

# Adobe® PageMaker® 7.0

Kevin Proot



Provides coverage  
of ACE exam  
materials

# Adobe® PageMaker® 7.0

Illustrated

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Kevin Proot

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## **Adobe PageMaker 7.0 - Illustrated**

Kevin Proot

**Managing Editor:**  
Nicole Jones Pinard

**Production Editor:**  
Catherine G. DiMassa

**QA Manuscript Reviewers:**  
Shawn Day and Jeff Schwartz

**Contributing Authors:**  
Carol Cram, Marjorie Hunt

**Product Manager:**  
Julia Healy

**Developmental Editor:**  
Mary Kemper

**Text Designer:**  
Joseph Lee, Black Fish Design

**Associate Product Manager:**  
Christina Kling Garrett

**Editorial Assistant:**  
Elizabeth Harris

**Composition House:**  
GEX Publishing Services

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# The Illustrated Series Vision

Teaching and writing about computer applications can be extremely rewarding and challenging. How do we engage students and keep their interest? How do we teach them skills that they can easily apply on the job? As we set out to write this book, our goals were to develop a textbook that:

- ▶ works for a beginning to advanced student
- ▶ provides varied, flexible, and meaningful exercises and projects to reinforce the skills
- ▶ serves as a reference tool
- ▶ makes your job as an educator easier, by providing resources above and beyond the textbook to help you teach your course

Our popular, streamlined format is based on advice from instructional designers and customers. This flexible design presents each lesson on a two-page spread, with step-by-step instructions on the left, and screen illustrations on the right. This signature style, coupled with high-caliber content, provides a comprehensive yet manageable introduction to Adobe PageMaker 7.0—it is a teaching package for the instructor and a learning experience for the student.

—The Illustrated Team

## ACKNOWLEDGMENTS

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No preface would be complete without acknowledging the support I receive from my parents. Thank you.

—Kevin Proot, Author

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—Marjorie Hunt, Contributing Author

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—Carol Cram, Contributing Author

# Preface

Welcome to Adobe PageMaker 7.0—*Illustrated*. Each lesson in the book contains the elements pictured to the right in the sample two-page spread.

## ► How is the book organized?

This book is organized into 12 units on PageMaker 7.0, covering creating a publication; working with text and graphics; customizing a publication with advanced graphics; formatting multiple pages; adding color to publications; working with long publications; and publishing electronically.

## ► What kinds of assignments are included in the book? At what level of difficulty?

The lesson assignments are based on a fictional character, Sara Norton, and her freelance desktop publishing business. The assignments on the blue pages at the end of each unit increase in difficulty. Project Files and case studies provide a great variety of interesting and relevant business applications for skills. Assignments include:

- **Concepts Reviews** include multiple choice, matching, and screen identification questions.
- **Skills Reviews** provide additional hands-on, step-by-step reinforcement.
- **Independent Challenges** are case projects requiring critical thinking and application of the skills learned in the unit. The Independent Challenges increase in difficulty, with the first in each unit being the easiest (most step-by-step with the most detailed instructions). Independent Challenges become increasingly open-ended, requiring more independent thinking and problem solving.
- **E-Quest Independent Challenges** are case projects with a Web focus. E-Quests require the use of the World Wide Web to conduct research to complete the project.
- **Visual Workshops** show a completed file and require that the file be created without any step-by-step guidance, involving problem solving and an independent application of the unit skills.

Hints, design tips, and troubleshooting advice appear right where you need them — next to the step itself.

Concise text introduces the basic principles in the lesson and integrates the brief case study (indicated by the paintbrush icon).

Each 2-page spread focuses on a single skill.

**Level B**  
PageMaker 7.0

## Formatting Text

When you **format** text, you change its appearance. You can change the font, size, and type style of text. The **font** is a complete set of characters that use a specific design. The size of the characters is usually measured in points. A **point** is  $\frac{1}{2}$  of an inch. The **type style** of text is how the font is displayed, for example, in italics or bold. Table B-2 shows examples of some common fonts, sizes, and type styles. One way to format text is to select the text you want to format, and then choose the appropriate command from the Type menu. Sara formats the company's address and telephone number to help make the information stand out on the page.

