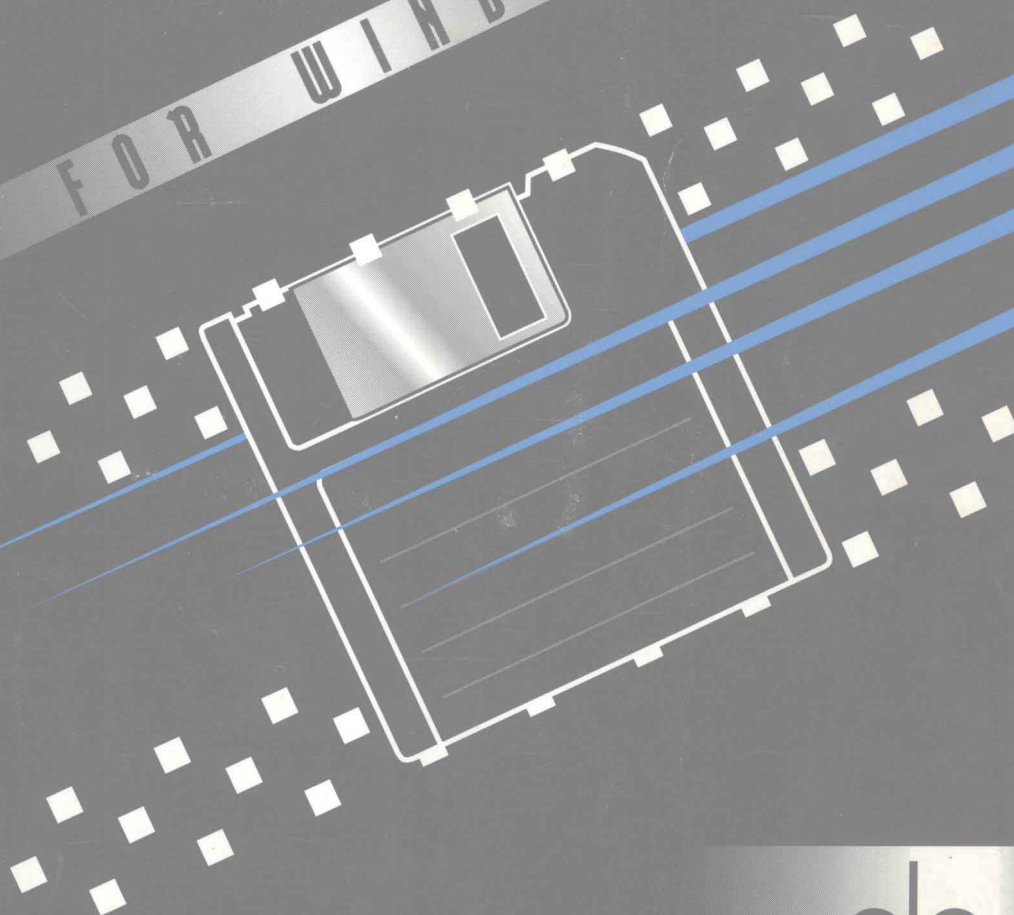


UP AND RUNNING

WITH

PageMaker 5.0

FOR WINDOWS



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electronic learning facilitators, inc.

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Preface

Overview

Up and Running with PageMaker 5.0 for Windows is designed to give a solid foundation for working with PageMaker® V5.0 for Windows® on an IBM-compatible PC. This book is intended for students who are familiar with DOS and Windows 3.1.

When a program as complex as PageMaker is coupled with the design possibilities of desktop publishing, it's impossible to write a tutorial that covers every conceivable aspect of the program. The activities in this book are intended to closely parallel the kind of projects for which many businesses and individuals use desktop publishing software. The book includes both step-by-step activities and "On Your Own" exercises for reinforcement.

This workbook is divided into 10 chapters. Each chapter includes a discussion of new concepts, several activities where those concepts are practiced, and "On Your Own" sessions designed to help you experiment with what you've learned.

After you have gained sufficient experience with certain basic procedures—like saving and printing—the book will stop giving step-by-step instructions for how to perform those procedures.

