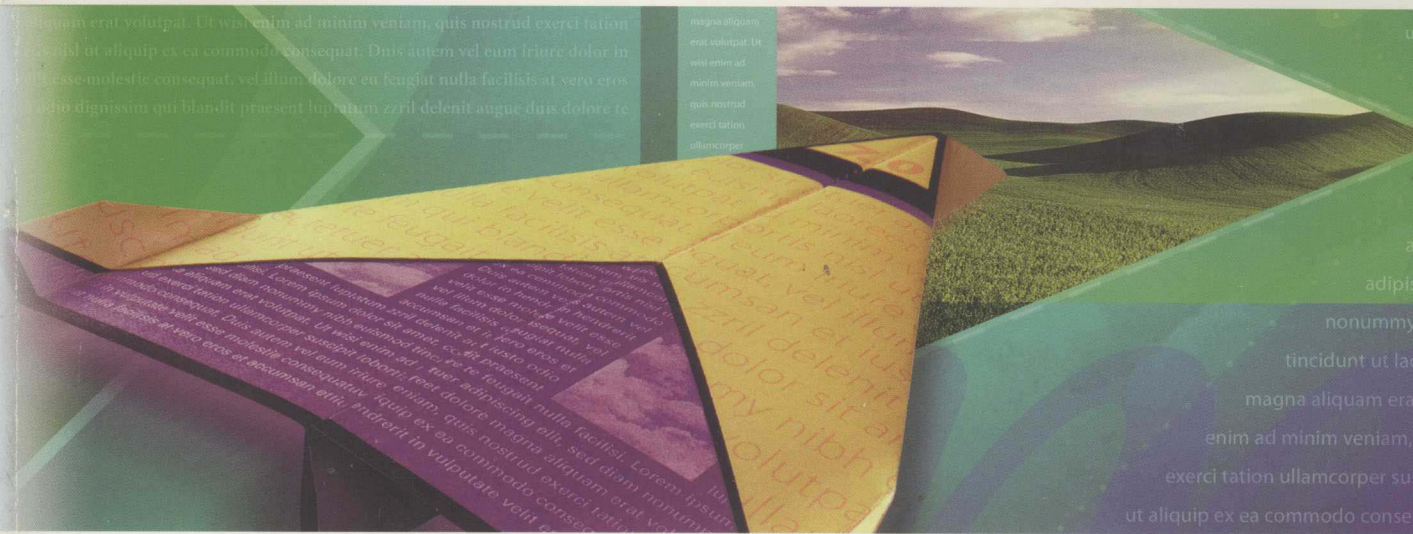


CD-ROM Included

Adobe® PageMaker® 7.0



CLASSROOM IN A **BOOK**®



The official training workbook developed by the staff of Adobe

Adobe® PageMaker® 7.0

Classroom in a Book®

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Adobe® PageMaker® 7.0 Classroom in a Book®

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Written and designed at Adobe Systems Incorporated, 345 Park Avenue, San Jose, California 95110, USA.

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Getting Started

Adobe® PageMaker® 7.0 is the ultimate software tool for producing professional-quality business communications for print, press, or online distribution as Adobe® PDF. With PageMaker, you can integrate text and graphics from many sources into virtually any kind of publication, from newsletter and brochures to color catalogs and magazines to Web pages, with maximum precision and control.

About Classroom in a Book

Adobe PageMaker 7.0 Classroom in a Book® is part of the official training series for Adobe graphics and publishing software developed by experts at Adobe Systems. The lessons are designed to let you learn at your own pace. If you're new to PageMaker, you'll learn the fundamental concepts and features you'll need to master the program. And if you've been using Adobe PageMaker for a while, you'll find that Classroom in a Book teaches many advanced features. The enhanced Export Adobe PDF command is covered in detail.

The lessons in this edition show how to assemble a flyer, letterhead, booklet for a CD jewelcase, pamphlet, newsletter, catalog, and book. Although each lesson provides step-by-step instructions for creating a specific project, there's room for exploration and

experimentation. You can follow the book from start to finish or do only the lessons that correspond to your interests and needs. Each lesson concludes with a review section summarizing what you've covered.

