

6

A Tour of PageMaker

Before you begin reading, the PageMaker program should already be installed in your computer. To start the PageMaker program, (Macintosh) click on the PageMaker icon twice, (Windows) select *Start > Program > Adobe > PageMaker 6.5*.

After you have loaded the PageMaker program, select *New* from the *File* menu. The *Document setup* dialog box appears on- screen (fig. 6.1).

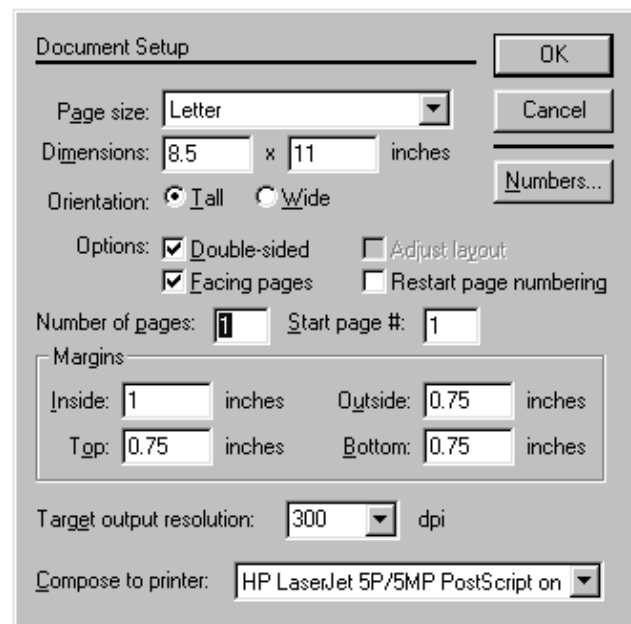


Fig. 6.1. *Document setup* dialog box.

As indicated in the *Document setup* dialog box, the PageMaker default options are: *Page size*, 8.5" x 11"; *page Orientation Tall*, i.e., vertical; *page numbering* starts at 1; *pages are Double-sided* and *Facing* each other.

The default margin options are *Inside* margin 1", *Top* margin 0.75", *Outside* margin 0.75", and *Bottom* margin 0.75". Inside margin is the space between the binding edge of the page and the text. Outside margin is the space between the outside trim and the text. *Compose to printer* shows your default printer.

Number of pages often indicates the total number of pages in the document. (To change the default options, simply input your own new values.)

To continue the PageMaker tour, accept the default options and click on OK. The Publication window appears on the screen.

Default options are predetermined options set at the factory. These settings can be customized according to your needs.

Publication Window

The image that appears onscreen when a document is open is called the Publication window. The window displays the first page of the new publication, Toolbox, rulers, page number icon, master page icon, scroll bars, palettes, and menu bar (fig. 6.2). The first page of the publication icon shows the predefined margins. To see the entire publication window, click on the palettes close box to close the palettes.

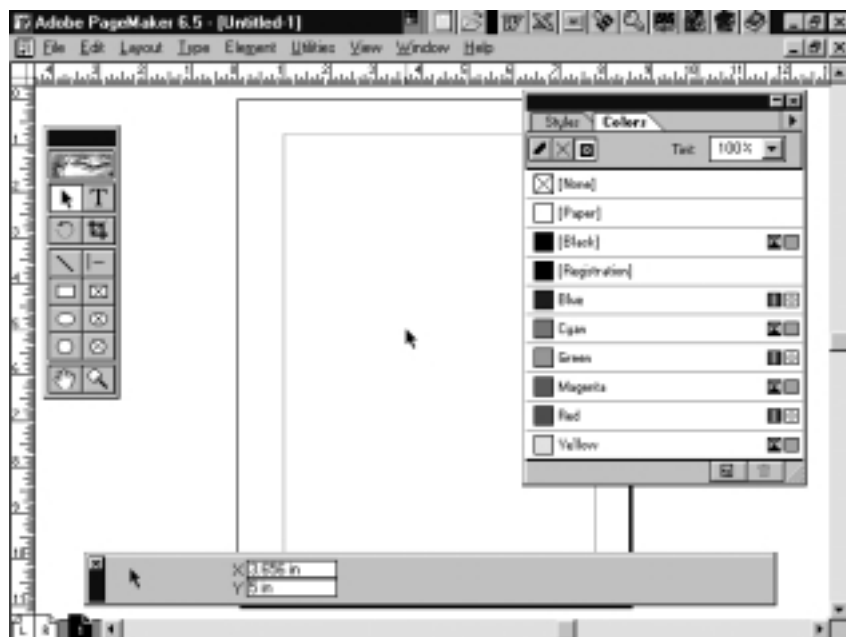


Fig. 6.2. Publication window.

Moving Around the Page

The size of the page on the screen is not the actual size of the page. To see the actual size:



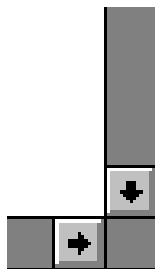
From the *Layout* menu select *View* then choose *Actual size*.

The actual size maybe larger than the your screen. Using the scroll bars, you can move around to see different parts of the page.

To go back to the previous page size:

From the *View* menu select *Actual Size*.

The *View* and *Zoom To* menus offer several page-size choices as well as other page-related options. You can display your publication at 25%, 50%, 75%, 100% (actual size), 200%, and 400% of the actual publication size. Select the desired size; PageMaker displays the publication on the monitor accordingly. The *View* menu also contains other options that are discussed later in this book.



Scroll Bars

To move to the top, bottom, right, or left of the page, place the pointer on the arrow points in either end of the scroll bars. Click on the mouse and hold the mouse button down until you reach the desired place.

The Toolbox























The Toolbox window is located on the upper right-hand corner of the Publication window. It contains tools for:

- Typing and editing text
- Adjusting and positioning text
- Drawing lines and shapes
- Rotating text and graphics
- Magnifying and reducing an area of the page
- Cropping and resizing graphics



Toolbox

When you open a publication, the Pointer tool is automatically selected. To select a different tool, simply place the pointer on that tool's icon and click. Depending upon your selection, the pointer will change as shown in figure 6.3.

| Selected Tool | | Cursor |
|---------------|---|--|
| Pointer tool |  |  |
| Text tool |  |  |
| Rotating tool |  |  |
| Cropping tool |  |  |
| Zoom tool |  |  |
| Hand tool |  |  |
| Drawing tools |      |  |
| Frame tools |    |  |

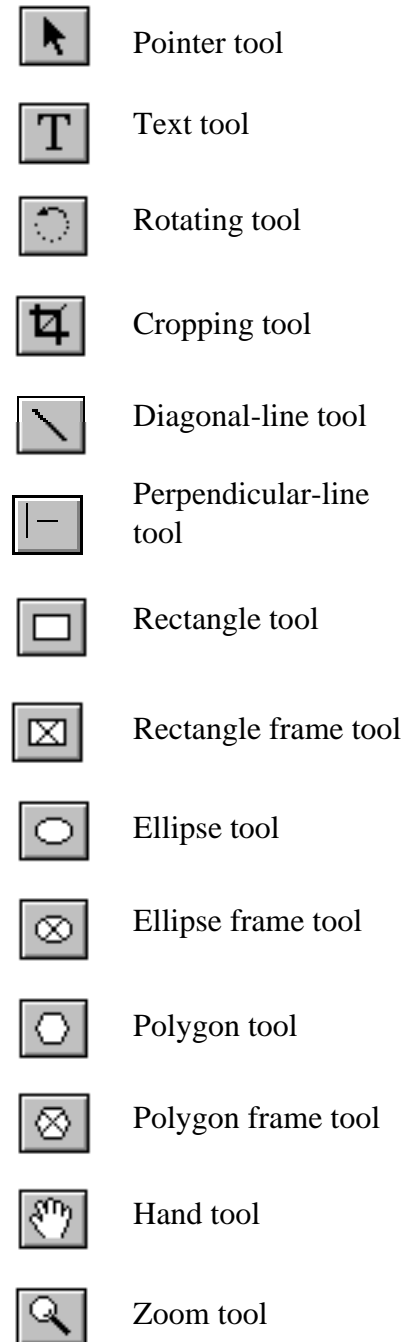


Fig. 6.3. Cursor selection.

