



# PageMaker® 5.0

## Windows Version

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QUICK REFERENCE GUIDE TO



# PageMaker® 5.0

~~Windows Version~~

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## PREFACE

PageMaker 5.0 is a prize-winning, page-layout software program designed for desktop publishing applications. This new version, 5.0, offers more than 100 new features and enhancements that give new publishing power to the creative professional. With this amazing program, you can easily create professional newsletters, mind-grabbing brochures, job-getting proposals, custom business cards, stylish letters, and even books (like this one) yourself.

**The Quick Reference Guide to PageMaker 5.0** will be helpful to every PageMaker user--from novice to professional graphic designers, writers, editors, and production specialists. The manual that comes with the software package is useful, but it is lengthy (467 pages) and written in narrative style. **The Quick Reference Guide to PageMaker 5.0** is perfect for the computer user looking for a function in a hurry. Organized alphabetically, this book places essential information at your fingertips. By using this reference guide, you won't have to wade through a thick user manual. You can look up the function in the alphabetic listing (like a dictionary) and perform the sequence quickly and efficiently. As you use PageMaker and become familiar with its operation, you begin to commit the command steps to memory. Once you have become familiar with PageMaker, you will probably want to keep this reference guide near your computer so that you can refer to it when you are working with commands and features that you use infrequently.

Each alphabetic listing includes a brief description of the function followed by a step-by-step sequence. **The Quick Reference Guide to PageMaker 5.0** cannot cover all of the features that are included in such a large program. However, you can use a variety of additional sources, such as the on-line help menu or **The Aldus PageMaker 5.0 User's Guide** for more information.

**A**

**ACTUAL SIZE** - "Actual size" displays text and images at full size as they appear when printed. See **PAGE VIEWS** for full range of page views.

1. Click on Layout Menu.
2. Click on View.
3. Click on Actual size.

**ALIGN CENTER** - Aligns text to center between the left and right margin.

1. Click on Type menu.
2. Click on Alignment. A drop-down menu appears.
3. Click on Align center.

-or-

Use Control palette (see **CONTROL PALETTE**).

**ALIGN LEFT** - Aligns text to center between the left and right margin.

1. Click on Type menu.
2. Click on Alignment. A drop-down menu appears.
3. Click on Align left.

**ALIGN RIGHT** - Aligns text to right margin.

1. Click on Type menu.
2. Click on Alignment. A drop-down menu appears.
3. Click on Align right.

**ALIGNMENT USING THE CONTROL PALETTE** -

You can align a paragraph so that text is aligned on the left side, the right, or both sides of a text block (justified). Or, you can center a paragraph leaving ragged edges on

both sides. To align using the control palette, do the following:

1. Click on an insertion point or select a range of text.
2. Click on the Windows menu.
3. Click on the Control palette.
4. Click on the Paragraph (¶) icon.
5. Click on the alignment icon you wish--left, right, justify, or center.
6. Close the control palette by clicking on the Windows menu and clicking on the Control palette.

**AUTOFLOW** - See PLACE TEXT, AUTOFLOW.

**BALANCE COLUMNS** - This is an Aldus addition feature that adjusts text columns on your page to be of equal size so that their top and bottom edges align. To use the balance columns feature, do the following:

1. Use the pointer tool to select two or more columns within the same story.
2. Click on the Utilities menu.
3. Click on Aldus additions.
4. Click on Balance columns. The Balance columns dialog box appears.
5. For "Alignment," click the left icon to align the top boundaries of the selected columns to the topmost text-block boundary in the selection. Click the right icon to align the bottom boundaries of the selected columns to the bottom-most, text-block boundary in the selection.
6. For "Add leftover lines," click the left icon to add remaining lines starting with the leftmost column. Click the right icon to add remaining lines starting with the rightmost column.

7. Click OK.

**BOLD** - Prints in bold.

1. Click on the Type menu.
2. Click on Type style. A drop-down menu appears.
3. Click on Bold.  
-or-
  1. Click on the Type menu.
  2. Click on Type Specs. A dialog box appears.
  3. Click on bold.
  4. Click on OK or press ENTER.

**BOOK** - Creates book lists that contain the names of all the publications, listed in the order you want them to appear. PageMaker uses this book list to generate an index or a table of contents for all the publications in a book list, and to print the entire book. To create a book list, do the following:

1. Open the publication in which you want to create the book list.
2. Click on the File menu.
3. Click on Book. The Book publication list dialog box appears.
4. Double click the name of each file you want to add to your list.
5. Click OK.

For additional features of the Book command, refer to *Aldus PageMaker User Manual*.

**BOOK PUBLICATION LIST** - This feature allows you to assemble multiple publications into a book so you can work with them as a whole. This is useful in creating an

index, table of contents, and printing the book. To create a book list, do the following:

1. Open the publication in which you want to create the book list.
2. Click on the File menu.
3. Click on Book. The Book publications dialog box appears.
4. Double-click the name of each file you want to add and then click OK.

