

Adobe PageMaker V5.0

Course Level : Introduction

Course Duration: 2 Days

Prerequisites : A working knowledge of Windows95/98 or NT4



▼ Course Content

- What is PageMaker?
- What is Windows?
- Loading Windows
- Loading PageMaker
- Discussing some terminology
 - Choose
 - Dimmed
 - Select
 - Unselect
- Using Help
 - Help Contents
 - Search for help
- Page Setup
 - Margins
 - Double sided pages
 - Facing pages
 - Page Numbering Formats
- The Publication Windows
 - Adding pages
 - Deleting pages
 - Page Numbers
 - Moving between Pages
 - Pasteboard
- The Control Palette
 - Toolbox
 - Pointer Tool
 - Line Tools
 - Box Tools
 - Circle Tool
 - Rotation Tool
 - Cropping Tool
 - Text Tool
- Saving a publication
 - Document
 - Template
- Files and filenames
 - valid and invalid characters
- Printing a publication
- Working with text
 - Text Blocks
 - Text Overflow
 - Text Flow
 - Placing text
 - Autoflow
 - Text Wrap
 - Type Specs
 - Leading
 - Tracking & Kerning
- Style Sheets
 - Editing style sheets
- The Story Editor
 - Spell Check
 - Find and Replace
- Filling and Colouring elements
 - Line Weights
- Master Pages
- Picture Formats
 - TIFF
 - EPSF
 - Pict
 - Paint
- Ruler guides
- Arranging Objects
 - Bring To Front
 - Send To Back
 - Group/Ungroup
- Creating Links
 - Automatic Linking
 - Manual Linking
 - Edit Links
- Libraries
 - Library Palette
- Table of Contents
- Index
- Workshop