



Introduction to PageMaker6.52 for Macintosh

Course Description: This class introduces the PageMaker desktop publishing program to the experienced Macintosh user. Topics covered include using guides, columns, rules, and the toolbox; text wrap; importing graphics; and basic layout techniques.

Prerequisites: Working knowledge of the Macintosh operating system or completion of the "Introduction to the Macintosh" course.

This document has been prepared for you by W&MF staff so that you can familiarize yourself with the basics of PageMaker (version 6.52). This document is meant to serve as a future reference for you – covering from the very basic to the fairly detailed. Not all the information mentioned in this document will be covered in the *Introduction to Pagemaker6.52* class.

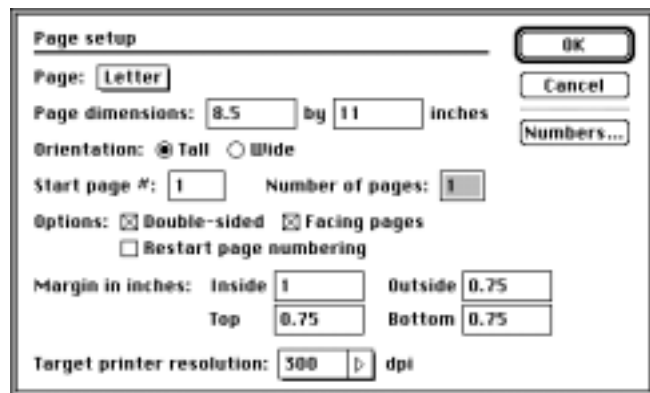
What is PageMaker?

PageMaker is a desktop publishing program. It is a complete writing, editing, design and production tool for creating professional-quality publications.

GETTING STARTED

You can find Pagemaker 6.52 in *the Macintosh Hard Drive > Applications > Adobe PageMaker 6.52 > Pagemaker 6.52*. Click twice on its icon to start the program.


Next go to the **File** menu and click on **New**. A new window will appear where you can specify the margin, width and height of the page, how many pages to start out with, and if you want facing pages or single pages.

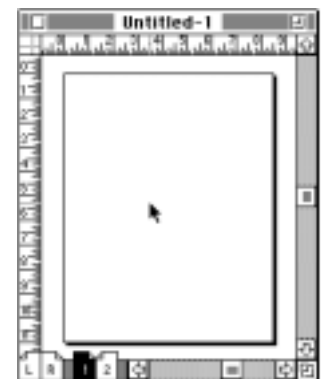


Your new page will look something like this:

The black page number on the bottom left corner lets you know what page you are currently on. Clicking on a page will move you to that page. For example, clicking on the 2 will take you to page 2.

Master Pages:

If you click on , you will be shown the Master Pages. Everything that you add on the Master Pages will appear on every page of your publication. This is where you want to add headers, footers, common guides, columns, etc.



Page Numbering:

To have PageMaker automatically number the pages, type *Command-option-P* on the master page.

Page View

When you open a new publication, the default view size is *Fit in Window*. To see the page at a different scale, go to the **Layout** Menu and drag down to **View**.

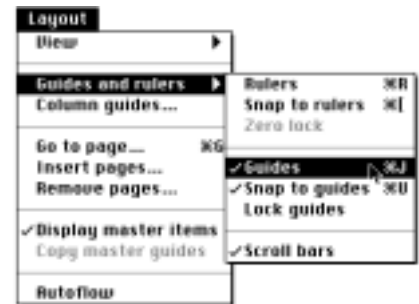
Inserting and Deleting Pages

In the **Layout** Menu, choosing *Insert Pages* lets you insert blank pages and choosing *Remove Pages* lets you remove pages.

GUIDES, COLUMNS AND RULERS

Guides are very useful for aligning objects on the page. If you select **Snap to Guides**, every time you move an object close to a guide it will align itself with that guide.

To create a horizontal guide (running across the page), simply click on the top ruler and drag down. A green line will appear. Drag from the left ruler if you want to create a vertical guide (running up and down the page).



To make columns, go to the layout menu and click on *Column guides...* You will then see the column guides as a pair of blue lines. You can move the columns across the page by clicking them and dragging them.

There are two lines on the ruler that move with your cursor. These let you align objects with the ruler. Choosing **Snap To Rulers** will automatically align any objects that you create or move to the ruler increments.

To move the zero point of the ruler, click on the cross mark at the end of the ruler bar and drag it to where you want the zero mark.

SAVING AND PRINTING

Don't forget to Save often. To Save, go to the **File** Menu and click on **Save**.

