



Duration: 1 day

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

- Create a new master page in a template, add items to the master, apply multiple master pages, create a publication from an existing template, use the Grid Manager to define grids and use frames in a template
- Apply effects to text by adding pull quotes, drop cap, drop shadow effect, bullets and numbering, changing the horizontal scale and aligning text and inline graphics
- Position, resize, transform, copy and paste multiple copies of a graphic, and align, mask, group and power paste objects
- Add and assign objects to layers and arrange, hide and lock layers
- Create a table, add and import text in the table, change the format of the table to insert tables in PageMaker
- Create a book, add headers and footers, a table of contents and an index
- Prepare a publication for printing, arrange pages in a publication, build a booklet, view publication information, set print options and print composite proofs

You should have basic knowledge of PageMaker gained through experience or attendance on a PageMaker Basic course. You will get most out of this course if your goal is to become proficient in using the advanced features of PageMaker such as creating and using templates, adding advanced effects to text and graphics, creating and inserting tables and working with long publications.

Working with templates

- Using existing templates
- Creating a new publication from an existing template
- Creating a new master page
- Adding items to a master page
- Working with multiple master pages
- Adding a template to the Templates palette
- Creating a custom template
- Using the Grid Manager
- Using frames in templates
- Deleting templates from the Templates palette

Applying type effects

- Using the Drop cap plug-in
- Adding drop shadow effect to text
- Changing the horizontal scale
- Aligning text and inline graphics
- Formatting text
- Adding bullets and numbering
- Adding a pull quote

Formatting graphics

- Adjusting graphics
- Nudging a graphic image
- Cropping a graphic image
- Modifying graphics
- Scaling a graphic by percentage
- Rotating a graphic
- Reflecting a graphic
- Skewing a graphic
- Copying graphics
- Duplicating graphics from other documents
- Using the Paste Multiple dialog box
- Working with objects on a page
- Aligning an object
- Masking an object
- Grouping objects VPower pasting objects

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continued

Applying layers

- Exploring layers
- Viewing the Layers palette
- Working with layers
- Adding a layer in the Layers palette
- Adding an object to a layer
- Hiding and locking a layer
- Arranging layers

Working with Adobe Table 3.0

- Adding tables
- Creating a table
- Adding and importing text in a table
- Enhancing tables
- Changing the format of a table
- Changing the format of the text in a table
- Changing the format of the cell borders
- Shading cells
- Working with linked tables
- Linking a table
- Editing a linked table

Working with long documents

- Creating books
- Creating a book
- Copying a book list to all publications in a book
- Adding a running header

Adding a table of contents

- Marking text to include in a table of contents
- Generating a table of contents
- Changing the format of a table of contents
- Creating an index
- Adding entries to an index

Printing publications

- Preparing publications for printing
- Linking graphics by using the Links Manager
- Changing the arrangement of pages
- Viewing publication information
- Preparing a booklet
- Printing publications