



## Class Documentation

This document has been prepared for you by the W&MF staff so that you can familiarize yourself with more advanced techniques using PageMaker (version 5) for the Macintosh. This document is meant to serve as a future reference for you. Not all the information mentioned in this document will be covered in the *Intermediate PageMaker* class. Before taking this course, you should be familiar with the Macintosh computing environment and have completed the *Introduction to PageMaker* class or have familiarity with the basic uses of PageMaker.

## WHAT IS PAGEMAKER?

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

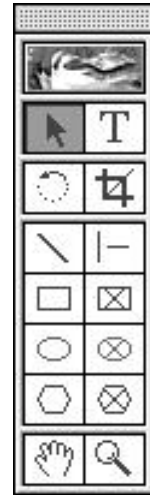
## REVIEW

### Toolbox

The toolbox is a window that contains the 8 main tools used in PageMaker.

They include:

- the arrow tool - used to move, re-size, or “grab” objects
- the text tool (A) - used to add text or change existing text
- lines tools - used to create straight lines
- shape tools - used to create rectangles or circles
- rotation tool - used to rotate objects such as pictures, shapes, or text boxes
- cropping tool - used to cut or “crop” the part of the picture you wish to use




Remember that certain command options like text wrap are not available unless you click onto an object with the correct tool. This will be important as we go through the upcoming techniques.

### Menu Overview

The commands contained in the Menus at the top of the screen are grouped according to their purpose. Three main Menus used in this handout are:

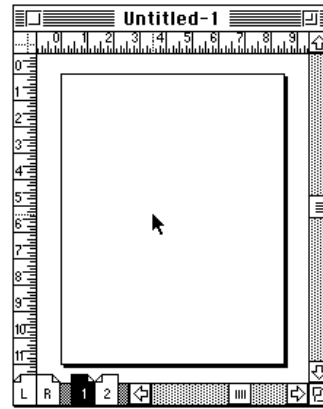
- Layout Menu - these commands affect the layout or design of the page. It includes commands to create guides or to add and delete pages.
- Type Menu - these commands are used to modify text such as font, size, leading (space between lines), alignment, and indentation.
- Element Menu - these are used to modify objects such as lines or objects.

## Master Pages

If you click on  found in the lower left hand side of the window, you will be shown the Master Pages. Everything that you add on the Master Pages will appear on every page of your publication. For double-sided, facing pages, you will be shown left and right pages. This is where you want to add headers, footers, common guides, columns, etc. This is a convenient layout tool particularly when dealing with multiple-paged publications.

## Page Numbering

To have PageMaker automatically number the pages, use the text tool (A), select the area where you would like to have page numbering, press *Command-option-P*. Make sure that you are in the master page layout.



## GUIDES, COLUMNS AND RULERS

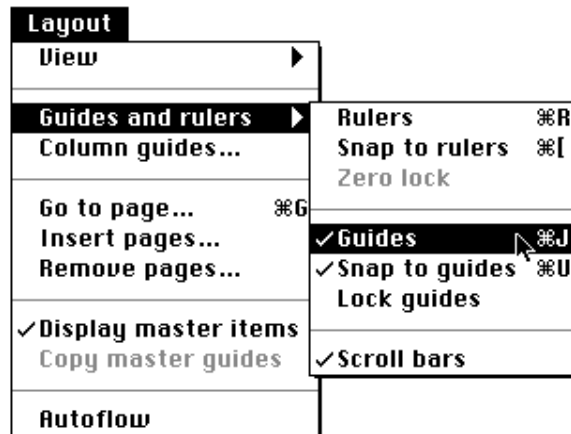
### Guides

Guides are very useful for aligning objects on the page.

If you select **Snap to Guides** then 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).



### Columns

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.



### Rulers

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.