The Pointer tool is used to select menu and submenu items and to position, adjust, and select text and graphics in the publication.

The Text tool is used to type and edit text. When the Text tool is selected, you can use the *Type* menu to change font, size, leading, set width, tracking, type style, alignment, and style of text.

The Rotating tool allows you to rotate a block of text or a graphic either clockwise or counter clockwise in 0.01° increments.

The Cropping tool is used to adjust the size or position of a graphic image in your publication. For more information, see “Importing Graphics” on page 99.

The Diagonal-line tool is used to draw a straight line at any angle. With the Shift key, you can draw straight lines at 45° increments.

The Perpendicular-line tool is used to draw straight lines at any 45° angle. PageMaker offers different line thicknesses and styles. Select *Stroke* from the *Element* menu and highlight your desired option (fig. 6.4).

Onscreen, a small line thickness change may sometimes not look like a change due to the resolution of the screen.

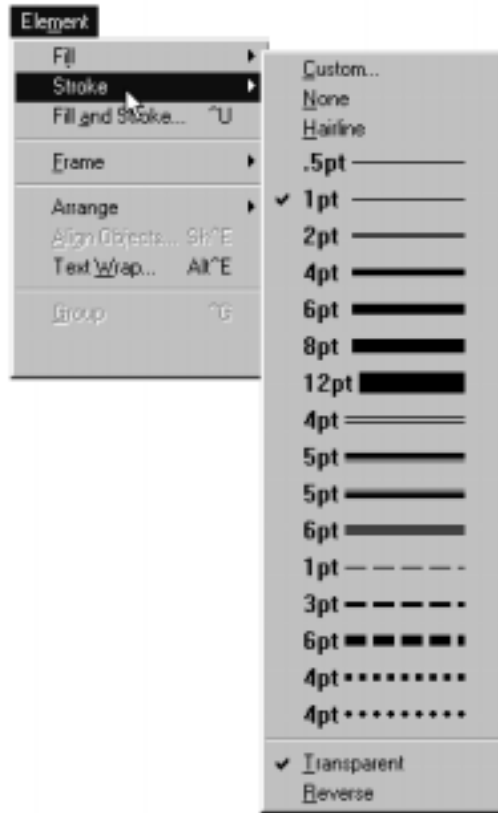


Fig. 6.4. Line thickness options.

The Square-corner tool is used to draw rectangles. With the Shift key, you can draw squares. To draw a rounded-corner box, draw the box then select *Rounded corners* from the *Element* menu and choose the desired corner style (fig.6.5). With the Shift key, you can draw rounded-corner squares.

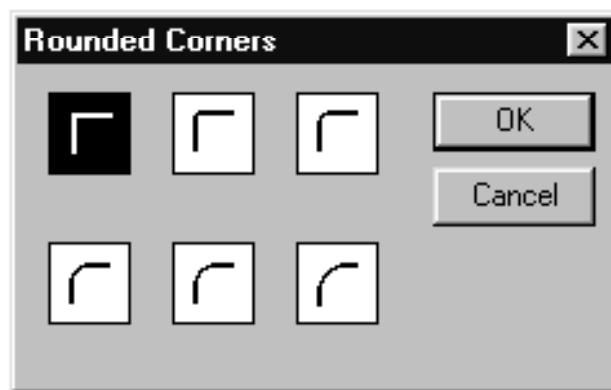


Fig. 6.5. Rounded-corner choices.

The Circle/oval tool is used to draw ovals. With the Shift key, you can draw circles.

The Polygon tool enables you to draw basic polygons.

Frame tools draw rectangle, ellipse, and polygon frame for placing text and graphics.

Hand tool drags the page horizontally or vertically and displays hyperlink.

The Zoom tool is used to magnify or reduce an area of the page.

PageMaker allows you to fill your drawings with different shades (screens) and patterns (fig. 6.6).

Screens add contrast, turning text into a graphic element.

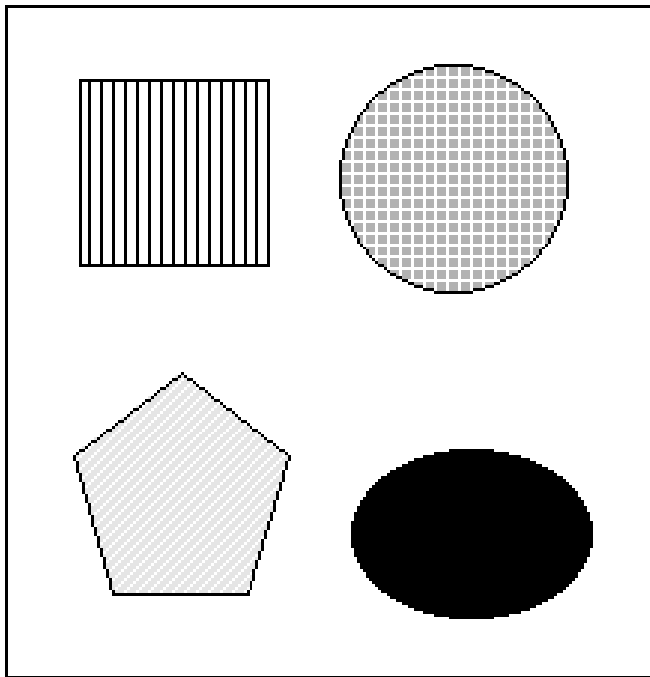


Fig. 6.6. Sample shapes and patterns.

To fill the drawing, first choose the Pointer tool. Then place the Pointer on the drawing and click. Select the *Fill* option from the *Element* menu and choose the desired screen or pattern (fig. 6.7).

PageMaker treats a carriage return as the start of a new paragraph.

When importing text, PageMaker does not retain the margins set in the word processing program.

Column settings in word processing programs are not retained when you import text into PageMaker.

