



INTRODUCTION TO PAGEMAKER

COURSE DURATION: 1 Day

PRE-REQUISITES

Experience of at least one other program

COURSE OUTLINE

PageMaker basics

- Starting a new publication
- The Tools palette
- Using multiple windows

Document creation

- Using leading, kerning and spacing controls
- Drawing in PageMaker
- Using layers in PageMaker
- Setting line weights
- Using the style palette

Using the control palette

- Importing text and graphics
- Image lightness and contrast controls
- Handling text flow
- Flowing text around graphics
- Using frames in PageMaker

Text controls

- Paragraph specifications
- Column breaks
- Attaching rules to text
- Using the control palette
- Creating and importing style sheets
- Merging text and graphics from Microsoft Word
- Importing from spreadsheets or databases into PageMaker
- Creating special effects

Master pages

- Multiple master pages
- Using rulers and ruler guides
- Using column guides
- Setting a grid
- Automatic page numbering
- Working with headers and footers
- Pagination in PageMaker

More document features

- Creating a table of contents
- Indexing and index markers
- Placing an in-line graphic
- Creating a form
- Using the library palette
- Using the table editor
- Importing and exporting PDFs
- Importing QuarkXPress documents

Printing from PageMaker

- A guide to PageMaker shortcuts
- A print checklist

Questions and answers

CREATIVITY AND EFFICIENCY

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