To copy a book list, do the following:

1. Open the publication containing the book list.
2. Click on File menu.
3. Press CTRL as you click on Book. PageMaker copies the book list into every publication in the list. Note: The publication from which you're copying the book list must have a name before you can copy its book list into other publications.

**BOTTOM MARGIN** - Sets the bottom margin of a page that contains text and graphics. PageMaker's bottom margin default is set at .75 inches.

1. Select the Page setup dialog box. (See NEW PUBLICATION or PAGE SETUP.)
2. Tab to the Bottom Margin text box.
3. Type a new number to set the bottom margin.
4. Click OK or press ENTER.

**BOUNDING BOX** - Defines an area to type text.

1. Select the text tool.



2. Using the mouse, drag the I-beam diagonally to the lower right. As you drag, a bounding box appears, defining the area your text will fill.
3. When the bounding box is defined, release the mouse button.
4. Type the text.

**BOX IT** - This is an Aldus addition feature that draws a box around a selected object. This is a handy way to frame a picture or create a box to wrap text around an object. To use the Box it feature, do the following:

1. Click on the object.
2. Click on the Utilities menu.
3. Click on Aldus additions.
4. Click on Keyliner. A Keyliner dialog box appears.
5. Specify the distance (in points) that you want the box to extend away from the object's handles.
6. Click on the Attributes field. A Fill and line box appears. Specify the fill and line settings you want and click OK. The Fill and line box disappears.
7. Click OK in the Keyliner dialog box.

**BRING TO FRONT** - A stacking order of overlapping text and graphics on the page. The Bring to front command moves the selected item in front of everything else on the page.

1. Use the pointer tool to select the graphic.
2. Click on the Element menu.
3. Click on Bring to front.

Note: See also SEND TO BACK.

**BULLETS AND NUMBERING** - This feature allows you to add bullets or numbers to paragraphs. To number paragraphs or add special characters, do the following:

1. In the layout view, select the text tool and click on an insertion point in the first paragraph you want numbered.
2. Click on the Utilities menu.
3. Click on Aldus additions.
4. Click on Bullets and numbering. The Bullets and numbering dialog box appears. If you want to number paragraphs, click on the numbers box. Then select one of three options: Click "Every paragraph in story" to number all paragraphs in the story consecutively; click "Only those with style" and type the style name to number only those paragraphs of a particular style; or click "For -- paragraphs from cursor" and type a number to limit the paragraphs being numbered.

If you want to use bullets or special characters, click on BULLETS box. A Bullets and numbering dialog box appears. Click on the kind of bullet you want and select the range options.

5. Click **OK**.

**CASCADE** - The cascade command allows you to see the title of each publication in the stack. This feature is useful when you have two or more story windows open in a publication, or when you have two or more publications open simultaneously. To use cascade in Story editor, do the following:

1. Click on the Window menu.
2. Click on Cascade. All open story windows in the current publication will cascade.

**CENTER TEXT** - See **ALIGN CENTER**

**CHANGE** - A part of the Story editor command. It allows you to search for and replace text, formats, or special characters such as tabs and index markers. To use the Change command, do the following:

1. Use the text tool to select the text.
2. Click on the Edit menu.
3. Click on Story.
4. Click on the Utilities menu.
5. Click on Change. A Change dialog box appears. To search for text, complete the Find what and Change to boxes. To search for text formats, click Attributes and select options in the Change attributes dialog box.

For further details about changing attributes and text, refer to the *Aldus PageMaker User Manual*.

**CLEAR SCREEN** - See **CLOSE**.

**CLICK** - This is a mouse function that requires you to position your cursor on top of the designated item and to press and release the primary (usually the left) mouse button quickly.

**CLIPBOARD** - The clipboard is a repository for temporarily storing text or graphics for later use.

Use the clipboard command to:

- a. View the contents of the clipboard.
- b. Save the contents of the clipboard to a clipboard file you can store for later use.
- c. Open an existing clipboard file.
- d. Clear the contents of a clipboard.

To use the clipboard, do the following:

1. Click on the Control icon. A drop-down menu appears.
2. Click on Clipboard. A Clipboard appears. You can use the clipboard window to:
  - a. File, save, or exit.
  - b. Edit--which contains the Delete command to clear the contents of the clipboard.
  - c. Display--which lists the text or graphics formats in which you can view the contents of the clipboard.
  - d. Help--which provides online information about the clipboard.
3. Double-click the control icon to close the clipboard.

**CLOSE** - Closes the publication and returns you to PageMaker's desktop.

1. Click on the File menu.
2. Click on Close. Note: If you've made any changes since last saving the publication, PageMaker asks you if you want to "Respond by clicking either Yes, No, or Cancel."

**COLOR** - The default colors in the color palette are blue, green, red, paper, and black. To add another color to the palette, do the following:

1. Click on the Element menu.
2. Click on Define colors. The Define colors dialog box appears.

3. Click New. An Edit color dialog box appears.
4. Type a name for the new color (i.e., yellow).
5. Click Spot or Process to specify the type of color.
6. Click RGB, HLS, or CMYK to select the color model that you want to use. For example, click on CMYK for yellow.
7. Type values or adjust the scroll bars to specify the color. For example, if you want 100% yellow, enter the following values: Cyan 0%, Magenta 0%, Yellow 100%, and Black 0%.
8. Click Overprint to specify that the color prints on top of any colors that appear behind it on a page.
9. Click OK to close each dialog box.

