



PageMaker 6.5 for the Macintosh and Windows

What is Desktop Publishing (aka DTP)?

Creation of words and graphics combined into finished pages

The focus is on the *appearance* of the work

PageMaker: product name from Adobe company (previously Aldus product).

Advantages of DTP

WYSIWYG: What You See Is What You Get. You can see what you are creating as you go.

Can view your publication in different magnifications

Graphics: Place *external* from other packages (e.g. Photoshop) or *internal* from inside PageMaker (e.g. rules, boxes, circles, polygons, etc.)

Disadvantages of PageMaker

Not Intuitive!!

Assumes you use other applications extensively (word-processor, graphics)

It takes so many skills to produce a document

I. What you see on the screen

Toolbox A group of commonly-used tools used in PageMaker for drawing lines/boxes, activating text mode, and selecting graphics and text blocks. To choose a tool, point to the icon and click the mouse button once. Clicking twice allows you to customize the use of the tool.

Pasteboard The 'work table' surrounding your publication. Text and graphics can wait here until placed on the pub.

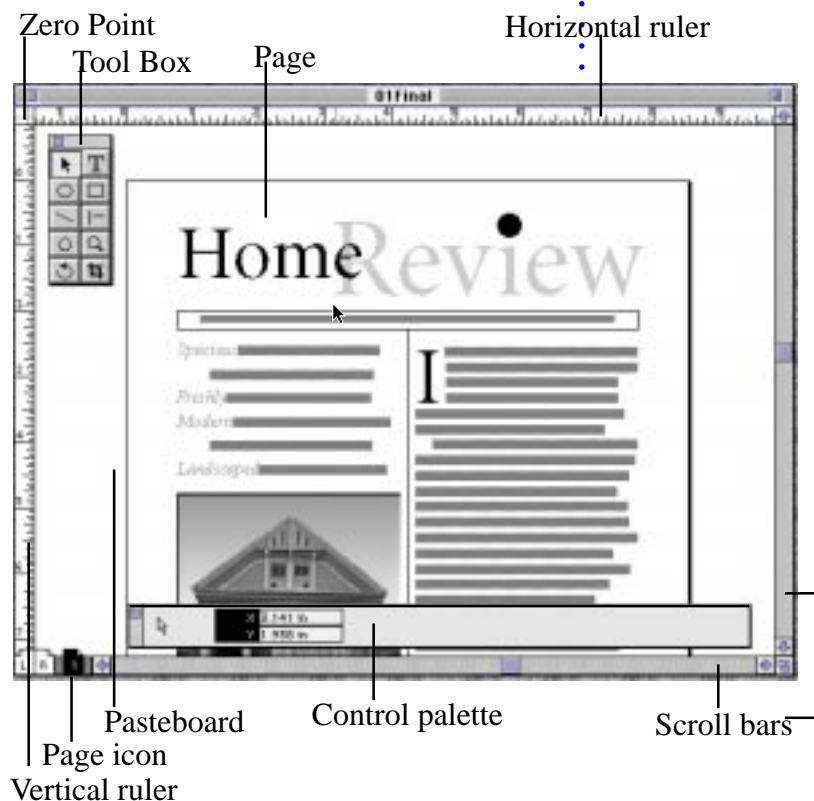
Page A rectangle in the center of the window representing printed page(s) of the pub.

Margins Pink (horizontal) and blue (vertical) lines on the page indicating the top, bottom, left and right margins.

Image area The "suggested" area inside the margins for placing text and graphics (most printers are limited to $\frac{1}{4}$ or $\frac{1}{2}$ " from the edge of the paper).

Rulers Horizontal and vertical rulers along the edge of the window to help you accurately place elements of your pub. When you move the pointer, dotted lines on both rulers follow the pointer.

