



VISUAL  
QUICKSTART  
GUIDE

DAVID BROWNE

# PAGEMAKER FOR WINDOWS

*Teach yourself PageMaker the  
quick and easy way! This  
Visual QuickStart Guide uses  
pictures rather than lengthy  
explanations. You'll be up  
and running in no time!*





**VISUAL QUICKSTART GUIDE**

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# **PageMaker 6**

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**FOR WINDOWS**

**David Browne**



**Peachpit Press**

## **PageMaker 6 for Windows**

Visual QuickStart Guide

David Browne

### **Peachpit Press**

2414 Sixth Street

Berkeley, CA 94710

510/548-4393

510/548-5991 (fax)

Find us on the World Wide Web at:

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## **Dedication**

To Sally, Michael and Kathleen

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Thanks once again to my wife Sally, who keeps me honest.

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# Getting Started

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# 1

**I LOVE THIS PROGRAM** for its versatility. PageMaker 6.0 is lightning fast to start a fresh page, add text, and pile on graphics. It's easy to glide through specifying type and formatting paragraphs. Setting up for printing is logical and well thought out, and PageMaker prints gracefully, without fuss or bother. Yet, for all its ease in handling complex jobs, it is tempting to use PageMaker as a straight word processor—and it comes with enough templates to make business letters, envelopes and labels a breeze.

PageMaker is as adept at designing your resume as it is creating a complex, four-color magazine ad (or the magazine itself, for that matter). It can handle practically any creative design challenge you give it, yet crank out technical manuals and complete books—as it has with this *Visual QuickStart Guide*—camera-ready for printing and binding. PageMaker has a clean, straightforward layout window that's easy to learn and quick to use. The brilliance of PageMaker's design is that its powerful features don't clutter and confuse. Regardless of how little you know now, PageMaker will ease you gently into the sometimes turbulent waters of document publishing.

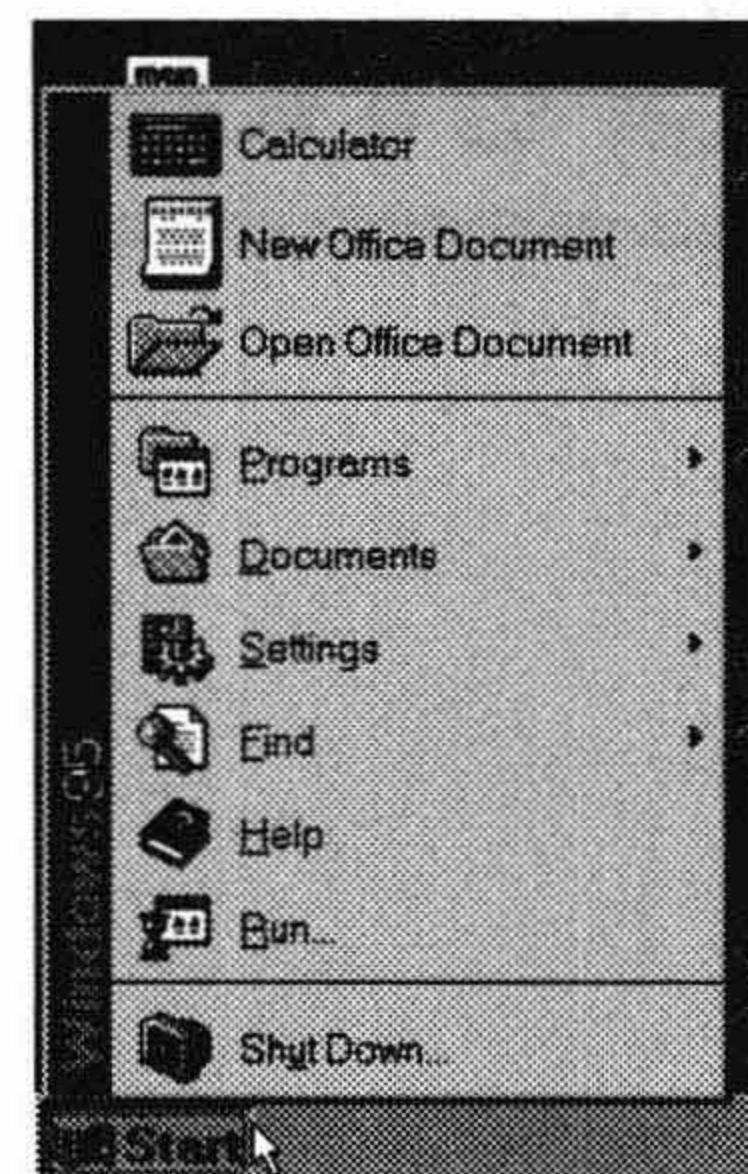
- There's nothing tricky or complicated that takes long hours of practice to learn in PageMaker.
- PageMaker's floating palettes make it easy to customize the look of the document window, with just the tools you want.
- Plug-ins let you add specialized commands, and update PageMaker's functionality (you can even add Photoshop plug-ins).
- PageMaker's Control palette helps you be as accurate and precise as you need to be (it's also a great way to format type on the fly).