When you finish this course, you should be able to:

- Start PageMaker and identify parts of the PageMaker window
- Create a new publication file
- Work with ruler guides
- Work with different views
- Access on-line help
- Place text
- Change fonts, size, alignment, and spacing
- Use the Story Editor
- Use styles and templates



- Place, size, and crop imported graphics
- Wrap text around graphics
- Understand the color schemes and selection techniques
- Understand the use of master pages
- Create headers, footers, and automatic page numbering
- Create a text table with the Table Editor
- Import a spreadsheet from Lotus or Excel
- Understand the Links dialog box and linking options
- Generate a table of contents for chapters linked together in a book

Organization

Up and Running with PageMaker 5.0 for Windows has the following components:

- Chapter overview and objectives
- Instructional notes for each topic
- Step-by-step references to accomplish each function
- Screen facsimiles
- Guided hands-on activities
- Unguided “On Your Own” exercises
- Index

Guide to the Workbook





Although *Up and Running with PageMaker 5.0 for Windows* is comprehensive, it is **not** a user’s manual. Refer to the software documentation for information not contained in this workbook.

The best way to use this book is sequentially—step by step—since many of the activities build on concepts developed and files created in previous units.

Similarly, most activities and exercises build on each other. If you follow the steps to complete one exercise, you should be able to begin the next activity without additional preparation. **Do not save or close a file unless you are instructed to do so.**

Conventions

You'll see the following conventions in this book:

- In narrative text, nonalphabetic keys to be pressed are enclosed in brackets, for example, [F1], [Enter].
- In activities, keys to be pressed are shown as keycap symbols, for example, , .
- Keys used in combination with the Control, Alt, or Shift keys are shown in narrative text as [Shift] [F4] and in activities as  . The [Shift] key is held down while the [F4] key is pressed and released.
- Hands-on activities have numbered steps to distinguish them from reference material.
- Many activities have an “On Your Own” task to reinforce your knowledge. If you are unable to complete the task, ask your instructor for assistance.
- Notes, Cautions, On Your Owns, Case Studies, Quick Checks, and Key Terms are identified by the following symbols in the margin:

Notes



Cautions



On Your Owns



Case Studies



Quick Checks



Key Terms



- Text, as in the following, is either text to be typed or an action to be performed by the student:

*type **Second Qtr** and press *

Student Disk

The student disk that accompanies this book contains the following files:

ARTCAROL.TXT
ARTHITEK.TXT
ARTSTONE.TXT
COLOR.DOC
COLOR.PM5
HORSE.BMP
MONEY.PCX
MULTI.DOC
MULTI.PM5
ODMED.DOC
PM-EX1.PM5
PRINT.DOC
PRINTCAP.PM5
PRINTING.PM5
RUNNERS.TIF
SALES.WK1
TRUST.PM5

System Setup

The activities presented herein assume a system configuration for each workstation as follows:

- An IBM-compatible computer running Windows 3.1 and PageMaker 5.0 for Windows.
- A floppy disk drive designated as drive A: in which the student disk will be inserted. If another floppy disk drive is to be used for the student disk, that drive designator should be substituted in any activity that refers to drive A:.
- A mouse input device. Keyboard equivalents for most mouse procedures are available, but a mouse is assumed to be the primary input device for all activities.

Activities in this book are planned for use with a Hewlett Packard Laserjet target printer. In order to do many of the exercises properly, you should have this printer installed, even if it is not available for printing. If

such a printer was installed before you installed PageMaker 5.0, you may wish to reinstall the PCL printer driver. A new copy of that driver comes with PageMaker 5.0. Check your PageMaker documentation for installation procedures. In Chapter 6, you will be shown how to install a printer. If no PostScript printer has been installed before that, you should complete the installation to do some of the activities that follow. The installation may require access to the original PageMaker or Windows installation disks.

Fonts used in the activities are generally TrueType and should be available on any Windows printer, providing TrueType is working. To check to see if TrueType is functioning, use the following steps:

from the Windows Program Manager, double-click the Main group

double-click Control Panel

double-click Fonts

click TrueType

be sure there is an X in the "Enable TrueType Fonts" box

click OK

Font Matching should be off in PageMaker. To turn font matching off, use the following steps:

in PageMaker, choose File, Preferences

click Map fonts

be sure there is no X in the "Allow font matching" box

click OK twice

The following import filters will be needed to properly place documents used in the student activities: TXT, MS Word 2.0 for Windows, Lotus 2.2, and WordPerfect 5.1. If these filters were not previously installed, you will need to install them with the Aldus Setup program in the Aldus group of the Windows Program Manager.