The PageMaker Window





- **Zero Point** The location of zeros on the horizontal and vertical rulers. It is initially set at the upper-left corner of the page.
- **Ruler Guides** Non-printing guides used for the placement of text/graphic blocks
- **Column Guides**... Non-printing guides used for flowing external text into multiple columns
- **Master Pages** ... Special pages which "overlay" repeated text/graphics onto all pages of the publication. PM6.5 allows you to have multiple master pages.
- **Page Icons** Icons which indicate the total number of pages and the current (active) page. Clicking an a page number icon makes that page active and shown on the screen.
- **Scroll Bars** You can use the scroll bars along the bottom and right sides of the active window to control what displays in the publication window. You can show or hide the scroll bars at any time.
- **Control Palette** Additional controls that allow you to manipulate text and graphics

• **Windows Versus the Macintosh**

- PageMaker 6.5 for Mac and Windows is virtually the same program, with minor differences. If you can use PageMaker on one platform, you know it on either.
- A. Mac mouse has only one button — PC mouse has two buttons
- B. Return (Mac) = Enter (Win)
- C. Command / key (Mac) = CTRL key (Win)
- D. Option / Alt key (Mac) = ALT key (PC)
- E. Delete key (top row with numbers) may be the Backspace key
- F. Control key (Mac) is used on a limited basis

• **Mouse Symbols**

- A. I-beam for text mode
- B. Arrow for selecting, moving, or transforming text/graphic blocks
- C. Cross-bar for creating graphics (rectangles, circles, lines)
- D. Grabbing Hand for moving your view of the page
- E. Magnifying Glass to Zoom in or Zoom out (with option/alt key)

• **Overview of menus**

- File..... Transfer to disk/placing external text & graphics/print/quit
- Edit..... Clipboard operations/story editor for word-processing
- Layout..... Change magnification of view/insert and delete pages/columns guides
- Type..... Format characters and paragraphs, set indents, tabs, spacing
- Element..... Format graphics (set line thickness/shade patterns, arrange, align, group, mask, etc.)
- Utilities..... Extra "add ons" to PageMaker and enhancements for long docs
- View Manipulate stacking order/ grouping of blocks
- Window..... Controls windows such as toolbox, color and style palettes



Help(MacOS 8 & Win 95) contains on-line documentation. Makes up for that thin printed manual that came with PM6.5. In MacOS 7.x the help is in the Apple guide.

Viewing the document

- A. Greeking: reduced view where text is represented by lines of shading
- B. Scroll bars
- C. Grabber hand to move the position of the page (Alt/Option + drag)
- D. Layout...View menu
 - 1. Actual size (great when typing in text)
 - 2. 75% / 50% size for smaller magnification
 - 3. 25% / Entire Pasteboard shows entire document + pasteboard
 - 4. Fit in Window (relative size depends on size of monitor)
 - 5. 200% / 400% size (great for detailed work)
 - 6. To toggle and control the magnification between 2 popular sizes (Fit in Window and Actual size)
 - a. Mac: Option + + click
 - Win: Right mouse click or Ctrl + spacebar + click
 - b. When going to Actual size, position the mouse symbol to where you want to "zoom"
- E. Zoom tool
 - 1. Drag over a specific area to enlarge as much as possible
 - 2. Click on area you wish to magnify to go up one size
 - 3. To reduce the magnification:
 - Mac: Alt + click PC: Ctrl + click
- F. Each page remembers its last magnification when scrolling through document

ToolBox

Pointer ToolUse the pointer tool to select, move, and resize text blocks and graphics.

Text ToolUse the text tool to type, select, and edit text.

Rotate Tool.....Use the rotating tool to select and rotate text blocks and graphics.

Cropping Tool.Use the cropping tool to trim graphics.

Line ToolUse the line tool to draw straight lines.

Constrain Line Tool Use the constrained-line tool to draw straight lines at multiples of 45 degrees.

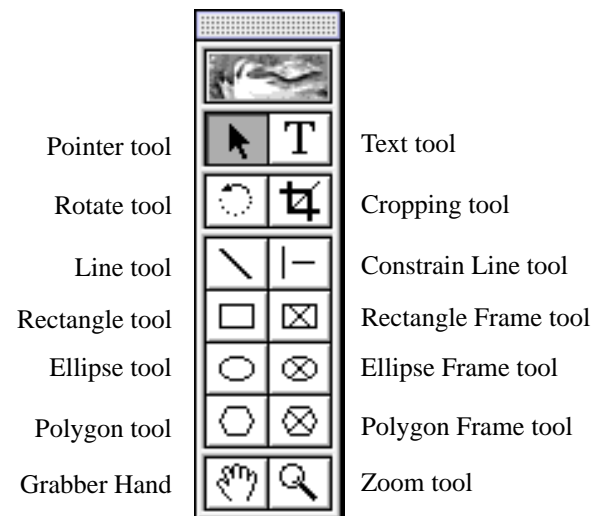
Shape ToolsUse the ellipse tool to draw circles and ellipses, basic polygons and freeform polygons, and squares and rectangles.