Prerequisites

Before beginning to use Adobe PageMaker 7.0 Classroom in a Book, you should have a working knowledge of your computer and its operating system. Make sure you know how to use the mouse and standard menus and commands and also how to open, save, and close files. If you need to review these techniques, see the printed or online documentation included with your Windows® or Mac® OS system.

Installing Adobe PageMaker

Before you begin using *Adobe PageMaker 7.0 Classroom in a Book*, make sure that your system is set up correctly and that you've installed the required software and hardware. You must purchase the Adobe PageMaker 7.0 software separately.

You must install the application from the Adobe PageMaker 7.0 CD onto your hard disk; you cannot run the program from the CD. For system requirements and complete instructions on installing the software, see

the How_to_Install.wri (Windows) or How_to_Install.txt (Mac OS) file on the application CD.

Note: Be sure to install Adobe Acrobat® Distiller® 5.0, Adobe Acrobat® Reader® 5.0, Adobe PostScript® Driver from the application CD unless you have installed Adobe Acrobat 5.0 separately, and Adobe Type Manager® (ATM®).

Make sure your serial number is accessible before installing the application; you can find the serial number on the registration card or CD sleeve.

Installing the Classroom in a Book fonts

To ensure that the lesson files appear on your system with the correct fonts, you may need to install the Classroom in a Book font files. The fonts for the lessons are located in the Fonts folder on the Adobe PageMaker Classroom in a Book CD. If you already have these on your system, you do not need to install them. If you have ATM (Adobe Type Manager), see its documentation on how to install fonts. If you do not have ATM, installing it from the Classroom in a Book (CIB) CD will automatically install the necessary fonts.

You can also install the Classroom in a Book fonts by copying all of the files in the Fonts folder on the Adobe PageMaker Classroom in a Book CD to:

- Program Files/Common Files/Adobe/Fonts (Windows)

- System Folder/Application Support/Adobe/Fonts (Mac OS)

If you install a Type 1, TrueType, OpenType, or CID font into these local Fonts folders, the font appears in Adobe applications only.

Creating and printing lesson projects

The lesson projects in this Classroom in a Book are designed to be printed on black-and-white printers, desktop color printers, and four-color presses. Some projects are designed to be distributed on the Web in HTML or PDF format rather than printed. If you do not have access to any or all of these types of printers, or if you don't have access to a Web server, you can still complete the projects.

Although these projects are composed for a specific printer, you can print them on your own printer by selecting your printer and its PPD in the Print dialog box when it is time to print. (If your printer is not a PostScript printer, you do not have the option to select a PPD.) Alternatively you can export the project files to Adobe PDF and create an Adobe PDF version of the finished piece using the Export Adobe PDF command.

When you export to Adobe PDF, PageMaker creates a PostScript file, and then automatically starts Acrobat Distiller to convert the PostScript file into Adobe PDF. If you do not have enough free RAM to run Acrobat Distiller simultaneously with PageMaker, you will need to close all open applications other than PageMaker. For most of the lesson

projects, you can use the default options for Export Adobe PDF, as described in Lesson 1 “Creating an Adobe PDF version of the flyer” on page 41. For information on using Export Adobe PDF to create separations, see Lesson 7 “Creating separations using Adobe PDF” on page 239. For information on customizing the options associated with Export Adobe PDF command—changing the file size or image quality, for example, see Lesson 9, “Setting PDF Options” on page 277.

Installing PPDs (Windows only)

In Windows, you need to install the PPDs for the AGFA-ProSet9800 and the HP LaserJet 5Si printers. These PPDs are included on the Classroom in a Book (CIB) CD in the folder WinPPDs. Even though you may never print to these printers, you will specify these printers as the final output device in several projects.

Before you begin any project that you plan to take to a service provider, you must know which final output device the provider will use and, from the start, select that device for Compose to Printer in the Document Setup dialog box, even if you plan to print drafts on your own printer. (You’ll learn how to do this in the lessons.) In PageMaker for Windows, font choices and sizes, resolution of text and graphics, and the print area depend on the device you select.