All activities are set up to be measured in inches. Check to make sure that Inches is selected under Preferences in the File drop-down menu. If you choose another unit of measurement, you must recalculate to find the corresponding numbers.

Acknowledgments

We would like to acknowledge the following individuals for making *Up and Running with PageMaker 5.0 for Windows* possible: Karen Penn who wrote the book; Laurin Gentry who reviewed and tested the activities and who desktop published the book; Lisa White who produced the book; and Carolyn Adler who conceived it.

We welcome all questions and comments from users of this workbook.

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Starting Work with PageMaker

1

Overview

The PageMaker program can only run on a computer that is already running Windows. Because PageMaker is designed to run “under” Windows, the two programs have much in common; and use of the keyboard, the mouse, and many other features is similar in both programs.

Since PageMaker operates in the Windows environment, it uses menus and dialog boxes in a window-like fashion. If you have worked with Windows, you’ll have little trouble navigating through PageMaker. PageMaker uses its own set of keyboard shortcuts.

In this chapter you’ll learn how to use menus and dialog boxes by opening files, saving files, and moving through a publication.

Objectives

- Identify parts of the PageMaker window
- Minimize, maximize, and restore the PageMaker window
- Use the mouse and keyboard to move around the window
- Open a file from any drive/directory
- Open an original publication or open a copy
- Save a publication under the same name or a different name
- Move through a publication with the mouse and the keyboard

Starting PageMaker

The method you use for starting PageMaker will depend on how your computer is set up and what programs are currently running. If Windows 3.1 is already running, you'll start PageMaker by using the mouse to select the PageMaker icon. Usually, the icon will be in a group of icons identified by the name *Aldus*. Aldus is the company which produces the PageMaker program.

If Windows is not yet running, you'll type:

win and press 

Using the Mouse

Making choices in the Windows environment generally requires the use of a mouse or trackball, a device for moving the pointer around the screen. Most mice have two or three buttons. In PageMaker, we will use the first two buttons on the mouse. For a right-handed person, the left mouse button is the one used for making selections. (If your mouse has been set up for use by a left-handed person, you'll make selections with the button on the right.) The other button, referred to as the secondary mouse button, will be used for zooming in on a picture or text.


Throughout this book, references to the mouse button mean the main button on the mouse, the one used for making selections. When you need the secondary button, the book will say so specifically.

The mouse button can be used three ways:

- *Click* the button to select an item from a menu or from a group of choices. Sometimes it will then be necessary to confirm your choice by pressing [Enter] or clicking a button which says "OK."
- *Double-click* the button (click twice very quickly) to start a program, open a file, or to bypass the confirmation procedure mentioned above.
- *Drag* (by holding down the button and moving the mouse) to move an item from one place to another or to select a range or group of items.