Plus, PageMaker 6.0 includes tools to group and ungroup objects, align objects systematically, standardize colors between your computer's monitor and the printed page, even control trapping with a new trapping dialog box. So turn on your computer and let's get started...

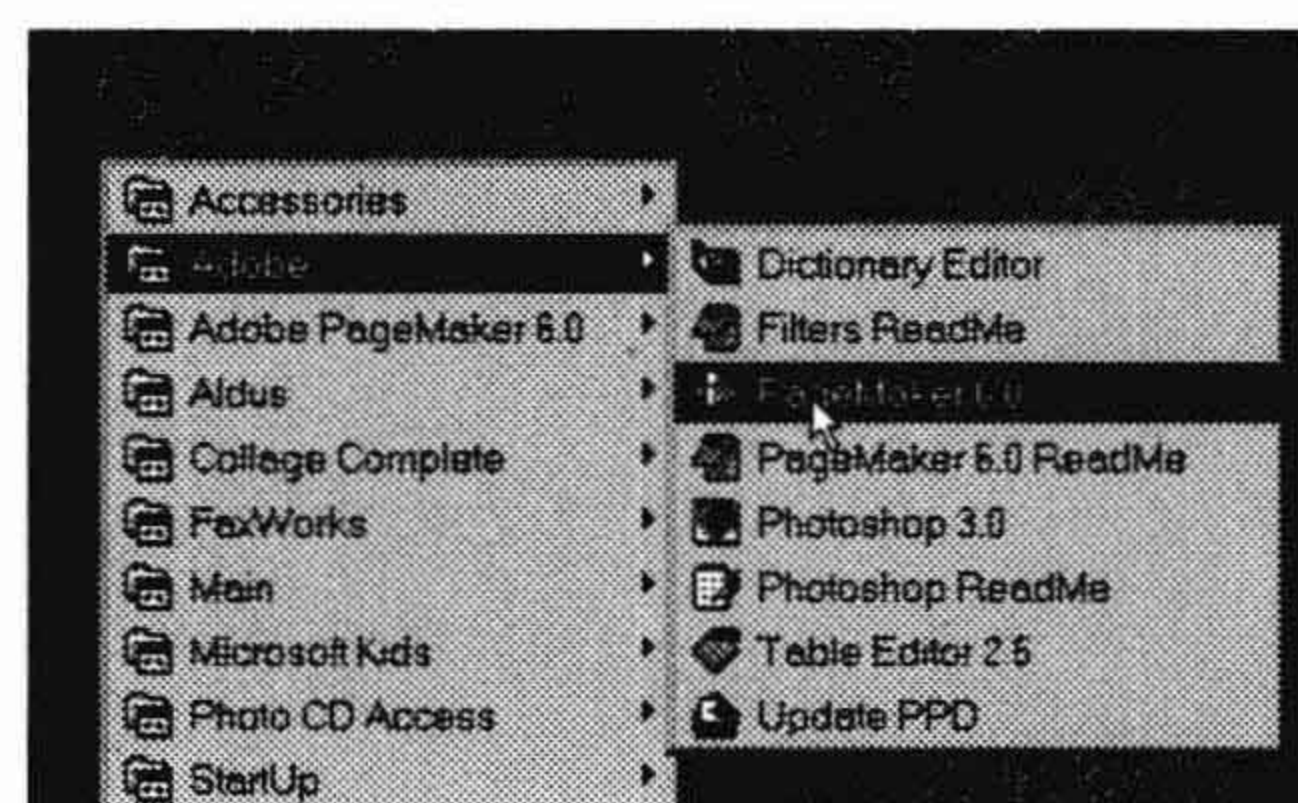


## Starting PageMaker

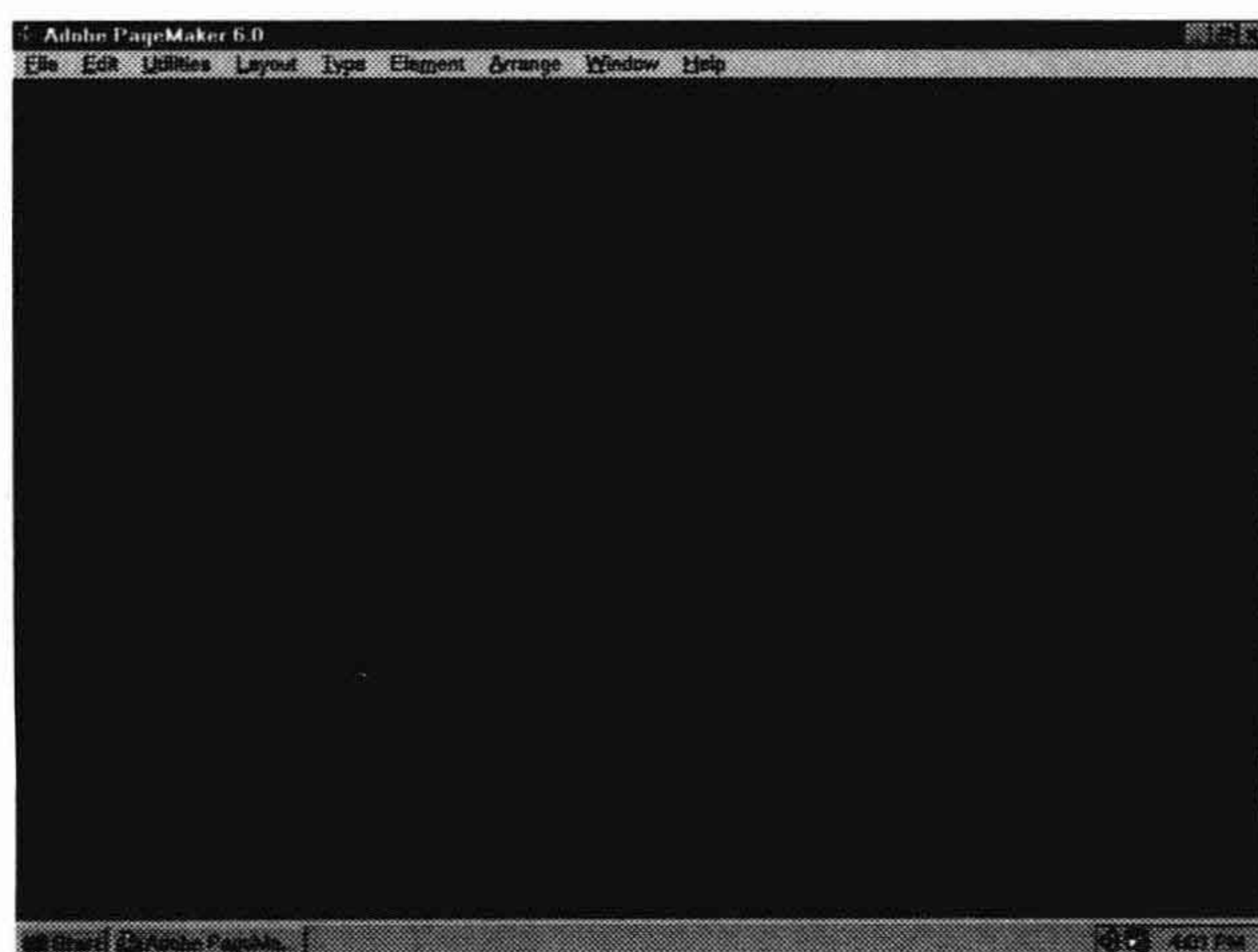
- 1** Click the Windows Start button to open the Start menu (**Figure 1**).
- 2** Choose the Programs folder to open the Programs menu. Click on the Adobe folder to open its menu (**Figure 2**).
- 3** Choose the PageMaker program icon. In a moment you will see the PageMaker title appear, and the program will open the layout window (**Figure 3**).