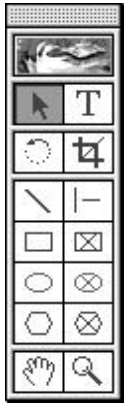
The **Print** option is also in the File Menu. If you are printing from one of our Microcomputer Facilities, or if you don't have the LaserWriter 8.0 printer driver, hold down the **Option** key when you click on **Print**.



THE MOST IMPORTANT FEATURE


The most important feature of PageMaker is the *Undo* command. Whenever you do something and you wish you hadn't, immediately go to the Edit menu and choose Undo. This will automatically reverse your last action.

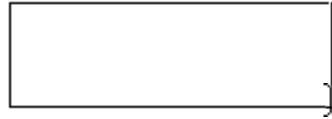
TOOLBOX

There are eight different tools in PageMaker. To choose a certain tool, click on its icon in the Toolbox.






The  tool lets you draw straight lines. Click the mouse button where you would like one end of the line and drag to where you would like the other end. Using  will force the lines to be vertical, horizontal, or at a 45° angle.


The  tool is used to add text and to edit already-existing text. To make a text-box, click the mouse and drag the cursor across the page. You should see the following:



If you start typing now, the writing will appear inside this box. If you select the text tool and click on an empty part of the page, PageMaker will automatically create a text-box by trying to size it to the nearest guides. If you want to edit text, choose this tool and click on the text. This will give you a cursor in the text box which you can use just like the cursor in a word processor.

The  and  tools let you draw squares and circles, respectively. Just click the mouse and drag it to another part of the page and the shape will be fitted to the rectangle that you just printed. If you hold down the **shift** key while you are doing this, you can create perfect squares or perfect circles, depending on your selection.




The  tool is used to select, resize, or move objects around the page. When you click on an object, you select it so that any formatting changes will affect that object. If you want to resize an object, you must first select it. You will notice that small boxes appear on the object. If you drag one of these boxes across the page, you will resize the object. To move an object, click on it and drag it across the screen.

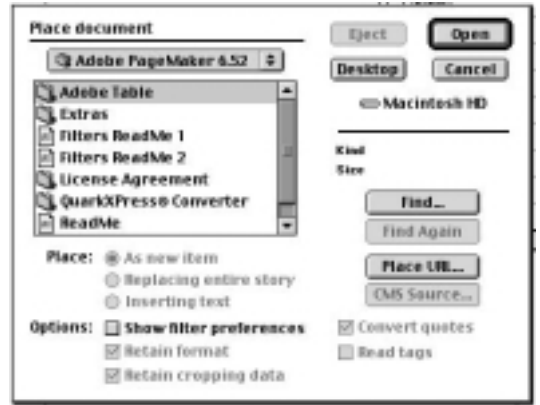
The  is the crop tool. It is used to cut an image to the size that you specify. When you drag one of the boxes that appear from selecting a graphic, you will be cutting off part of the graphic instead of resizing it.

The  is the rotating tool. It lets you rotate text, pictures and graphics. After this tool is selected, click on the object to rotate and drag the cursor to rotate it.

IMPORTING TEXT AND GRAPHICS

To import text or an image into your publication, go to the **File** Menu and click on **Place**. Choose the desired graphic or text document from the window that appears.

Once you have selected the desired text document or graphic to be imported, click **OK**. You will notice that your cursor has changed to one of these icons:  for a graphic,  for a text document. Click the cursor where you want the text or graphic to appear. If you import text that is longer than one page a little red triangle appears at the end of the text block. This means that there is text below the block that you cannot see. If you click once on this triangle the cursor will become the  cursor again so that you can import the rest of the text somewhere else.



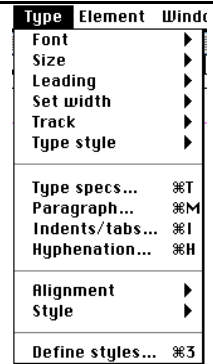
If you would like the text to automatically go to a new page at the end of each page click on *Autoflow* in the **Layout** Menu.

FORMATTING TEXT

Changing the font type, size and style can all be done from this menu.

Leading controls the amount of space between lines of text. The default is Auto.