## IMPORTING TEXT AND GRAPHICS

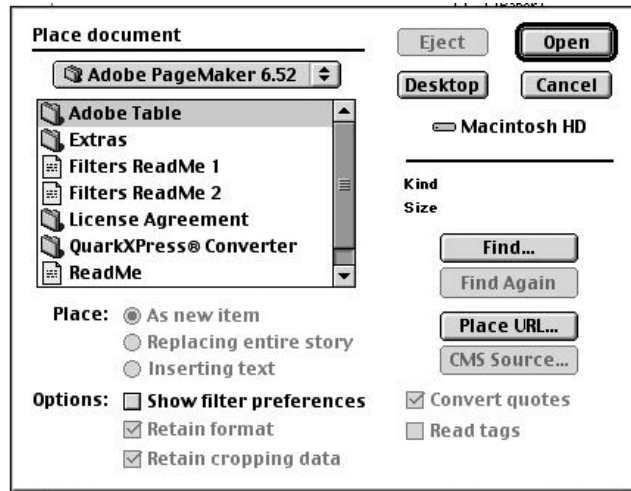
To import text or an image into your publication, go to the **File** Menu and click on **Place**. Choose the desired graphic or text document from the window that appears.

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 would like 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.

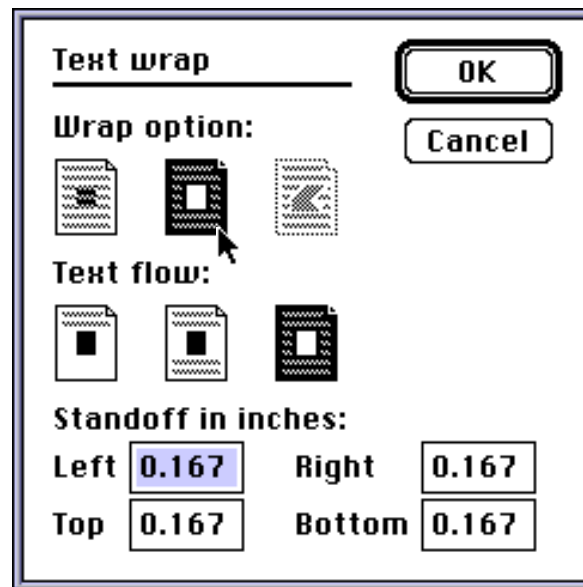


Before importing text or graphics, it's a good idea to set your guides first, so that way you will already know where things should be placed. In addition to guides, you may also want to enable the *Autoflow* function found in the **Layout** Menu. With *Autoflow*, you can just click the cursor where you would like the text to appear, and it will automatically place the text so it 'flows' in the guides that you've set up and it will continue to place text in the subsequent columns and/or pages until the entire text document is laid out.

## TEXT WRAP

Text Wrap is a function that you can use to make text flow around an object without having to change the size of the text boxes.

First use the arrow tool to click on the object you want to create a text wrap around. Then click on **Text Wrap** under the **Element** Menu. You should then receive a Menu like this:

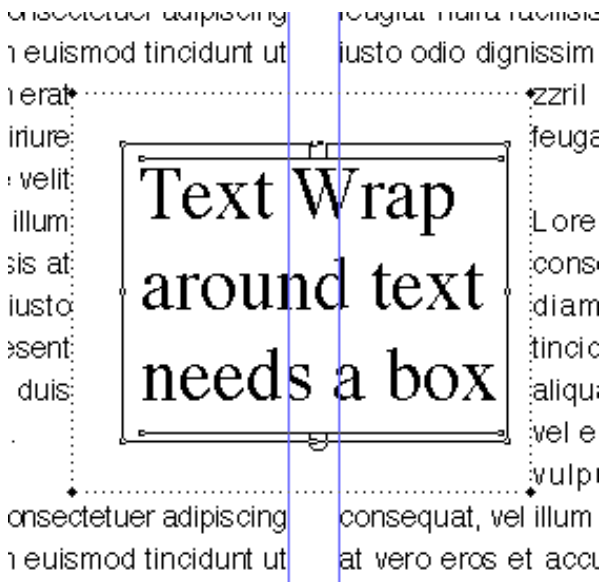


When you click '**OK**' you should now see a dotted line encircling the object. This is the Standoff Guide which marks the distance from between the text and the object.

Notice how the text moves onto the next line once it reaches the Guide. You can adjust the Standoff by clicking on one of the sides and sliding it to the desired distance or by adjusting it in the Text Wrap Window.

Clicking on the sides to adjust the standoff keeps the guide straight.

If you use the corners to adjust the guide, the guides will then angle to adjust to the position of the corner.