Frame ToolsUse the Frame Tools to make place-holders for future text or graphics

Grabber Hand.Use to scroll your viewpoint of a page or activate hyperlinks.

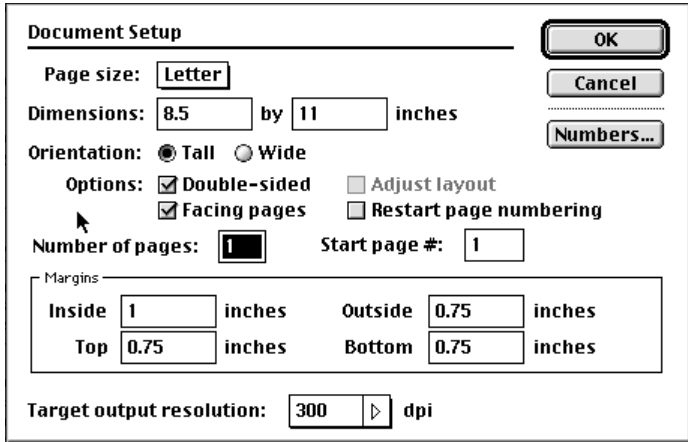
Zoom Tool.....Use the zoom tool to magnify or reduce an area of the page.

Tool Box



• **Palettes 101**

- Palettes are special, "floating" windows. Individual palettes (windows full of commands) can be toggled on and off in the **Window** menu.. To show or hide all palettes, hit the Tab key (no insertion point in text). Shift-Tab will show or hide all palettes except for the Toolbox. Palettes are grouped together to save space.

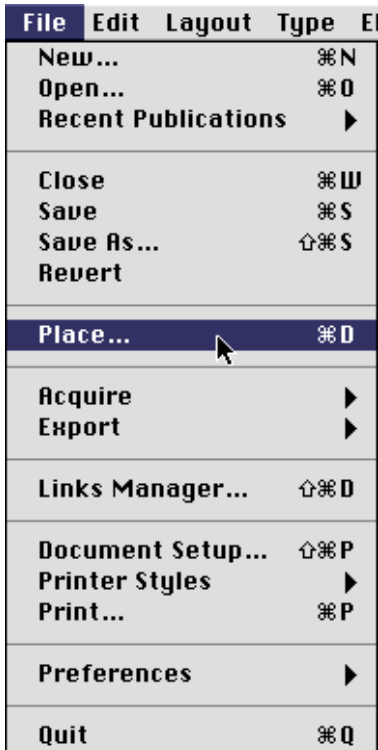


Starting a New Document

PageMaker is different from most word-processing programs in that it will not automatically give you a new, blank window.

1. Execute File...New — automatically executes File...Document Setup.
2. Supply initial layout information (can be altered later). Click OK.
3. Create guides to assist placement of objects. Create MasterPage items.
4. Create or Place graphics and text. Internal are created in PageMaker with the ToolBox. External

are imported (placed) from different applications.



The Place Command

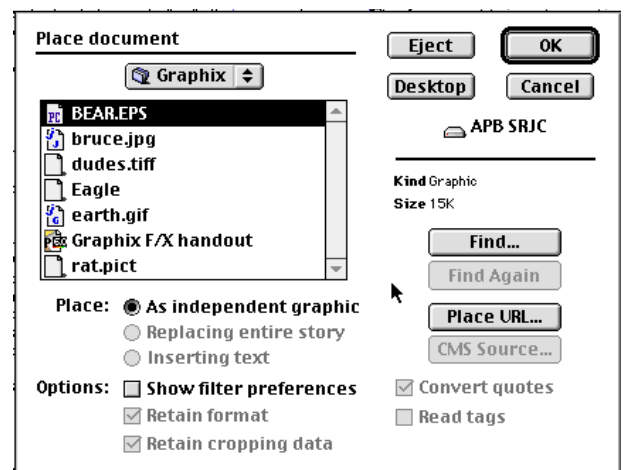
The place command is PageMaker's primary importing method for TEXT and GRAPHICS.

