

Adobe® PageMaker® 6 *for the Macintosh®*

\$300

Kevin G. Proot



Adobe® PageMaker® 6 for the Macintosh®

Illustrated



Kevin G. Proot
Saint Louis University



A DIVISION OF COURSE TECHNOLOGY
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<i>Contributing Writer:</i>	Thomas J. Fischer
<i>Developmental Editor:</i>	Pam Conrad
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<i>Developmental Assistant:</i>	Michael Pew
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<i>Text Designer:</i>	Leslie Hartwell
<i>Cover Designer:</i>	John Gamache
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A Division of Course Technology— I(T)P

For more information contact:

Course Technology
One Main Street
Cambridge, MA 02142

International Thomson Publishing Europe
Berkshire House 168-173
High Holborn
London WC1V 7AA
England

Thomas Nelson Australia
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South Melbourne, 3205
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2-2-1 Hirakawacho
Chiyoda-ku, Tokyo 102
Japan

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From the Illustrated Series Team

At Course Technology we believe that technology will transform the way that people teach and learn. We are very excited about bringing you, instructors and students, the most practical and affordable technology-related products available.

The Development Process

Our development process is unparalleled in the educational publishing industry. Every product we create goes through an exacting process of design, development, review, and testing.

Reviewers give us direction and insight that shape our manuscripts and bring them up to the latest standards. Every manuscript is quality tested. Students whose backgrounds match the intended audience work through every keystroke, carefully checking for clarity and pointing out errors in logic and sequence. Together with our own technical reviewers, these testers help us ensure that everything that carries our name is as error-free and easy to use as possible.

The Products

We show both *how* and *why* technology is critical to solving problems in the classroom and in whatever field you choose to teach or pursue. Our time-tested, step-by-step instructions provide unparalleled clarity. Examples and applications are chosen and crafted to motivate students.

The Illustrated Series Team

The Illustrated Series Team is committed to providing you with the most visual introduction to microcomputer applications. No other series of books will get you up to speed faster in today's changing software environment. This book will suit your needs because it was delivered quickly, efficiently, and affordably. In every aspect of business, we rely on a commitment to quality and the use of technology. Each member of the Illustrated Series Team contributes to this process. The names of all our team members are listed below.

Cynthia Anderson
Chia-Ling Barker
Donald Barker
Laura Bergs
David Beskeen
Ann Marie Buconjic
Rachel Bunin
Joan Carey
Patrick Carey
Sheralyn Carroll
Pam Conrad
Mary Therese Cozzola
Carol Cram
Kim Crowley
Linda Ericksen
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Jane Hosie-Bounar

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Neil Salkind
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Roger Skilling
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Marie Swanson
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Sasha Vodnik
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Christie Williams
Janet Wilson

Preface

Welcome to *Adobe PageMaker 6 for the Macintosh Illustrated*. This highly visual book offers new users a hands-on introduction to Adobe PageMaker 6 and also serves as an excellent reference for future use.

Organization and Coverage

This text contains eleven units that cover basic PageMaker skills. In these units students learn how to design, build, edit, and enhance PageMaker publications. In Unit 12, students apply these skills as they work on additional PageMaker projects.

About this Approach

What makes the Illustrated approach so effective at teaching software skills? It's quite simple. Each skill is presented on two facing pages, with the step-by-step instructions on the left page, and large screen illustrations on the right. Students can focus on a single skill without having to turn the page. This unique design makes information extremely accessible and easy to absorb, and provides a great reference for after the course is over. This hands-on approach also makes it ideal for both self-paced or instructor-led classes. The modular structure of the book also allows for great flexibility; you can cover the units in any order you choose.

Each lesson, or "information display," contains the following elements:

Introduction — Concise text that introduces the basic principles discussed in the lesson and integrates the brief case study scenario. Procedures are easier to learn when concepts fit into a framework.

Numbered steps — Clear step-by-step directions explain how to complete the specific task. When students follow the numbered steps, they quickly learn how each procedure is performed and what the results will be.

Reference tables — These are quickly accessible summaries of key terms, toolbar buttons, or keyboard alternatives connected with the lesson material. Students can refer easily to this information when working on their own projects at a later time.