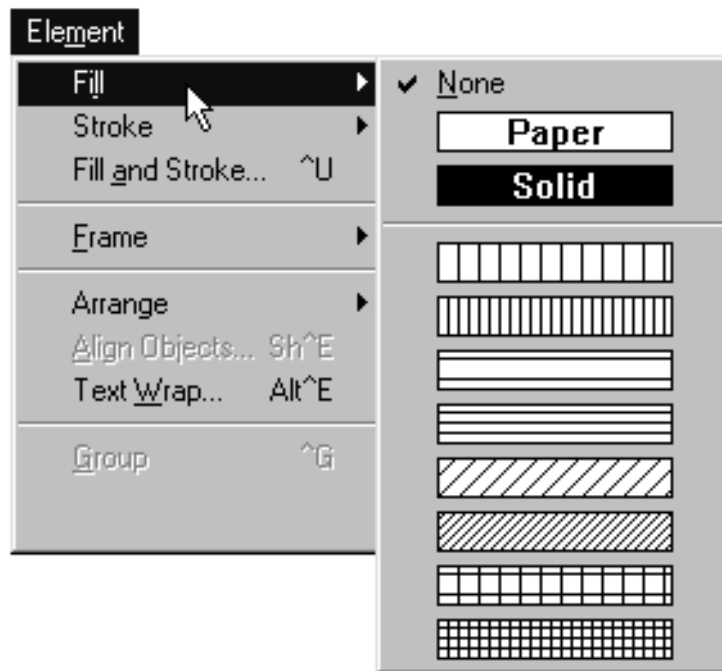


Fig. 6.7. Shade and pattern options.

Placing Text

Text can be placed in the PageMaker publication in two ways:

1. Importing text from a stand-alone word processing program such as Microsoft Word or WordPerfect.
2. Typing text directly in the publication, using the *Edit story* feature from the *Edit* menu.

The stand-alone word processing programs offer many text manipulation and text editing features. Word processing programs are useful for creating long documents. The text editing capabilities of PageMaker are adequate for creating short titles and headlines for a publication.

The decision to use a stand-alone word processing program versus PageMaker's Story editor is based on your degree of familiarity with each, as well as on your familiarity with the desktop publishing procedures followed in your school.

PageMaker includes Import Filter, which can read and place a word processed document in the publication. When you install the program on your hard disk, the filters automatically reside in the operating system. The filters can read and place the following text or database file format:

Text or database file formats you can place in PageMaker

| File format | File extension | Macintosh | Windows |
|--|----------------|-----------|---------|
| ClarisWorks 1.0-4.0 | | X | - |
| HTML | | X | X |
| Lotus 1-2-3 versions 1.0-5.0 | .WKS | - | X |
| Symphony 1.0-3.0 | .WRK / .WRI | - | X |
| MacWrite II | | X | - |
| MacWrite Pro 1.0-1.5 | | X | - |
| Microsoft Excel 3.0-5.0 | .XLS | X | X |
| Microsoft Excel for Windows 7.0 | .XLS | X | X |
| Microsoft Write for Windows 2.0 | .WRI | - | X |
| Microsoft Word for Windows 2.0 | .DOC | - | X |
| Microsoft Word 3.0/ Word 3.0 for DOS | .DOC | X | X |
| Microsoft Word 4.0/ Word 4.0 for DOS | .DOC | X | X |
| Microsoft Word 5.0/ Word 5.0 for DOS | .DOC | X | X |
| Microsoft Word 6.0/ Word for Windows 6.0 | .DOC | X | X |
| Microsoft Word for Windows 7.0 | .DOC | X | X |
| Microsoft Works 2.0-4.0 | .WKS | X | - |
| Open Database Connectivity (ODBC) | | - | X |
| PageMaker 5.0-6.01 stories | | X | X |
| Rich Text Format | (RTF) | X | X |
| Tagged Text (ASCII) | .TXT | X | X |
| Text-only (ASCII) | .TXT | X | X |
| WordPerfect for Macintosh 2.x | | X | - |
| WordPerfect for Macintosh 3.0/31 | | X | - |
| WordPerfect 4.2 (DOS) | .WP4 | X | - |
| WordPerfect 5.x (DOS and Windows) | .WP5 | X | X |
| WordStar 3.3-6.0 | .WS / .WST | - | X |
| WordPerfect 6.x (Windows) | .WP6 | X | X |
| WriteNow 2.0-3.0 | | X | - |
| XyWrite 111 or 111+ | .XY3 | X | X |

Text Placement Options

PageMaker offers three ways to place text in your publication: *Place*, *Import*, and *Paste*.

1. *Place* option from the *File* menu. Use this option when you have already created the text document with a stand-alone word processing program and do not need to edit the text.

When you select the *Place* option, PageMaker displays the *Place document* dialog box (fig. 6.8). The dialog box contains the files that can be moved to the PageMaker program. Select the desired file and click OK.



Fig. 6.8. Place document dialog box.



Autoflow text icon

PageMaker places text in a document in three ways: *Autoflow*, *Semi-automatic*, and *Manual flow*. To use the *Autoflow* option: Select *Autoflow* from the *Layout* menu. PageMaker displays the *Autoflow* icon. Place this icon in the publication where you would like to start the text and click on the mouse (fig. 6.9). The text automatically flows within the specified margins. In the *Autoflow* mode, the text flows from page to page or column to column to the end of the imported document.

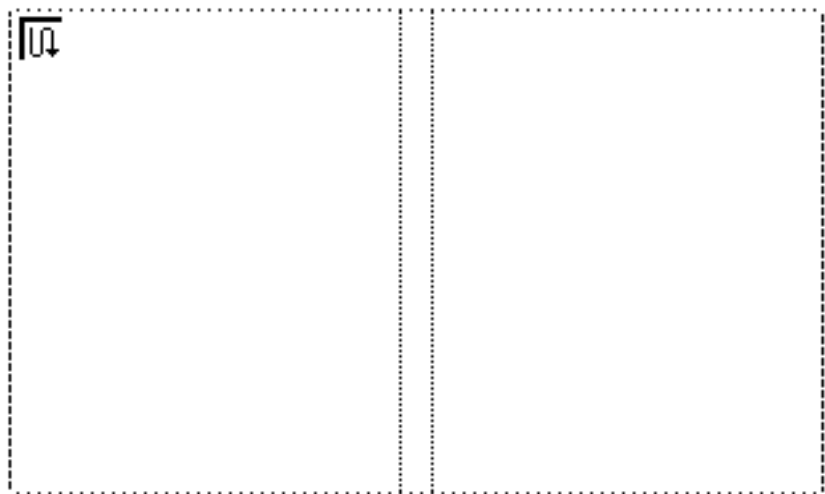


Fig. 6.9. Autoflow text.

If you select *Autoflow* for importing text, you can press the Shift key to switch to Semi-automatic flow. In this mode, when you click the mouse button while still depressing the Shift key, text is placed from where you start, and stops at the bottom of the column or page. The text icon is still loaded and ready to be placed in the same fashion on other pages.



Semi-automatic flow text icon

When importing text, if you do not select *Autoflow* from the *Options* menu, the Manual flow icon appears onscreen. Place the icon where you would like to start the text and click on the mouse (fig. 6.10). PageMaker flows the text and it stops at the bottom of the column or page.