You can use Text Wrap around text as well, but to do so you will need to draw a box around your text like the example on the left.

It is the box that has the text wrap around it, and the text inside stays protected.

**NOTE:** When adjusting the Standoff Guides make sure that they don't touch the text box inside that you want surrounded. Any text that touches the lines will be pushed outside of the box.

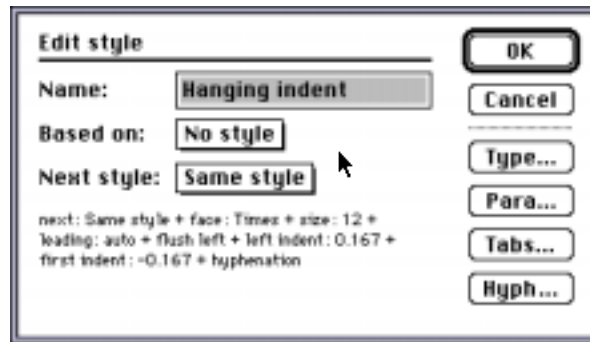
You can make the box lines invisible by clicking on the box, then going changing the Line to <None> in the **Element** Menu.

## FORMATTING TEXT

Already existing text can be modified by highlighting it with the text tool, then changing the type specifications under the **Type** Menu. However, changing all of the specifications can be a tedious task especially if you have a lot of separate text flows.

To solve this, you can define your own style of text under **Define Styles** in the **Type** Menu.

A Menu will then appear with a list of the existing styles created. You may create a new one by clicking 'New' or modify an existing one by clicking on the name and then 'Edit.' Either one will get you to another window similar to this one:



Now you can select **Type**, **Para**[graph], **Tabs**, or **Hyph**[enation] to define your own style. In both windows, it will indicate what is currently defined for that style. For instance, the style 'Hanging Indent' uses Times font, size 12 with auto leading, with a left indent of 0.167", a first indent of -0.167" and hyphenation.

Once you've defined your styles, you can open up the '**Style Palette**' from the **Window** Menu. Similar to the Toolbox, the Style Palette lists already defined type styles for easy access. Now to modify text, simply highlight the text then double-click on the name of the style you want to change it to.

## WORKING WITH OBJECTS

### Layering

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 can click on the text block to select it, because it will be in front.

The most common usage of Send to Back/Bring to Front is when you place text on top of a filled box. When you click on the box to change the border, PageMaker automatically brings it to the front covering up the text that was there. Sending the box to the back will make the text “reappear.”

### Finding Missing Objects

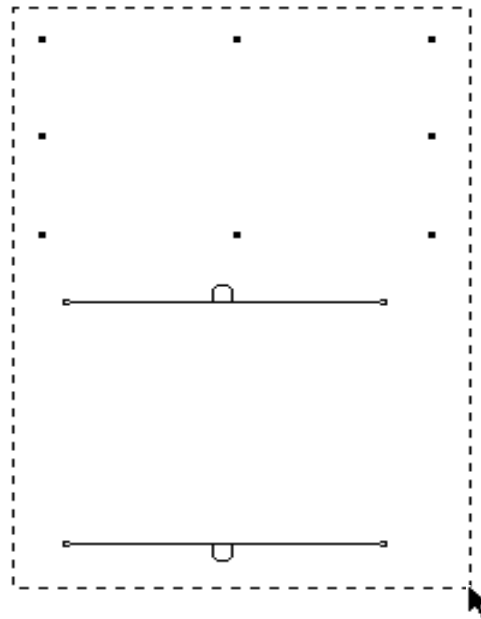
Try to keep in mind all the objects that you’ve placed on the page: filled-in white shapes with no border can cover up other text boxes or objects that you might not be aware of.

Thinking that the object or text may have disappeared, you may accidentally create two or three versions of the same thing.

If you’ve forgotten what objects are on the page, click the arrow tool, then choose ‘**Select All**’ from the **Edit** Menu. This will highlight any and all objects on the current screen.

Or to just look for objects in a section of the page, use the arrow tool to create the dashed rectangle around the area you wish to search.

The objects on the right are a white rectangle with no border and reversed text.



