

PageMaker 7.0 Introduction

Length: 1 Day

Summary: Adobe PageMaker is a powerful page layout application you can use to create professional looking publications. In this course, you will learn basic techniques and skills that will give you a solid understanding of the software as you create a four-page color newsletter.

COURSE CONTENT

CREATING A NEWSLETTER

- The PageMaker Environment
- Document Setup
- Typing Text and Manipulating Text Blocks
- Basic Text Formatting
- Importing and Manipulating Graphics
- Using Master Pages

USING TEXT

- Importing Text
- Spacing Text
- Indenting Text
- Using Tabs
- Using Styles
- Using the Story Editor

USING GRAPHICS

- Drawing Shapes
- Applying Colors
- Text Wrapping
- Manipulating Graphics
- Cropping Graphics
- Inline Graphics

PRINTING WITH PAGEMAKER

- Creating and Applying Spot Colors
- Updating Links
- Creating a Booklet
- Printing a Proof
- Collecting Files for Output

CREATING AN IDENTITY SYSTEM

- Creating Templates
- Using Templates
- Drag and Drop Between Documents
- Using a Library