Manual flow text icon

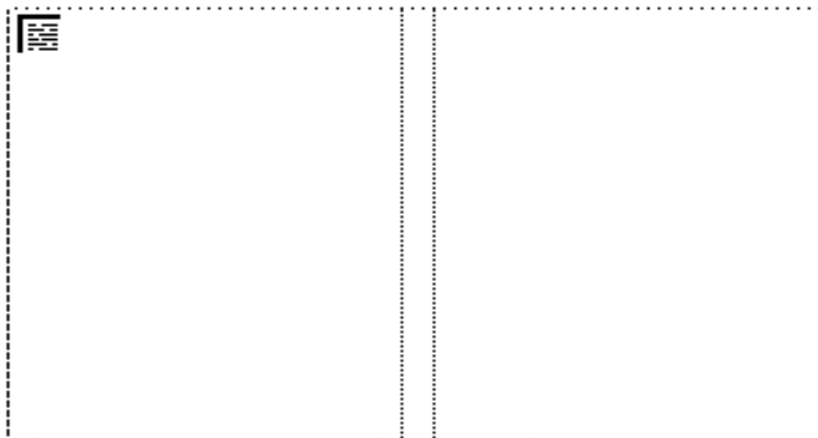


Fig. 6.10. Manual flow text.

2. *Import* option from the *Story* menu. Select *Edit story* from the *Edit* menu. Choose this option when you want to edit the text before placing it in the publication.

When you select *Edit story* from the *Edit* menu, the menu bar changes from the Layout menu bar to the Edit story menu bar (figs. 6.11 and 6.12).



Fig. 6.11. Layout menu bar.

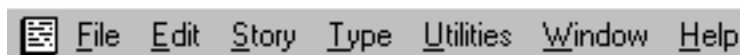


Fig. 6.12. *Edit story* menu bar.



A story can be a single text block or a series of text blocks threaded together throughout a document.

The *Edit story* option in PageMaker offers a built-in word processor. When using this option, PageMaker displays text only. In addition to the word processing feature, the *Edit story* option makes available Spelling checker, Search/Replace, and text attributes such as font, size, and paragraph style.

Using the *Import* command from the *Story* menu, you can place a word processed file into the Story Editor.

The *Import to Story Editor* menu places the word processed file in three ways: *As new story*, *Replacing entire story*, and *Inserting text*. If *As new story* is selected, the Story Editor places the file into a new story window. If *Replacing entire story* is selected, the file goes into the currently active window, completely replacing any story currently in that window. If *Inserting text* is activated, the imported file will go into the active window at the text cursor location.

Text Frames

PageMaker 6.5 allows you to create two kinds of text objects, text frames and text blocks. Once the text created either as block or frame, its manipulation is the same.

To create a text frame, follow these steps:

1. Select one of the text frame tools from the Toolbox.
2. Draw a frame. The frame contains crossing lines (fig. 6.13).

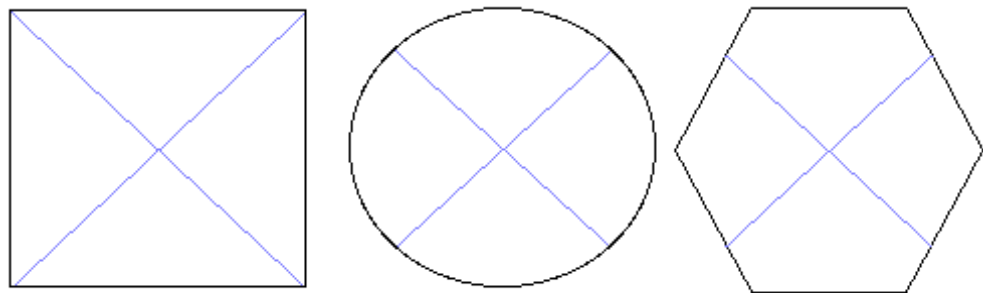


Fig. 6.13. Text frames.

You can directly type, copy and paste, or import text into the frame. To type directly into the frame, select the Text tool from the Toolbox, click it inside the frame, and then type.

PageMaker allows you to attach a text block to a frame, deleting the text block and adding its text to the frame. To attach a text block to a frame, follow these steps:

1. Select a Frame tool from the Toolbox and draw a frame.
2. Select a text block, hold down the Shift key, and then select an empty frame.
3. From the *Element* menu, Choose *Frame* and select *Attach Content*. The text flows into the frame and the text block disappears.

At any time, you can resize a frame. To resize a frame:

1. Select the Pointer from the Toolbox.
2. Click on the frame to select it. Handles appear around the frame (fig. 6.14).

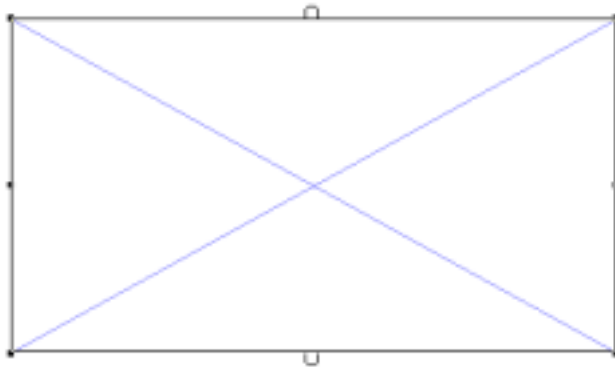


Fig. 6.14. When a frame is selected, handles appear around it.

3. Place the Pointer on one of the handles, click the mouse, hold, and drag to desired size. To resize a frame proportionately, hold down the Shift key then click the mouse, hold, and drag.

Customizing a Text Frame

Text can be molded to the text frame shapes. To do this:

1. Select one of the frame tools from the Toolbox and draw a frame.
2. Select *Place* from the *File* menu.
3. From the DataDisk (provided with the book), select *Lorem*.
4. Click *Open*.
5. Place the loaded icon inside the frame on the top and click the mouse. The dummy text flows inside the frame, molding to the shape of the frame (fig. 6.15).

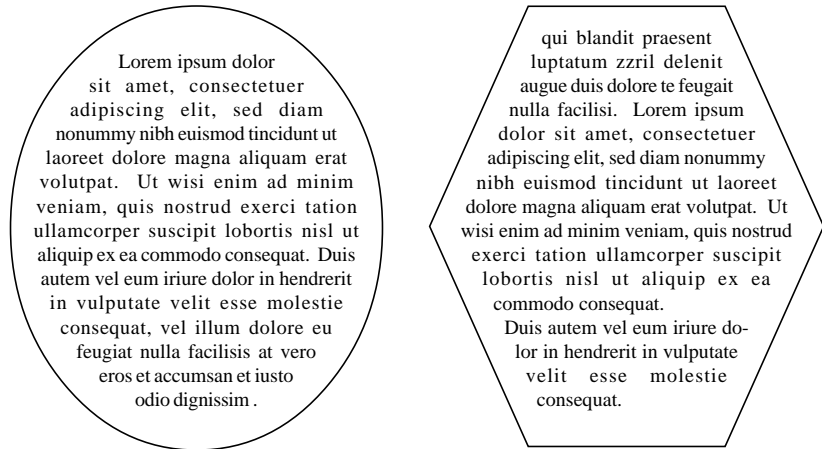


Fig. 6.15. Customized text frames.

You may delete the line around the frame. To do that:

1. Select the Pointer tool and click on the frame.
 2. From the *Element* menu choose *Stroke* and then select *None*.
- A gray line will remain on the screen which is non-printable.

Importing Graphics

Four different types of graphics can be imported into PageMaker. The type of graphic you import depends generally on the type of graphics package used to create it.



Paint-type icon



Draw-type icon



EPS-type icon



TIFF-type icon

Paint-type or *bit-map* graphics are the pictures that come from paintlike packages. They are generally of a much lower resolution than other types of drawings, usually with a maximum resolution of 72 to 300 dots per inch (dpi). This type of graphic is produced by programs such as MacPaint or PixelPaint.

