

## Adobe PageMaker Introduction – 2 days



### Course Objectives:

Adobe PageMaker is a powerful page layout application you can use to create professional looking publications. In this course, students will learn basic techniques and skills that will give them a solid understanding of the software, as they create a four-page colour newsletter, a full-page colour advertisement for publication in a magazine, and a catalogue with tables, prepared for both print output and as an Acrobat PDF file designed for desktop printing or electronic distribution via the Web.

### Prerequisites:

A basic level of word processing skills is strongly recommended.

### Content:

#### Creating a Newsletter

- The PageMaker Environment
- Document Setup
- Typing Text and Manipulating Text Blocks
- Basic Text Formatting
- Importing and Manipulating Graphics
- Using Master Pages

#### Using Text

- Importing Text
- Spacing Text
- Indenting Text
- Using Tabs
- Using Styles
- Using the Story Editor

### Using Graphics

- Drawing Shapes
- Applying Colours
- Text Wrapping
- Manipulating Graphics
- Cropping Graphics
- Inline Graphics

### Printing with PageMaker

- Creating and Applying Spot Colours
- Updating Links
- Creating a Booklet
- Printing a Proof
- Collecting Files for Output

### Creating an Identity System

- Creating Templates
- Using Templates
- Drag and Drop Between Documents
- Using a Library

### Formatting Using Advanced Typography

- Choose Typefaces
- Balance Columns
- Align Type
- Align Type to a Grid
- Kern Type
- Hyphenate Text
- Create Type Effects