### Moving Objects

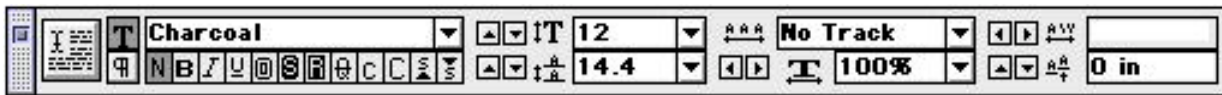
Suppose you’ve created a layout on the top right hand of the page but now want to move it to the bottom left without changing the layout. You can ‘grab’ several objects by holding the **shift** key and clicking on each of the objects you want to move with the arrow. After you’re done grabbing all of the objects, release the shift key and click and hold any part of the group of objects to move it to the desired location.

Another way to grab a group of objects is by using the arrow tool to create a rectangle (just like creating a text box with the text tool) around the objects you wish to grab.

If you want to move this same group of objects to the next page, drag the group of objects completely off the page, click the page you want to place the objects on in the lower right hand corner, then move the objects back onto the page.

### Control Palette

Another handy window is the Control Palette which can be selected from the **Window** Menu. The Control Palette changes to give you information about the object that is selected. When text is selected by the text tool, the Palette looks like this:



From here you can make modifications of the text directly without having to go through the various windows from the **Type** Menu.

When a shape or line is selected the Control Palette changes to allow you to adjust lines, change position coordinates, lengths and widths.

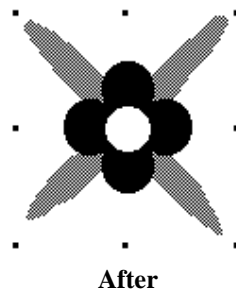
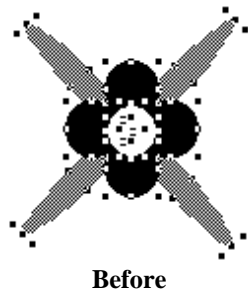
## UTILITIES

There are a few special commands listed under **Add-Ins** in the **Utility** Menu. This document will go through PS Group It/PS Ungroup It, Drop Caps, and Balancing Columns.

### PS Group It/PS Ungroup It

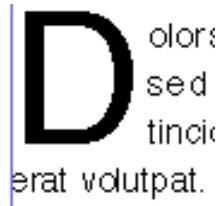
Several shapes can be grouped together to form a PICT picture. Once grouped, the picture can be re-sized and adjusted as one object.

In the example below, a flower was created by using a set of white, black, and gray circles layered on each other. The entire group is then grabbed and **PS Group It** is selected from the **Add Ins** and the group of objects becomes one object. This same group can be ungrouped in a similar way.



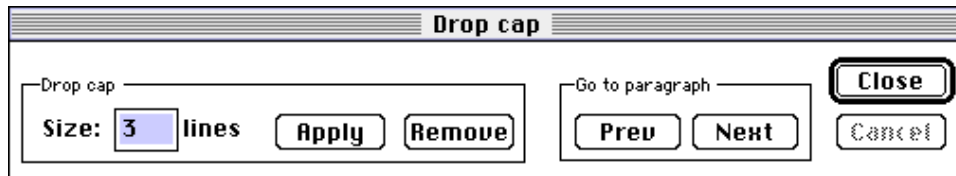
### Drop Caps

This is a drop cap:



The first letter of the paragraph spans three text lines. Some people like to add this quality to their publication.

You can create a drop cap by highlighting the letter (usually the first letter of the paragraph), then choosing **Drop Caps** from the **Add Ins** in the **Utility** Menu. You will then get the window below:



### Balancing Columns

This is a particularly helpful tool when creating newsletters. This command adjusts the columns selected until they are all of equal length.

To do this, grab all the columns on the page that you wish to balance and click **'Balance Columns'** in the **Add-In** List of the **Utilities** Menu. The Balance Column Window will be shown asking which column should contain extra lines. Click OK and the program will do the rest.