Draw-type or *PICT* graphics are based on the sequence of drawing commands that describe the graphic. Programs that produce these types of graphics include PC PaintBrush, Harvard Graphics, and CorelDraw. These are generally much higher quality pictures than can be achieved with paint-type programs.

Encapsulated PostScript (EPS) graphics are possibly the highest quality graphics. This type is created by drawing programs such as Adobe Illustrator and Aldus Freehand.

Gray scale and *color TIFF* graphics usually print at a maximum resolution of 300 dpi. These images are normally created with the specialized programs that come with the many scanners available in halftone, gray scale, or color formats. TIFF stands for Tagged Image File Format.

Graphics file formats you can place in PageMaker

| File format | File extension | Windows | Macintosh |
|--|----------------|---------|-----------|
| Adobe Illustrator 5.0 or later | .AI | X | X |
| CGM graphics | .CGM | X | X |
| CorelDRAW! 3.0-5.0 /5.0 Clip Art | .CDR/.CMX | X | - |
| Desktop Color Separation (DCS) | .DCS | X | X |
| Dynamic Exchange Format (DXF) | .DXF | X | X |
| Encapsulated PostScript (EPS) | .EPS | X | X |
| Graphics Environment Manager (GEM) | .GEM | X | X |
| Graphics Interchange Format (GIF) | .GIF | X | X |
| Hewlett-Packard Graphics Language (HPGL) | .PLT | X | - |
| Joint Photographics Expert Group (JPEG) | .JPG | X | X |
| Kodak Photo CD and Pro Photo CD | .PCD | X | X |
| Lotus Graphics PIC | .PIC | X | - |
| Macintosh Picture (PICT) | .PCT | X | X |
| MacPaint | .PNT | X | X |
| Microsoft Excel 3.0-4.0 | .XLC | X | - |
| PC Paintbrush | .PCX | X | X |
| QuickTime movie (specified frame only) | .MOV | X | X |
| Scitex Continuous Tone | .SCT | X | X |
| Table Editor 2.1 | .TBL | X | - |
| Tektronix Plot | .PLT | X | - |
| TIFF | .TI F | X | X |
| Windows Bitmap | .BMP | X | X |
| Windows Metafile or Enhanced Metafile | .WMF/.EMF | X | X |
| WordPerfect Graphics 1.0-2.0 | .WPG | X | - |

All graphics are imported into PageMaker in exactly the same way as text files are—via the *Place* command in the *File* menu. Once a graphic is imported, however, the icon is different, depending on the type of graphic.

1. From the *File* menu, select the *Place* option.
2. From the DataDisk, provided with this book, select *tree4.eps* and click OK.
3. Once the cursor has changed to indicate that a graphics file has been loaded into memory, click the mouse button where you want the graphic to be placed (fig. 6.16).

Resizing Graphics

Although the graphic will be in place, it may be nowhere near the size you want. To resize the imported picture, take the following steps:

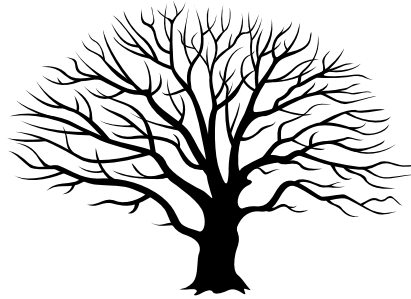


Fig. 6.16. Imported graphic.

1. Place the Pointer on the graphic and click. The graphic is selected (fig. 6.17).



Fig. 6.17. The selected graphic has handles around it.

2. Position the Pointer on the corner handle of the selected graphic and hold down the mouse button. The Pointer turns into a double-headed arrow (Fig. 6.18).

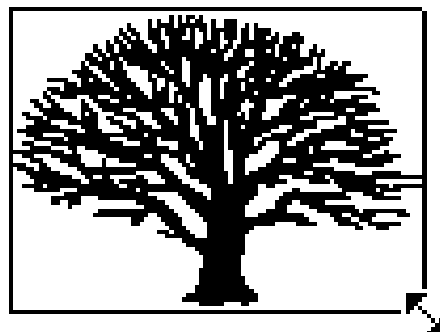


Fig. 6.18. When selecting a graphic, the Pointer turns into a double-headed arrow.

3. Drag up, down, or to the sides until the graphic is the desired size and shape (fig. 6.19).

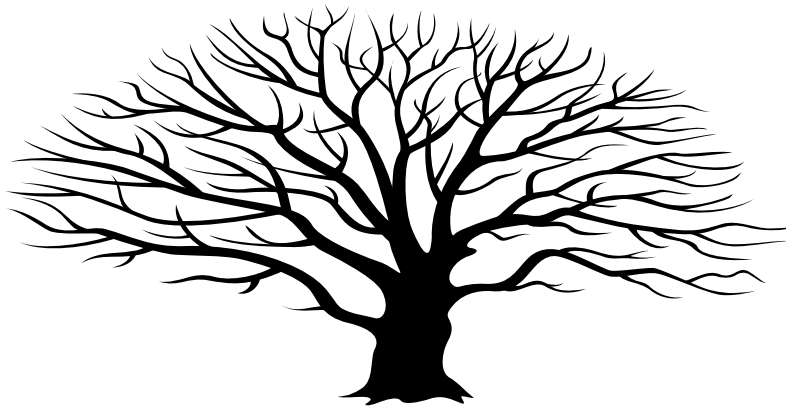


Fig. 6.19. Resized graphic.

Moving Graphics

Once a graphic has been placed on the screen, you may want to move it from one area of the screen to another. To do this, use the following steps:

1. Position the Pointer on the Tree graphic and click.
2. Press and hold down the mouse button until the Pointer becomes a four-headed arrow (fig. 6.20).

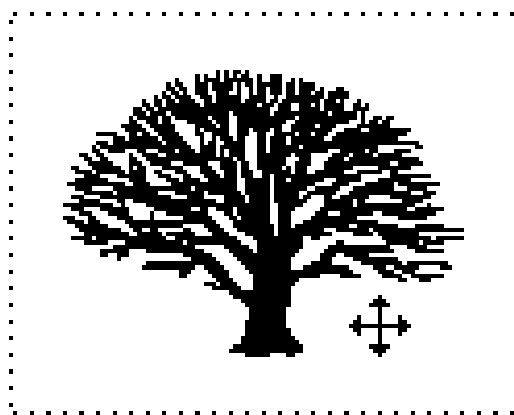


Fig. 6.20. When holding down the Pointer for a moment, it changes to a four-headed arrow.

3. Still holding down the mouse button, drag the graphic wherever you want on the screen.

Graphic Frames

Like text, PageMaker 6.5 allows you to place graphic images in a frame. To do this:

1. Select one of the frame tools from the Toolbox and draw a frame.
2. From the *File* menu, choose *Place*.
3. Select the graphic file and click OK. The selected graphic displays in the frame (fig. 6.21).

