

PageMaker

Duration: 1 day

Private or in-company only

PageMaker is the ideal page layout program for business, education, and small- and home-office professionals who want to create high-quality publications such as brochures and newsletters. Get started quickly with templates, graphics, and intuitive design tools; work productively across Adobe applications; and easily leverage existing content to create customized communications.

Document Creation

- Creating a new publication
- Changing the view of a publication
- Setting up horizontal and vertical rulers
- Working with guides
- Specifying columns
- Importing, formatting and positioning text and graphic elements
- Working with colour and colour tints
- Using the drawing tools
- Printing as a PDF

Working with Type

- Paragraph specifications
- Column breaks
- Attaching rules to text
- Using the control palette
- Using Tracking and Kerning
- Creating and importing style sheets
- Resizing, reflecting and rotating a text block

Images

- Types of Images
- Positioning Images in Publications
- Cropping and Distorting Images
- Image Control
- Drawing Tools
- Lines, Rectangles, Circles and Polygons
- Images and Text
- Text Flow Options
- Text Wrap

Layout & Master Pages

- Creating a Master page
- Adding tints and colours to the Colours palette
- Using the Control palette to manipulate objects
- Specifying automatic page numbering
- Autoflowing text
- Kerning and tracking text
- Creating and editing custom styles

Prerequisites:

- It is assumed that you already have reasonable computer skills. Some previous knowledge of design software would be an advantage.