

PAGEMAKER

Praise for **in easy steps** books:

"...is quite the best book on this subject I have read. The use of concise explanations with copious pictures is the obvious way to learn to use DTP packages and the author uses this technique brilliantly. It is also written in English rather than American which really does make a difference. And unusually it is published and printed in England, hence it is half the price of similar works from across the pond."

— *The IBM PC User Group*

"...absolutely the best computer software training book..."

— *West Cheshire College*

"...one of the best PageMaker reference books on the market."

— *Adobe*

For Windows & Mac
Version 3 to 6.5

in
easy steps

COMPUTER
STEP

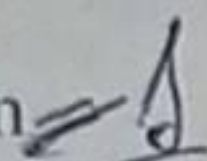
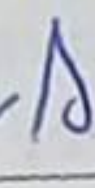

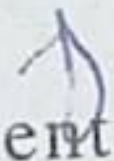
This edition is
authorised for sale in
Indian Sub-continent
only

 dreamtech Press

Contents

1	The Basics	7
	Introduction	8
	Starting PageMaker	9
	The PageMaker Screen	10
	Floating Palettes	11
	The Rulers	12
	Repositioning the Zero Point	13
	Viewing the Page	14
	Other Page Views	15
	The Zoom Tool	16
2	Working with a Publication	17
	New Publication	18
	Opening a Publication From Disk	20
	The Page Icons	21
	Inserting/Removing Pages	22
	Saving a Document	23
	Closing a Document	24
3	The Drawing Tools	25
	Lines	26
	Boxes, Ellipses, Polygons	27
	Selecting, Deleting, Moving, Resizing Elements	28
	Selecting Multiple Elements	30
	Grouping & Ungrouping <small>Version 6 and above</small>	32
	Manipulating Elements using the Control Palette <small>Version 5 and above</small>	33
	Moving Elements using the Control Palette <small>Version 5 and above</small>	35
	Resizing Elements using the Control Palette <small>Version 5 and above</small>	36
	Aligning Elements using the Control Palette <small>Version 5 and above</small>	37
	Aligning Objects using the Align Dialog <small>Version 5 and above</small>	39
	Using Fill and Line <small>Version 6 and above</small>	40
	Cut, Copy and Paste	43
	Power Pasting	44
	Paste Multiple <small>Version 6 and above</small>	45
	Magnetic Guidelines	47
	Using Guidelines	49
	Defaults	50
	The Rotation Tool <small>Version 5 and above</small>	53
	Front and Back	54

4	Importing Graphics	55
	The Place Command	56
	Graphic File Formats	58
	The Cropping Tool	61
	Image Control	62
5	The Text Tool	63
	Adding Text	64
	Changing Text	65
	Manipulating Text	66
	Default Text Settings	68
	Working with Blocks of Text	69
	More Advanced Text Effects <small>Version 4 and above</small>	71
6	Transformations	75
	Skewing <small>Version 5 and above</small>	76
	Reflecting <small>Version 5 and above</small>	76
	Cropping and Resizing with the Control Palette	77
	Combining Effects	78
	Rotating with the Control Palette	79
	Locking Elements <small>Version 6 and above</small>	80
7	Importing Text	81
	Placing Text	82
	Threaded Text	84
	Manipulating Threaded Text Blocks	86
	Autoflow	88
8	Master Pages	89
	Master Pages	90
	Multiple Master Pages <small>Version 6 and above</small>	92
	Column Guides	93
9	Working with Large Amounts of Text	95
	Character Specifications	96
	Paragraph Specifications	97
	Widows and Orphans <small>Version 4 and above</small>	98
	Keep With Next Command <small>Version 4 and above</small>	100
	Column and Page Breaks <small>Version 4 and above</small>	101
	Paragraph Rules <small>Version 4 and above</small>	102
	Indents/Tabs	104

	Hyphenation 	107
	Inline Graphics <small>Version 4 and above</small>	108
	Text Wrap	110
	The Grid Manager <small>Version 6.5</small>	112
10	The Story Editor <small>Version 4 and above</small>	113
	Using the Story Editor	114
	The Spelling Checker	115
	Find and Change	116
	Story and Layout Views	118
11	Style Sheets <small>Version 3 and above</small>	119
	Paragraph Styles	120
	Using Styles	121
	Changing a Style	122
	Style by Example	123
	Styles in the Story Editor	124
	Copying Styles From Another Document	124
12	Long Document Features 	125
	The Book Command <small>Version 4 and above</small>	126
	Table of Contents <small>Version 4 and above</small>	127
	Rebuilding the Table of Contents	129
	Making Index Entries <small>Version 4 and above</small>	130
	More Complex Entries	131
	Creating the Index	134
	Indexing with the Story Editor <small>Version 4 and above</small>	136
	The Colour Palette 	137
	The Print Dialog	138
13	Links Management <small>Version 4 and above</small>	139
	The Links Dialog Box	140
	Automatic Updates	142
	Checking Individual Objects	142
	Link Status	143
	Global Link Options	144
	Object Linking and Embedding	144
14	Frames <small>Version 6.5</small>	145
	The Frame Tools 	146
	Adding Text Content to a Frame	147
	Other Types of Frame	149

	Frame Options	15
	Applying Fill and Stroke	15
	Adding Graphic Content to a Frame	15
15	Hyperlinks and HTML <small>Version 6.5</small>	153
	Starting a Web Document	154
	Creating an Anchor	154
	Creating a Link Source	154
	The Links Pop-up Menu	160
	Importing URLs	160
	Changing a Link Target	161
	Exporting to HTML	162
	The Edit Contents Dialog	163
	The Options Dialog	163
	Online Preferences	164
16	Layers <small>Version 6.5</small>	165
	The Layers Palette	166
	Creating a New Layer	167
	Assigning an Object to a Layer	168
	Layers in Action	169
	The Layer Pop-up Menu in Detail	170
17	Utilities	171
	The Table Editor <small>Version 4 and above</small>	172
	The Library Palette <small>Version 5 and above</small>	174
	Sorting Pages <small>Version 5 and above</small>	175
	Create PDF <small>Version 5 and above</small>	175
	Balancing Columns <small>Version 5 and above</small>	176
	Create Keyline <small>Version 5 and above</small>	177
	Compressing TIFF Files	178
18	Tips and Techniques	179
	Template Documents	180
	Using a Template	181
	Creating Your Own Template	183
	Copying From One Document to Another	184
	Tips for Good Document Design ✓	185
	Using PageMaker on the Mac ✓	186
	Index	187