ACTIVITY 1.1**Starting PageMaker**


1. With Windows running, open the Aldus group.

click the Aldus icon, then press 

or

double-click the Aldus icon

2. Run the PageMaker program.

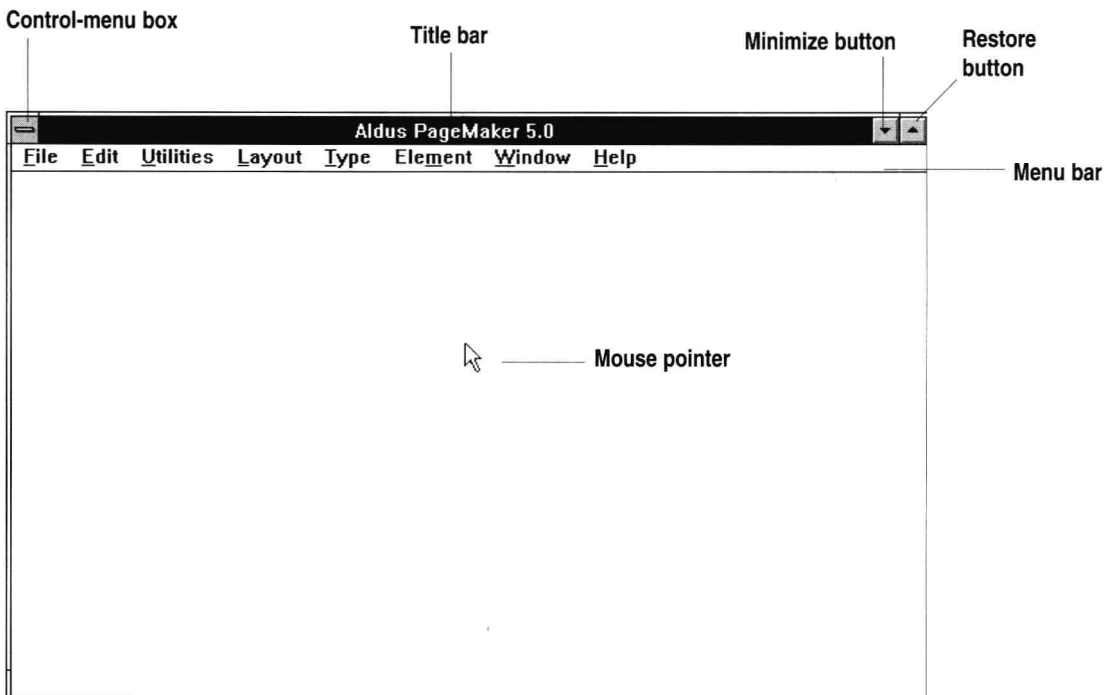
click the PageMaker icon, then press 

or

double-click the PageMaker icon

Parts of the PageMaker Window

The following picture shows the PageMaker window as it first appears, after the copyright screen has cleared.





The parts of the PageMaker window are described below.

Control-Menu Box	Double-click this box to close the current window, in this case the PageMaker program window.
Title Bar	Shows the title of the program, and when a publication is open, the title of the publication.
Minimize Button	Makes the PageMaker program appear as a small icon in the lower-left corner of the desktop. Double-clicking that icon will restore the program to medium size.
Restore Button	Makes the PageMaker window slightly smaller so you can see the bottom of the Windows desktop on the screen.
Menu Bar	Lists choices for various PageMaker functions.

ACTIVITY 1.2

Using the Menu and Buttons

1. Explore the Menu Bar.
click the Element choice in the menu
click the Line choice in the submenu
2. Remove the submenus.
click Element
3. Reduce the size of the window slightly.
click the Restore button
4. Enlarge the PageMaker window to fill the entire screen.
click the Maximize button

PageMaker Menus

Up to now, you've used the mouse to make selections from menus. In fact, you can access menu selections from the Menu Bar in several ways:

- Using the mouse, point to the desired menu option and click. Then point to your selection on the menu and click.
- Using the mouse, point to the desired menu option, drag the highlight bar down to your selection, and release the mouse button.
- Using the keyboard, hold down the [Alt] key and press the underlined letter of the desired menu option. Then, without the [Alt] key, press the underlined letter of your selection.
- Some menu selections have a keyboard shortcut which is shown on the right side of the menu. For example, in the File menu, ^N is shown next to the New choice. This means that the keyboard shortcut for File, New is [Ctrl][N]. If you can remember the shortcuts, you won't need the menu at all for this procedure. You can just use the shortcut.
- Some menu choices appear in gray. This means that the choice is not available at present. You'd first have to do certain prerequisite steps before you can use that menu choice.
- A menu selection followed by an ellipsis (...) means that a dialog box will appear.
- Some menu selections are option toggles. This means that if a checkmark (✓) appears next to the selection that option is turned ON. If no checkmark appears, that option is turned OFF. To turn an option on or off, select it from the menu.

Throughout this text, when you are instructed to make a menu selection, you will see the word *choose* (for example, *choose File, New*). You may use whatever menu selection method appeals to you.

The File Menu

As in all PC-based applications, your work in PageMaker is stored in a file. A standard PageMaker file is called a **publication**. Publication files end with the extension PM5. The File Menu is used for standard file operations such as creating new files, opening existing files, saving files (with the same or a new name), and printing files. Additionally, the PageMaker File Menu includes options for formatting publications, placing (importing) text and graphic files, and exporting text files.