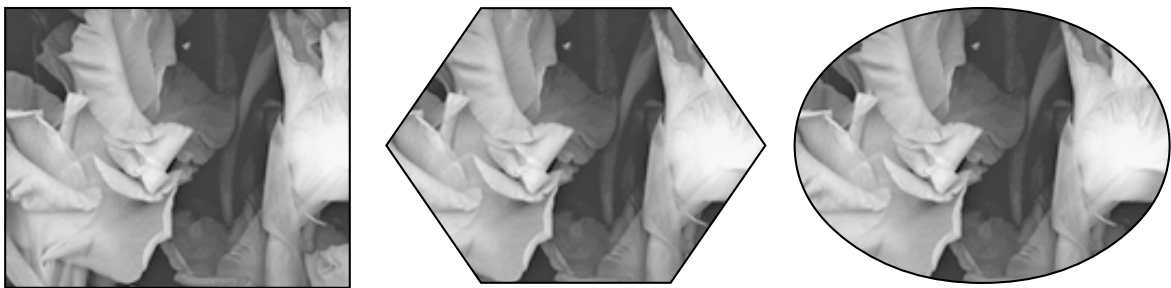


Fig. 6.21. Graphic in the customized frames.

Text Manipulation

When you select a text block with the Pointer tool, horizontal lines with handles appear at the top and bottom of the text block (fig. 6.22). Using the handles, you can move or resize a text block.

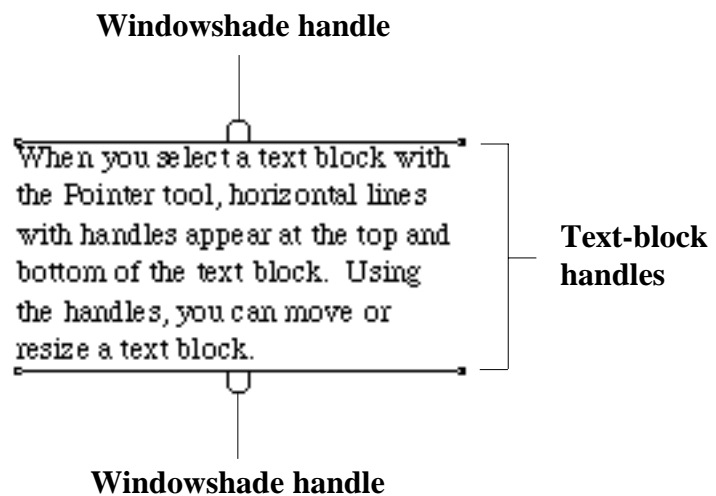
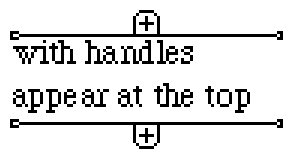


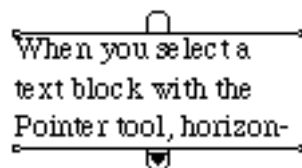
Fig. 6.22. Text handles.

The two kinds of handles are *windowshade handles* and *text-block handles*. Inside the windowshade handles you can see symbols. An empty windowshade handle indicates that no more text exists beyond the windowshade handle. An empty windowshade handle at the top of the text block indicates the beginning of the story, and one at the bottom indicates the end of the story.

A + in the windowshade handle indicates that text continues beyond the handle. A + in the top of the text tells you that a block or blocks of text precede the current block. A + in the bottom windowshade handle indicates that more text block follows.



A small down arrow ▼ in the bottom windowshade handle indicates that the text block contains more text than is currently visible.



Resizing Text

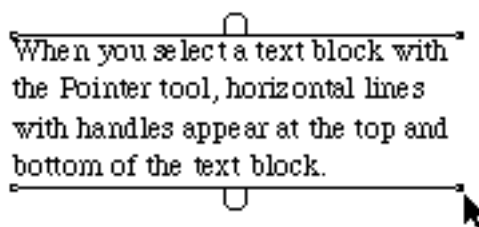
PageMaker allows you to resize a text block either *vertically* or *horizontally*.

Resizing Horizontally

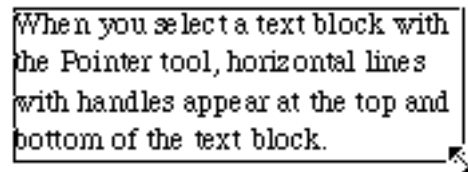
You can make a text block either wider or narrower.

1. Select the Pointer from the Toolbox.
2. Place the Pointer icon anywhere on the text block and click.

The text block is selected and you are able to see the text handles.



3. Place the Pointer on a text-block handle, and hold down the mouse button until the Pointer changes to a double-headed arrow.



Then drag the handle to the desired location. When you release the mouse button, the text block resizes and reshapes accordingly (fig. 6.23).

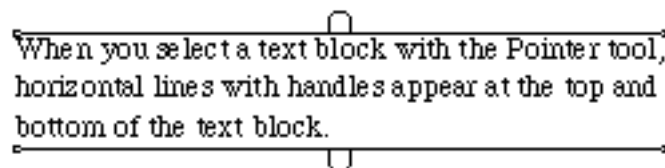
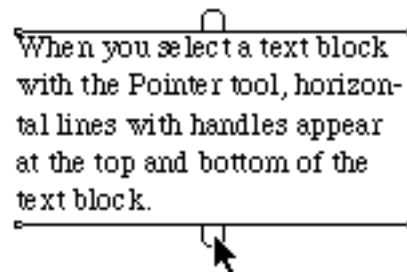


Fig. 6.23. Horizontally resized text.

Resizing Vertically

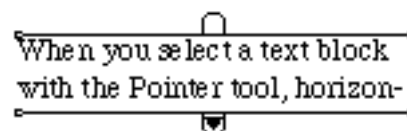
To increase or decrease the height of a text block, the block can be resized vertically.

1. Select the text block with the Pointer.
2. Place the Pointer on the lower windowshade handle.



In the process of decreasing the size of a text block vertically, you may lose part of your text.

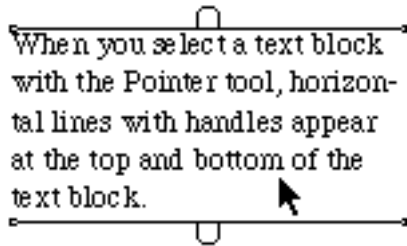
3. Hold down the mouse button while moving the handle up or down.
4. Release the mouse button to adjust the text to the new size.



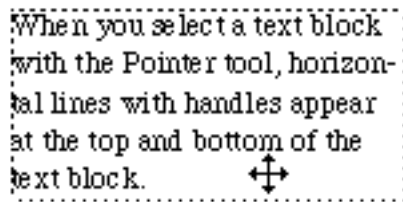
Moving a Text Block

PageMaker allows you to move a block of text and place it in a different part of the publication.

1. Select the text to be moved with the Pointer.
2. Place the Pointer anywhere on the text block.



3. Hold down the mouse button for a few seconds. The Pointer changes to a four-headed arrow. The text handles disappear and the text block is bounded by dotted lines.



4. While holding the mouse button down, move the text block anywhere on the screen that you wish.

Saving a Document

Like any computer document, the PageMaker publication must be saved periodically. Any interruption in the power supply to the computer erases the file from the computer's memory. In case of power failure, you can quickly recover a record of the file by retrieving the copy from the saved disk. It is a good idea to save your file every 15 minutes; thus you will never lose more than 15 minutes' work.

Saving files in PageMaker is the same as saving in other PC applications.

If you are saving a publication for the first time, follow these steps:

1. Select the *Save* option from the *File* menu.
2. The *Save publication* dialog box displays on the screen (fig. 6.24).

