



Duration: 1 day

After completing this one-day course, students will know how to:

- Open PageMaker publications, use Help, and close the application.
- Create a single-page publication that contains text, save it, and modify, resize, and rearrange text blocks.
- Change the default measurement system, create a multipage publication, import text, create and modify frames, and insert page numbers.
- Create and enhance drawing objects, import graphics, and arrange text around graphics.
- Apply character formatting and adjust character spacing.
- Format paragraphs and set indents and tabs.
- Create, apply, and modify styles

Before taking this course, you should be familiar with personal computers and Windows 95 or later. You should have little or no experience using Adobe PageMaker 6.5. You will get the most out of this course if your goal is to become proficient in using PageMaker 6.5 to create publications and add visual impact to them with colorful text, drawing objects, frames, and images.

Getting started with PageMaker

- Exploring the PageMaker environment
- Opening and navigating publications
- Using Help
- Closing publications
- Unit summary

Building publications

- Creating single-page publications
- Modifying text
- Working with text blocks
- Printing publications
- Unit summary

Building multipage publications

- Creating multipage publications
- Managing text flow
- Working with frames
- Working with pages
- Unit summary

Including objects and graphics

- Including drawing objects
- Adding color to drawing objects
- Adding graphics
- Arranging text around graphics
- Unit summary

Applying character formatting

- Formatting characters
- Controlling character spacing
- Unit summary

Applying paragraph formatting

- Formatting paragraphs
- Using tabs
- Unit summary

Using styles

- Creating styles
- Applying and editing styles
- Unit summary

Course summary

- Course summary
- Continued learning after class

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