

## **Page Maker.**

### **1. Using PageMaker 7**

- Using the toolbox
- Working with palettes
- Viewing pages
- Scrolling within a window
- Working with text and graphics
- Moving between pages
- Adding and deleting pages
- Working with multiple open publications
- Managing story windows
- Tiling and cascading windows
- Setting defaults and preferences
- Using the right mouse button
- Correcting mistakes
- Undoing changes and reverting publications
- Creating and opening publications
- Opening an existing publication
- Opening previous versions publications
- Using the Cross-Platform PageMaker Converter
- Using templates
- Adding text and graphics to templates
- Building, your own template
- Naming and saving a publication
- Specifying a Save Option preference
- Saving, linked and associated files with a publication
- Saving a file to open in an earlier version of PageMaker

- Closing a publication
- Setting up pages
- Setting margins
- Setting print-related Document Setup options
- Changing Document Setup options
- Master pages
- Invisible grid defined by rulers
- Overriding the unit of measure □ Using the zero point
- Working with nonprinting guides
- Setting up column guides
- Moving and locking columns
- Creating a page with different column setups
- Setting up ruler guides
- Applying grids
- Mirroring and cloning grids
- Copying grids
- Managing grids
- Numbering pages
- Rearranging pages
- Resizing the Sort Page thumbnails
- Changing document setup
- Creating running headers and footers
- Positioning and formatting running headers and footers
- Defining header and footer content

## **2. Text Formatting in PageMaker 7**

- Creating text blocks
- Creating text frames

- Comparing text frames and text blocks
- Selecting text or text objects
- Importing text
- Placing text on a page
- Understanding text objects and stories
- Working with windowshades
- Threading text blocks
- Threading text frames
- Moving between text frames
- Redirecting text flow in threaded text frames
- Deleting threaded text objects
- Moving and resizing text objects
- Balancing columns (text blocks only)
- Controlling page and column breaks
- Counting stories, words, and other items, Moving between story editor and layout view
- Cutting, copying, and pasting text
- Setting text preferences
- Formatting text, Using the Control palette to format text
- Formatting characters
- Applying a font
- Applying horizontal scale
- Applying a type style, Changing case  Specifying the position of text, Applying tracking, Formatting paragraphs
- Setting indents and tabs
- Creating a hanging indent
- Adding bullets and numbers in front of paragraphs
- Adding rules above or below paragraphs

- Adding space above or below paragraphs
- Using paragraph styles
- Creating and editing paragraph styles
- Applying a style to a paragraph
- Finding and changing text and text attributes
- Checking spelling
- Understanding tracking and kerning, Tracking type
- Copying tracks to another font
- Proofing tracked text, Kerning type
- Understanding hyphenation and justification
- Setting word and letter spacing
- Aligning paragraphs, Leading: Adjusting the space between lines of text
- Selecting a leading value

### **3. Using Graphic Objects in PageMaker 7**

- Using the drawing tools
- Changing strokes and fills
- Using frames, Taking advantage of frames
- Comparing frames, text blocks, and drawn objects
- Creating a frame, Adding content to a frame
- Selecting frames & content, Positioning content within a frame
- Duplicating an object
- Changing the stacking order of objects
- Deleting an object, Manipulating an object using the Control palette
- Control palette basics
- Using the reference-point Proxy, Modifying objects by adjusting values
- Setting measurement and nudge preferences
- Moving and resizing an object

- Grouping and ungrouping objects
- Locking objects, Aligning and distributing objects
- Rotating an object
- Attaching a graphic to text
- Using image control on a bitmap
- Document printing options, Page range options