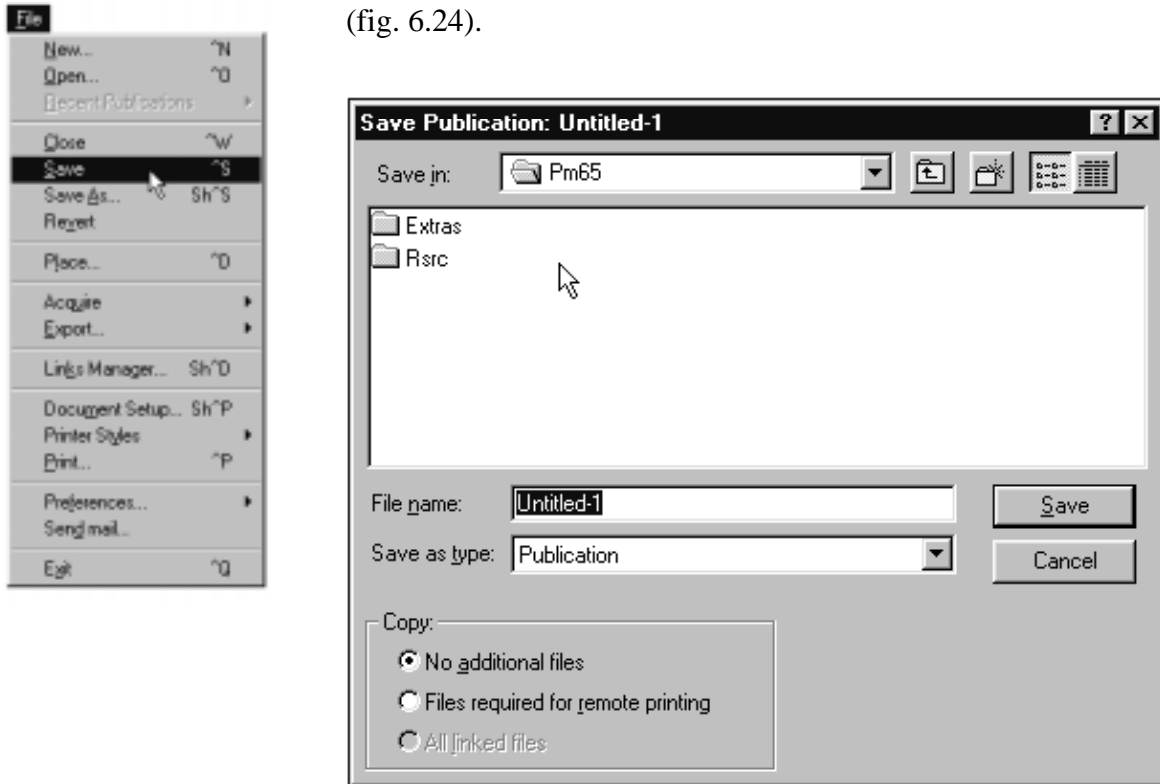


Fig. 6.24. *Save publication* dialog box.

3. Type a name for your publication.
4. Click *Save*.

Each time you save a document, the latest changes are saved too. There may be times when you would like to change the name of a publication or a template or make a copy of an existing publication or template. In this case, use the *Save as* command from the *File* menu. Type a new name for your publication or template and click OK.

Printing a Publication

Printing is the most important step in the desktop publishing cycle, because it is the product for which you have labored. The PageMaker document can be printed by a dot matrix printer, an ink-jet printer, or a laser printer. Each printer offers

different print quality, or *resolution*. Resolution is the number of dots in a particular area of the screen or page. A dot matrix printer's resolution starts from 70 dots per inch (dpi). Most laser printers can produce from 300 to 1,200 dpi. A 300 dpi resolution is probably sufficient for most publications; however, professional printers produce up to 2,540 dpi.

Printing is fundamentally the same for PageMaker as for any other PC program. PageMaker supports nearly all of the popular printers.

1. Select the *Print* option from the *File* menu.

If you are using a Hewlett Packard printer, the Print Document dialog box looks like figure 6.25.

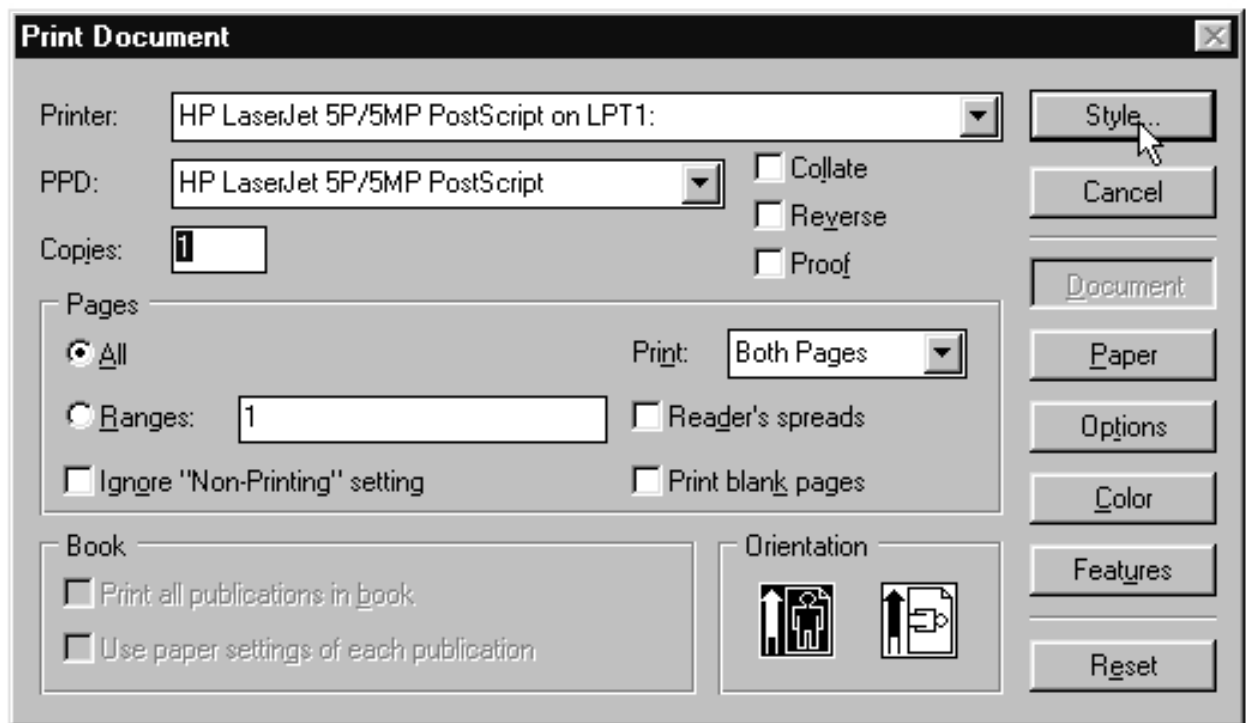


Fig. 6.25. Hewlett Pakard *Print Document* dialog box.

