

# Adobe PageMaker

## Course Specifications

Course Length: 1 Day

Prerequisites: General Knowledge

Course Cost: \$175.00

## What's in Adobe PageMaker:

Adobe PageMaker, is an introduction to one of the most popular desktop publishing programs available in the market. Students will begin with a review of desktop publishing concepts and then look at how to create documents such as newsletters, flyers, and brochures using PageMaker.

## Course Content

### **Lesson 1:**

#### **Introduction**

- Overview
- The PageMaker Screen
- Using the Menus
- Setting Defaults
- Creating a New Publication
- The Publication Window
- The Help Feature
- Viewing the Page
- Moving Around the Page
- Inserting and Removing Pages
- Saving a Publication
- Closing a Document
- Exit/Quit PageMaker

### **Lesson 2:**

#### **PageMaker Tools**

- Opening a PageMaker File
- Working with Multiple Publications
- The PageMaker Toolbox
- Using the Graphic Tools
- Selecting Objects
- Resizing a Graphic
- Moving a Graphic
- Cutting, Copying & Pasting Graphics
- Layering Graphics

### **Lesson 3:**

#### **Working with Text**

- Working with Text in PageMaker
- The Text Tool
- Position of the I-beam
- Text Blocks
- Customizing Text Characters
- Paragraphs

### **Lesson 4:**

#### **Fine Tuning Text/Page Layout**

- Copying, Cutting & Pasting Text
- Text Characters
- Threaded and Unthreaded Text Blocks
- The Story Editor
- Change Command
- Importing Text Files
- Master Pages
- Setting up Columns & Ruler Guides
- Automatic Page Numbering

### **Lesson 5:**

#### **Graphic & Special Effects**

- Graphic Files
- Placing Graphics Files
- Cropping a Graphic
- Creating a Keyline
- The Rotating Tool
- Text Wraps
- Creating Drop Caps
- Printing