To replace one color with another, do the following:

1. Click on the Element menu.
2. Click on Define colors. The Define colors dialog box appears.
3. Click the color you want to replace and then click Edit. The Edit color dialog box appears.
4. Change the name of the original color to the name of the color you want to replace it with (by typing in a name in the name box or by using the Libraries list).
5. Click OK to close the dialog boxes. The new color replaces the old color in your palette.

To remove a color from a rectangle or an ellipse, do the following:

1. Click on the object.

2. Click on the Element menu.
3. Click on the Fill and line submenu.
4. Click on None in the Fill field.
5. Click OK to close the dialog box.

To remove an applied color from an imported graphic (clip art image), do the following:

1. Select the imported graphic.
2. Click on the Element menu.
3. Click on Restore original color.

**COLOR LIBRARY** - This feature allows you to create your own color library or choose from such industry standards as PANTONE, Trumatch, Focoltone, and Dainippon. For a more detailed description of color-matching process, refer to the *Aldus PageMaker User Manual*. To specify a color from the color library, do the following:

1. Click on the Element menu.
2. Click on Define colors. The Define colors dialog box appears.
3. Click on New. The Edit color dialog box appears.
4. Position the cursor in the scroll box of the Libraries field and click the down arrow to display the colors.
5. Click on a color--PANTONE, for example. A library PANTONE window appears. You will see from 1 to 100 colors displayed, with or without color names.
6. Use the mouse or cursor arrow keys to move to a color and click on the name of a color to select it.
7. Click OK to close each dialog box. The new color is added to your color palette.

Once you create colors, you can apply them to many different objects or clip art, or replace one color with another. To apply color to an object see **COLOR PALETTE** steps 1-4.

**COLOR PALETTE** - Displays a color palette in the publication window, allowing you to assign color to objects and text. To assign a color to an object:

1. Click on the Window menu.
2. Click on Color palette. A color palette dialog box appears.
3. Click on object (graphic image) and click on color in palette.
4. To remove color dialog box from screen, click on Window menu and click on Color palette.

To assign color to text:

1. Click on the Window menu.
2. Click on Color palette.
3. Click on Text tool.
4. Drag text tool over text to highlight text to be colored.
5. Click on color in Palette box.

**COLOR TINT** - See **TINT**.

**COLUMN GUIDES** - Creates columns on page.

1. Click on Layout menu.
2. Click on Column guides. The Column guides dialog box appears.
3. Type the number of columns you want in the Number of columns field.
4. Define the spacing, or gutter, between columns.
5. Click OK or press ENTER.

To create unequal columns, do the following:

1. Set up columns as usual (see above).
2. In the Guides and Rulers submenu of Layout menu, deselect the Lock guides command.
3. Point to the column guide of the column that you want to customize.
4. Drag the column guide to the left or right as desired.
5. Select the Lock guides command to lock all column guides in position.

**CONTINUATION LINES** - This is an Aldus addition feature that inserts "Continued on page #" and "Continued from page #" lines. To create a continuation line in your story, do the following:

1. Use the pointer tool to select a text block.
2. Click on the Utilities menu.
3. Click on Aldus additions.
4. Click on Continuation. A Continuation notice box appears.
5. Click the appropriate option to place a jump line on the page. Click bottom of text block to place "Continued on page #" at the bottom of the text block or click Top of text block to place "Continued from page #" at the top of the text block.
6. Click OK.

**CONTROL PALETTE** - The control palette is a feature that displays options that lets you apply formatting to text and graphics. It also tracks the movement of the cursor and the positions of objects on publication pages. The control palette displays different options depending upon



which tool is selected. To display the control palette, do the following:

1. Click on the Windows menu.
2. Click on Control palette

When any tool except the text tool is selected, the control palette lets you manipulate objects. You can move, rotate, skew, and reflect graphic elements and text blocks, as well as determine their size and position. The control panel numerically tracks changes made to selected objects. When you use the text tool, you can use the control palette to format text. Use the view buttons to choose between two sets of options.

Character view (A) - In character view, you can apply character attributes (such as font, size, or leading) to selected text.

Paragraph view (¶) - You can apply paragraph styles, select alignment options, and set other paragraph attributes. For more information on using the control palette, see the *Aldus PageMaker User Manual*.

**CONVERT QUOTES** - This feature converts all quotation marks and apostrophes when you place the file. If a single or double quote follows a numeral, "Convert quotes" assumes that it's a foot, inch, minute, or second mark and will not convert it. When you import (place) a file, the Convert quotes option is turned on by default. See **PLACE TEXT**.

**COPY/PASTE** - The copy function copies the selection from your publication to the clipboard. The paste command pastes the last text and graphics copied to the clipboard back to the publication.

To copy and paste graphics, do the following:

1. Use the pointer tool to select the graphic.