## DEMONSTRATION

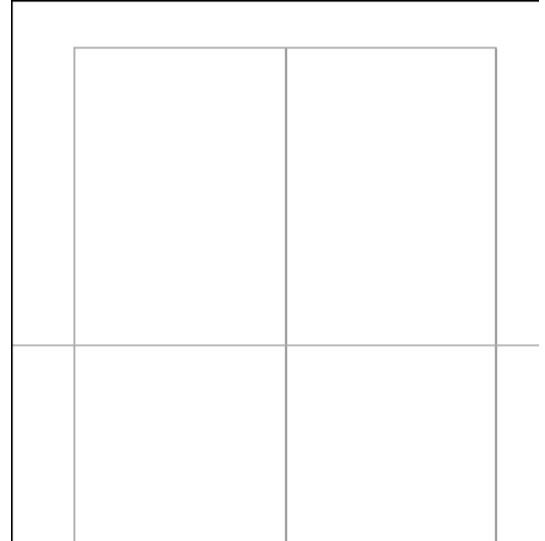
This part of the documentation is designed to put many of the features explained above to work in a project. This will hopefully help you see how all of the features should interact with each other.

### Making Signs

Lets say that you want to advertise the sale of your old car to everyone in the campus. An easy way is to make a couple of signs and place them about the place. It won't have to be anything big; the product itself will make the sale.

The first step is create a new page (preferably vertical) and setting the zero point on the top-left border (measurements will be easier to make). It is also helpful to go to **View** in the **Layout** menu and setting the zoom to actual size so that your measurements are more precise.

Now make four boxes of equal length by clicking on either the left or right border and dragging the line to the  $3 \frac{3}{8}$  mark and clicking on the bottom edge of the top ruler and dragging down to the  $4 \frac{1}{4}$  mark. These lines will be your guide for the project.



**One-time  
Offer!**

**Can't miss out on experi-  
enced car that was re-  
painted especially for  
you!**



**Only ten measly thou-  
sand insignificant  
dollars!**

Now create a text box on somewhere near the top of the top-left box. Type in something exciting that will grab the attention of anyone passing by.

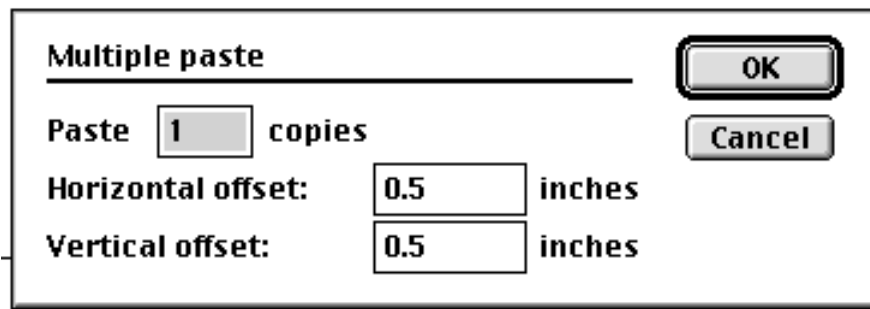
Just for style, highlight the text and center it using the Align Center command in the **Type** menu.

Also, make the font different and also make the font size different for each line to add some creativity.

Create another text box at the bottom and type in the price. The aim is to make the price seem as small as possible.

You currently have three pictures (located on the desktop) to choose from. Use the **Place** command in the **File** menu to select which picture. The mouse icon will change to a small corner icon. Drag over the space that you want your picture to cover.

The most important feature for this project is the multiple paste feature. The difference between paste and multiple paste is very important. The regular paste feature will place the copy of the item(s) almost directly on top of the originals. Multiple paste allows you to choose how many copies and at what interval to paste them.



The proper offsets are the page length and width. First go to Select all in the **Edit** menu. Typing in the horizontal offset first and setting the offset at zero will place the copies directly to the right of each other. Continue to use multiple paste until you fill in all four boxes with the sign.

### Creating your own newsletter

The desktop contains an article you have to use to lay down onto a page. You must also place a headline and a picture using what you have learned from above.

The first step is create a new page (preferably vertical) and setting the zero point on the top-left border (measurements will be easier to make). It is also helpful to go to **View** in the **Layout** menu and setting the zoom to actual size so that your measurements are more precise.