Placing Text — It is possible to PLACE text into a PageMaker document that has been created in other "word-processing" applications such as Microsoft Word or ClarisWorks. To do this you must first have one or more word processed documents on a disk or the harddrive of the computer. Choose "Place..." from the "File" Menu (Command/Ctrl+D), and in the Place Document dialog box that appears navigate to your file and double-click on it. The cursor is displayed in what is called a "loaded text icon". With the loaded text icon positioned where you want the text to start "click" the mouse button. To have more control click mouse button in top left hand side of where you would like the text to appear and drag to the bottom right side of where you want the text to be and the text will fill the box created.

Placing Graphics

To import graphics into PageMaker you will use the "Place" command. The cursor is displayed as a graphics icon, position the graphics icon where you want the upper-left corner of the graphic to be, and then click.

- The eight square graphics handles displayed at the corners and edges of the graphic indicate it is selected, and make it possible to resize vertically, horizontally, or both. To resize the graphic and keep the image

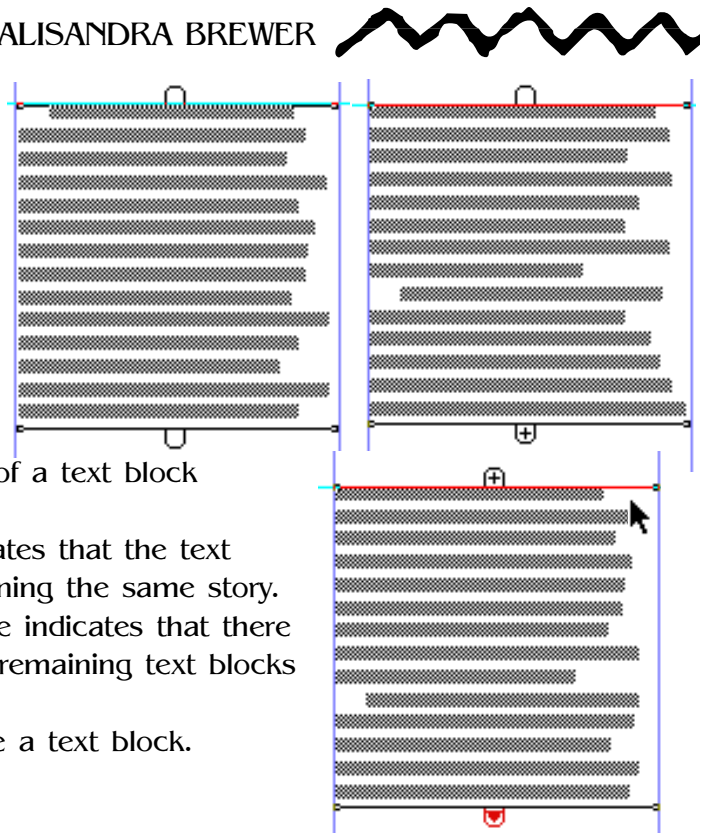


proportional you must hold down the shift key and position the cursor over one of the handles then click and drag in for smaller and out for larger.

Working with text (windowshades)

Windowshades stretch horizontally across the top and bottom borders of a selected text block.

- An empty windowshade handle at the top of a text block indicates the beginning of a story.
- An empty windowshade handle at the bottom of a text block indicates the end of a story.
- A + (plus sign) in a windowshade handle indicates that the text block is threaded to another text block containing the same story.
- A down arrow in a bottom windowshade handle indicates that there is more text in the story to be placed but no remaining text blocks in which to place it.
- A corner handle is the point you drag to resize a text block.



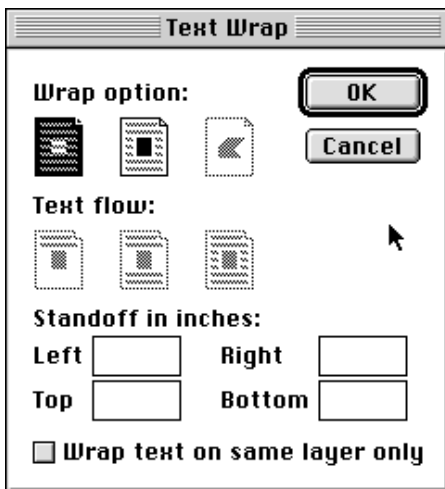
Text Wrap

One of the best ways to create visual impact in a publication is to wrap text around graphics.