60 MICROSOFT WINDOWS 95 UNIT 3 MANAGING FILES USING MY COMPUTER

Finding a file

As you continue to use Windows, you might find that it is difficult to remember precisely where all your files are stored when you need them. Fortunately, Windows offers an easy approach to locating files and folders: the Find command on the Start menu. Bob wants to access a file named Suppliers, a list of companies where he gets some of his bike parts. He cannot remember where he stored it, so he needs to do a quick search.

STEPS

- 1 Click the **Start** button on the Taskbar, point to **Find**, then click **Files or Folders**.
The Find: All Files window opens, as shown in Figure 3-12. Table 3-5 lists the tabs within the Find File window and describes the search options each offers. For more information on advanced searches, see the related topic "Performing an advanced search." For this search, Bob will use the default Name & Location tab, since he remembers the name of the file.
- 2 Type **Suppliers** in the **Named:** text box.
You can supply the full name of the folder or the file you want to find, or only the part you're sure of. If, for example, Bob were unsure as to whether or not he had saved the file as Suppliers or Supply list, he could type Stapp, since he's sure of that much of the name.
- 3 Click the **Look in:** drop-down list arrow, then click the drive containing your Student Disk.
- 4 Click **Find Now**.
The Find File utility searches all the folders on your Student Disk and finds the file, as shown in Figure 3-13, providing its full name, location, size, type, and the date on which it was created or last modified. At this point, Bob can either double-click the file to start the associated program and open the file, or he can note the file's location and close the Find: All Files window. He decides to note the file's location and close the window.
- 5 Click the **Close** button in the Find: All Files window.

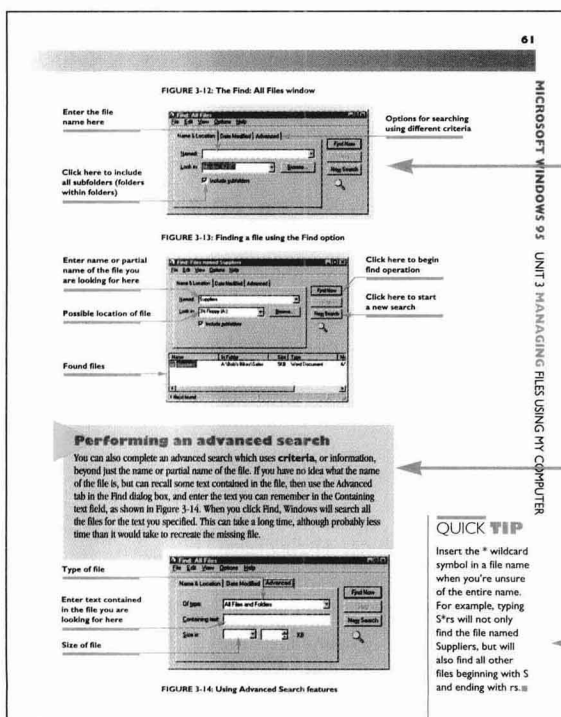
TABLE 3-5: Find File options

FIND: ALL FILES TAB	OPTIONS AVAILABLE
Name & Location	<ul style="list-style-type: none"> Find the file by name and location Browse through directories for the file
Date Modified	<ul style="list-style-type: none"> Search for files created during the previous number of days or months, or between a certain period of time that you specify
Advanced	<ul style="list-style-type: none"> Search for files by type, text the file contains, or a file's size

Other Features

The two-page lesson format featured in this book provides the new user with a powerful learning experience. Additionally, this book contains the following features:

- “Read This Before You Begin Adobe PageMaker 6 for the Macintosh” Page — This page provides essential information that both students and instructors need to know before they begin working through the units.
- Real-World Case — The case study used throughout the textbook is designed to be “real-world” in nature and representative of the kinds of activities that students will encounter when working with PageMaker. With a real-world case, the process of solving the problem will be more meaningful to students.
- End of Unit Material — Each unit concludes with a Task Reference that summarizes the various methods used to execute each of the skills covered in the unit. The Task Reference is followed by a meaningful Concepts Review that tests students’ understanding of what they learned in the unit. The Concepts Review is followed by a Skills Review, which provides students with additional hands-on practice of the skills they learned in the unit. The Skills Review is followed by Independent Challenges, which pose case problems for students to solve. The Independent Challenges allow students to learn by exploring and develop critical thinking skills. The Visual Workshops that follow the Independent Challenges in Units 2–11 also help students to develop critical thinking skills. Students are shown completed publications and are asked to recreate them from scratch. Additional projects are featured in Unit 12, where students can apply the PageMaker skills they’ve learned.



