades of gray or as close approximations of the colors. To print colors on a color printer, click the Composite button. If you are using a laser printer then, using this option you get shades of gray.

**Print Colors in Black button:** Makes all the colors print in shades of black in the same-screened percentages acquired with process and spot separations.

**Separations:** When you select the separations button, the separations pop-up list becomes active. This contains the process colors and any spot colors you have defined for this document. From this, select the colors whose separations you want to print and click 'Print This Ink' check box to add an X in the pop-up list. PageMaker only prints separations for the colors with X's in the Print column.

**Print All Inks:** This command is used to mark all the colors with X's.

**Print No Ink:** This command is used to remove all the X's in the list of colors.

**All to Process:** This command is used to convert all spot color separations temporarily to process separations.

## PUBLISHING ON THE INTERNET

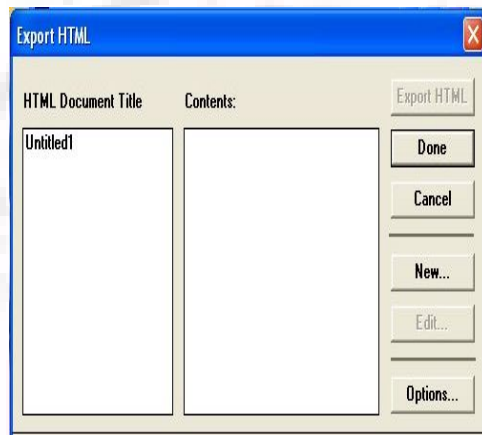
### CREATING A PDF DOCUMENT

If you're creating a publication for distribution on the Word Wide Web, design it for the screen and then use one of two ways given above to prepare the file for the Internet. Use the File>Export> Adobe PDF command to create a PDF file that can be distributed electronically across the Word Wide Web. PDF files can be downloaded, viewed and printed

from several different platforms with the page layout and typography of original document intact.

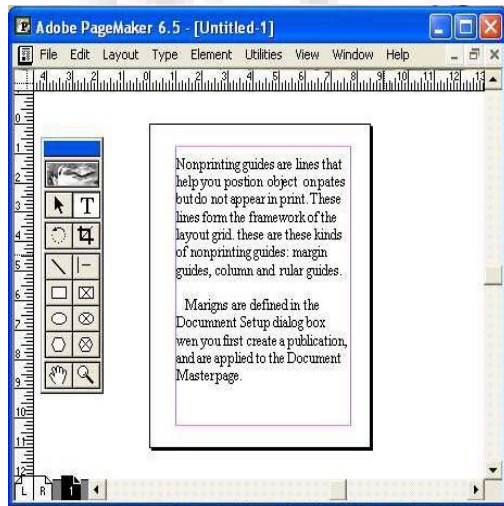
## CREATING AN HTML DOCUMENT

Use the File> Export >HTML command to create hypertext-linked pages that you can publish on the World Wide Web. If you select the Preserve Approximate Page Layout option in the Export HTML Options dialog box, PageMaker uses HTML tables to replicate the design of each exported page, including the number and width of columns, and the size and position of graphics on the page.



## PUBLISHING A DOCUMENT ON THE NET

PageMaker is used to create documents that can be published on the World Wide Web. You have to first convert the file into ODF or HTML format, to do this click File menu.

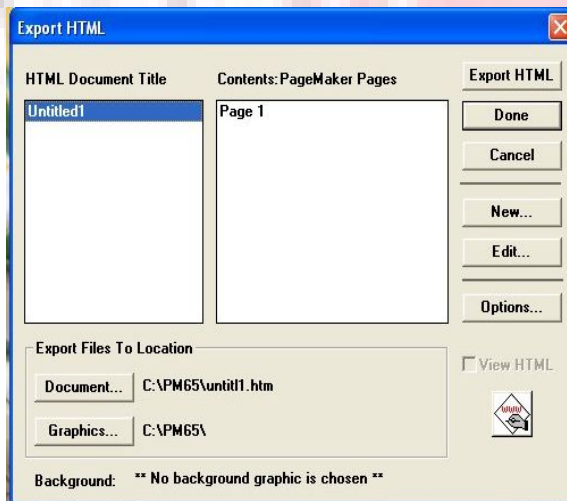


- Select Export.
- Select HTML.

The Export HTML dialog box appears on the screen. In this click the file name on the left. You can see the number of pages of the document is displayed on the right-hand side.



In this dialog box you can make the changes in the file using Edit and Options buttons and also specify the location to which the file has to be exported using Export Files to Location button. Click Export HTML



The file will be converted to HTML format.

