

Training Course Specification

Course: **Adobe PageMaker v7 Introduction**

Duration: 1 Day

COURSE OBJECTIVES: To give an introduction to the publication editing and compiling tools of Adobe PageMaker.

WHO SHOULD ATTEND: People who intend to design various kinds of publications (newsletters for example) using Adobe PageMaker as the software.

EXPERIENCE NEEDED: This course assumes no previous experience of PageMaker, nor of similar design applications. Delegates should have a very clear understanding of the Windows operating system however and use of a word processor (especially Microsoft Word) is central to using PageMaker.

COURSE CONTENTS:

1: Getting Started

- GETTING STARTED WITH PAGEMAKER
- THE PAGEMAKER SCREEN
- USING THE TOOLBOX DRAWING TOOLS
- EXITING PAGEMAKER
- STARTING A NEW PUBLICATION
- SETTING DEFAULTS FOR A NEW PUBLICATION
- SAVING A PUBLICATION
- WORKING WITH OBJECTS
- COPYING AND PASTING OBJECTS
- VIEWING THE PAGE
- USING THE SCROLL BARS
- CORRECTING MISTAKES

2: Working with Text

- WORKING WITH EXISTING TEXT
- SELECTING AND MOVING TEXT BLOCKS
- RESIZING TEXT BLOCKS
- THREADING TEXT
- CHANGING TEXT BLOCK LENGTH
- FORMATTING TEXT
- FORMATTING PARAGRAPHS
- SETTING INDENTS
- SETTING TABS
- USING STORY EDITOR
- CREATING A NEW STORY
- PRINTING A PUBLICATION
- PRINTING

3: Creating a Publication

- WORKING WITH PUBLICATION PAGES
- NAVIGATING THROUGH A PUBLICATION
- DISPLAYING MASTER PAGES
- CREATING HEADERS AND FOOTERS
- NUMBERING PAGES
- USING AUTOFLOW
- SETTING UP RULER GUIDES
- LOCKING AND UNLOCKING GUIDES
- PLACING GRAPHICS
- PLACING AN INDEPENDENT GRAPHIC
- PLACING AN IN-LINE GRAPHIC
- SELECTING AND MOVING A GRAPHIC
- IMPORTING WORD ART FROM WORD 97/2000
- SIZING A GRAPHIC
- USING THE PASTEBOARD

4: Finishing a Publication

- MANIPULATING GRAPHICS
- WRAPPING TEXT AROUND A GRAPHIC
- CREATING A CUSTOM TEXT WRAP
- ROTATING A GRAPHIC
- ADDING THE FINAL TOUCHES
- CREATING TEXT BOXES
- CHECKING SPELLING IN STORY EDITOR
- FINDING TEXT
- CHANGING TEXT
- EXERCISES