Screen shots — Large-size, full-color representations of what the students' screen should look like after completing the numbered steps.

Related topics — Concise information that either expands on one component of the major lesson skill or describes an independent task that is in some way related to the major lesson skill. These often include both text and screen shots.

Quick Tips and Trouble? — Shortcuts and hints for using PageMaker 6 more effectively as well as troubleshooting advice to fix common problems that might occur.



CourseTools

CourseTools are Course Technology's way of putting the resources and information needed to teach and learn effectively into your hands. With an integrated array of teaching and learning tools that offer you and your students a broad range of technology-based instructional options, we believe that CourseTools represents the highest quality and most cutting-edge resources available to instructors today.

Student Disks

To use this book students must have 12 Student Disks. See the inside front or inside back cover for more information on the Student Disks. Adopters of this text are granted the right to post the Student Disks on any stand-alone computer or network used by students who have purchased a copy of *Adobe PageMaker 6 for the Macintosh Illustrated*.

Course Online Faculty Companion

This new World Wide Web site offers Course Technology customers a password-protected Faculty Lounge where you can find everything you need to prepare for class. These periodically updated items include lesson plans, graphic files for the figures in the text, additional problems, updates and revisions to the text, links to other Web Sites, and access to Student Disk files. This new site is an ongoing project and will continue to evolve throughout the semester.

Course Online Student Companion

Our second Web site is a place where students can access challenging, engaging, and relevant exercises. They can find a graphical glossary of terms found in the text, an archive of meaningful templates, software, hot tips, and Web links to other sites as well as sites for specific titles. Student sites can be found at <http://coursetools.com>. These new sites are also ongoing projects and will continue to evolve throughout the semester.

Instructor's Manual

This is quality assurance tested and includes:

- Solutions to all lessons and end-of-unit material
- Unit notes which contain teaching tips from the author
- Extra Independent Challenges
- Transparency Masters of key concepts

Solutions Disks

These disks have been quality assurance tested and contain solutions to all End-of Unit material and Extra Independent Challenges.

Course Test Manager

Designed by Course Technology, this cutting-edge Windows-based testing software helps instructors design and administer tests and pre-tests. This full-featured program also has an online testing component that allows students to take tests at the computer and have their exams automatically graded.

Photography Credits

Unit 1: Eiffel Tower photo, Joyelle Proot, page 7; Beach photo, Thomas J. Fischer, page 11; Big Ben photo, John Reiker, page 11; Unit 3: Eiffel Tower Far, Joyelle Proot, page 57; St. Peter's Square, Joyelle Proot, page 11; Caribbean bay photo, Thomas J. Fischer, page 97; Unit 5: New York Skyline, Kevin G. Proot, page 117; Unit 6: The Needle, Kevin G. Proot, page 135; Airplane, Kevin G. Proot, page 135; St. Louis, Gateway Arch, Kevin G. Proot, page 137; Unit 8: Times Square, Kevin G. Proot, page 191; Unit 9: Rome Arch, Joyelle Proot, page 213; St. Peter's Cathedral, Joyelle Proot, page 215.

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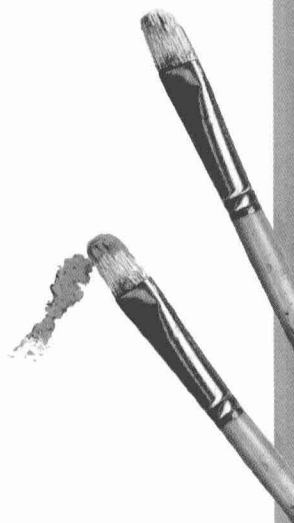
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