**Figure 1** Click the Windows 95 Start button to open the Start menu.



**Figure 2** Opened PageMaker folder showing PageMaker program icon and other program icons.

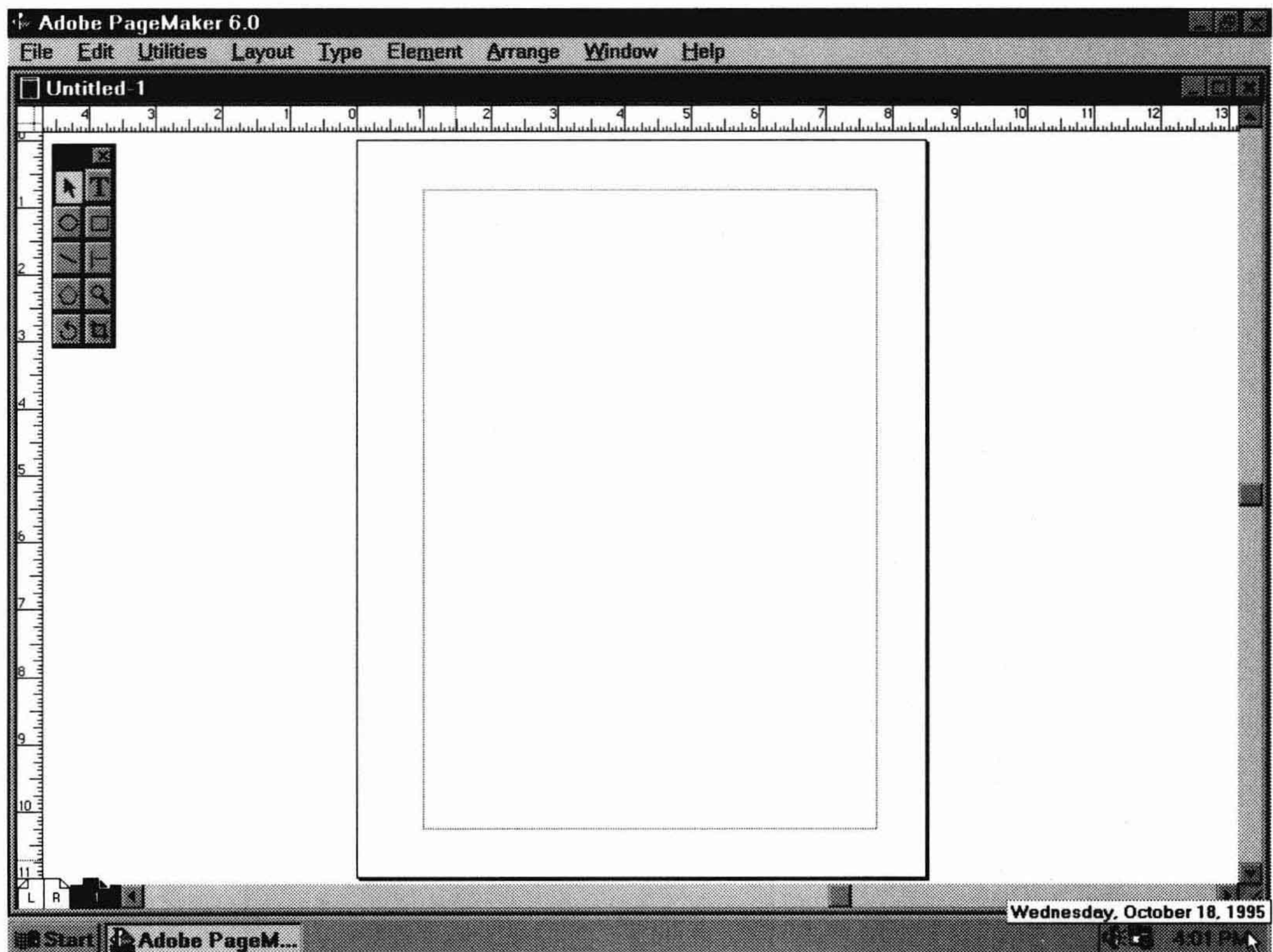


**Figure 3** PageMaker initially displays its menu bar and a blank layout window, when first started.



## The Document Layout Window

Once PageMaker starts, you will normally open an existing document, or create a new document (explained in Chapter 2). **Figure 4** shows the window and its parts.



**Figure 4** PageMaker's document layout window.



Using PageMaker's Menus

PageMaker's command menus are housed in the menu bar along the top of the application. Command menus are the source of all commands—click open a menu and, keeping the mouse button depressed, slide the mouse arrow down the menu to highlight the command you want. When the command is reversed in black, release the button to activate the command.

File Menu

You will find basic housekeeping chores here, with commands that open and save documents, set preferences and print your work (Figure 5).

File	Edit	Utilities	Lay
New...		^N	
Open...		^O	
Recent Publications			▶
Close		^W	
Save		^S	
Save As...			
Export...			
Create Adobe PDF...			
Revert			
Place...		^D	
Acquire			▶
Links...		Sh^D	
Document Setup...			
Print...		^P	
Printer Styles			▶
Preferences...			
Exit		^Q	

Figure 5 File menu.

Edit Menu

Use these commands to help edit text, and paste text and objects onto your pages (Figure 6). The Edit menu holds the Undo command, that can usually undo your last mistake, and the Select All command that selects every object on the page.

Edit	Utilities	Layou
Undo		^Z
Cut		^X
Copy		^C
Paste		^V
Clear		Del
Multiple Paste...		
Select All		^A
Paste Special...		
Insert Object...		
Edit Story		^E
Edit Original		

Figure 6 Edit menu.