To ensure that you get the expected results in these lessons, install these PPDs now.

The PPDs for the two printers used in this Classroom in a Book are on the Classroom in a Book (CIB) CD. Follow these steps to install them:

- 1 Insert the Classroom in a Book (CIB) CD, and navigate to the folder containing the two PPD files, AGPRO981.PPD and HPLJ5SI1.PPD.
- 2 Using Windows Explorer, open the folder Program Files/Adobe/PageMaker 7.0/Rsrc/Usenglish/Ppd4 on your hard drive.
- 3 Drag the two files, AGPRO981.PPD and HPLJ5SI1.PPD, from the Classroom in a Book (CIB) CD to the Ppd4 folder on your hard drive.

You have successfully installed the drivers and printers required to complete the lessons in this book.

Copying the Classroom in a Book files

The Adobe PageMaker Classroom in a Book CD includes folders containing all the electronic files for the lessons. Each lesson has its own folder, and you must copy the folders to your hard drive to do the lessons. To save room on your drive, you can install only the necessary folder for each lesson as you need it, and remove it when you're done.

To install the Classroom in a Book files:

- 1 Insert the Adobe PageMaker Classroom in a Book CD into your CD-ROM drive.
- 2 Create a folder named PM70_CIB on your hard drive.
- 3 Copy the lessons you want to the hard drive:
 - To copy all of the lessons, drag the Lessons folder from the CD into the PM70_CIB folder.
 - To copy a single lesson, drag the individual lesson folder from the CD into the PM70_CIB folder.

If you are installing the files in Windows, you need to unlock them before using them. You don't need to unlock the files if you are installing them in Mac OS.

In Windows, unlock the files you copied:

- If you copied all of the lessons, double-click the unlock.bat file in the PM70_CIB/Lessons folder.
- If you copied a single lesson, drag the unlock.bat file from the Lessons folder on the CD into the PM70_CIB folder. Then double-click the unlock.bat file in the PM70_CIB folder.

Note: If as you work through the lessons, you overwrite the Start files, you can restore the original files by recopying the corresponding Lesson folder from the Classroom in a Book CD to the PM70_CIB folder on your hard drive.

Additional resources

Adobe PageMaker Classroom in a Book is not meant to replace documentation that comes with the program. Only the commands and options used in the lessons are explained in this book. For comprehensive information about program features, refer to these resources:

The Adobe PageMaker 7.0 User Guide.

Included with the Adobe PageMaker 7.0 software, this guide contains a complete description of all features.

Online Help,

an online version of the user guide, which you can view by choosing Help > Help Topics (Windows) or Help > PageMaker Help Topics (Mac OS).

The Adobe Web site (www.adobe.com),

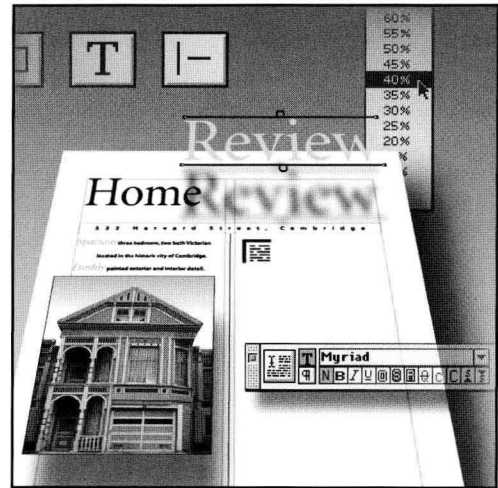
which you can view by choosing Help > Adobe Online if you have a connection to the World Wide Web.

Adobe Certification

The Adobe Training and Certification Programs are designed to help Adobe customers improve and promote their product proficiency skills. The Adobe Certified Expert (ACE) program is designed to recognize the high-level skills of expert users. Adobe Certified Training Providers (ACTP) use only Adobe Certified Experts to teach Adobe software classes. Available in either ACTP classrooms or on-site, the ACE program is the best way to master Adobe products. For Adobe Certified Training Programs information, visit the Partnering with Adobe Web site at <http://partners.adobe.com>.