To wrap text around a graphic:

- Select a graphic or image.
- Choose **Element...Text Wrap...**
- Click the middle wrap option. (The rightmost icon is not available unless you have already customized the text wrap.)
- Specify a text flow option. The leftmost text flow icon jumps text over a graphic and continues the text on the next page or column. The middle icon allows text to jump over a graphic and continue on the same page. The rightmost icon creates a rectangular text wrap around all sides of a graphic.
- Enter standoff values for the boundary. The standoff values determine the distance of the text from each side of the graphic.

To customize text wrap around a graphic:



1) Apply text wrap as described in the previous procedure.

2) With the object selected, do any of the following:

Add a new handle by clicking on the graphics boundary where you want the handle to appear. Reshape the boundary by dragging handles or line segments. (You can hold down shift as you drag handles or segments to constrain movement to vertical or horizontal.)

Delete a handle by dragging it onto an adjacent handle.





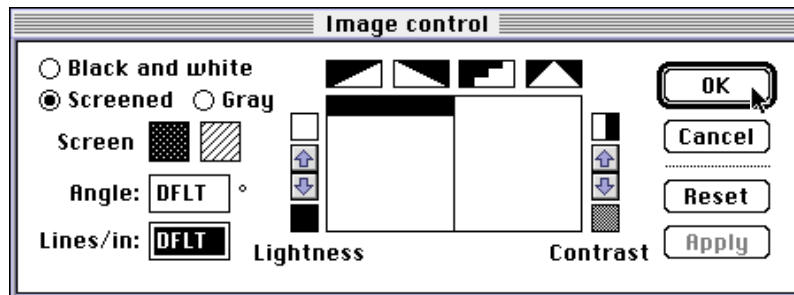
Image Control

The Image Control command makes it possible to alter the appearance of line art or bitmapped or grayscale images, adjusting the lightness or darkness of an entire image and adjusting the screen pattern (where you specify whether the image is composed of dots or lines). (Note: this will not work on color images)

To modify lightness, contrast, and halftone screen settings:

- 1) Select the image.
- 2) Choose **Element... Image... Image Control...**
- 3) Adjust the lightness and contrast as follows:

The Image Control dialog box displays vertical slider bars that allow you to adjust lightness and contrast of an image. The four icons above the slider bars represent the four gray-level pattern options that allow you to change the image's gray levels to a selected pattern. Use the up or down arrows to adjust the overall image, or drag individual slider bars to create custom effects. Alternatively, click one of the four standard effects. Click Apply to preview the modified image.



Moving blocks

Things to remember:

- ◆ Choose pointer tool!
- ◆ Handles change the *environment* space! Point to inside of shaded shape or on line to move

Quick move

- ◆ See shape of block but not contents
- ◆ PageMaker does not have to redraw screen
- ◆ Start dragging immediately after contact to reposition block

Slow move

- ◆ See contents of block as it moves
- ◆ Click and wait until 4-headed arrow appears, then drag to new position

Limiting directions of move

- ◆ Keep shift key down before dragging to constrain move to only up/down or right/left

Locking objects so they can't get accidentally moved

- ◆ Select object with the pointer tool
- ◆ Choose the **Element... Lock Position** menu
- ◆ The **Element... Unlock** menu undoes the locking process

Multiple objects

Overlaying multiple objects

Defintion: to drag object on top of another object. Example: shadowed box

To select object:

- ◆ Click with pointer tool
- ◆ / Ctrl + click to select object below top layer

Element... Arrange... Bring to Front menu (all the way to the front)

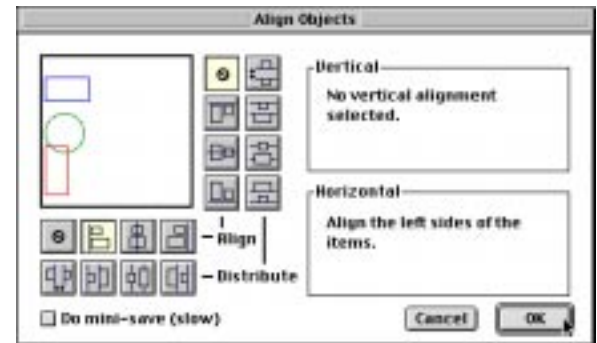
Element... Arrange... Bring Forward menu (one layer to the front)

Element... Arrange... Send to Back menu (all the way to the back)

Element... Arrange... Send Backward menu (one layer to the back)

Why select multiple objects?