2. Select *Paper* from the dialog box. The Paper setup dialog box appears (fig. 6.26).

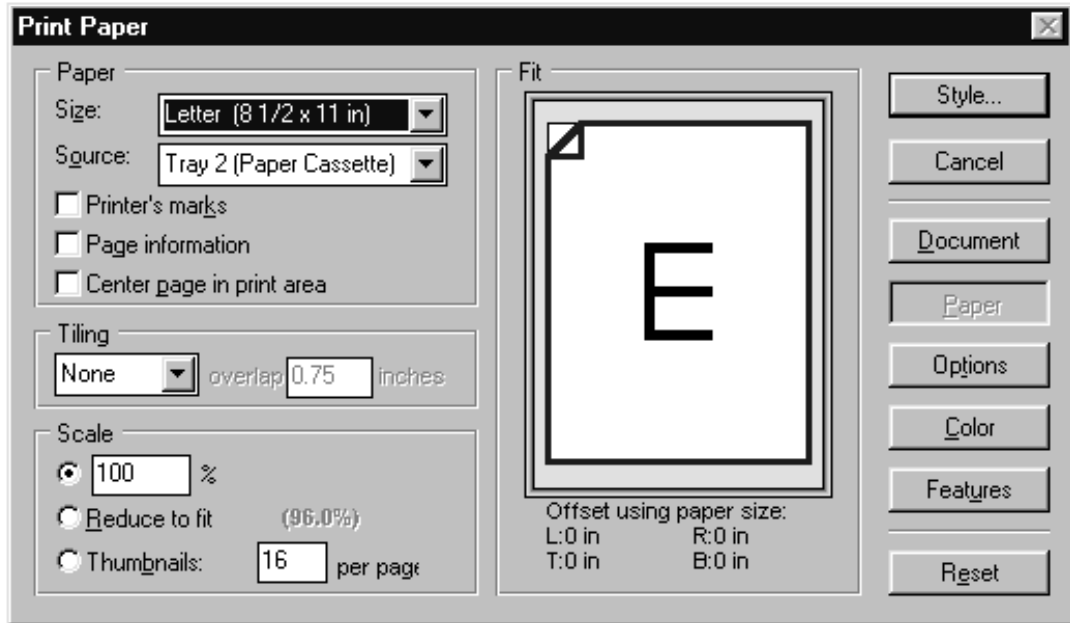


Fig. 6.26. Hewlett Packard *Paper* setup dialog box.

If you are using Epson ActionLaser 1000 , the printing process is as follows.

1. Select *Print* from the *File* menu. The Epson ActionLaser 1000 *Print* dialog box displays (fig. 6.27).

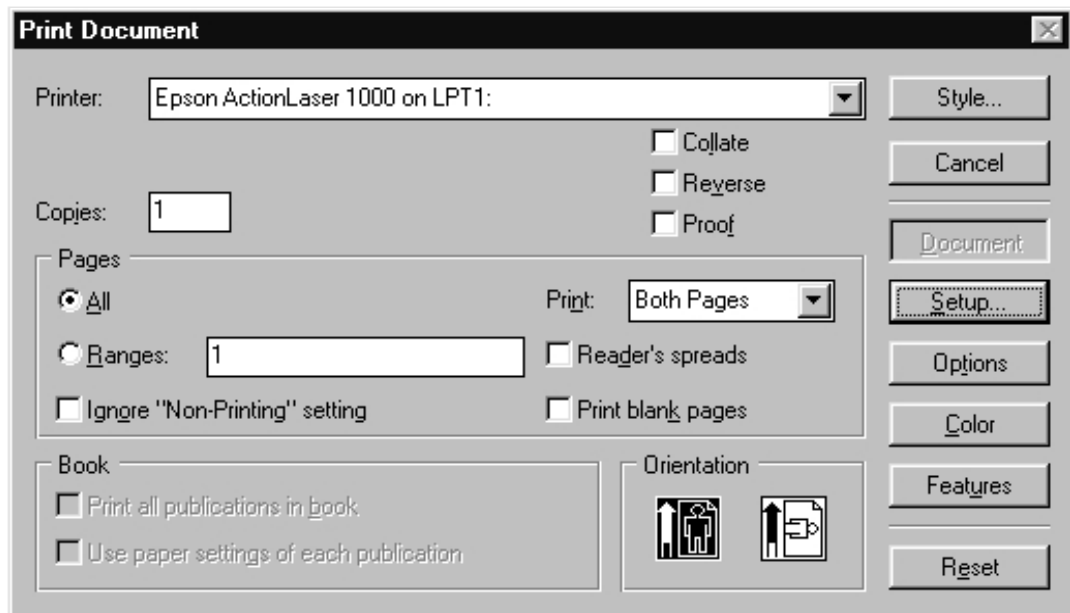


Fig. 6.27. Epson ActionLaser 1000 *Print Document* dialog box.

2. Click on printer *Setup*. The printer Setup dialog box appears (fig. 6.28).

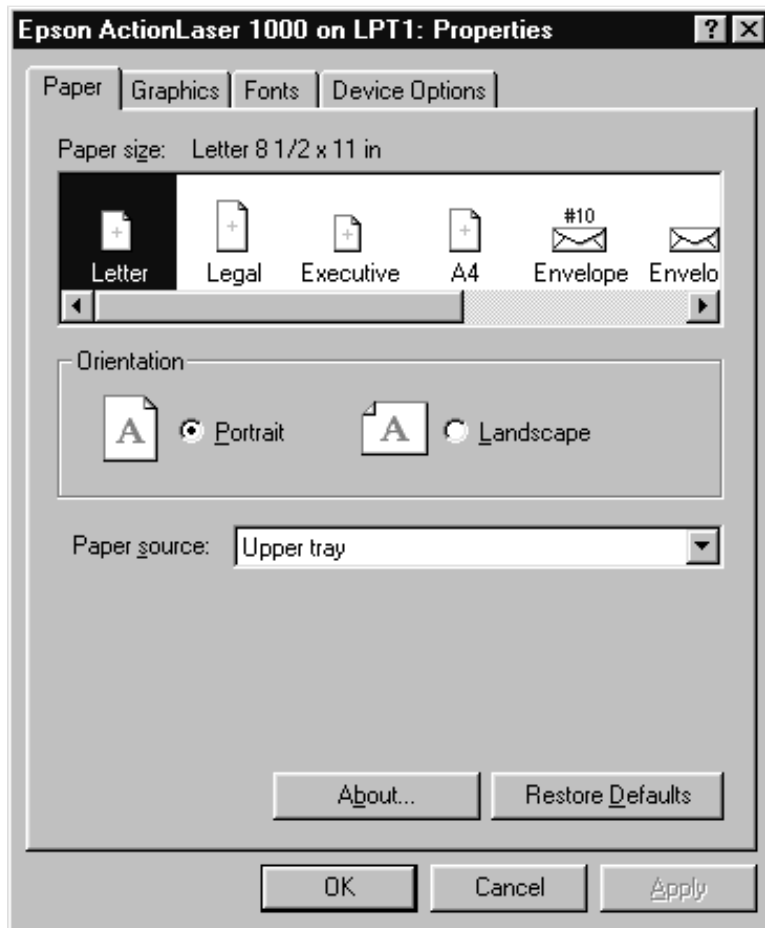


Fig. 6.28. Epson ActionLaser 1000 printer *Setup* dialog box.

3. Select the desired paper size or any other options.
4. Click OK.
5. Click Print. You can cancel the print process at any time by clicking on Cancel.

Laser printers have a designated print area. The print area is the area on a page in which the printer can print.