

# Introduction to Adobe PageMaker V6.5

(2 days)

This two-day course explains how to use PageMaker to produce well-designed documents quickly and easily. Special emphasis is placed on the principles of good design in DTP, as well as giving delegates a thorough grounding in the essentials of operating the software. Delegates will work on a set of sample documents (for a fictional company) during the course, giving hands-on experience of different types of document and the specific features of PageMaker, while learning to achieve a consistent "corporate style" for them all.

## Course Outline

### ?? Basics

- **PageMaker documents:** the .P65 file, templates, links to text and image files; saving your work
- **PageMaker defaults;** selecting a target printer and default styles
- **Screen layout and menus:** using the mouse & keyboard short-cuts
- **The Toolbox:** using the right tool for each operation
- **Rulers and column guides**

### ?? Text

- **Loading and placing text files;** using autoflow; style tags
- **Creating a page layout:** Master pages & formatting text
- **Use of typefaces:** point sizes, line spacing, kerning, indents & tabs and paragraph settings

### ?? Page design

- **Page design:** columns, margins, rules, borders, backgrounds
- **Text editing:** cut, copy & paste; using the clipboard; preparing and importing text files from a wordprocessor, using PageMaker's Story Editor; rotating text
- **Assembling a document:** handling page and column breaks, with style tags, inserting and removing pages

### ?? Graphics

- **Using boxes, circles, and rules;** selecting and applying colours; grouping and aligning shapes
- **Image handling:** placing imported images; cropping, sizing and scaling; wrapping text around pictures

### ?? Printing

- **Printing:** print options; overview of process colour separations and spot colour; achieving predictable colour output on desktop printers and in commercial print



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