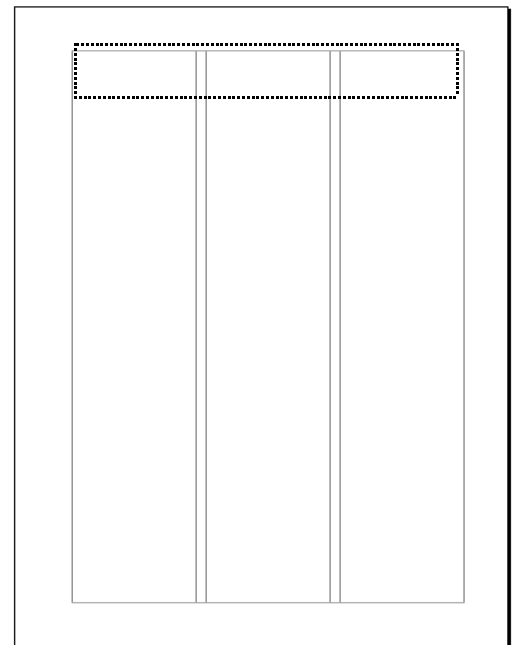
The next step is to go to the **Column guide** in the **Layout** menu. Set the number of columns to three.

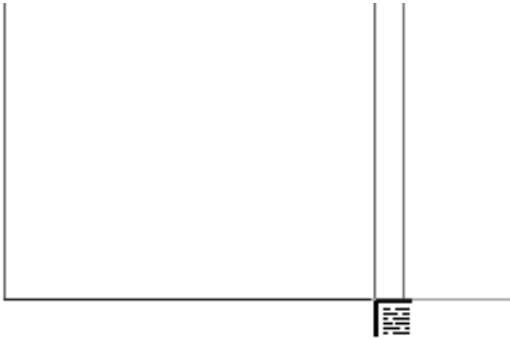
The thin spaces between the columns are the gutters to help keep your article in order. Headlines and pictures can go through the gutters.

Place a headline on the top of the page.

The standard for headlines is:

- Three lines for 1 column
  - Two lines for 2 columns
  - One line for 3 columns or more
- 
- Each line usually takes up 1 inch, but tends to be less when there are multiple lines.





The article and a picture are stored on your desktop. use the **Place** function to open the picture and drag it across two columns to the right, just below the headline. Use the text button to create a small caption under the picture. Use the line button to make a horizontal line under the caption.

The **Place** function is also used to place the article onto the page. Selecting the article should change the mouse cursor to a small corner of a page. Drag the article down the column and fill it. At the bottom there should be a red square. Click that and drag out a new column into the second column. Repeat the process.

You'll find that there is another red square under the third column. Drag it down through the page until you see the entire article. Select the text button again and click on the article and delete paragraphs until it fits.

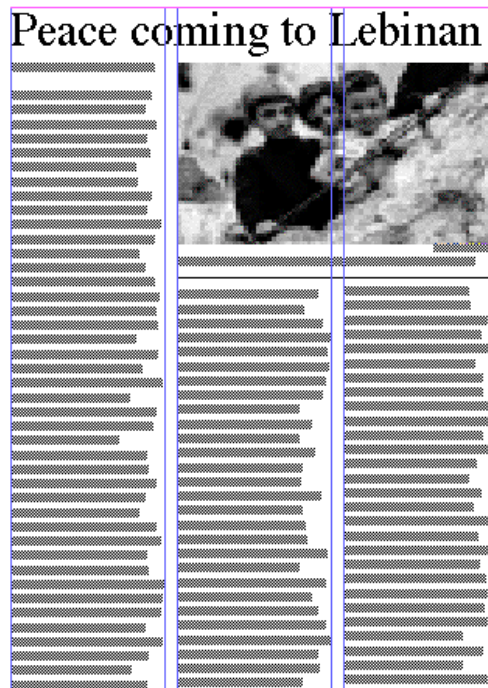
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ibly similar to the  
later employed

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After you lay down the articles and trimmed it so that it fit, your page should look something like this.



## CONCLUSION

By this time we hope that you have a fairly good idea of some of the features and abilities 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

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- **Web Site:** <http://www.adobe.com/prodindex/pagemaker/main.html>
- **Usenet Newsgroup:**  
[alt.aldus.pagemaker](mailto:alt.aldus.pagemaker)  
[comp.graphics.apps.pagemaker](mailto:comp.graphics.apps.pagemaker)

- **Manuals**

You can ask for the *PageMaker* manual in each microcomputer facility on campus.