

Adobe Pagemaker — Basic Concepts

Note: All topics and content provided are suggestions and are subject to changes based on student's abilities and experience, available time and the latest information or techniques. Jeffco Productions will make every effort to ensure that the student receives all necessary information for the tasks required and desired. Please do not copy this outline except for personal use.

This Course Includes The Following Concepts, Themes and Topics:

Pagemaker environment

Palettes, Tools, Rearranging
Navigating around the workspace
Page setup, Rulers and Guides, Column Guides
Pages, Publications and multi-page publications (booklets), Templates

Drawing Tools

Frames, Text boxes, Lines, Shapes - center of transformation

Text

Formatting (manual and with styles), Control Palette
Font, size, leading, kerning, alignment, tabs, etc.
Text, Paragraph, Cascading Styles: Character, Paragraph
Plugins - Bullets and numbering, Balance columns

Placing Things

Import Text, Graphics, linking vs embedding
Threading text, Autoflowing text, The dreaded red arrow
Objects --> Element menu
Graphic Displays (in Preferences)
Resizing images, cropping images, Use crop tool to move image within frame
Text Wrap, Inline Images

Colour

RGB, CMYK, Pantone, Tints, Custom Colours
Stroke, Fill, Both

Layout Extras

Master Pages for consistency, English/French, Non Printing items, Page Numbering

Extras to Touch on if necessary/if there's time or interest:

More Plugins: Grid Manager, Hyperlinks, Index, Table of Contents