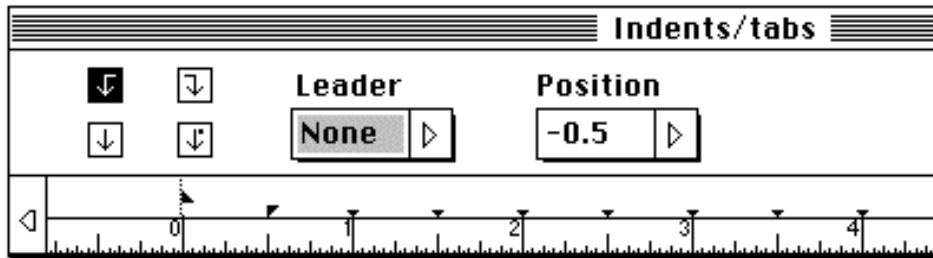
The **Set Width** menu lets you expand or compact your text by stretching or compressing the letters in your words. **Tracking** lets you condense and expand your text by stretching or shrinking the space between letters and words.



The **Alignment** Menu lets you center text, align text to the left or right, or stretch your text to fill the whole width of the text block (justify).

Type Specs and **Paragraph** screens let you modify the aspects of the text described above. The **Paragraph** screen also lets you indent your text and add space before and after paragraphs. The **Hyphenation** screen is where you can have Pagemaker automatically hyphenate your text.

Choosing *Indents/tabs* brings up a window, similar to the one shown below:



The downward-pointing triangles are the default tab-stops. This means that when you press *tab* the cursor moves to these positions. To add your own tab-stops, click on the ruler. You can move your tab stops by dragging them to a different spot on the ruler, or remove them by dragging them off the ruler. Since the arrow with a right-pointing tail is highlighted in the upper-left corner, the tab will be a normal left-tab. This means that after pressing *tab*, the text you type will be left-aligned at this point. If the arrow with the right-pointing tail was highlighted, the text would be right-aligned at this point. If the arrow with a straight tail

was highlighted, the text would be centered at this point. The arrow with a dot next to it aligns numbers by their decimal place.

There are also two larger arrows on this ruler, one pointing diagonally-down and the other diagonally-up. The top arrow (pointing diagonally-down) controls the indenting of the first line and the lower arrow (pointing diagonally-up) controls the indenting of all other lines. The sample ruler in the picture is therefore set up for a hanging-indent, meaning that the body of the paragraph is pushed in from the first line.

FORMATING GRAPHICS

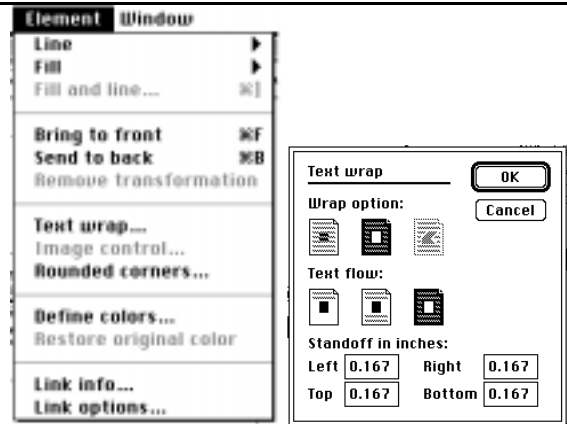
All of the graphics formatting can be done in the element menu.

Text Wrap

To make text flow around your image, click on the graphic, go to **Element** Menu and click on *Text wrap*. A menu will pop up giving you choices about how you want the text to flow around your graphic.

Line and Fill

To specify the thickness and pattern of a line, select the line and choose an option from **Line** menu. To fill in a shape go to the **Fill** menu and make a choice. A fill of *None* means that the shape is transparent, while a fill of *Paper* means that the shape is filled with a solid white.



WORKING WITH LAYERS OF TEXT AND GRAPHICS

When you have text and graphics overlapping each other and you only want to work on one, you have to bring it to the front or send the other to the back. For example, if you have a caption behind a picture, clicking on the caption would select the graphic (clicking selects what is in front). To select the caption, you would click on the graphic, go to the Element Menu and choose Send to back. Then you could click on the text block to select it, because it would be in front.

CONCLUSIONS

By this time we hope that you have a fairly good idea of some of the commonly used features of PageMaker. Even though there were plenty of features that were not covered, we hope that you will find all of the information presented useful. If you have any questions, please ask the Instructor or Roamer. Also try to experiment with the topics covered and see what you can create as well.

Remember to fill out an evaluation before you leave, and thank you for attending Intro to Pagemaker.

MORE HELP

- **Web Site:** <http://www.adobe.com/prodindex/pagemaker/main.html>
- **Usenet Newsgroup:**
alt.albus.pagemaker
comp.graphics.apps.pagemaker
- **Manuals**
 You can ask for the *PageMaker* manual in each microcomputer facility on campus.