### Steps

**QuickTip**  
To select a word quickly, double-click it with . To select an entire line quickly, triple-click it with .

1. Position the text pointer at the end of the last line of text, press and hold the **mouse button**, drag to the left until you reach the beginning of the last line of text, then release the mouse button  
The address and phone number are selected, as shown in Figure B-12. If you accidentally select the wrong line, click to deselect the text, and then try again.
2. Click **Type** on the menu bar, then point to **Font**  
The Font menu appears, as shown in Figure B-13. It lists all the fonts available on your computer. You can expand the Font menu to display more font names by pointing to the right arrow at the top of the menu. (Macintosh Users: Point to the down arrow at the bottom of the menu.)
3. Click **Arial**  
The font of the selected text changes to Arial.
4. Click **Type** on the menu bar, point to **Size**, then click **9**  
The size of the selected text is reduced from 12 points to 9 points. The smaller the point size of text, the smaller the text, and vice versa.
5. Click **Type** on the menu bar, point to **Type Style**, then click **Italic**  
The selected text is now slanted, or italicized.
6. Click anywhere on the page to deselect the text, then triple-click **No Vertical Limits!**  
The entire line is selected.
7. Click **Type** on the menu bar, point to **Type Style**, click **Bold**, then deselect the text  
The slogan text is made darker and thicker. You are pleased with the finished letterhead. Compare your screen with Figure B-14.

**MacintoshUsers**  
This replaces step 5.  
5. Click directly to the left of the violin graphic with the Text tool, and then press (Delete)

**TABLE B-4: Print Document dialog box buttons**

button	use to
Setup	Change the printing resolution, paper size, orientation, and the paper source for non-PostScript printers
Paper	Change the printing resolution, paper size, scale, and the paper source for PostScript printers
Options	Scale the printed publication (from 5% to 1600%), choose duplex (double-sided) printing, and include printer marks, which are used by commercial printers to show the edges of a page, on the printed page
Color	Determine how color objects in the document are printed
Features	Set printer-specific features for PostScript printers
Reset	Reset all options to the default settings

36 CREATING A PUBLICATION

The steps and figures in this book feature PageMaker 7.0 for Windows. However the two software releases are very similar. Where there are differences, specific steps are given in tips for Macintosh Users.

Tables provide 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.



Every lesson features large, full-color representations of what the screen should look like as students complete the numbered steps.

FIGURE B-12: Selected text

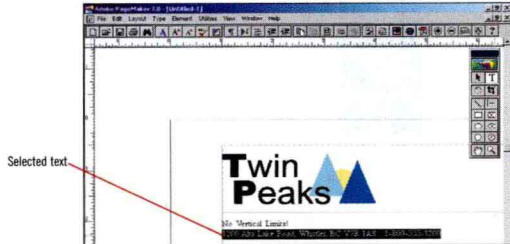
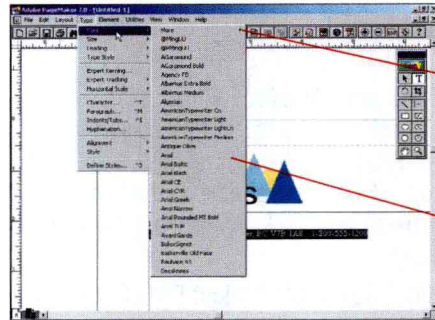


FIGURE B-13: Font menu



PageMaker 7.0



### Spacing around inline graphics

By simply pressing [Spacebar], you can add space between text and an inline graphic. Another way to control the horizontal space between text and inline graphics is to use indents and tabs. You can control the vertical space between paragraph text and an inline graphic by changing the leading. Whenever you place an inline graphic, PageMaker applies an

autoleading format to it that is different from the paragraph's leading, creating odd line spacing in the paragraph. To make the line spacing consistent in a paragraph that includes an inline graphic, you can either reduce the size of the inline graphic or increase the leading of the paragraph.

Clues to Use boxes provide concise information that either expands on the major lesson skill or describes an independent task that in some way relates to the major lesson skill.

### ► How are design concepts covered?

In addition to being covered in the lessons, each unit concludes with a two-page Design Workshop. Design Workshops focus on strong design skills, and offer a valuable review and check of key concepts.

### ► Is this book dual-platform?

Yes. All the lessons and exercises can be completed on either the Windows or Macintosh platform.

### ► Is this book ACE Certified?

Adobe PageMaker 7.0 – Illustrated covers the Adobe Certified Expert (ACE) product proficiency exam objectives for PageMaker 7.0. See the inside front cover for more information on other Course Technology titles meeting ACE certification. A grid in the back of the book lists the exam objectives and cross-references them with the units.