Lesson 1

Flyer



In this project you'll assemble a single-page, black-and-white flyer from start to finish. The photograph and most of the text featured in this flyer are ready for you to import into PageMaker. You'll also learn how to type text directly into a publication and you'll draw several graphic elements (square, circle, and line).

For this lesson, you will open and view the final version of the flyer, and follow the step-by-step instructions that introduce some of the basic features and tools of PageMaker. Even if you have experience using the PageMaker application, this introduction may reveal some useful tips and techniques.

This project covers the following topics:

- Restoring default PageMaker settings
- Changing the view of a publication
- Creating a new publication
- Opening an existing publication
- Setting up the horizontal and vertical rulers
- Displaying and hiding guides
- Positioning the zero point
- Using the pointer tool, the text tool, and the zoom tool
- Specifying multiple columns
- Locking the guides
- Creating, placing, formatting, and positioning text and graphic elements
- Creating a drop cap
- Applying a tint to text
- Specifying a hanging indent
- Creating ruler guides
- Drawing circles, rectangles, and lines
- Adjusting the stacking order of elements on the page

- Range kerning text
- Using the Snap to Guides option
- Printing the flyer on a desktop laser printer
- Exporting the flyer to Adobe PDF

If this is your first time using PageMaker, it should take about 2 hours to complete this lesson. If you have some experience using PageMaker, it should take about 90 minutes to complete this lesson.

Locating files and fonts

All files and fonts needed for this lesson are found on the *Adobe PageMaker Classroom in a Book* CD-ROM in the folders 01Lesson and Fonts, respectively.

Restoring default settings

Before starting PageMaker, delete the PageMaker 7.0 preferences file to ensure all settings are returned to their default values.

1 If PageMaker 7.0 is running, choose File > Exit or Quit.

2 Locate the PageMaker preferences file in the following location, depending upon your system:

Windows \PageMaker 7.0\rsrc\usenglish\PM70.cnf

Note: If Windows is set to hide filename extensions, the preferences file will instead appear without the .cnf extension.

Macintosh System Folder: Preferences:
Adobe PageMaker 7.0P Prefs

3 Drag the preferences file to the Recycle Bin (Windows) or Trash (Macintosh).

The PageMaker preferences settings are returned to their default values.



To preserve your preference settings, drag the preferences file to a different folder. When you are ready to restore the settings, drag the file back to its original folder and click Yes when asked whether to overwrite the existing file.

Starting PageMaker

After verifying that the correct fonts are installed on your computer, you will start the PageMaker application.

1 In addition to the commonly used fonts identified in the Getting Started chapter, make sure the following fonts are installed on your computer: AGaramond, AGaramond Italic, and Myriad Roman.

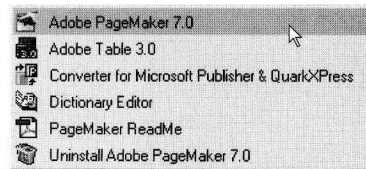
Windows only: *Because of the way Windows handles fonts, AGaramond Italic does not appear in font menus in Windows applications. You must apply italic to AGaramond to use AGaramond Italic.*

Myriad, a multiple master typeface, is a sans serif design. Myriad makes a good text face as well as providing flexibility for filling display needs in all sizes and media.

Note: *Serifs are the small strokes at the top and bottom of a letter. Typefaces without serifs are generally called sans (without) serifs.*

2 Depending on the platform, start PageMaker as follows:

- In Windows, choose Start > Programs > Adobe > Adobe PageMaker 7.0 (your menus may differ depending upon your installation).



- In Mac OS, open the Adobe PageMaker 7.0 folder and double-click the Adobe® PageMaker® 7.0 icon.



Adobe® PageMaker® 7.0

Once launched, PageMaker displays the menus and tool box. If necessary, close the Template and Picture palettes (Windows).