- ◆ To move a group of objects as 1 unit
- ◆ To copy/paste a group of objects to the clipboard
- ◆ To delete a group of objects
- ◆ To change the line style/fill pattern or color of a group of internal graphics
- ◆ To align separate objects along a common axis (**Element... Align...**)



To select more than one object:

Use pointer tool!

Method 1:

- ◆ **Edit... Select All** menu (/Ctrl-A) (May not be appropriate to your needs)

Method 2:

- ◆ Draw a marquee (selection box) around objects
- ◆ Make sure to go completely around object's environment (all handles)

Method 3:

- ◆ Select first object
- ◆ Shift + click to select other objects
- ◆ Shift + click again to deselect a single object

These methods can be used in combination, using the Shift key

Deselecting:

- ◆ Click any place in your window where there is no object. Margins or the Pasteboard are usually good places.
- ◆ Use **Edit... Deselect All** menu (/Ctrl-Shift-A)



Note on moving/pasting a group of objects

- Select all blocks with above method(s) if moving, or execute **Edit... Paste** menu if group is on clipboard
- For moving multiple objects, click on content of one object and *don't let up* until move arrow appears! (See moving objects, below)

Grouping multiple objects

- Purpose: to "clump" together a series of objects into one object for convenience in moving and manipulations
- Select all of the desired objects
- Choose **Arrange... Group**
- To ungroup, choose **Arrange... Ungroup**
- Objects and text can be edited while part of a group! (/ctrl + click)

Creating Master Pages

What is a master page?

A master page contains objects that should appear on each page within the publication. It creates consistency in multiple-page documents.

- Column Guides and Ruler Guides
- Headers (block at top of each page)
- Footers (block at bottom of each page)
- Page numbers
- Rules (lines)
- Text and graphics (including "watermarks")

These objects cannot be modified on the document pages, so they can't accidentally be changed (exception: guides).

Master pages do not create extra pages of print! Single-sided documents have one master page (right); double-side documents have two separate masters for left and right pages.

To create:

- Click on master page icon (L or R) at bottom of document window.
- Create your overlay!
- Make sure to create before your "normal" pages of publication.

Note: be sure to click back to your normal pages (1, 2, 3, etc.) before creating the actual pages of publication!!

To modify master pages:

- Click on master page icon
- Modify as desired
- Changes are posted immediately to all pages (except for columns)

To include a page number on the master page:

For automatic page numbering on all printed pages of your publication

- Go to the master page
- With the text tool selected and in a text block type:
Macintosh: + option + p
Windows: ctrl + shift + 3

- ◆ The page number is displayed as either LM or RM (left or right master)
- ◆ Format as desired (justification of left and right are good for facing pages)

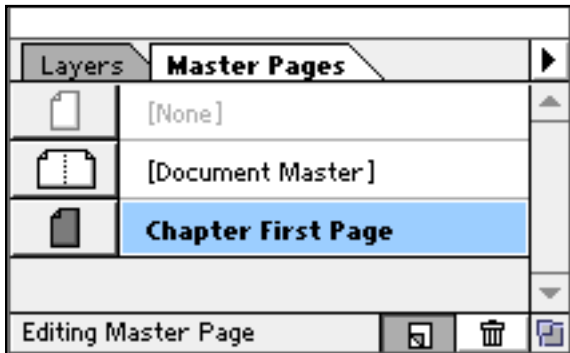
Pages without master page elements:

What if you want one page to be different from the other pages with master page elements?

- ◆ Ruler and column guides can be moved at any time on any page!
- ◆ **View...Display Master Items** will toggle on/off master page items
- ◆ All or nothing on each page with master page items!