### ► What online learning options are available to accompany this book?

Options for this title include a testbank in MyCourse 2.0, WebCT, and Blackboard ready formats to make assessment using one of these platforms easy to manage. Visit [www.course.com](http://www.course.com) for more information on our online learning materials.

# Instructor Resources

The Instructor's Resource Kit (IRK) CD is Course Technology's way of putting the resources and information needed to teach and learn effectively into your hands. All the components are available on the IRK (pictured below), and many of the resources can be downloaded from [www.course.com](http://www.course.com). The Project Files, Solution Files, and Figure Files are provided in Macintosh and Windows formats. The testbank, as well, is dual-platform. Macintosh users can access the Instructor's Manual and Sample Syllabus provided they have Microsoft Office for the Macintosh. All the Instructor Resources are compatible with both the Windows and Macintosh platforms.



## ASSESSING YOUR STUDENTS

### Solution Files

Solution Files are Project Files completed with comprehensive answers. Use these files to evaluate your students' work. Or, distribute them electronically or in hard copy so students can verify their own work.

### ExamView

ExamView is a powerful testing software package that allows you to create and administer printed, computer (LAN-based), and Internet exams. ExamView includes hundreds of questions that correspond to the topics covered in this text, enabling students to generate detailed study guides that include page references for further review. The computer-based and Internet testing components allow students to take exams at their computers, and also save you time by grading each exam automatically.

## PRESENTING YOUR CLASS

### Figure Files

Figure Files contain all the figures from the book in .jpg format. Use the figure files to create transparency masters or in a PowerPoint presentation.

## STUDENT LEARNING TOOLS

### Project Files and Project Files List

To complete most of the units in this book, your students will need **Project Files**. Put them on a file server for students to copy. The Project Files are available on the Instructor's Resource Kit CD-ROM, the Review Pack, and can also be downloaded from [www.course.com](http://www.course.com).

Instruct students to use the **Project Files List** at the end of the book. This list gives instructions on copying and organizing files.

## PLANNING YOUR CLASS

### Instructor's Manual

Available as an electronic file, the Instructor's Manual is quality-assurance tested and includes unit overviews, detailed lecture topics for each unit with teaching tips, comprehensive sample solutions to all lessons and end-of-unit material, and extra Independent Challenges. The Instructor's Manual is available on the Instructor's Resource Kit CD-ROM, or you can download it from [www.course.com](http://www.course.com).

### Sample Syllabus

Prepare and customize your course easily using this sample course outline (available on the Instructor's Resource Kit CD-ROM).

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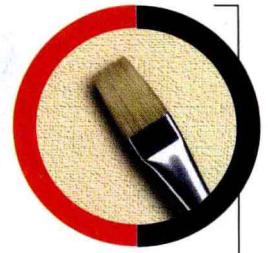
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# Read This Before You Begin

## Project Files

In this book, you will create desktop publications for print and electronic distribution. Before beginning your work, make sure that you have the Project Files provided by Course Technology. Check with your instructor or go to [www.course.com](http://www.course.com) to download the files. You can store your Project Files on a Zip disk, hard drive, network drive, or other file location. The Project Files are referenced in the book as “the drive and folder where your Project Files are stored,” because actual file locations will vary.

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## Macintosh Users

Macintosh User tips are included in the margins and steps of this text. These tips were written and tested on Macintosh OS 9 and can be used for Macintosh OS X as well. Project Files are provided in Macintosh format. Please follow the above directions to store your Project Files.

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## Browsers

We recommend using Microsoft Internet Explorer 5.0 or higher or Netscape Navigator 4.7x or higher for browser output.






# Getting

## Started with Adobe PageMaker 7.0

### Objectives

- ▶ Define desktop publishing software
- ▶ Start PageMaker 7.0
- ▶ Open a publication
- ▶ View the PageMaker program window
- ▶ Set the zero point and use ruler guides
- ▶ Work with the toolbox
- ▶ View a publication
- ▶ Get Help
- ▶ Close a publication and exit PageMaker

Adobe PageMaker 7.0 is a popular desktop publishing program that is used to create professional-quality business publications for print and electronic distribution. PageMaker includes sophisticated text, graphic, and layout tools that allow you to create a wide variety of publications such as advertisements, brochures, and newsletters.  Sara Norton is a freelance graphic designer who runs a small desktop publishing business from her home. Sara uses PageMaker to design publications for her clients. One of her clients, the Lakeview Swan Theatre, has hired her to design a newsletter called the *Swan Report*, which Sara has almost finished.