If you want just one item to go away, you will need to use a "band-aid"

Layout...Copy Master Guides will reset any moved master ruler/column guides back to the original master page position.



Multiple Master Pages

Using the new Master Pages palette, you can create, edit and delete multiple master pages, if needed.

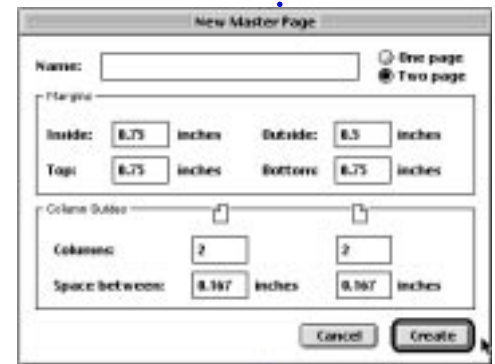
Creating a New Master Page:

Click on the New Master Page button at the bottom of the Master Pages palette, or

choose **New Master Page...** from the palette's pop-out menu.

To use an existing page as a Master Page, choose **Save Page as...** from the palette's pop-out menu.

To delete a Master Page, drag it's icon to the trash can icon at the bottom of the palette, or select the page on the palette and click on the trash can, or choose **Delete "page"** from the palette's pop-out menu.

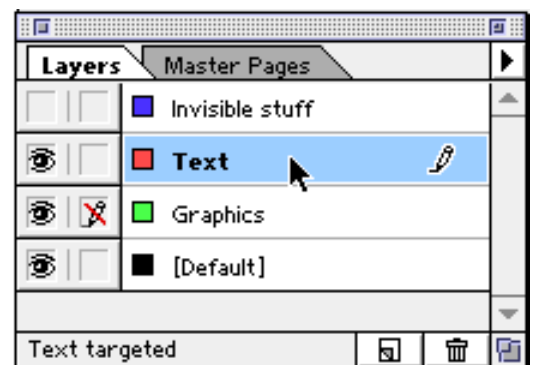


Layers

The more complex your publications are, the more you'll appreciate PageMaker's new Layers capabilities. If you are familiar with Photoshop 3.0 or 4.0, you're familiar with the concept of layers.

What Are Layers?

- ◆ Like transparent sheets of acetate, laid over each other.
- ◆ Bottom layer on the palette is the bottom sheet of acetate, stacked bottom to top.
- ◆ Allow you to link certain objects together without actually grouping them, making selecting and manipulating easier.
- ◆ Can keep text and graphics separate.
- ◆ Can lock individual layers so objects on them cannot be selected or moved accidentally.
- ◆ Individual layers can easily be hidden or made visible by clicking on the eye icon in the first column on the Layers palette.



PageMaker 6.5



: What's New in PageMaker 6.5?

The changes from 6.0 to 6.5 are often cosmetic, much of it making PageMaker's menus, palettes and shortcuts more consistent with Adobe's other products, specifically Photoshop and Illustrator. But a great deal of hidden functionality has been stuffed into this release, especially extended Web and PDF support.

Layers: The new Layers palette allows you to organize your artwork onto overlying layers.

Frames: Text can now be placed in semi-static frames (like Quark) instead of windowshade text blocks.

Multiple Master Pages: Using the new Master Pages palette you can define as many Master pages as you need.

Freeform Polygon Tool: The new and improved polygon tool allows you to draw irregular shapes.

Automatic Layout Adjustment: Now you can have layouts change automatically when you change page size or margins.

Photoshop Filter support: Apply Photoshop filters to placed RGB or CMYK TIFF images.

Illustrator Native file support: Place Illustrator files directly into PageMaker. And PageMaker 6.5 has some cool, new Web-ready features, too:

HTML Export plug-in: Exporting to HTML preserves most of the PageMaker layout and hyperlinks, and automatically converts images to GIF or JPEG format.

Hyperlinks: Links to locations within and external to the PageMaker document are supported. Just click with the Grabber hand to go to another page or somewhere on the InterNet.

Advanced PDF Support: Easily convert your PageMaker documents to PDF format for electronic viewing with Adobe Acrobat. PageMaker allows embedded links for PDF docs.

Check regularly for updates Adobe's web site, <http://www.adobe.com/>